

# Recruitment information pack

## Children and Young People Mental Health Nurse

### Band 6

#### WEST LONDON CHILDREN'S HEALTHCARE



**FAST FORWARD YOUR CAREER**

BE PART OF A SUPPORTIVE TEAM

WORK ALONGSIDE WORLD-LEADING EXPERTS



**DELIVER INNOVATIVE PATIENT CARE**

ACCESS PERSONALISED CAREER DEVELOPMENT

BE PART OF A SPECIALIST AND DYNAMIC NURSING TEAM



# WHO WE ARE

## ABOUT WEST LONDON CHILDREN'S HEALTHCARE

West London Children's Healthcare was formed on 1<sup>st</sup> April 2022 bringing paediatric services at Imperial College Healthcare NHS Trust (ICHT) and Chelsea and Westminster Hospital NHS Foundation Trust (CWFT) under a single leadership structure accountable to both Trust Boards for all elements of operational, quality, safety and financial performance. WLCH runs services from Chelsea & Westminster Hospital; Hammersmith Hospital; St Mary's Hospital and West Middlesex Hospital. In addition, two child development services operate from the Cheyne Centre and Woodfield Road.

WLCH also partners closely with The Centre for Paediatrics and Child Health at Imperial College London (PaeCH) to ensure that care is research driven, with a specific focus on the common diseases of childhood

It is recognised that significant variations in outcomes exist for children and young people in North West London. These variations are driven both by the social economic factors that impact the daily lives of CYP but also as a consequence of variation in systems, processes and access to healthcare.

WLCH has been established to drive the changes needed to reduce these variations and to improve quality, experience and outcomes across all aspects of child health. We value every member of our team and we are absolutely committed to recruiting and retaining a thriving, diverse and inclusive workforce. Every member of our team has a role to play in leading and shaping the transformation required to improve outcomes by optimising joint working, sharing best practice and constantly striving for improvement.

All aspects of the role will support WLCH in achieving its vision, mission and goals;

**Our vision:** *Healthier futures for all children and young people in North West London*

**Our mission:** *To drive continuous improvements in health and wellbeing; engaging with children, young people and their families to deliver outstanding care, to create and share new knowledge and by using our expertise to influence sustainable change*

### Our Goals:

- **Equity of care** – improved access and better outcomes for children and young people across all of our communities, defined by their need.
- **Thriving, diverse and inclusive workforce** – with equal access to the opportunities that inspire them, our people are supported to grow and empowered to contribute to, and feel valued for, the ongoing development of their services
- **Research driven care**– transformed and responsive services driven by data and expertise from across our clinical and academic teams
- **Collaborate to deliver seamless care** – North West London-wide solutions to delivering sustainable paediatric services are evident in all we do with zero focus on competition and all our focus on improving health
- **Increased clinical effectiveness** – demonstrable improvements across key metrics achieved by sharing expertise and resource, relentless review of our data and delivery of a clinical site strategy that optimises care pathways
- **Digitally enhanced care** –user informed and directed care enabled by clinicians through innovation, data and technology

- **Increased visibility and impact** – an elevated voice for children and young people in North West London supported by an established new WLCH brand

## **OUR HOSPITALS AND SERVICES**

West London Children's Healthcare runs paediatric services from four acute sites and 2 child development service locations. In addition, we have formed an alliance, working in partnership with other acute providers in North West London and with our partners in community, mental health, local borough and voluntary sector services.

### **Chelsea & Westminster Hospital**

Chelsea & Westminster Hospital is the lead centre for specialist paediatric and neonatal surgery in north-west London, carrying out the most complex surgeries on babies and children. The site has undergone major redevelopment to improve the children's wards, including the recent development of a brand new Neonatal Intensive Care Unit. It also benefits from state of the art children's operating theatres and has put in place new premises for the hospital school. In 2022-3 we opened a new, dedicated paediatric dental theatre, to improve access for some of our most vulnerable patients, and a new Paediatric Assessment Centre.

### **Hammersmith Hospital**

Hammersmith Hospital is a specialist hospital and hosts the David Harvey Paediatric Ambulatory unit and a paediatric outpatient department. Neonatal intensive care is provided from the Queen Charlottes and Chelsea Hospital (QCCH) on the Hammersmith Hospital site. Serving a diverse population, Hammersmith Hospital children's services will continue to evolve to meet the needs of children and young people in the area.

