

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Community Children's Nurse (epilepsy specialism)</b>
<b>Band:</b>	<b>Band 6 – (subject to formal matching)</b>
<b>Responsible To:</b>	<b>Band 7 CCN Team Leader</b>
<b>Accountable To:</b>	<b>Unplanned Care- Women &amp; Children's Divisional Manager</b>
<b>Section/Department/Directorate:</b>	<b>Women's and Children's Paediatric Department</b>

### **Job Purpose:**

The Band 6 Community Children's Nurse (CCN) with Epilepsy Specialism is responsible for the on-going assessment of care needs and the development, implementation and evaluation of programmes of specialised nursing care to children and young people with a confirmed diagnosis of epilepsy. Providing specialist epilepsy care and support to the family, as well as having generic nursing skills to care for acutely sick children, those with complex health needs, life limiting conditions, palliative care needs and disabilities (physical and learning), in their own homes/community, as well as within secondary and tertiary care.

The postholder will provide evidence based clinical expertise to the CCN team and to other professionals, acting as a role model in the delivery of patient care and will provide support and deputise in the absence of the team manager. They will lead, support, supervise and teach staff and contribute to the development of the service. Additionally, they will be required to manage and provide high quality; evidence-based nursing care within the community and hospital setting to children and their families. The postholder will be required to rotate between acute/community settings and support Paediatric CNS teams and Neonatal Outreach in periods of escalation; this will help maintain/further develop skills and the rotation will be dependent on the needs of the service. The postholder will be required to act in a manner consistent with the NMC Code of Professional Conduct carrying out their duties in accordance with Trust policies and procedures.

The postholder will provide effective liaison with the multi-disciplinary team and other professional colleagues and agencies involved within the child's care whilst carrying a caseload of patients.

**Context:**

The CCN team operate Monday to Friday 9-5pm, however all CCN's are expected to work flexibly with families to meet their child's needs during the week; this may mean on occasions carrying out care before 9am or after 5pm, in order to effectively manage the CCN's caseload in accordance with the family's needs. If in future the CCN service is successful in obtaining funding for out of hours cover, there will be an expectation for all team members to rotate to provide out of hours cover for weekday evenings and weekend/bank holiday cover, with the role of band 6 CCN (in absence of Team Leader) taking responsibility for any referrals from acute or primary care and prioritising the CCN caseload accordingly to meet patient need.

The CCN Band 6 will be based at NDDH CCN office.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

