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| **JOB DESCRIPTION** |  |
| **Job Title:** | Senior Paediatric Nurse |
| **Band:** | Band 6 |
| **Responsible To:** | Ward Manager, Caroline Thorpe Ward |
| **Accountable To:** | Clinical Matron, Paediatric & Neonatal Services |
| **Section/Department/Directorate:** | Caroline Thorpe, Clinical Support and Specialist Services |

**Job Purpose:**

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| The post holder will be responsible for providing safe and effective care to children age 0-17years within a ward environment, whilst supporting junior members of staff.  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.  **Context:**  Take charge of a children's ward ensuring appropriate workload according to skill mix, and effective staff management promote team working.  Development of all nursing staff involved in the care of Paediatrics 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. | |
| |  | | --- | | **Key Working Relationships:**  Patients  Parents/carers/visitors  Ward Nursing Team  SCBU Nursing Team  Paediatric Medical team  Ward manager SCBU  Midwives  Health visitors  Children`s centre  Wales and Western Transport Team  Named Nurse Safeguarding Children  Lead Nurse Paediatrics  Directorate Management Team  Other Trust departments e.g.Pharmacy,Pathology, Radiology, physiotheraphy,dietics, perinatal Mental Health, patient management Team(PMT), Clinical site managers, Human Resources, Learning and development and support services | |
| **Organisational Chart:** |
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| **Key Result Areas/Principal Duties and Responsibilities**  **Clinical Leadership and Professional Development**  To function as a professional role model and clinical leader for the nursing teams, demonstrating both clinical and managerial competence.  To be highly visible and accessible in clinical areas to facilitate communication with staff and patients, observe clinical practice and ensure environmental standards are maintained.  Participate in audit and produce action plans where appropriate to improve identified areas of practice.  Promote and support innovative practice and ensure relevant research findings are incorporated into nursing practice.  To be aware of new policies, procedures, guidelines and standards which affect care. To action as appropriate and evaluate the outcome.  Participate in, promote and support the provision of clinical supervision.  To ensure that all clinical and legal documents (both paper and electronic) are accurate, comprehensive and legible and that staff understand their relevance and the confidentiality of their nature.  Responsible for the maintenance of risk assessments relevant to their clinical area. An action plan to control risks should be jointly developed with the senior team.  To monitor incident forms, investigating as necessary and identifying risks.  To participate in Serious Event Audits and SIRI investigations relating to own ward. |
| **Communication and Relationship Skills**  Co-operate and communicate clearly and professionally with all members of the multi-displinary team and liaise with the MDT 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 Paediatric Community teams, such as CCN team, paediatric diabetes and the Nurse in charge.  Teach parents how to participate in all areas of their child's 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 and Judgement Skills**  Make judgement on job related facts in response to patient needs.  Analyse or compare options to meet the needs of the service and minimise clinical risk.  **Planning and Organisational Skills**  Deliver expert clinical care to patients and their families  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.  **Physical Skills**  High degree of competence and dexterity in practical Nursing Skills, providing a supporting role with administering IV’s, NIPV, and paediatric HDU and/or Neonatal HDU  Carry out some typing with particular emphasis on accuracy rather than speed  **Responsibility for Patient and Client Care**  To support patients and their families/carers in meeting their own health and wellbeing through providing expert information, advice and support  To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care; this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required.  **Responsibility for Policy and Service Development**  Be aware of new policies, procedures, guidelines and standards which affect care. Take action 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  **Responsibility for Financial and 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 policy  Take responsibility for use of human and financial resources in an effective way for the benefit of patients and to achieve operational objectives  **Responsibility for 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  Attend relevant and paediatric meetings and working groups  Provide specialist advice to staff as required  **Responsibility for Information Resources**  To document and maintain patients records as per Trust Documentation Policy  Ensure accurate data is maintained within the department to allow monthly reports for performance  **Responsibility for Research and Development**  To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in relevant research activities  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care  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  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 in education as appropriate  Contribute to quality initiatives within the paediatric department  Contribute positively to the process of change and innovation  Implement evidence-based nursing care within the clinical unit  **Decision Making**  Ability to work independently without direct supervision  Ability to manage own caseload in an effective and timely manner  Work in accordance to standard operating procedures  Interprets broad policy and establish standards to deliver quality and service improvement  **Physical Effort**  High degree of competence and dexterity in practical nursing skills, providing a supporting role  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods.  **Mental Effort**  Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms  Daily high level of concentration when delivering patient care  Ability to adapt to an unpredictable workload  **Emotional Effort**  Provide leadership and support to nursing team  Ability to recognise and manage individual staff members learning needs  Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals  Ability to manage complex situations and emergencies which may arise on a regular basis during the working day  Dealing with complaints and patient feedback  Regularly dealing with difficult conversations with patients and carers  Exposure to distressing situations    **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 or staff conflict  Regular use of VDU |

**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.

**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: .....................................................................................**

**POST : Ward Manager –Medical**

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| REQUIREMENTS | E/D\* | HOW TESTED?  Application Form/Interview/Reference/Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10 High) |
| QUALIFICATIONS/SPECIAL TRAINING  Registered Paediatric Nurse (RSCN or RN Child)  A degree or degree level post registration qualification or equivalent experience  A relevant teaching or mentoring qualification  Broad clinical experience relevant to the post and experience in older people’s health  Proven experience of leading clinical teams including experience of working in a band 6 role | E  D  E  E  D | Application/ Interview |  |  |
| KNOWLEDGE/SKILLS:  Proven leadership and managerial ability  Evidence of changing practice in a clinical setting  Experience of standard setting and clinical audit  Excellent Communication Skills  Advanced clinical skills in patient assessment  Advanced skills in IV drug administration  Experience of working with an electronic medical record | D  D  D  E  D  E  D | Application/ Interview |  |  |
| EXPERIENCE:  Proven experience in a band 5 role in a similar setting | E | Application/ Interview |  |  |
| PERSONAL REQUIREMENTS:  Able to work under own initiative  Excellent interpersonal skills  Positive and Enthusiastic Attitude  Flexible and adaptable  Commitment to openness, honest and integrity in undertaking role | E  E  E  E  E | Application/ Interview |  |  |
| OTHER REQUIREMENTS:  Ability to work flexible hours to suit the educational needs of the staff  In conjunction with the ward manager and Lead for paediatrics and neonates deliver an efficient service within budgetary contraints | E  E | Application/ Interview |  |  |

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