

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Lead Nurse for Children |
| **Reports to** | Director of Midwifery |
| **Band** | 8b |
| **Care Group** | Women’s & Children’s Health |

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| **JOB PURPOSE** |
| To provide expert leadership and advice in relation to the provision of children’s services within the Care Group, and across the Trust.  Facilitating and challenging Trust wide clinical practice and processes and leading improvements in patient services and quality for children.  Developing approaches for the utilisation of best practice and research evidence which supports nursing and improves patient/parent experience. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| The postholder provides strong operational leadership and advice across the Trust to ensure that best practice in relation to caring for children is achieved both within the Women’s and Children’s Health Care Group and in other services across the Trust where children are cared for.  The postholder will ensure that the Trust complies with all the requirements in relation to delivering safe and effective care for children and their families. This will include advising the Chief Nursing Officer, Director of Midwifery and Associate Director of Midwifery, Trust Directors, Care Group Directors, Management teams, Clinicians and Clinical staff across the Trust in relation to compliance with statutory guidance and best practice guidelines for Children’s Services.  The postholder will also assist the Chief Nursing Officer and the Care Group Triumvirate in delivery of the implementation of the Nursing vision as it relates to children, taking a strategic lead when requested, contributing to an effective quality improvement work programme as part of the corporate nursing agenda.  This will include advising on and monitoring the standard of patient care/nursing practice delivered to children throughout the Trust; often with a need to be transformative and innovative as services expand and relationships across the Trust and system are developed to meet local need. |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility: Clinical  No. of Staff reporting to this role: 2    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:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Chief Nursing Officer * Directors of Nursing * Medical Directors * Care Group Deputy Medical Directors * Care Group Directors of Patient Care * Care Group Directors | * Patients * External Agency Managers/staff * Regulators * ICB | | * Director of Midwifery |  | | * Associate Director of Midwifery * Senior Nurses/Midwives * Matrons * Specialist Nurses * Associate Directors/General Managers/Head of Services * Governance Managers * HR Business Partner * Divisional Accountant |  | |  |  | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| The post holder has the freedom to act autonomously to ensure that areas within portfolio achieves its objectives through the core areas of strategic planning; general management; financial management; performance management; planning, policy and service development, including transformation; service quality; workforce management; and information Management.  The post holder will make decisions based on their own interpretation of broad clinical and professional policies advising the organisation how these should be interpreted. There will be significant autonomy in this role with the post holder being responsible for a wide range of duties. This would include complex patient care and safety decisions, staffing skill mix challenges, and complex HR issues. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| The post holder will:   * Demonstrate a high level of effective communication with all staff, including often communicating highly sensitive condition related information to patients, relatives, staff and carers. * Demonstrate empathy and all aspects of effective emotional intelligence * Provide and receive complex, sensitive/highly sensitive information, and be aware and able to manage the barriers that can compromise effective communication. * Support complex negotiation and discussions with external Trusts, other agencies and non-health services. * Lead sensitive and complex communication strategies on behalf of patients and families with complex health and social care challenges. * Lead effective liaison, communication and collaborative working with other professionals, other services and non-health agencies. * Attend external multi-agency meetings to discuss and solve complex challenges provided by children and young adults with regard to Child & Adolescent Mental Health Services (CAMHS) and social care. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The post holder will:   * To provide overarching leadership skills which employs complex analytical and synthesis systems to interpret options for a variety of different challenges. This can range from, the management of teenagers with challenging behaviour from a patient and staffing safety point of view, to leading a multi-professional//agency complex discharge strategy for a family with social, health and safeguarding issues. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| The post holder will:   * Management of all acute paediatric nurse staffing services, supporting the senior matrons, and providing expert advice on professional, managerial and budgetary challenges. * To act as a key member within the Care Group management team in implementing and maintaining the clinical governance and risk management work plan, including the evidence of CQC Essential Standards and Outcomes. * To facilitate and challenge clinical practice and processes, and involve relevant staff in improving patient services, and quality for children and their families. * To be accountable for the professional leadership and development of children’s nursing policy and service development within the Care Group and across the Trust. |