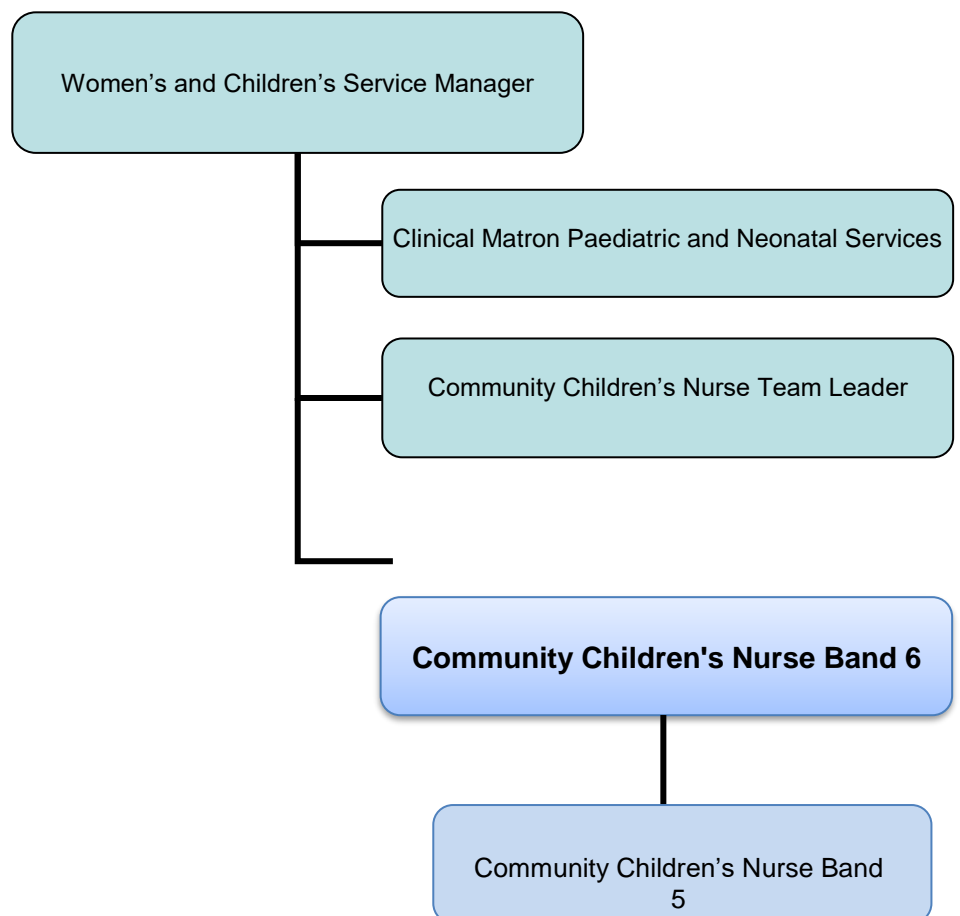
**Key Working Relationships:**

The post holder is required to work with

North Devon Healthcare Trust Staff, Including Paediatric CNS, Neonatal Outreach.  
 Devon Partnership NHS Trust  
 Child & Adolescent Mental Health Service (CAMHS)  
 Paediatric Consultants  
 General Practitioners  
 Specialist Paediatric Nurse Practitioners  
 Health Visitors  
 School Nurses  
 Educational settings  
 Public Health Nurses  
 Community Nursery Nurses  
 Children's Centre's  
 Social Service staff (Children and Young People's Services)  
 Learning Disability Nurses  
 Integrated Children's Services- Children and Family Health Devon  
 Children's Hospice Services (i.e. Little Bridge House-Children's Hospice South West)  
 Voluntary Organisations

**(This list is not exhaustive)**

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

**Organisational Chart:**

## **Key Result Areas/Principal Duties and Responsibilities**

Provide high quality skilled epilepsy nursing care, considering the physical, psychological, spiritual and social needs of the child/young person living within North Devon and North Cornwall. Working with families to Collaboratively provide emotional support and specialist clinical care, sensitive to the changing and on-going needs of the child, siblings, parents and other carers, communicating condition related information.

Empowering and providing individualised education and information to the person with epilepsy, their family and/or carers around epilepsy related issues e.g. management of epilepsy, lifestyle and recreation, safety etc.

Deals with calls/queries and following discussion and consultation with appropriate colleagues, communicates any plans to the person with epilepsy, their carer or other professionals as appropriate

Facilitates good communication links between the child/young person with epilepsy and carers and others involved in the management of the child's epilepsy.

To maintain current competency to carry out all relevant forms of care and procedures required for role, without direct supervision as appropriate.

Provides written care-plans/seizure management plans for children when needed.

Participates in nurse/consultant-led clinics and multidisciplinary team meetings

Participates in the review of epilepsy documentation used

Provides training in management of seizures and administration of emergency medication to parents/carers and others involved in the child's care.

Ensures each child or young person is placed in the correct treatment pathway at the appropriate time and necessary investigations and treatments are organised.

Maintain regular liaison with local paediatric unit, primary health care team, Public Health Team and other agencies to ensure good communication and continuity of care for the child.

To ensure a high-quality service and seek to continuously improve that service through the Clinical Governance Agenda

Participate fully with other Community Children's Nurses. This will require responding to unpredictable requests and working with constant interruptions requiring a high level of concentration

## **Communication and Relationship Skills**

The post holder should have excellent skills in communicating and interacting with children, families, carers and other professionals to facilitate effective provision of care and treatment.

The post holder will show competence in engaging, empowering and education of the child and family to understand their condition and working with them deliver care accordingly. Communication will reflect an understanding of age appropriate advice, support and education.

The post holder will have the skills to deliver difficult or sensitive information to patients and their families or to share this information with other professionals, e.g. Issues relating to safeguarding or highly risky behaviours. They will be able to use skills to deal with confrontation, complaints or frustration from patient and families.

