

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Senior Registered Neonatal Nurse |
| **Reports to** | SCBU Ward manager |
| **Band** | Band 6 |
| **Department/Directorate** | Womens and Childrens care group |

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| **JOB PURPOSE** |
| The post holder will be responsible for providing safe and effective care to special care, high dependency or intensive care neonates without direct supervision in any situation.  Promote high standards of care and acts as a role model providing clinical leadership to the nursing and wider multidisciplinary team.  To lead by example and empower staff in their personal and professional development to undertake a greater range of clinical skills to modernise and improve patient care, including updates of essential training.  The post holder will demonstrate continuing professional development that reflects individual needs, the needs of the team and the needs of the organisation.  Regularly coordinate the management of the unit and demonstrate leadership ability.  **K** |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| |  | | --- | | Take charge of a special care, high dependency or intensive care room, ensuring appropriate workload according to skill mix, and effective staff management promote team working.  Development of all nursing staff involved in the care of Neonates shared with the ward manager.  Working clinically as required to meet the needs of the service and minimise clinical risk. This may include being required to work within other areas as appropriate and as directed as senior Nurses or Duty manager.  Responsible for ensuring standardisation of practice and effective delivery of care in line with the national Network.  Appraise junior staff within your team in line with KSF.  Development of all nursing staff involved in the care of Neonates shared with the ward manager.  Working clinically as required to meet the needs of the service and minimise clinical risk. This may include to work within other areas as appropriate and as directed by senior Nurses or Duty manager.  Responsible for ensuring standardisation of practice and effective delivery of care in line with the Neonatal Network. | |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Neonates/Paediatrics    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  **Of particular importance are working relationships with:**   |  |  | | --- | --- | | |  | | --- | | Patients  Parents/carers/visitors  Ward Nursing Team  Paediatric Department Nursing Team  Paediatric Medical team  Ward manager Paediatrics  Clinical Matron  Midwives  Health visitors  Children`s centre  South West Neonatal Team  Named Nurse Neonatal Safeguarding Children  Lead Nurse Neonatal and paediatrics  Directorate Management Team  Other Trust departments e.g. Pharmacy, Pathology, Radiology, physiotherapy, dietetics, perinatal Mental Health, patient management Team (PMT), Clinical site managers, Human Resources, Learning and development and support services. | | |  | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The postholder is expected to work with degree of autonomy and minimal supervision from the line manager.  To work within the nursing and medical teams and contribute to decisions about patient care  Be professionally accountable for all aspects of own work, including the management of patients in your care  To work autonomously be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Co-operate and communicate clearly and professionally with all members of the multi-disciplinary team and liaise with the Neonatal Network to facilitate effective provision of care and treatment.  Ensure staff receive up- to- date information e.g. change in drug policy.  Participate in discharge planning; liaising with the Neonatal community outreach Team and the Nurse in charge.  Teach parents how to participate in all areas of their infants’ care, as appropriate.  Establish an environment which supports parents and carers as partners in the planning, delivery and evaluation of their care, to ensure that they understand and agree with the programme of care.  Ensure openness and transparency with parents/carers according to Duty of candour. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options  Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Deliver expert clinical care to the neonate and their families working 50% of the time in the clinical environment alongside staff.  Contribute to and promote an environment in which effective practice is fostered, implemented, evaluated and disseminated.  Review on a regular basis the manpower resources of the ward and assess workload and identify changing skill mix as required.  Understanding of budgetary constraints although no direct accountability.  Assist in planning and implementation of service development. |
| **PATIENT/CLIENT CARE** |
| Carry out all forms of care, for which you are competent to practice, without direct supervision, in accordance with local and Trust policies and procedures.  Ensure that all nursing procedures are carried out in accordance with Trust`s policies, acting as a role model for good practice within the nursing team.  Support and encourage a holistic approach to care.  Be responsible for the planning of care needs and development of programmes of care, including implementation and evaluation, to ensure that high quality evidence-based care is delivered.  Monitor, maintain and regularly review acceptable standards of care in conjunction with other members of the multi-disciplinary team and in liaison with the Neonatal Network.  Administer and maintain custody of all medicines, including controlled drugs, adhering at all times to the Trust`s policy on Administration of medicines. |
| **POLICY/SERVICE DEVELOPMENT** |
| Be aware of new policies, procedures, guidelines and standards which affect care. Act as appropriate and evaluate outcome.  Promote, support and lead innovative practice and ensure relevant research findings are incorporated into nursing practice.  Ensure safe practice to minimise the risks of infection to patients and staff in accordance with national and Trust policy, in particular to be aware of responsibilities as listed in the infection control operational policy.  Participate in audit and setting standards, monitoring the quality of the service and identifying how current practice can be improved.  Develop systems to ensure that quality standards are set and met in response to patient needs. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| Take responsibility for ordering and controlling stocks of drugs, dressings and supplies used by the ward.  Take responsibility for the safe handling of patient property/valuables in line with ward procedures and trust SFIs  Take responsibility for use of human and financial resources in an effective way for the benefit of patients and to achieve operational objectives. |
| **HUMAN RESOURCES** |
| Ensure staff attend all mandatory training on an annual basis  Act formally as a mentor and ensure that other trained staffs maintain their competency to provide this role to others.  Utilise educational opportunities to facilitate learning in the clinical situation and provide formal and informal training to enable all staff to perform their job role and maintain their competencies.  Monitor and evaluate all education, training and development programmes within SCBU  Attend relevant and Neonatal Network meetings and working groups.  Provide specialist advice to staff as required. |
| **INFORMATION RESOURCES** |
| Demonstrate an understanding of statistical data and processing of information using computer software.  Involve inputting, storing and providing information to support services in the delivery of patient care.  Some degree of information analysis or interpretation in response to patient needs. |
| **RESEARCH AND DEVELOPMENT** |
| Assist in the supervision, support, training and assessment of non-registered workers completing NVQ`s and other forms of appropriate qualification.  Demonstrate high commitment to professional and personal development to ensure that professional competencies are maintained and developed to continue to meet the needs of the service.  Encourage and support the professional and personal development of staff, encouraging staff to actively engage in identifying personal training needs. Assist staff in how these needs may be addressed and coordinate their training in line with the needs of the service.  Utilise research-based evidence to develop and write ward protocols.  Remain abreast of the developments in clinical practice and implement or lead change inEducation as appropriate.  Contribute to quality initiatives within SCBU  Contribute positively to the process of change and innovation.  Implement evidence-based nursing care within the clinical unit. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical Nursing skills, completing nursing assessments in the community, on the ward, in outpatients and in the emergency department as appropriate.  Potential for need to administer IV and oral medications and taking blood |
| **PHYSICAL EFFORT** |
| Manual dexterity for appropriate handling of vulnerable neonates.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU  Good physical health to allow for long periods of standing/walking in a hot environment |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption  Continual prioritisation of work throughout the day.  The post holder will require resilience to deliver specialist nursing care in at times, stressful and emotionally demanding environments.  Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people |
| **EMOTIONAL EFFORT** |
| Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis  Work with patients in the aftermath of bad news  Work with patients with mental health problems or occasional challenging behaviour  The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment  Ability to adapt to an unpredictable workload  Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints  Regular use of VDU |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * 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. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  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. |