### **St Mary's Hospital**

St Mary's Hospital is a large, acute hospital and hosts one of the two major trauma centres for paediatrics in London, alongside a 24-hour specialist children's A&E department. St Mary's is the lead centre for paediatric intensive care in north-west London, in a recently opened new and expanded PICU, and provides specialist oncology, haematology, a bone marrow transplant service and specialist infectious diseases care. St Mary's is also the home of the specialist allergy team providing the latest treatments including oral immunotherapy.

### **West Middlesex Hospital**

The paediatric department at West Middlesex is a busy local service providing high quality paediatric care for the local population. The unit comprises a general paediatric ward (Starlight), a dedicated paediatric short stay unit (PSSU), a day case unit (Sunshine), a Special Care Baby Unit (SCBU) and paediatric outpatient facilities. The paediatric emergency department provides assessment and care for acutely unwell children.

### **Child Development Services**

There are two Child Development Centres within WLCH at Cheyne Child Development Centre and Woodfield Road. Child development services are delivered across 3 London Boroughs, in conjunction with community partners to provide identification, assessment and management of children with disability, in a multi-disciplinary/multi-agency basis. The services received recent significant recurrent investment in 2022 to improve access to this important service.

## **OUR VALUES**

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

All WLCH post holders will be expected to follow the values of both organisations (detailed below) and in addition to follow the WLCH guiding principle; *that everything we do is in the best interests of children and young people.*

#### **Imperial College Healthcare NHS Trust Values;**

- **Kind** - We are considerate and thoughtful, so you feel respected and included.
- **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

#### **Chelsea & Westminster NHS Foundation Trust Values;**

These values form the mnemonic PROUD:

Putting patients first

Responsive to, and supportive of, patients and staff

Open, welcoming and honest

Unfailingly kind, treating everyone with respect, compassion and dignity

Determined to develop our skills and continuously improve the quality of care

## **WHY JOIN US?**

### **Outstanding learning and development opportunities**

WLCH promote staff development through internal and external training opportunities as well as research involvement. The unique position of WLCH means we are able to offer a wide range of development pathways bridging both trusts (e.g. rotational posts and secondment opportunities) in order to facilitate development of our team members in all professions and into leadership roles. This is supported by a robust personal development review agenda, in order to ensure we identify individual's needs on their career pathway.

### **The challenge of a new organisation?**

This is an exciting time to join WLCH as we have a unique opportunity to combine services with children and young people at the centre of our care. Our position as one organisation delivering children's services across 2 trusts means we can offer our colleagues a wide range of career opportunities in clinical care, administration and leadership roles.

## Engage with child-health specific research

West London Children's Healthcare (WLCH) is a part of the Imperial College Academic Health Science Centre (AHSC), which offers a comprehensive research infrastructure to support the translations of discovery science into patient benefit. In 2020 Imperial College Launched the Centre for Paediatrics and Child Health (PaeCH). The centre's mission is to drive world-class multi-disciplinary research in all aspects of newborn and child health, and the genetic, epigenetic and environmental factors that subvert child development and brings together, in a single network, all academics interested in paediatric and child health research from all four faculties at Imperial College London, not just the Faculty of Medicine. We encourage all staff to be involved in research and support translating research into clinical practice.

Our clinical services are deeply embedded in the local population and our research has an international impact. As such, the partnership between PaeCH and WLCH is uniquely placed to meet local needs with sustained improving outcomes, while also achieving our goal to become an international leader in child health research. One of the WLCH's strategic goals is to contribute to, and benefit from, the most up-to-date learning, research and innovation, with a strong focus on common childhood illness. We are particularly committed to increasing participation across all our professional groups including medical, NMAHPPPs and administrative staff.