Skills in IT are imperative- needing to use Electronic Health Records and other electronic forms of communication in order to co-ordinate patient care.

Have an understanding of the impact on families of caring for a sick child within their own homes.

Have a thorough knowledge and understanding of Safeguarding Children and Safeguarding Adults policies and procedures and regular engagement and record keeping surrounding safeguarding supervision/clinical supervision and reflective practice

## **Analytical and Judgement Skills**

To regularly undertake assessments, planning, implementing and evaluating any paediatric nursing interventions reflecting the infant, child, young person's and their family's health and social needs.

To be responsible for effective identification and action regarding welfare/safeguarding children concerns and issues.

Analyse and act appropriately in complex situations and escalate wherever applicable eg to Safeguarding Leads.

Make judgements on complex facts requiring interpretation and comparing options. Skills required for assessment and interpretation of patient conditions and determining the appropriate course of action.

## **Planning and Organisational Skills**

The post holder will work autonomously in role and should be able to prioritise own workload balancing numerous demands on the service.

The post holder will make clinical decisions to positively affect patient care, making onwards referral to other professionals/agencies as necessary.

The post holder should be able to motivate self and others and be able to problem solve and make decisions. Being flexible and adaptable to work in order to meet competing priorities.

The post holder will display flexibility in co-ordination to ensure effective running of the department on a day to day basis.

The post holder will work closely with other team members, and relevant agencies to provide a cohesive service.

## **Physical Skills**

Be competent in the use of medical devices and responsible for the correct use of specialist equipment.

The post holder will display the ability to deliver care and react to changing pace of workload. He/she will be competent in adapting care appropriately in the unpredictable environment of the patient's home.

The post holder will display on-going competence in a range of highly developed clinical skills appropriate for role including dexterity and accuracy for intravenous injections, syringe pumps and removal of sutures Nasogastric and gastrostomy tube insertion. This is not an exhaustive list

### **Responsibility for Patient and Client Care**

The post holder holds their own patient caseload and will assess, plan, implement and evaluate nursing care programmes in the community setting.

The post holder will be responsible for carrying out all forms of care and procedures, for which they are competent to practice, in the patient's home without supervision, in accordance with local paediatric, Trust and national policies, procedures and guidelines.

Work within the standards set out within the Nursing and Midwifery Council (NMC) Code: Professional Standards of Practice Behaviour for Nurses and Midwives.

Demonstrate clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio.

Undertake training to develop a range of knowledge and skills in order to deliver high quality evidenced based nursing care.

Assess patients with acute or complex healthcare needs and develop appropriate care plans.

Monitor and maintain standards of care.

Recognise and appropriately address risk factors to patients and carers within their healthcare setting. Develop risk reduction strategies and escalate where appropriate.

Recognise record and report all changes in the patient's condition to the appropriate professional at the earliest opportunity.

Report any untoward incidents, complaints and clinical emergencies to the appropriate professional within the required timescales, including safeguarding.

Initiate the management of incidents in accordance with Trust policy, including safeguarding, with the support of the Community Children's Nurse Team Manager.

Ensure appropriate delegation and use of resources.

Promote health and wellbeing.

Work to prevent adverse effects on health and wellbeing.

Provide assurance on quality care delivery through audit reports and organisational performance data.

### **Responsibility for Policy and Service Development**

Work according to Trust Policies, Procedures and Standard Operating Procedures (SOP).

Maintain Trust Standards of Clinical Governance.

Maintain Professional Standards of Practice.

Monitor nursing teams Standards of Practice.

To participate in unit and multi-professional meetings.

To identify where there are gaps in practice and make recommendations and plans for changes and improvement, instigating and leading change in practice where appropriate.

Be involved in the creation and implementation and audit of policies, protocol and pathways, facilitating change in practice and quality initiatives which will improve clinical outcomes and meet the needs to patients, relatives and carers.