| **PATIENT/CLIENT CARE** |
| The post holder will:   * Have patient/parent contact on a day to day basis within their overall leadership role. * There will also be occasions when they may need to provide senior nursing support within one of the areas they are responsible for, or throughout the Trust when providing Senior Nurse On-Call. * They will also have patient and parent involvement when involved in leading complex care strategy meetings and care planning. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder will:   * Maintain an awareness of up-to-date professional and clinical practice issues and ensure that national policy is reflected in practice. * Lead on CAMHS and social care for Children on behalf of the Trust; particularly managing the current risk to the Trust. * Work with the named professionals for safeguarding children to ensure that individual safeguarding concerns are acted upon within the guidance, and effectively. Involvement may include external agencies and providing evidence in court proceedings. * Provide assurance that systems and processes are in place to monitor patient safety and quality performance and to take remedial action when required. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will:   * Oversee and be accountable for all nursing budgets within Children’s Services through maintaining/improving profitability, compiling with all Trust financial rules, yet still delivering a safe and high quality service for all patients and staff. * Effectively manage charitable funds, recognising and balancing finance v. quality/safety/efficiency. * Participate in annual planning cycle for Children’s services |
| **HUMAN RESOURCES** |
| The post holder will:   * To act as investigating officer when appropriate for complaints, serious untoward incidents or safeguarding investigations, providing expert opinion in areas/complex situations where there is conflicting and a range of opinions. * Lead and hear disciplinary, sickness, performance and grievance procedures as appropriate hearing cases as appropriate ensuring issues in relation to NMC registration/capability/fitness to practice are properly considered and dealt with. * Oversee and provide expert advice with regard to recruitment and selection. * Be accountable for the compliance of essential and mandatory training for all of the children’s services staff, including PDRs, absence management, disciplinary & grievance procedures. * Represent the Chief Nursing Officer/Care Group Director/Associate Director of Midwifery internally and externally when requested. |
| **INFORMATION RESOURCES** |
| The post holder is responsible for generating and recording information appropriately and for monitoring the quality of information generated by others and undertake regular audits as appropriate. The post holder will use a variety of software packages and will be required to manipulate date via spreadsheets application and use word-processing or PowerPoint packages for the preparation of presentation and reports. |
| **RESEARCH AND DEVELOPMENT** |
| The post holder will:   * Ensure a proportion of the role’s time is utilised to support research and audits within the Care Group, Speciality, and the wider Trust. * Support and lead sections of the Care Group’s Internal Audit programme. * Conduct and lead appropriate complex research projects within Care Group/Specialty, (and wider nursing) which provide outcomes which examine professional practice, and improves patient/parent experience. |
| **PHYSICAL SKILLS** |
| The post holder will be required to travel to both Northern and Eastern sites. The post will involve a combination of sitting, standing, walking duties and developed skills will be required to work clinically. |
| **PHYSICAL EFFORT** |
| The physical effort for this role will be a combination of sitting, standing or walking, but will be dependent on the challenge at that time. The units covered are spread across the Trust so it will involve a lot of walking throughout the day.  At times the individual will need to be physically active, for example when providing patient care and/or being on-call where their role is varied and broad, and can result in many challenging situations. |
| **MENTAL EFFORT** |
| As part of an unpredictable work pattern, the post holder will be required to undertake frequent and extended periods of concentration that may include frequent interruptions to deal with staff needs or service issues. This may include various challenging situations such as managing aggressive behaviour in a teenage mental health patient, or emotionally challenging safeguarding processes. |
| **EMOTIONAL EFFORT** |
| With the nature of the role it is likely that the postholder will have frequent exposure to distressing/emotional, and frequent indirect exposure to highly distressing/emotional circumstances. This can include child bereavement, mental health patient challenges, and distressing safeguarding issues.  This may involve direct face to face contact with patients, or their relatives, carers, conveying unwelcome news and managing associated challenging behaviours.  The post holder will also be required to regularly deal with conflicting viewpoints or information which may be complex or of a sensitive nature where highly developed negotiation skills will be required. This will often be in a pressurised situation. |
| **WORKING CONDITIONS** |
| The post does have a responsibility for being part of the Trust’s Senior On-Call rota. There are also senior responsibilities with regard to the role if significant incidents are called.  The post holder is required to use VDUs extensively throughout their daily role.  The post holder is expected to carry mobile phone to be contacted when required. |
