

JOB DESCRIPTION

JOB TITLE: Paediatric Nurse (Band 5)

LOCATION: Mid and South Essex NHS Foundation trust

DIRECTORATE: Women & Children

DEPARTMENT: Pediatric Wards

GRADE: Band 5

RESPONSIBLE TO: Temporary Staffing Manager

ACCOUNTABLE TO: Temporary Staffing Clinical Manager

JOB SUMMARY

The Nurse will assist the Manager in the provision and maintenance of a seamless service & high-quality care to patients in accordance with Clinical Governance within the ward/department. To contribute to the reduction of healthcare acquired infection by ensuring a high standard of infection control practice current with the latest evidence-based practice and legislation.

The Nurse will collaboratively function as part of the multi-disciplinary team within the Paediatric Department working within the Trust's policies and procedures and the Ward Philosophy. The Nurse is expected to work and support the Paediatric Directorate as a whole, inclusive of Paediatric Outpatients, Special Care Baby Unit, Paediatric Assessment Unit, and the Emergency Department.

It is expected that the Nurse as a reflective practitioner will continue to develop their own capabilities and nursing knowledge in line with the trusts career pathway where education is supported. The Nurse will ensure they maintain an up-to-date portfolio of evidence.

The job description lists the main duties but is not exhaustive and will be regularly reviewed with the post holder. The post holder may be required to carry out other relevant duties as required and will be expected to work to any Directorate objectives and standards set to provide an acceptable level of service.

Main Duties and Responsibilities

- To work as part of the MDT ensuring the delivery of a high standard of holistic nursing care
- To ensure that an individual programme of care is planned, implemented, and evaluated
- To participate in all relevant aspects of the governance process
- The post holder will always adhere to the NMC code of Professional Conduct (2018) and ensure compliance with trust policies and procedures
- Initiate, evaluate and maintain a high standard of care, ensuring that it is evidence based and compliant with best practice recommendations for children's hospital services

- In liaison with the line manager, Matron or Head of Nursing, participate in the investigation of complaints, ensuring the trust complaints procedure is followed and effective public relations maintained
- Demonstrate independence in clinical decision making, acting as a source of advice/support to junior staff
- Follow escalation pathways to report any clinical or safety issue

1. Communication

- To establish effective communication with children/young people, parents, siblings and other disciplines and departments
- Liaise and communicate with all members of the multidisciplinary team on matters affecting patient care
- To answer telephone calls in a professional manner as per Trust guidance, taking full information and caller details to ensure accurate escalation to the appropriate person
- Ensure that there is adequate provision of written / verbal information for patients to support their safe discharge from hospital
- To ensure the experiences and views of patients and / or service users are listened to
- To act as an advocate for the child/young person in all discussions relating to paediatric services
- Participate in meetings and working groups within the paediatric department as required
- To act, at all times, in a courteous, dignified and respectful manner when dealing with patients, staff and visitors to the Trust

2. Analytical and Planning

- Prioritise care delivery within the ward setting, acknowledging the impact of decisions on other departments
- Participate in communicating and contributing to innovative planning of developments which could enhance child and family care
- Having knowledge of, and act within current MSE Trust policies and guidelines
- Be aware of personal responsibilities regarding risk management procedures e.g., fire, health and safety
- Promote a positive departmental image by demonstrating a professional and helpful approach to all visitors to the ward
- To be aware of current developments required by professional bodies
- To ensure continuous, professional, Development by the attendance at study sessions/days, courses, and development of skills. To be able to provide evidence of this by the maintenance of a professional portfolio
- To be always an advocate for the nursing profession, showing understanding of wider issues within midwifery at a local, regional, and political level
- To identify and make direct referrals to other health professionals and agencies according to individual patient needs.
- To attend regular staff meetings and multidisciplinary team meetings as required.

3. Clinical Duties

- Make a thorough assessment of the patient's needs (including risk assessments) according to an agreed model and document in accordance with Trust policy
- Facilitate the implementation of all planned nursing actions, evaluate these actions and update care plans in accordance with the changing needs of the patient
- Ensure the rights of patients are respected and assist in the provision of information, enabling informed decisions to be made about their care
- To be competent to work within a team to deliver care based on the needs of patient to maintain continuity
- To take responsibility for the storage and administration of drugs according to local policies
- To undertake clinical duties covering a 24-hour service
- To be competent to work within a team to deliver care based on the needs of patients and their families to maintain continuity
- To maintain accurate and contemporaneous records on the patients care at all times, including all discussions on care and information given. Ensuring the safekeeping and storage of all confidential materials
- To maintain competencies in dealing with emergency situations, and to adapt according to the environment
- To make informed decisions in the absence of immediate medical aid
- To act as a supervisor and/or an assessor, preceptor, supporting student nurses, nurses, medical students and Return to Practice Midwives, during their training
- To co-ordinate and liaise with multidisciplinary agencies to give care to patients and their families with specific needs e.g., psychiatric, social, disability etc.
- Learn and perform new skills in relation to Paediatric specialty
- To take responsibility for a collaborative plan of action for patients and their families who have complex psychosocial needs, particularly families at risk

4. Policy and Service Development

- To measure the effect of nursing care by participating in the quality assurance cycle, including the development of practice guidelines, protocols, policies and clinical audit.
- To be proactive with new ideas and the introduction of current research findings to clinical practice
- To contribute to meeting high standards of care, including the reporting of untoward incidents and ensuring compliance with the Risk Management Strategy
- To ensure attendance at statutory/mandatory updates and completion of required e-learn modules within the required time frame
- To adhere to local safeguarding policies and procedures
- In conjunction with senior staff, contribute to a positive learning environment
- Demonstrate nursing skills to junior members of the team, to enable them to assist in the implementation of prescribed nursing actions
- To maintain professional development in accordance with PREPP requirements through annual appraisal and professional development plan
- To be aware of, and comply with the Trust policies, protocols and guidelines
- Maintain an interest in current research issues and, using critical analysis, assess suitability for application within the ward area
- In conjunction with senior members of the ward team, ensure the appropriate collection, evaluation and dissemination of audit data
- To be proactive and assist with new ideas and the introduction of current research findings to clinical practice
- To maintain and uphold The Code (NMC)

