

Job Description

Title:	Childrens Continuing Care Senior Practitioner
Grade:	Band 7 (AFC)
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	CYP Continuing care team
Responsible to:	Paediatric Integrated Care Matron
Accountable to:	Associate Director of Nursing - CYP

POST SUMMARY

To take a clinical and professional role in the facilitation and organisation of the care of children and young people with continuing health care needs. Many of whom are dependent on technology to live, in the home and the community. The post-holder will help develop and supervise a team of carers to ensure all aspects of cares are delivered safely to an allocated caseload. This will be in partnership with the family to ensure high quality care is delivered to the child requiring complex care in the home and the community.

The post holder will be a part of the referral and assessment process for new children and young people and will utilise the National continuing care framework. The post holder will also complete the on-going continuing care assessment in lines with local policy using the NHS England National Framework.

The Post holder will act up in the absence of the Community Matron for CYP Continuing care team; with excellent leadership and development opportunities.

MAIN DUTIES AND RESPONSIBILITIES

To supervise, teach and support a team of nurses and carers that provide health care support for children receiving a continuing care package.

To work clinically with carers within various settings including the family home. Shifts will vary according to the package and training requirement and will include night duty.

To ensure that nursing practice is consistently of highest quality and based on up to date research in all community settings to include the child's home.



To have knowledge of the continuing care framework to implement this as appropriate for our caseload.

To understand and implement all pathways within the framework and local policy.

To assist with the process of transfer and discharge of the child from hospital to home.

To work in partnership with the family, understanding the needs of the child and family in the community.

To lead and work in partnership with the band 7 nursing team to ensure records of care training and required competency booklets to enable carers to deliver individualised care is maintained.

To work in partnership with the nursing team to ensure records of care training and required competency booklets are up to date to enable carers to deliver safe and effective care.

To involve parents and young people in service review.

To support the young person and their family in the transition to adulthood.

To help in the organisation of MDT's and attend meetings representing the team.

To participate in research projects and/or innovations

MANAGERIAL

To encourage diversity and flexibility in others, by acting as a role model.

To help develop policies and guidelines for the team.

To ensure that policies and guidelines are communicated and evaluated to ensure a dynamic, safe and responsive environment for the team.

To report accidents and incidents in accordance with health and safety policies.

Participate in the selection and appointment of staff.

To assist the senior practitioner with budgetary control of equipment, supplies and locum workers, used within the continuing care team.

To participate in the appraisal and performance review of staff, band 6 and below.

To deputise in the absence of the CYP continuing care matron

To participate in the audit process for monitoring and review quality



There will be a requirement for the post holder to contribute to the community services out of hour's rota. It is predicted that this would equate to being on telephone on call approximately 7 weeks of the year. On call cover for out of hours service will be provided Monday through to Thursday 0800 – 1700 and Friday through to Monday 1700 - 0800

During out of hours, the senior nurse on call will be able to contact the Senior Manager covering on Call via the usual on call systems should the need arise. It is not predicted that any Clinical/ management issue will arise that is beyond the management scope of a Band 7 or above nurse to act on and resolve.

EDUCATIONAL

To help ensure the identification of training needs for all carers in order to provide appropriate training and learning opportunities to achieve the agreed level of competency.

To help facilitate and organise the delivery and the evaluation of training for staff/ family members and other community organisations (such as Respite centres/ after school clubs and holiday schemes).

To provide learning opportunities and support to enable individuals to achieve objectives.

To Sign off and train Personal health budget Pa's in all specialist training.

CLINICAL

To demonstrate & deliver evidence based nursing practice.

To deliver clinical care on packages directly in the home.

To help participate in the continuing development of the nursing process, including the creation and updating of specific guidelines and protocols.

To promote health and comfort, maintaining dignity and privacy, and a quality of life for the child.

To ensure a safe environment and the safe use of equipment.

To ensure all documentation is complete and up to date.

In the event of hospital admission to assist in the skilled nursing care.

PROFESSIONAL

To help provide professional leadership and clinical expertise.

To participate in appraisal and contribute to personal development plan.



To ensure that the environment and staff comply with the Trust's policies.

As a Registered Nurse, carry out all duties and conduct oneself in accordance with the Nursing and Midwifery Council Scope of Professional Practice.

Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects and supporting training.
- Ensure optimum use is made of working time.

Equal Opportunities

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.



Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection
- Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

Confidentiality



You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

Whittington Mission, Vision and Goals

We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

Our mission

Helping local people live longer, healthier lives.

Whittington Values

Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.



Carbon Reduction

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

Security

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property



of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

No Smoking

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

Method of Payment

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

Probationary Period

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Completed by:

Date:.....

Offer post Yes/ No

Comments