| **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. |
| **APPLICABLE TO MANAGERS ONLY** |
| Leading the team effectively and supporting their wellbeing by:   * Championing health and wellbeing. * Encouraging and support staff engagement in delivery of the service. * Encouraging staff to comment on development and delivery of the service. * Providing effective and supportive clinical leadership that inspires, motivates and empowers all nurses within the Care Group and across the Trust to deliver high-quality care to patients. * Ensuring during 1:1’s / supervision with employees you always check how they are. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or 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** | Lead Nurse for Children |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**   * Registered Children’s Nurse or relevant extensive experience working within acute paediatrics and neonatal nursing. * MSc in Nursing or health related field. * Post-registration of qualification/post-graduate diploma & training preferably in Division/specialties relevant area or experience. * Demonstrates evidence of commitment to professional development. | E  E  E  E |  |
| **KNOWLEDGE/SKILLS**   * Experience of working at a Senior Nurse level within Paediatrics/Neonates and relevant clinical and management experience including. * Experience of working and influencing at a senior level and leading a team or service. * Experience of achieving changed clinical practice. * Demonstrable experience of developing staff and teams. * Demonstrable experience of implementing and managing change effectively. * Thorough and up to date knowledge of children’s nursing theory and best practice, particularly within specialty areas and the application of this in practice. * Understanding of NMC/HPC Code of Practice and requirements of it for the practice and behaviour of staff and self. * Experience of involvement in Clinical Governance. * Strong organisational skills – able to organise own workload and take responsibility for our clinical actions and systems/standards across area of responsibility. * Highly effective communication skills – able to communicate verbally and written to large groups of staff, patients and relatives including in situations of conflict and distress, ensuring that communication is tailored to the person being addressed. * Thorough understanding of Management of COSHH and Health and Safety of Patients Staff and Visitors across the Trust. * Evidence of involvement in service users’ advocacy and complaints resolution. * Project management experience. | E  E  E  E  E  E  E  E  E  E  E  E  E |  |
| **EXPERIENCE**   * Well-developed clinical practice. Able to advise on and implement improvements to the quality and efficiency of care for patients in wards/units and specialties across medicine. * Ability to make judgements on clinical and professional standards. * Demonstrates commitment to an empathetic and caring approach to patients and relatives and ability to motivate staff to demonstrate this to ensure that all patients’ dignity and respect are maintained at all times. * Demonstrates ability to apply research-based practice and advocate it to improve the quality & efficiency of wards/units services. * Demonstrate ability to interpret and analyse data and adapt national and local policy from several sources into Trust standards. * Ability to act as an effective facilitator and clinical supervisor and demonstrate evidence of ability to educate others. * Ability to initiate, undertake and facilitate audit and clinical effectiveness projects and to develop services from research and best practice guidance. * Ability to write management reports identifying investigation findings, clearly documented with appropriate judgement and actions needed. * Able to gain credibility with and influence fellow clinicians, managers and specialty leads – including influencing clinical changes where appropriate. * Able to lead specific nursing and policy development across the wider health community in conjunction with other agencies. * Physical skills to manually handle patients and appropriate lifting aids to maintain patient comfort and assist in rehabilitation. * Able to work and cope with rotating shift patterns – early, late over 7 days of the week as required, and to fully undertake senior managers’ on call. | E  E  E  E  E  E  E  E  E  E  E  E |  |
| **PERSONAL ATTRIBUTES**   * Dealing with bad news – ability to sensitively inform service users on emotional and complex issues such as patient death, diagnosis and treatment, complaints, investigation and resolution. Able to support and facilitate own staff in dealing with these issues. * Conflict – ability to deal with conflict within any of the terms for which post is responsible, which may also include service users. | E  E |  |
| **OTHER REQUIREMENTS**   * Management of COSHH and Health and Safety of Patients Staff and Visitors in the ward environment. * Ability to manually handle patients and equipment e.g. patient hoists, commodes wheelchairs etc push patients trolleys and beds to the areas of the hospital | 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 | X |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y | X |  |  |  |
| Blood/body fluids | Y | X |  |  |  |
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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) | Y | X |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y | X |  |  |  |
| 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) | Y | X |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | Y | X |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y | X |  |  |  |
| Driving | Y |  | X |  |  |
| Food handling | Y | X |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | X |  |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  | X |  |  |
| Challenging behaviour | Y |  |  | X |  |