### **Responsibility for Financial and Physical Resources**

As an authorised signatory the Band 6 CCN will manage, monitor and facilitate the provision of equipment and supplies to patients and their families and ensure effective economical use. Being responsible for the safe use and assembly of specialist equipment used by families and other carers in children's own homes

Maintain responsibility of CCN budget in absence of CCN team leader, ensuring adherence to NDHCT financial policy. Liaising with the financial department directorate finance manager for any budget queries and other matters where necessary. Maintaining the strict process of equipment /consumables ordering procurement procedures

Close liaison with commissioners within Devon and Kernow Clinical Commissioning Groups regarding individual care and equipment requirements to meet care needs in the community. Regularly reviewing/updating costs and informing appropriate commissioning lead and finance of any changes

### **Responsibility for Human Resources**

The post holder will have responsibility to supervise band 5 CCN's providing clinical and safeguarding supervision, teaching/training, undertaking appraisals and dealing with any potential disciplinary matters according to Trust Policies. The post holder will gain support from Team Leader and HR Department as required.

Support the training and supervision of Student Nurses or other Health Care related students, new staff and work experience students.

The post holder will take responsibility to identify own training requirements and encourage staff to actively engage in identifying their personal training needs (according to the needs of the service). Assist staff to identify how these needs may be addressed.

The post holder will take part in recruitment processes for the team

### **Responsibility for Information Resources**

Maintain prompt and accurate record keeping in accordance with organisational national and professional standards.

Accurately completing and maintaining effective patient's records including addressing confidentiality issues.

Inputting, storing and providing information in relation to patient Electronic Health Records (i.e. RiO).

Completing activity data using Trust agreed data collection sets.

Participate in the collection and management of data as required for the evaluation of the service and take part in audit as required.

Inputting and storing information on relevant IT systems.

The post holder may be involved with the future development/direction of the CCN service analysing statistical data for the service or any other data capture necessary to promote future service improvements.

### **Responsibility for Research and Development**

Demonstrate commitment and work regularly with colleagues to develop further expertise in developing own and team research skills and future evidence-based nursing practice; contribute towards the audit process and policy formation

Identify and participate in research work applicable to the service as required

### **Decision Making**

Deputise for the Team Leader making appropriate decisions in his/her absence as required.

As band 6 CCN lone working and working remotely, their work is managed without direct supervision.

Works autonomously, manages own time, manages own patient caseload and oversees the geographical team caseload within the community.

Responsible to take decisions alone when necessary.

To be able to recognise the acutely unwell infant or child, escalate care and the ability to instigate emergency procedures calmly and effectively e.g. finding a collapsed patient/relative in the home

Works within codes of practice and professional guidelines.

Works within Trust Policies, Procedures and Standard Operational Procedures (SOP).

Liaises effectively with the team and other members of the MDT involved in the treatment/care plan over changes in the child/young persons to discuss and agree the appropriate course of action.

Decide when appropriate to refer to other professionals or agencies for health and social care.

Can identify, through risk assessment, actions to be taken to mitigate risk and following this process when to escalate to: The Community Children's Nurse Team Manager, Clinical Matron Paediatric and Neonatal



services and/or other healthcare professionals.

Be responsible with all members of the team for actively identifying areas of risk, reporting incidents and investigate utilising the trust Datix system and relevant policies. Ensure that learning occurs from incidents and is part of ward culture.

### **Physical Effort**

Daily work involves frequent driving, sitting/standing and walking, moving equipment.  
Manual dexterity to deliver procedures in an unpredictable home environment.

Working hours flexible Mon-Fri according to patient/service need.

Frequent use of IT equipment (including mobile phones, laptops, tablets etc). Basic keyboard skills required.

### **Mental Effort**

Understand a range of procedures which are evidenced based:

- Community procedures
- Clinical observations
- Basic life support
- Assessing, planning, implementing and evaluating patient care
- Infection control

To have the ability to work out complex drug calculations.

Liaise with and develop effective partnerships with a wide range of individuals and organisations in the statutory, voluntary and private sectors, in relation to patients with acute, complex and/or long-term conditions.

Work pattern requires delivering a schedule of patient visits with frequent concentration for developing care plans, treating and interacting with patients/parents/carers etc.

Capacity to balance the clinical and the day to day management aspects and leadership elements of the role and potential conflict is required.

Ability to use and concentrate for long periods using IT.

### **Emotional Effort**

The post holder should have the ability to cope with sometimes stressful and distressing situations, adapting to constantly changing environments. He/she will provide emotional support to patients, families, carers as well as colleagues.