PERSON SPECIFICATION

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| **Job Title** | Senior Registered Neonatal Nurse |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * RSCN/RN/RGN/Midwife * Neonatal Nursing qualification * Mentorship in practice qualification or equivalent * Neonatal life support course (NLS) taken in last 4 years * Level 3 Safeguarding Training * Degree/post Graduate level education * Teaching qualification * NLS instructor or willingness to work towards | E  E  E  E  E | D  D  D |
| KNOWLEDGE/SKILLS   * Experience as a Band 5 or above in SCBU/LNU/NNU * Experience as a preceptor/mentor * Awareness of evidence-based practice/research and current professional and practice issues. * Good IT skills * Experience of working within a level 2/3 NICU * Venepuncture and cannulation skills | E  E  E  E | D  D |
| **EXPERIENCE**   * Experience of creating and presenting teaching packages to a high standard * Evidence of applying current research to practice * Experience of being Nurse in charge on a regular basis. * Experience of clinical Teaching | E  E  E  E |  |
| **PERSONAL ATTRIBUTES**   * Good interpersonal skills * Good communication skills * Ability to be empathetic * Ability to handle difficult or emotional situations * Ability to motivate and develop staff * Organisational and time management skills * Problem solving and critical decision-making skills. * Able to use own initiatives and work in a self-directed manner * Sensitive to the clinical environment * Approachable | E  E  E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**   * The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust * Ability to work flexible hours to suit the educational needs of the staff * Ability to travel to other locations as required | E  E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  | ✓ |
| Contact with patients | Y |  |  |  | ✓ |
| Exposure Prone Procedures | Y |  |  | ✓ |  |
| Blood/body fluids | Y |  |  |  | ✓ |
| Laboratory specimens | Y |  |  |  | ✓ |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) |  |  |  | ✓ |  |
| Heavy manual handling (>10kg) | Y |  | ✓ |  |  |
| Driving | N |  |  |  |  |
| Food handling | Y |  |  |  | ✓ |
| Night working | Y |  |  |  | ✓ |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | ✓ |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  | ✓ |
| Working in isolation |  |  | ✓ |  |  |
| Challenging behaviour | Y |  |  | ✓ |  |