

JOB DESCRIPTION

Job title:	Children's Community Nurse
Grade:	Band 5
Directorate:	Children's and Specialist Services
Division:	Children's
Service:	Children and Young People's Community Nursing

1. Job summary

The post is a nursing role within Sussex Community Foundation Trust (SCFT) Children and Young People's Community Nursing Service (CYPCNS), focused on the clinical and associated public health nursing of children, young people and families.

The Children and Young People's Community Nurse (CYPCN) will contribute to the development of the local Children and Young People's Community Nursing Team and countywide CYPCNS together with the Team Lead and senior nurses, helping to ensure that policy and practice is developed and delivered in line with Trust and national best practice standards.

The post holder will have a key role in delivering specialist community children's nursing for the children and young people on the CYPCN caseload. They will provide up-to-date knowledge and skills for the nursing management and care of children in the community setting. They will liaise with clinical experts for the provision of specialist knowledge, skills and leadership as required.

As a Registered Nurse - Child, they will promote the health and wellbeing of children and their families and ensure the provision of high quality, safe nursing care to children and families on the caseload. They may have a delegated caseload and/or may work with supervision from a senior nurse. They will work closely with other health professionals within the Trust and across the health economy, as well as with statutory and third sector agencies.

Practitioners at this level should be working towards assuming responsibility for planned teaching of nurses and health care assistants, associate practitioners and students, and will help ensure the mentorship and supervision of students.

The post holder will protect, safeguard and promote the well-being of children in accordance with 'The Children Act' (1989 & 2004) and 'Working Together to Safeguard Children' (HM Gov 2013).



2. Communication and working relationships

The post holder will :

Provide, receive and understand complex, sensitive information relating to children and young people with a range of health needs including children with complex long term conditions, those children with life threatening and life limiting conditions and those with short term health needs

Work collaboratively with team members, Team Lead, clinical facilitators, Matron for CCNS, Head of CCNS, children's services professionals and other professionals to promote and ensure high standards of professional and clinical practice drawing on national best practice and Trust policy.

Communicate information effectively with members of the multi-professional team both within the organisation and with external stakeholders and partners, to ensure specialist care is delivered to children both effectively and efficiently and ensuring that continuity is maintained.

Communicate information in an empathetic way to parents/carers and young people which relates to the clinical care of the child/young person and the provision available to them.

Actively listen to parents/carers, children and young people and respond appropriately.

Works with children and families to help maintain their own health and well-being in the community by teaching them and junior staff/carers about their condition and its management, including how to carry out health care procedures at home, utilising a variety of strategies to assist the family in understanding their child's health needs and how these can be met.

Involves others in communication between the children's families / carers and the multi-professional team both within the organisation and with external stakeholders/partners and ensures good communication for the delivery of safe quality care.

Communicate complex and sensitive information effectively to children/young people and their families and other staff helping to overcome any barriers to understanding and providing support during distressing or emotional events. Seeking guidance and support from other practitioners where needed.

Communicate proactively with staff on the clinical condition and treatment/discharge plans of children and ensures accurate records are maintained by staff.

Help lead and support team in co-ordinating the discharge process and ensures high standards of written and verbal advice are available to the children and their families / carers.



scft_jobs



scft_jobs



scftjobs

Ensure that the CYPCN Case Manager and Team Lead are informed of pertinent clinical and management problems in a timely manner.

Report and escalate as necessary any safeguarding or patient safety concerns for the children on the caseload.

Ensure systems are in place to proactively disseminate information; attends and contributes to multi-disciplinary team meetings, reads emails and professional/managerial literature as required to pass on relevant information to wider CYPCNS.

Act as an ambassador / role model for Sussex Community NHS Trust and the Nursing Profession. May be asked to give presentations to university students and other interested bodies about the work of the CCNS.

