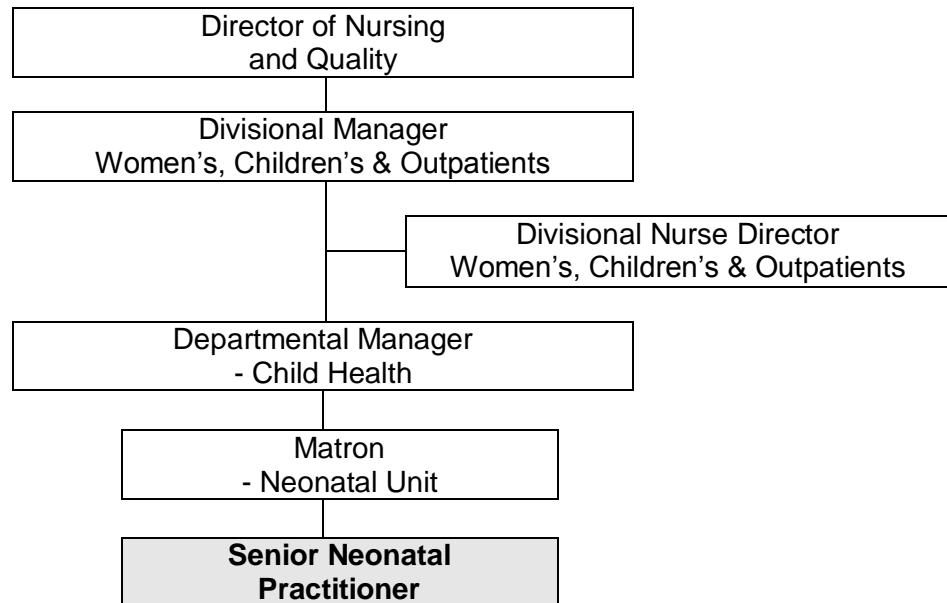


## JOB SPECIFICATION

**JOB TITLE:** Senior Neonatal Practitioner

**GRADE:** Band 6

## ORGANISATION CHART:



## JOB PURPOSE:

- To promote and help to manage delivery of a quality nursing service, setting and monitoring clinical standards.
- To be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care.
- To take responsibility for an area of clinical practice appropriate to the ward environment. This could involve Bereavement Support, Collation of Statistical Data, Infection Control, Health and Safety of others, ROP .
- To develop leadership skills and experience in the management of the unit.
- To enable Nurses to acquire clinical and professional competencies by facilitating education and development opportunities.
- To take charge of the unit in the absence of the Team leader / Matron.
- To enable nurses to acquire clinical and professional competencies by facilitating education and development opportunities.
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## JOB DETAILS

<b>Job Title:</b>	Senior Neonatal Practitioner
<b>Hours of Work:</b>	as per contract
<b>Department/Ward:</b>	Neonatal Unit
<b>Division:</b>	Women's, Children's and Outpatients
<b>Base:</b>	Royal Bolton Hospital

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<b>Managerially Accountable to:</b>	Departmental Manager - Child Health
<b>Professionally Accountable to:</b>	Divisional Nurse Director - Women's, Children's & Outpatients Departmental Manager - Child Health
<b>Reporting to:</b>	Matron
<b>Responsible for:</b>	Supervising less experienced Nurses, Midwives and Support Workers in the Neonatal Unit

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## Clinical and Professional Responsibilities

1. Support the Matron in leading and supervising a safe, high standard of nursing practice and the delivery of evidence-based patient care in accordance with the NMC Code of Professional Conduct, Trust Strategy for Nursing and Midwifery and Trust / Unit Policies and Procedures. This will involve all dependency of babies including Intensive Care, HDU, Special Care and Transitional Care.
2. Assist the Matron in providing and developing good nursing practice ensuring that said practices are in accordance with departmental and Trust policy.
3. Assist in the establishment, monitoring and evaluation of agreed standards of patient care and quality service.
4. Determine nursing care priorities, planning the delivery of patient care taking into account the skill mix of staff.
5. Interpret the significance of the babies clinical observations and records, making decisions and planning in areas affecting patient care; reports promptly to medical or appropriate staff any matters which fall outside his/her responsibility.
6. Investigate and report on all aspects of patient management including incidents, accidents and complaints in line with Trust Policy.
7. With the Matron, ensure that clinical and housekeeping practice follows policies and procedures designed to prevent hospital-acquired infection.
8. Establish an effective communication system with parents/carers and all staff working within the multi-disciplinary team.

9. Monitor clerical and legal documents completed by unit staff ensuring they are accurate and legible.
10. Comply with Trust Policy for management and administration of medicines.
11. Undertake clinical skills as per Trust Policy, relevant to role and neonatal care, as follows:
  - Capillary / arterial blood gas measurement
  - Set-up and initiate nasal CPAP
  - Airway management of a ventilated baby
  - Attend high risk deliveries in Central Delivery Suite
  - Perform venepuncture / cannulation
12. To teach families/carers the practical baby care skills they need and support and encourage them as they take increasing responsibility for the baby's physical and emotional wellbeing.
13. To co-ordinate babies discharge/transfer arrangements in accordance with Unit/Trust Discharge Policy, ensuring involvement of other agencies as appropriate.
14. To be an advocate for breast feeding – encouraging and assisting mothers to breast feed.
15. keep own breast feeding knowledge base updated in line with current evidence-based practice guidelines of breast feeding premature, small, sick and term infants.

