



JOB DESCRIPTION

1. General information

JOB TITLE: Children's Continuing Care Assistant Practitioner

GRADE: Band 4

DIRECTORATE: Children & Young People

HOURS OF WORK: 37.5 per week

RESPONSIBLE TO: Lead Continuing Care Nurse
(Line manager)

ACCOUNTABLE TO: Team Leader Children's Community Nursing Team

BASE: Bostall House, Goldie Leigh

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."

A handwritten signature in black ink, appearing to read 'Ify'.

Ify Okocha

Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

2. Overview of the Post

The Community Children's nursing team is part of an integrated network of services for children in Bexley and Bexley and Greenwich providing high quality, specialist child centred care. The team of specialist and generic children's community nurses provides skilled, comprehensive nursing care to children and families with nursing needs in their own homes or community settings. The Assistant Practitioner would work with all members of the team where a child required an individualised package of care.

To provide direct clinical care to named individual babies, children and young people aged 0-19 years with complex health needs including severe learning disabilities and life limiting, life threatening conditions in their home and in various community settings. The service is provided by the children's community nursing team.

The focus of the role will be to provide 24 hours holistic care on a rota basis using individualised single care plans that have been written by the Children's Community Nurses participating in planning care, one to one interventions assessing and reporting on the child's presentation and progress in meeting; participating in discharge planning supervising continuing care assistants and in administration of medication when required. This will involve a range of duties in line with agreed care plans.

To supervise the work of Continuing Care Assistants and report to the Clinical Skills Trainer and Senior Children's Community Nurses, work will be delegated to them by a registered nurse.

To report any changes in the child's condition to the family, Clinical Skills Trainer or other member of the children's community team as stated in the care plan.

3. Key Task and Responsibilities

- To work as a member of Children's Continuing Care team providing bespoke packages of care for named individual children with complex health care needs in their home.
- To provide and report on as necessary, the assessment, planning and implementation and on-going evaluation of clinical care to children under agreed rust protocols.
- To supervise the work of the Continuing Care Assistants.
- To ensure that children receive planned play and stimulation related to their emotional developmental needs in the home and community setting.
- To encourage and maintain high standards of personal care, including hygiene for all babies, children and young people.

- To carry out duties using a degree of own initiative, within good practice guidelines, involving the continuing care nurse when required.
- To work as part of a team offering support and advice to families within own scope of practice.
- To participate in multidisciplinary activities such as meeting and liaising with other agencies.
- To be competent in working with equipment in the home. For example, home ventilators, saturation monitors, oxygen concentrators and suction machines.
- To be responsible for keeping up to date with current events/developments in children's healthcare.

Management responsibilities

- To balance and prioritise clinical workload according to need in discussion with Lead Continuing Care Nurse.
- To advise the Clinical Skills Trainer on the development of standards, policies and guide lines relating to practice.
- To report all complaints, clinical and non clinical incidents or near misses promptly and when required to co-operate with any investigation undertaken.
- To supervise continuing care assistants and ensure PPDR processes are in place.
- To maintain clear, professional boundaries with children and their family when working in a home setting
- To attend and participate in supervision.
- To discuss sensitive health issues with children and their family members, using negotiation and reassurance skills where required. To report the outcomes of these discussions to the continuing care nurse.
- To work with other health care professionals and staff in community services to deliver a high standard of care.
- To identify and report any changes in the child's health and wellbeing to the family and Clinical Skills Trainer.
- To understand and adhere to all Trust policies, procedures, and guidelines.
- To maintain confidentiality in relation to children and their families at all times.
- To consider the child's needs as paramount and to adhere to all safeguarding procedures.
- To prioritise work and ensure effective time keeping.

- To report all clinical and non-clinical accidents or near misses promptly and when required, to co-operate with any investigation undertaken

Leadership

- To act as a role model to the family and other carers when delivering bespoke packages of care in the child's home or community setting.
- To work as a member of the team and with other professionals or representatives of voluntary organisations who also work with families with disabilities.
- To work in a team of peers offering support and advice within own area.
- To represent the service and or individual children at meetings as instructed by the Team Leader.

Clinical

- To carry out care plans provided by the Children's Community Nursing Team.
- To undertake skilled clinic tasks, for example enteral feeding (naso-gastric/ gastrostomy/jejunostomy), effective suctioning, changing oxygen probes, male and female catheterisation and basic life support following competency assessment.
- To maintain timely and accurate written electronic records in line with Trust and service policy and procedure.
- To be familiar with all equipment required to support the child and to report any deficiency immediately
- To carry out and record defined safety checks of technical equipment during each shift reporting any issues to the family and community nursing team
- To independently interpret observations, to recognise abnormal indicators and report to a registered nurse as required.
- To identify concerns and report to the family and continuing care nurse.
- To check and maintain a clean and safe environment and equipment when working.
- To identify emergency situations and take appropriate actions.
- To follow Trust policy and in line with training may administer routine medications.

Research

- To participate in audit and lead on the collection of data when appropriate.
- To be aware of and keep up to date with current research based evidence

Communication

- To communicate effectively with colleagues and other members of the team and identify and report concerns to the Clinical Skills Trainer and senior staff.
- To communicate effectively with families, carers and other members of the multi disciplinary team.
- To make verbal and written reports as required, ensuring these are kept up-to-date.
- To keep accurate and clear records.
- To maintain timely and up to date reports on RIO system according to Trust policy and in the family held record.

On Call/Unsocial Hours

Will be required to work unsocial hours on a shift rotation.

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

Sustainability

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

Note:

Please attach an organisational chart alongside, a person specification, and Job Description.



JOB TITLE: Assistant Practitioner

DEPARTMENT: Children's Community Nursing Team

GRADE: 4

Education/Qualifications	Documentation
Relevant healthcare Foundation Degree Qualification or NVQ 4 or other relevant experience	A/I
Experience	
2 years of experience of working with children with disability and complex health needs in the community	A/I
2 years of experience of working with children with disability and complex health needs in another clinical/hospital; setting.	A/I
Experience of supervising the work of junior staff	A/I
Experience of working as part of a team	A/I
Experience working in clients homes	A/I
Experience of lone working	A/I
Skills/Abilities/Knowledge	
Ability to communicate in a sound, effective and compassionate manner with babies /children / young people and families.	A/I
Maintain confidentiality or information relating to patient families ,relatives .and staff Take necessary precaution when passing on information	A/I
Demonstrates motivation ,reliability ,commitment and organisational skills	A/I
Physically able to carry out lifting and handling tasks	A/I
Willing to develop clinical skills and competencies relevant to role	A/I

Effort and Environment	
Ability to work in the community setting with vulnerable families with language and cultural barriers	A/I
Other Requirements	
Ability to travel between different locations in the borough of Bexley and Greenwich (and beyond if required).	A/I
Understanding of the concept of diversity.	A/I
Basic computer skills (Word/excel/e mail etc)	A/I

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name