Key Relationships

- Brighton and Hove CYPCN Service Users, their families and carers;
- Brighton and Hove CYPCN Service multidisciplinary team members;
- Childrens and Specialist Clinical and Operational leads
- Other Sussex Community NHS Foundation Trust Services; Children's Nursing teams and networks, Practice Development and Therapy Teams, Specialist Teams;
- Sussex Community NHS Foundation Trust Corporate and other support Services; Medical leads, Pharmacy, Finance, Estates, Performance, Quality and Safety, Practice Development and other services;
- Primary Care colleagues and support staff;
- Brighton and Hove County Council Social Care and Local Authority colleagues;
- Out of Hours Services
- University Hospital Sussex Trust; and other clinical teams
- SECAMB Ambulance Trust
- Secondary and Tertiary care colleagues
- NHS Clinical Commissioning Group colleagues
- voluntary Sector, Independent Sector colleagues

3. Key responsibilities

Deliver and help maintain excellent evidenced based, clinical nursing care and practice standards within the CYPCN Team, helping to review where needed.

Work together with the CYPCN Case Manager and Team Lead to help ensure the consistent delivery of safe quality nursing care for children.



Continue personal, professional development to ensure competency in key CYPCN skills relevant to role.

Ensure health records are maintained and compliant with Trust policy and keep accurate, legible, contemporaneous records and written reports as required.

Assist the Team Lead, Safeguarding Team, Matrons and General manager in co-ordinating child protection processes in accordance with Trust policy whilst supporting junior staff in understanding and exercising the Trust safeguarding policy and Sussex procedures.

Maintain and help to analyse relevant service data which will demonstrate activity of the team and assist with identifying service needs and possible developments.

Regularly evaluate the clinical effectiveness of care and in consultation with Team Lead and senior nurses in the wider CYPCN service, make adjustments where appropriate in order to make the best use of team and SCFT resources.

Develop, implement, and evaluate guidelines/teaching tools for children, families, and colleagues, healthcare professionals for use within the CYPCN service for care of identified health needs and promotion of well-being.

Participate in nursing research and audit projects pertinent to clinical community practice in conjunction with CYPCN service's quality and standards forum.

Ensure when aware of clinical incidents in practice that these are reported via the correct channels and assist with the implementation of relevant recommendations.

Take part in the on-call rota in order to provide 24hr direct nursing support for end of life care and on call system.

Take part in the 7 day working rota.

4. Main tasks

- Work within level of competency to deliver quality nursing care, support, information and advice, for a supervised and/or delegated CYPCN Team caseload helping to ensure that appropriate resources are available to assist in providing this care.
- Maintain excellent communication channels with service stakeholders. Engaging in cross boundary partnership working including the child and family/carer, to help develop seamless provision for the CYPCN Team caseload. This includes working with health care, social care, education service and the local hospice.



scft_jobs



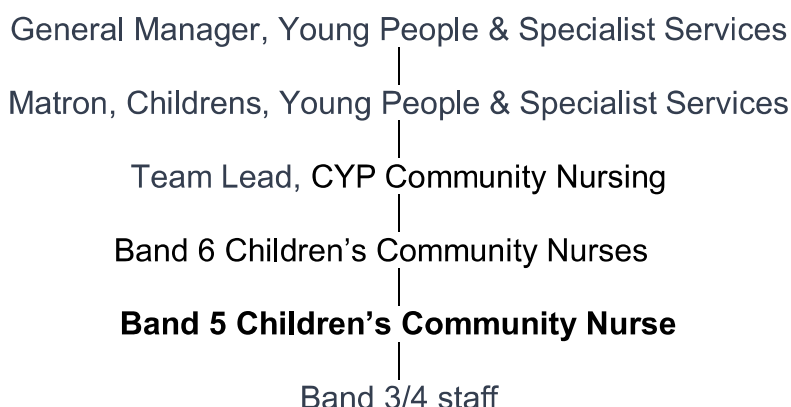
scft_jobs



scftjobs

- Help develop, implement and review clinical protocols and standard operating procedures which assist in delivering safe care and best nursing practice.
- Work within level of competency to provide teaching regarding the use of equipment and treatment regimes in the community for children
- Ensure concise and accurate documentation of care interventions, including telephone advice and support are documented and recorded.
- Act as a resource and role model of children's community nursing specialist practice to all other professionals and work colleagues.
- Attends relevant education and training practice updates in tertiary centres and special interest groups both within the Trust, locally and nationally to help develop and contribute towards establishment of clinical practice standards.
- Staff may be required to work anywhere in Sussex in order to meet the needs of the commissioned service.