### **Management Responsibilities**

1. Ensure safe use of equipment, ascertaining that staff are trained and competent to operate the equipment and that the equipment is in safe working order.
2. Understand the implications of the Health and Safety at Work Act and maintain a safe environment for patients, visitors and staff according to the Trust's Health and Safety Policy.
3. Report and record accidents/incidents and complaints according to Trust policy and undertake further investigations as directed.
4. Be competent in current emergency resuscitation techniques, both in theory and practice.
5. In conjunction with the Matron, maintain budgetary control through an efficient and effective use of resources.
6. Attend meetings and participate in working parties when required, developing effective links with colleagues for obtaining and giving information.
7. Undertake projects and initiate improvements in nursing care and management of the unit.
8. Assist in the management of sickness/absence and performance.
9. To be involved in the recruitment of staff.
10. To contribute to the Corporate Vision by assisting in achieving 'Investors in People' and 'Improving Lives'.

### **Education**

1. In conjunction with the Matron, maintain a suitable learning environment for all staff working in the unit.

2. Ensure that all staff understand the educational objectives of all staff and students, acting as a mentor assessing performance as appropriate.
3. On a day-to-day basis, contribute to the education of all staff, promoting competency via work-based education.
4. Be conversant with the relevant current curricular from the local higher and further education providers.
5. Contribute to the teaching programmes, recognising that teaching is an integral part of the nurse's role. Utilise the resources of the Clinical Practitioner Educator and ensure unit programmes compliment the wider Trust programmes provided to enhance staff development.
6. Promote and provide health education for families and carers.
7. Maintain and enhance own knowledge through continuing education and training activities.
8. Work with the Matron to ensure a programme of performance review is in place for all staff. Take part in an individual performance review, reviewing personal development and performance in consultation with line manager.
9. To help to ensure that all new staff complete the relevant Trust mandatory study days. Assist with local orientation programmes and attend own mandatory annual updates.

### **Clinical Governance Responsibilities**

1. In conjunction with Matron, participate in the planning and implementation of quality and risk management initiatives and targets, including CNST, RPST and Controls Assurance requirements.
2. In conjunction with the Matron, actively develop and maintain evidence-based quality standards that are regularly audited and initiate appropriate changes in practice.
3. In conjunction with the Matron, participate in agreed programmes of clinical benchmarking.
4. Conduct and lead appraisal and KSF reviews for assigned staff identifying development needs.
5. Support staff to acquire the appropriate clinical competencies to deliver safe and effective patient care.
6. Provide guidance and support to staff in a way that promotes patient safety and wellbeing and their own professional development.
7. In conjunction with the Matron, assist in the supervision and performance management of bank staff within the unit.
8. Identify and action own development needs and establish personal clinical supervision / mentorship.
9. In conjunction with the Matron, help to develop and implement a programme of clinical supervision for staff.
10. Assisting the Clinical Practitioner Educator to ensure that all new staff undergo orientation and induction specific and relevant to the clinical area.
11. Ensure that all staff are aware of when and how to report untoward incidents and how to deal effectively with parents/carers complaints.

12. To be fully conversant with Safeguarding Policies and Procedures and have an understanding and recognition of those at risk.
13. Maintain a professional approach to staff, babies, parents, visitors and colleagues. Treat all equally; and with dignity and respect.
14. Promote the use of Information Technology, to improve and inform practice.

### **Communication**

1. Maintain an effective communication network written, verbal and electronic, informing senior staff of all matters outside your role/sphere of competence.
2. Liaise with other service providers to support the efficiency of the unit.
3. Meet and welcome ward/department/unit attendees and familiarise them with the area. Be proactive in establishing positive communication and relationships with the public.

### **Infection control**

1. Help to prevent the spread of infection by adopting measures appropriate to the situation, and participate in educating staff, families and carers.
2. Assist in undertaking environmental audits
3. Comply with policies for the correct disposal of clinical and other waste, sharps, and soiled linen and ensure all staff adhere to these policies.
4. Monitor programmes of cleaning, reporting deficiencies to the manager.
5. Maintain high standards of own hand hygiene.
6. The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

### **Legal and Professional Responsibilities**

1. Adhere to Trust and departmental policies and procedures.
2. Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
3. Maintain registration, and nursing/midwifery competencies, and comply with NMC code of Professional Conduct, and related documents.
4. Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
5. Keep up-to-date with legal matters that may arise during the course of duty.

### **Health, Safety and Security:**

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.

- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

### **Confidentiality:**

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### **Data Quality**

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they adhere to policies and procedures at all times. Failure to do so may result in disciplinary action being taken.

### **Codes of Conduct and Accountability:**

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

### **Infection Prevention and Control:**

- You must comply with all relevant policies, procedures and training on infection prevention and control.

### **Safeguarding Children and Vulnerable Adults:**

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

### **Valuing Diversity and Promoting Equality:**

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

### **Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

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**Signature:** .....  
**Departmental Manager**

**Date:** .....

**Signature:** .....  
**Divisional HR Business Manager**

**Date:** .....

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