Reporting any safeguarding concerns in line with NDHCT Safeguarding Children Policy/procedures, communicating and supporting parent/s/carers with any decisions regarding protecting the welfare of children. Supporting patients and families when reporting distressing or breaking bad news, dealing with emotional circumstances.

### **Working Conditions**

#### Contact with

- Body fluids e.g. urine, faeces
- Smells
- Infections
- Dust
- Driving hazards
- Use of IT
- Transportation of samples

Occasional exposure to highly unpleasant working conditions.

### **GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

### **SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

## **STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

- Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.

If you are a line manager, in addition to the above, it is expected you will:

- Champion health and wellbeing.
- Encourage and support staff engagement in delivery of the service.
- Encourage staff to comment on development and delivery of the service.
- Ensure during 1:1's / supervision with employees you always check how they are.

## **HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

## **INFECTION CONTROL - ROLE OF ALL STAFF**

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

- Attending mandatory and role specific infection prevention education and training.
- Challenging poor infection prevention and control practices.
- Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

**Job holder's Signature:** .....

**Date:** .....

**Manager's Signature:** .....

**Date:** .....

## PERSON SPECIFICATION

**POST: Community Children's Nurse Band 6**

REQUIREMENTS	E/ D*	HOW TESTED?  Application Form/Interview/ Reference/Test	INTERVIEW COMMENTS	SCORE  (1 Low – 10 High)
<u>QUALIFICATIONS/SPECIAL TRAINING :</u>  RSCN/RN (Child Branch) DIP HE or BSC HONS  Teaching Qualification or proven relevant experience  Epilepsy related Studies	E   E  D	Application, Interview		
<u>KNOWLEDGE/SKILLS:</u>  Technical nursing skills related to technology dependent children including Tracheostomy, Central Venous Access Devices,  Gastrostomy care and oxygen therapy  Ability to work un-supervised Ability to cope with stressful and distressing conditions.  Ability to work in a constantly changing environment  Ability to interact well with children, families, carers and other professionals  Ability to motivate self and others  Ability to problem solve and make decisions  Be flexible and adaptable to work in order to meet competing priorities  Sound skills in IT  Understanding of the impact on families	E   E  E  E  E  E  E  E  E	Application, Interview		

<p>of caring for a sick child</p> <p>Good understanding of Safeguarding Children and Safeguarding Adults policies and procedures</p> <p>Good understanding of clinical governance</p> <p>Good understanding of clinical supervision and reflective practice</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>			
<p><b><u>EXPERIENCE:</u></b></p> <p>Experience of working with children and young people with epilepsy/learning difficulties/complex needs</p> <p>Extensive post registration paediatric nursing experience</p> <p>Displays post registration Paediatric Nursing experience relevant to role.</p> <p>Management/Team leading skills &amp; experience</p> <p>Experience on nursing children in the community</p> <p>Experience of managing a caseload</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application</p> <p>Application, Interview reference</p> <p>Application, Interview reference</p>		
<p><b><u>PERSONAL REQUIREMENTS:</u></b></p> <p>Team working</p> <p>Occasional contact with distressed/abusive parents</p> <p>Good interpersonal skills Enthusiastic, motivated and able to use initiative as well as under supervision</p> <p>Exposure to and dealing with sensitive situations e.g.: Safeguarding Children.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application, Interview</p>		

Good concentration for competing paperwork/ Electronic Health Records	E			
Car driver	E			
Physical ability to carrying lap top devices/mobile equipment	E			
Keyboard skills	E			
<b><u>OTHER REQUIREMENTS:</u></b>				
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	Interview		
Ability to travel to other locations as required	E	Interview		

\*Essential/Desirable

<b>HAZARDS:</b>					
Laboratory Specimens	√	Clinical contact with patients	√	Performing Exposure	√
Proteinacious Dusts				Prone Invasive Procedures	
Blood/Body Fluids	√	Dusty Environment		VDU Use	√
Radiation		Challenging Behaviour	√	Manual Handling	√
Solvents		Driving	√	Noise	√
Respiratory Sensitisers		Food Handling		Working in Isolation	√
Cytotoxic drugs	√	Night working			