5. Organisation chart



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.



7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.



- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

13. Professional registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

14. Infection prevention and control

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

15. Safeguarding children, young people and vulnerable adults

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

16. Quality



scft_jobs



scft_jobs



scftjobs

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

Job title:	Children's Community Nurse
Grade:	Band 5
Directorate:	Children's and Specialist Services
Division:	Children's
Service:	Children and Young People's Community Nursing Services

Criteria	Essential or desirable	Method of assessment
Qualifications and/or professional registration		
Registered Nurse – Child	E	C/A
Current registration with NMC	E	C
Module in mentorship, ENB 998 or equivalent	D	C
Children's Community Nursing qualification	D	C
Experience		
Minimum of 1 year experience of children's nursing post registration (RNC)	D	A
Experience working with children who have complex health needs and disability	E	A/I
Experience of working in partnership with other agencies	E	A/I
Relevant post registration experience in child health care	E	A/I
Experience of working with children at end of life	D	A/I

Experience of working in a community setting	D	A/I
Skills and knowledge		
Ability to assess health care needs for children aged between 0-19 years	E	A/I
Ability to assess health care needs within a community setting	E	A/I
Ability to assess continuing health care needs	E	A/I
Ability to recognise and take appropriate action to safeguard children, young people and vulnerable adults	E	A/I
Broad general knowledge of the developing child	E	A/I
Knowledge of relevant legislation and national guidelines	E	A/I
Working knowledge and evidence of implementation of holistic assessments and interventions relevant to children and young people	E	A/I
Knowledge and evidence of implementation of clinical and environmental observational skills	E	A/I/C
Evidence of continuing professional development	E	A/I
Able to work collaboratively within a multi-disciplinary team	E	A/I
Commitment to personal and team development	E	I
Ability to reflect and critically appraise own performance	E	I
Ability to organise and respond efficiently to complex information	E	I
	E	A/I

Ability to prioritise own workload and meet deadlines	E	I
Commitment to young person centred practice	E	A/I
Commitment to ensuring the continued well-being and safety of the child/ young person at all times	E	A/I
Ability to pass on skills/knowledge to others within both formal and informal environments	D	A/I
Ability to communicate effectively complex and sensitive information both written and verbally.		
Holds full driving license and has access to a car to meet the travel needs of the role	E	I
Be aware of and prevent waste of resources within the service and the wider Trust	E	I
Ability to work flexibly on a rota system within the team including weekends.	E	I
Demonstrate a positive commitment to uphold equality and diversity policies, including the ability to role model dignity and respect for fundamental rights of disabled children.	E	A/I

I = at interview**C = certificate****A = application form****Good luck with your application!****Equality and Diversity**

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.



scft_jobs



scft_jobs



scftjobs

Two Ticks Scheme – Positive about Disabled People



Sussex Community NHS Foundation Trust is a member of the 'Two Ticks' Scheme. This means we will guarantee an interview to any candidate who has a disability if they meet the essential requirements of the person specification.

Candidates who would like to discuss adjustments to the selection process or the working arrangements should they be successful should contact the recruiting manager. We will welcome contact from disabled candidates so that we can fully understand how we can support them and give them the best possible chance of success in the selection process and in any future job they might be appointed to.

Author's name:	<i>Updated by Jane Mulcahy May 2020</i>
Version number:	6
Reason for change:	<i>New Template</i>
Date:	<i>21.12.21</i>
Job evaluation number:	<i>Do not enter anything in this box. The number will be allocated by the HR administrator.</i>

