



Job description and specification



Nursery Nurse Band 4



JOB DESCRIPTION

JOB TITLE: Nursery Nurse

BAND: 4

RESPONSIBLE TO: Service Manager

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Community health service Acute Mental Health Services Secondary mental health services	Maternity services Mother and baby units Social Services Acute Hospital Primary care/IAPT/GP/health visitors Police Third sector agencies Secondary mental health services outside of NELFT Children centres

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice



JOB DESCRIPTION

The Perinatal Parent Infant Mental Health Service is a specialist service in Nelft NHS foundation Trust. The team has developed assessment, treatment interventions and seamless care pathways for women who have mental ill health in the perinatal period. The service is essential as the perinatal period is a critical time of development for a baby and the baby's parents and siblings. It can also be a time of accentuated risk

The Service liaises closely with Acute in patient wards, adult community recovery team, Home Treatment Teams, Adult Psychological Services, early intervention and psychosis, CAMHS, maternity services, Primary Care Services and Social Services within Redbridge, Barking & Dagenham, Waltham Forest and Havering.

The main aim of the role is to assist women with perinatal mental health conditions to care for their babies, ensure that the emotional and physical needs of babies are met and engage in activities to promote the mother-infant relationship.

The post holder will understand the stages of development and assist where difficulties are identified and empower families to be confident in their parenting. The will work as part of the multi-disciplinary team, utilising skills and knowledge to support and advise mothers across all domains of caring for their baby.

The post holder will work as a member of the Specialist Perinatal Mental Health Service, to provide a service to women experiencing perinatal mental health conditions and their families as delegated by the perinatal clinicians/Service Lead, and will participate in the delivery of interventions under the direction of the perinatal mental health clinicians.

The majority of interventions are delivered in a community setting most often in the woman's home however the post holder will be expected to work in various community settings including the wider community and assist the team in supporting women being admitted to or discharged from inpatient Mother and Baby Units.

This is a community based post providing individualised assessment and care to women whose have an existing diagnosis of mental illness or whose experience an episode of acute mental illness during pregnancy or postnatal period and to engage services users and their carers in all aspects of their care and treatment.

Key Responsibilities:

Communication and Relationship Skills:

- Demonstrate a high level of communication skill which is sensitive and enables parents to absorb and act on advice. Be able to keep clear and contemporaneous records electronically.
- Report back to the appropriate team member any significant changes in the client circumstances that may impact on safety of others.
- To establish and maintain communications with parents, children and other professionals in a variety of settings and mediums about daily activities, child care and child related information.
- Overcome barriers to communications such as language or learning difficulties.
- Provide empathy and reassurance between persons involved within scope of the role.
- Developing working and therapeutic relationships with women and their families and communicate effectively with them and the networks surrounding them



- Develop relationships with professionals groups including but not limited to; Midwives, Health Visitors, GP's, Children's centres and mental health services
- To be proactive in liaising with non-statutory/voluntary/community based agencies
- To provide information and participation in case conferences and reports relating to specific cases
- Regular liaison with other community based nursery nurses, health visitors and other professionals involved in the care of the baby

Knowledge, Training and Experience:

- Demonstrate a sound knowledge of caring effectively for infants under 1 year of age and use this to teach and guide colleagues
- Demonstrate a sound understanding of the principles of child health care
- To ensure and take responsibility for attending all statutory and mandatory training and have the ability to operationalise training to enhance practice

Analytical and Judgemental Skills:

- Provide practical advice regarding establishing patterns and routines for the baby
- Support to families with common baby issues and signposting where needed, recognising when to refer when an issue falls outside of expected development.
- To assess different problems to determine the course of action with a range of options to compare
- Provision of advice and support surrounding age appropriate play and child development

Planning and Organisational Skills:

- Plan and manage own workload, and contribute to organisation of the team and the service
- Work in line with the Lone Working Policy and highlight any health and safety concerns as required.
- To be responsible for own activity data reporting.
- Organise own time.
- Prioritise service user care under the supervision of qualified perinatal practitioners.
- Under the supervision of registered practitioners, making decisions about service user care as appropriate, with the support of the wider multi-disciplinary perinatal team.

Responsibility for direct/indirect patient care:

- Work within the Local Safeguarding Board guidelines for child protection, including attendance at client related case conferences where necessary to discuss your observations following work with the family.
- To access child protection supervision.
- To maintain accurate and contemporaneous electronic records of work undertaken.
- Ensure strict confidentiality in respect of clients and staff.
- Provide practical and emotional support to help women prepare for the transition into parenthood
- Supporting partners, siblings and wider family members prior to arrival of the baby
- Enhancing attachment and bonding through pregnancy using current research
- Help to support families understand the world from the baby's perspective
- Explore the demand and need to develop and facilitate groups to encourage socialisation and signposting to children's centres
- Provide practical advice regarding establishing patterns and routines for the baby