## JOB DESCRIPTION

Job title	Children and Young People Mental Health Nurse
Band	Band 6
Directorate/ department	All Children's Departments
Division	West London Children's Healthcare
Location of work	Imperial Healthcare NHS Trust – Cross Site St Marys Hospital
Hours	37.5
Reports to	Matron/Lead Nurse
Accountable to	Head of Nursing

## Scope and Purpose of Job Description:

### Job purpose

#### AIM OF THE ROLE:

You will be part of a small team, which involves screening, managing and co-ordinating care for children and young people with mental health concerns. Offering care for patients who have acutely attended the paediatric emergency department (PED) or who have been admitted on a paediatric ward; In addition, you may be required to offer face-to-face assessment of children and young people who present to the PED and prioritise their level of risk, as well as ensure the care they are receiving is meeting their needs. Your role on the wards will be coordinating care, liaising with outside health and care agencies. Additionally you will be asked to assist with risk assessments of the patient's admitted to the wards as well as offering therapeutic support to patients and staff. You will also be responsible for maintaining good relationships and clear lines of communication with other professional agencies and departments, providing specialist advice and support where appropriate.

#### Key stakeholders:

#### KEY WORKING RELATIONSHIPS:

- Working closely with the children and young people's teams, CAMHS practitioners in the service from all disciplines, Multi-disciplinary teams, Safeguarding, Play Therapists, Psychologists, Children's Social Care and the Emergency departments across site.
- Working as part of the Multi-Disciplinary team liaising with all services
- Reporting directly to Modern Matron and supporting their leadership.
- Providing support to RMN junior staff and Student nurses.
- Liaising with outside agencies to include Police, Social Services, Mental Health Team, and Safeguarding services.
- Communicating and updating the Paediatric Site practitioners and bed management team
- Head of Nursing
- Lead Nurses

#### KEY RESULT AREAS:

- Providing appropriate and therapeutic responses to children and young people in mental health difficulty who attend St Marys Hospital.
- To minimise risk and maintain the safety of patients within the scope of their practice.
- To deliver efficient and compassionate nursing care to patients attending the department.
- To support the senior nursing management in the delivery of excellence and meeting national targets.

- To practice evidence based nursing and actively participate in the progression of emergency
- Nursing through education and clinical supervision.

### **MAIN TASKS AND RESPONSIBILITIES:**

You will be a valued member of a number of internal and external professional networks to ensure that care plans for individual children & Young People are co-ordinated efficiently and effectively.

#### **1. Key Responsibilities**

- You will be required to offer face-to-face assessment of children and young people who have attended the PED and advocate for who needs to be prioritised from the service waiting list, as well as ensure the care they are receiving in the PED is meeting their needs.
- You will work with your mental health team to provide further education around mental health issues to the wider Paediatric Team. Additionally you will contribute to guidelines and overall strategy for Children and Young People's mental health at imperial college healthcare NHS trust.
- You will provide engaging and stimulating activities and face to face time to build rapport with paediatric patients in mental health difficulty placed on a paediatric ward.
- You will share responsibility for ensuring that staff within the teams achieve positive clinical outcomes for children, young people and their families and that these are evidenced by performance indicators such as activity data, targets and quality measures. You will also share responsibility for ensuring that all team members participate in audit, evaluation and research.
- You will work with other CAMHS practitioners in the service from all discipline  
You will be a member of a number of internal and external professional networks to ensure that care plans for individual Children & Young People and services across agencies are co-ordinated efficiently and effectively.
- Participate as a multi-disciplinary team member in the setting and reviewing of therapeutic aims, objectives, standards and strategies to provide a high standard of care to patients and their families.
- Work to assure the quality of care through achieving high operational standards in clinical systems.



- Recognise and prioritise the safeguarding needs of Children and Young People and refer to safeguarding and social care as needed.

## 2. Communication

- When required you will be able to use de-escalating techniques and provide appropriate therapeutic responses if faced with challenging situations.
- To link with other statutory and voluntary agencies and professionals as well as CAMHS Teams in terms of referrals and joint working.
- Maintain good relationships and clear lines of communication within the boundaries of confidentiality with other professional agencies and departments, providing specialist advice and support where appropriate
- Maintain good relationships and clear lines of communication with other professional agencies and departments, providing specialist advice and support where appropriate.
- Attend monthly supervision and quarterly appraisal meetings. Make effective use of colleagues in sharing and participating in casework supervision and other forms of supervision when required according to local practice, including attending peer supervision meetings.
- To ensure that all recording and reporting of patient contact is timely, accurate, up to date and of good quality and within professional standards of record keeping.
- You will be required to provide cover for the Band 7 CYP mental health nurse at meetings, e.g., MDT meetings; discharge planning; Child Protection Conferences, Safeguarding meetings etc.

