

Job description (AFC: JM053/24)

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| Job title: | Staff nurse - Paediatric Day Care | |
| Clinical Service Unit: | Paediatric | |
| Division: | Women & Children's | |
| Corporate Area: | N/A | |
| Salary band: | Band 5 | |
| Responsible to: | Matron for Children's Services | |
| Accountable to: | Matron for Children's Services | |
| Hours per week | 37.5 hours | |
| Location: | MKUH | |
| Manages: | Direct reports: | |
| | Indirect reports: | |

Milton Keynes Hospital Standards, Commitments and Behaviours

By living up to our values of We Care, We Communicate, We Collaborate, and We Contribute we deliver more than just a quality patient experience because we:

- Deliver safe effective and high quality care for every patient. We treat everyone who uses our services with dignity, respect and compassion and we treat each other as we would wish to be treated ourselves.
- We say #hellomynameis, we keep patients informed, involved, and engaged in their treatment and care; and each other about what's happening in our hospital. We know we can speak up to make sure our hospital is safe, and our patients are well cared for.
- We are #teamMKUH We work together and with GP's, primary care, community care, social care and mental health providers and other hospitals to deliver great care and services for people in Milton Keynes, Buckinghamshire and beyond.
- We develop goals and objectives in support of the hospital's vision and strategy. We are willing to join and play our part to make our hospital the best it can be. We acknowledge and share best practice so that others can learn what works well and we learn from others so that we keep improving the services we provide.

Aim of the role

The post holder will be expected to work across care settings at the hospital and in the community developing into an expert in this clinical field, to deliver clinical services in a day care setting for children and their families in conjunction with the Paediatric Consultants.

The post holder will use their clinical knowledge and skills to work independently, though under the indirect supervision of the Consultants, managing a caseload of patients, supporting consultant led clinics, delivering Nurse Led Clinics and ensuring smooth pathways of care allow for delivery of high quality, safe day care services closer to home.

The post holder will support the Senior Team in delivering multi-disciplinary education and training to other staff and students.

The post holder will work with Sister and the multi-disciplinary day care team to influence the development of the service locally.

The post holder will assist in specific clinical audits in their own area and participate in /facilitate/undertake research.

The post holder will be required to work within agreed protocols and guidelines supporting the multi-disciplinary team to improve clinical effectiveness and support delivery of quality care.

The post holder is expected to act at all times in accordance with the NMC Code and with Trust policies.

Key working relationships

Internally

- Medical and Nursing Teams across Paediatrics, Women and Children's Divisional Team, Pharmacy, Laboratory staff, Paediatric practice educator/facilitator / Clerical and Ancillary Teams
- Ward 4 Senior Sister for Managerial Support
- PDCU Team

Externally

- Specialist Tertiary Centres, and Specialist tertiary Multi-disciplinary Teams
- Wider Network

Main duties and responsibilities

Clinical Responsibilities

1. To provide the highest standard of evidenced based nursing care for both the children and their families in line with local and nationally agreed standards and guidelines.

2. To holistically assess, plan, implement and evaluate the care of patients within their sphere of responsibility.
 3. Supports in defined caseload, under indirect supervision of the Paediatric Consultants and Senior Team within day care services.
 4. Communicates complex, sensitive information effectively and empathetically to patients and relatives. Maintains personally generated observations in records and ensures parents/carers are included in any decision making process in order to make informed decisions regarding their child's plan of care. All information will be provided in a sensitive and professional manner.
 5. To develop and maintain clinical skills and the knowledge necessary to ensure provision of holistic evidence based nursing care
 6. Assesses, develops and implements evidence-based specialist nursing care programmes, and advice for patients and relatives under the supervision of the Senior Team.
 7. Leads as an expert practitioner in given area, acting as a resource for other multi-disciplinary healthcare professionals. Maintains a high profile in the clinical area, acting as a role model for good practice.
 8. Works with professional groups and other agencies in both primary and secondary healthcare settings. Assumes a central role in problem solving and service co-ordination to ensure patients and carers receive high standards of seamless quality care.
 9. Works with other junior practitioners to compliment their care, and the quality of the service provided.
 10. When appropriate, participates in the establishment /running of nurse-led clinics. When trained, undertakes diagnostic and therapeutic procedures pertinent to specialist role.
 11. Actively participates in multi-disciplinary meetings.
 12. Acts on clinical incidents pertinent to area, to reduce clinical risk.
 13. Works with wider Multi Disciplinary Team to interpret complex facts or situations requiring analysis, interpretation, comparison of a range of options to provide high quality evidenced based care to patients and families.
 14. To ensure that all equipment is in good working order and have demonstrated relevant knowledge and competence in using equipment.
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Professional / Educational Responsibilities