- Signpost and assist mothers to attend current parenting programmes at local children's centres
- Identify local age appropriate play opportunities
- Providing advice and practical support on feeding and promoting breastfeeding where possible
- To support mothers in the general management of baby care, demonstrating an understanding of how this may be hindered by the presence of mental illness
- To assist in assessing baby's health, well-being and related needs and contribute to the planning, implementation and evaluation of care
- To provide support to families within a variety of community settings under the direction of the perinatal mental health clinicians, taking into account the diverse needs of the community
- Work in partnership with families and other agencies that provide support and services for children with special needs.
- Work in partnership within a multi-professional environment to ensure services meet the identified needs of the individual patient.
- Manage complex packages of care to families within the support of the health visitor

Responsibility for Policy/Service Development:

- Adhere to appropriate trust policies and procedures.
- Able to work flexibly to meet the needs of service users and organisational change following the appropriate consultation.
- To adopt a proactive approach to developing new service initiatives.
- To support mental health nurses in the collection of data for audit.
- To participate in research, audit and data collection as required

Responsibility for Human Resources:

- Participate in continuing education and training, as may be considered necessary, to meet personal development or organisational needs.
- Ensure participation in own person development review processes in line with policy.
- Participate in clinical supervision programs.
- To take responsibility for own continuing professional development and performance by attending mandatory training/statutory training and update as required ensuring high standard of practice.
- Alongside other members of the service, provide training and education in Perinatal Mental Health to Trust wide staff and external agencies
- Take part in courses, study days and team building days as required

Physical Effort:

- Transportation of toys / scales and equipment to clients' homes and group venues.
- Frequent requirement to exert moderate physical effort for several short periods during the shift
- To travel around the borough to service users properties
- Accurately use equipment provided and request maintenance/replacements when necessary e.g. toys, scales, consumables

Mental Effort:

- Ability to respond appropriately to the needs of a family when presented with difficult circumstances. Acknowledging limitations of role, responsibilities and boundaries and



communicating concerns to line manager effectively. Working within delegated areas of responsibility.

- Frequent requirement for concentration where the work pattern is predictable with few competing demands
- Targeting work effectively. Good time management, interpersonal skills, prioritizing and managing workload.
- Ensuring consultation with parents / carers are accurately and promptly recorded and reported
- Daily concentration required for clinics, group work, home visits and communication systems and driving.

Emotional Effort:

- Managing unexpected difficult circumstances e.g. mental health difficulties, child protection of first practitioner to encounter such issues on a routine contact.
- Contribute to the development, implementation and evaluation as part of planned package of care working with families experiencing difficult circumstances e.g. family breakdown, mental health difficulties and behaviour problems as required.
- Frequent exposure to distressing or emotional circumstances

Working Conditions:

- Frequent exposure to highly unpleasant working conditions and unpredictable working conditions due to home visiting

Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults



North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that



information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



For HR Use Only:

Date of template: 1 January 2015

Version: 1

For Manager Use Only:

Date last reviewed: Insert date job description approved by panel

Date to be reviewed: Insert date job description to be reviewed by manager

Signed: **Dated:**
(Manager)

Signed: **Dated:**.....
(Employee)



	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview
Prioritising quality	✓		Application Form Interview
Being progressive, innovative and continually improve	✓		Application Form Interview
Being professional and honest	✓		Application Form Interview
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview
Qualifications			
<ul style="list-style-type: none"> • Diploma in Childcare and Education (NNEB) • CACHE Level 3 • Early Years Diploma • Diploma in Childcare Studies (BTEC) 	✓		Application Form Interview
<ul style="list-style-type: none"> • Early Years Degree • Video Interaction Guidance 		✓	Application Form Interview
Experience			
Experience of working within a community setting within the NHS	✓		Application Form Interview
Experience in or able to demonstrate an interest in working with women and babies in the area of perinatal mental health	✓		Application Form Interview
Experience of working with infants and their families in varied contexts	✓		Application Form Interview
Evidence of effective team working	✓		Application Form Interview
Assessing developmental stages with from birth and up to 1 year	✓		Application Form Interview
Working within multi-agency environment	✓		Application Form Interview
Experience of working within mental health clients		✓	Application Form Interview



Advising and developing care plans for families		✓	Application Form Interview
Experience of delivering groups		✓	Application Form Interview
Knowledge			
Knowledge of developmental stages of babies from birth to 1 year and recognition where development falls out of expected milestones	✓		Application Form Interview
Knowledge of antenatal care and preparation	✓		Application Form Interview
Knowledge of local safeguarding policies and procedures	✓		Application Form Interview
Skills and Knowledge of caring for babies from birth to 1 year	✓		Application Form Interview.
Skills			
Ability to communicate with children and families around sensitive issues	✓		Application Form Interview
Effective communication skills	✓		Application Form Interview
Computer literacy	✓		Application Form Interview
Ability to form therapeutic relationships	✓		Application Form Interview
Exposure to distressing and emotional circumstances	✓		Application Form Interview
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview
To be able to travel efficiently throughout the area	✓		Application Form Interview