## 3. Daily Tasks

- Assume responsibility for the daily duty system, particularly ascertaining the level of risk, and agreeing safety plans as and when necessary.
- Use individual, group work, family work, advice and supervision according to the needs of children and young people and have a flexible and innovative approach to discharge planning.
- Working alongside the discharge co-ordinator to ensure safe and timely discharge.



- To maintain and ensure good professional standards and attitudes towards the care and treatment of children, young people and their families.
- Contribute to the effective functioning of the team and service through attendance at relevant meetings, taking responsibilities within the service as appropriate and negotiated with the line manager.
- Supervise junior members of the team or trainees from any specialty.
- Work with the MD team, patients and families to maintain a safe therapeutic and appropriate environment.

#### **4. Professional Conduct, Teaching, Training and Research**

- Provide cover for colleagues as appropriate.
- Undertake all duties in line with the professional Codes of Professional Conduct, and maintain professional registration requirements for the post according to discipline/profession.
- Work in accordance and within the principles, policies, procedures and guidelines of all aspects of clinical governance.
- Attend monthly supervision and quarterly appraisal meetings. Make effective use of colleagues in sharing and participating in casework supervision and other forms of supervision when required according to local practice, including attending peer supervision meetings.
- Plan your training schedule to maintain compliance with the Trust's and your professional mandatory training requirements.
- Identify development and training needs with manager in accordance with Trust/Directorate guidelines. Remain up to date with changing practices and wherever possible make full use of all training and educational facilities.
- Join and lead with colleagues in specialist teaching, consultation /support to other professionals and agencies. Participate in the provision of a good quality-learning environment for trainees, overseeing placements and supervising trainees including agency and bank RMNs.
- Participate in the monitoring, evaluation and audit of the service.
- Work with others to undertake and promote research-based practice and use that knowledge in your everyday practice, sharing it with others in the team.
- Supervise junior members of the team or trainees from any discipline.

- Freedom to Act; You will manage your own caseload and work within a team but will have freedom to act within the service framework and Trust operational policies. You will manage your time and your caseload within your job plan. You will be accountable for your own professional actions, your day to day work will be managed rather than supervised and you will initiate new clinical and service actions guided by broad Trust clinical policies and procedures.

### **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

### **ADDITIONAL INFORMATION**

#### **Medical Examinations**

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

#### **Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

#### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

#### **Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults**

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults

in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

### **Professional Registration**

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

### **Work Visa/ Permits/Leave To Remain**

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **NHS Constitution**

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

### **Dignity & Respect**

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

### **Confidentiality/Information Quality Assurance/Freedom of Information**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust

requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Health, Safety and Security**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of

antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

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## **PERSON SPECIFICATION**

Criteria relevant to the role	Essential	Desirable
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Education/ qualifications	<p>* Registered Sick Children's Nurse, RSCN</p> <p>Education to degree level or equivalent</p> <p>Mentorship in Practice</p> <p>APLS /EPLS or equivalent</p> <p>ATNC/TNCC or equivalent</p> <p>Evidence of continuing Professional development</p>	<p>ENP/ANP or working towards</p> <p>Masters or working towards</p>
Experience	<p>4 years in Paediatric Department with at least 2 years at band 6 level</p>	<p>Critical care or acute ward experience</p> <p>Supervision and assessment of staff at all levels in clinical practice</p>
Skills/knowledge/ abilities	<p>*Ability to work under pressure</p> <p>Advanced interpersonal skills</p> <p>Leadership skills.</p> <p>Effective time management for self and others</p> <p>Evidence of applying current research to practice</p> <p>Able to manage difficult situations effectively.</p> <p>Able to prioritise and meet deadlines.</p> <p>Able to use own initiative.</p> <p>Demonstrate the ability to compile complex written information</p> <p>Understanding of Microsoft office including Excel and Powerpoint</p>	

Values and behaviours	The ability to demonstrable and meet our Trust values	
Other requirements	To be of good character working at high standards	