1. To at all times demonstrate a professional approach to work in accordance with the NMC Code of Professional Conduct, (2010).
2. To have knowledge of and adherence to ward, Trust and nationally agreed policies and professional standards.
3. Provides informal support and education to patients/ carers and all professional disciplines as part of consultancy work.
4. Participates in the delivery and evaluation of both informal and formal education programmes related to specialty.
5. Promotes high quality, caring evidence based practice in specialist area. Provides formal mentorship and / or clinical supervision
6. Develops specialist policies, guidelines and care procedures for own speciality / Trust. Contributes to the development of care pathways when necessary.
7. Develops/ contributes to an information database of support services available to health care professionals and patient group.
8. Maintains own professional development to ensure that all clinical practice is based on current knowledge and relevant research.
9. Demonstrates competency in all aspects of the specialist day care service role, ensuring a record of skills is maintained and that they are deemed competent by the service experts.
10. Develops and maintains own personal and professional profile.
11. Attends yearly professional development reviews with the Senior Nursing Team and establishes future goals based on evaluation of yearly activities.
12. The post holder must be aware of their responsibilities to safeguard and promote the welfare of all babies, children and young people.
13. Attend mandatory training in safeguarding and promoting the welfare of babies, children and young people and have regular updates in line with Trust policy.
14. Ensure Mandatory training is attended in line with Trust Standards.
15. To act as a preceptor or mentor for both junior staff nurses and students supervising and participating in their orientation and education in line with Trust Mentorship and Preceptorship Policy.

Research / Audit Responsibilities

1. Demonstrates an understanding of the research methodology

2. Identify & participate in agreed research within the Day care Service.

Leadership & Management Responsibilities

1. Works collaboratively with the multi professional team to develop and maintain a strategy relating to the care of patients in specialist area.
2. Works both as an independent practitioner, and as an effective member of the wider multi-disciplinary clinical team. Demonstrates excellent communication ability.
3. Assists the Senior Team in managing and co-ordinating service work daily, ensuring workload is prioritised and planned accordingly.
4. Uses data from audit / quality monitoring/ patient satisfaction questionnaires /service review to inform clinical governance. Utilises information to ensure that services are responsive to patient needs. Ensures patients are consulted in the development of services.
5. Is responsible for ensuring own clinical practice complies with Data Protection/ Confidentiality/ Caldicott principles
6. Assists in maintaining standards of cleanliness in the clinical area and for a well-maintained ward / department environment.
7. Liaise with medical and nursing colleagues on a daily basis, working in partnership to ensure efficient and effective coordination of the service is achieved.
8. Attend and participate in departmental meetings to offer expertise in clinical practice, education and research.
9. Monitors and maintains the health, safety and security of self and any practitioners he/ she is responsible for in work area.
10. Identifies and assesses risks in work activities and develops strategies to manage these effectively. Practices within risk management/ occupational health legislation and Trust procedures.
11. Works with relevant clinical groups at network level in order to deliver local and national objectives for the specialist area.

Specific specialty requirements

Registered Children's Nurse working with children and young people within paediatric day care services and participate in delivery of complex day care procedures.

Key Performance Indicators

Assist to delivering Key Performance Indicators for the Department for the purpose of quality and performance monitoring against organisational objectives.

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Effort, skills and working conditions

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| Physical skills | Standard keyboard skills. Physical skills developed through training/practice; manipulation of people and equipment. Ability to manipulate equipment e.g. trolleys, intravenous infusions, central venous access and development of venepuncture skills |
| Physical effort | Regular moving and handling of patients and equipment for short periods. Sitting at desk and use of IT equipment. |
| Mental effort | Frequent concentration. Concentration on patient / staff assessments, schedule of visits. |
| Emotional effort | Occasional/frequent distressing circumstances. Supporting Families with complex situations |
| Working conditions | Occasional to exposure to hazards, e.g Body fluids. |

Performance management and appraisal

All staff are expected to participate in individual performance management process and reviews.

Personal development and training

MKUH actively encourages development within the workforce and employees are required to comply with Trust mandatory training. MKUH aims to support high quality training to NHS staff through various services. The Trust is committed to offering learning and development opportunities for all full-time and part-time employees.

General

All staff are required to comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at Work and Infection Prevention and Control and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager. All staff are required to work in a way that promotes the safety of our patients, staff and public by proactively preventing and managing patient safety incidences.

Reducing risk is everyone's responsibility. All staff must attend training identified by their manager or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses

and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them

The prevention and control of infection is a core element in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

All staff are required to respect confidentiality of all matters that they may learn relating to their employment, other members of staff and to the general public. All staff are expected to respect the requirements under the Data Protection Act 2018.

All staff have a responsibility for safeguarding children, young people, and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

The Trust values equality and diversity in employment and in the services we provide. All staff are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Staff are responsible for ensuring that they do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

This job description reflects the present requirements and objectives of the post; it does not form part of your contract of employment. As the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

All staff are required to maintain professional standards such that they can pass all NHS Employer's standard pre-employment checks, including Fit & Proper Person Regulation tests for VSM roles, throughout the lifetime of their employment at the Trust.