- To maintain current registration on the relevant part of the Nursing and Midwifery Council (NMC) register
- To implement quality initiatives that improves children/young people and their families care and enhances good working relationships between staff, patients and their families, visitors and clinicians

5. Financial and Physical Resources

- Undertake equipment safety checks prior to using within the clinical area and report any service requirements appropriately to the medical equipment team.
- To restock ward areas as required reporting any shortages immediately to the housekeepers and Nurses in charge.

6. Staff Management

- To contribute to the maintenance of high staff morale and good working relationships with all members of the multidisciplinary team.
- Positively contributed to the process of change within the ward.
- When required by the needs of the service; to change working areas.
- To ensure that high standards are maintained within the clinical areas. In line with the Care Quality Commission framework support safety initiatives in designated areas, ensure all care is effective, caring, responsive, and well led.
- To act as a clinical role model promoting professional, competent standards, working closely with the multi-disciplinary team.
- To act as a role model in promoting an open and transparent culture for staff in raising and escalating concerns.

7. Information Resources

- Use IT systems e.g., data collection, patient records information and investigation requests
- In liaison with the MDT ensure compliance to all current information and clinical governance policies
- To always maintain accurate and contemporaneous records on patient care, including all discussions held and information provided
- Ensure the safekeeping and storage of all confidential materials in accordance with trust policies
- Demonstrate a commitment to the use of information technology
- Identify and take appropriate action when IT equipment malfunctions

8. Effort, Skills and Working

Physical Skills	Able to effectively undertake patient manual handling (PMH) and inanimate loads training in line with trust policy
Physical Effort	Physical effort will be required to move patients safely in accordance with patient manual handling guidance
Mental Effort	Managing changing workload, prioritising daily duties with urgent unexpected tasks. Identifying any support needed when dealing with distressing situations.
Emotional Effort	Dealing with distressed patients, family members/carers and colleagues as first point of contact for Senior Management. May encounter traumatic/distressing incidents/scenes on wards.
Working Conditions	May encounter traumatic/distressing incidents/scenes on wards Unpredictable workload.

9. Key Working Relationships

Key Relationships:

- Staff working in all areas that manage Paediatric in-patient and out-patient care within the M.S.E
- Service users (Children & Young People/ Parents/ Carers)

General Statements

Competency Based Appraisal

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

Training

All staff will undertake such training as is necessary to perform the duties allocated.

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Equal Opportunities

The Trust has an Equal Opportunities Policy and/or Single Equality Scheme. The aim is to ensure that no individual receives less favorable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity related matters, race, religion or belief, sex or sexual orientation or is disadvantaged by conditions or requirements, which

cannot be shown to be justifiable. Whilst the Trust recognizes specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the Policy.

No Smoking Policy

Mid and South Essex NHS Foundation Trust (MSE) operates a non-smoking policy. The restrictions will apply to patients, staff, and visitors alike. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 0800 169 0169 to find details of your local stop smoking service.

Data Protection Act (2018)

All employees are required to:

- Ensure compliance with all Trust's policies, and those procedures relevant to the area of work.
- Maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- Ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

Information Governance

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.
- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

Confidentiality

- Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.
- All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

- All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

Health Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

Quality

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the public. To assist in achieving this objective, it is always essential that, employees carry out their duties in a courteous and sympathetic manner.

Infection Control and Prevention

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Maintaining a high standard of infection control practice.

Safeguarding Children

- All employees of the Trust, regardless of the work they do, have a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately.
- You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet sites. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

Safeguarding Adults

- All employees of the Trust, regardless of the work they do, have a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately.
- You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults.

- To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

Location

- Your base site will be identified by where you apply and interview for, which will be either Southend, Basildon, or Broomfield.
- You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

COVID-19 Vaccination

The successful applicant will be an NHS employee and may therefore have contact with vulnerable service users. During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. To comply with our duty of care, we require our staff to have the COVID vaccine and we will ask for proof of vaccination during the recruitment process. Vaccination will be a condition of employment unless an exemption applies.

Note

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract.

This job description reflects the present requirements of the post, and the content may be subject to review and amendment in light of changes and developments.

All Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

Review date - Yearly

Signed
 Employee

Dated

Signed
 Manager

Dated

PERSON SPECIFICATION

JOB TITLE: Paediatric Nurse (Band 5)

LOCATION: Mid and South Essex NHS Foundation trust

DIRECTORATE: Women & Children

DEPARTMENT: Neptune Ward

GRADE: Band 5

RESPONSIBLE TO: Nurse in Charge

ACCOUNTABLE TO: Matron (Children's services)

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW TESTED*
Qualifications	Registered Children's Nurse on Part 8 or 15 of old-style register or RNC or RN8 of sub part 1, the new style NMC register Or Child branch student nurse training as appropriate to the post	Can discuss preferred career pathway	A, I & C
		Current PILS or EPALS certificate or willingness to undertake in the future	A, I & C
Knowledge and Experience	Demonstrate knowledge of the care planning process	Experience of working with a paediatric emergency department	A & I
	Experience of working in a ward team	Evidence of supervising/managing junior members of staff/HCA's	A & I
		Ability to audit/ benchmark	A & I
	Experience or awareness of child protection issues	Evidence of ability to support team building and working	A & I
		Experience or awareness of change management	A & I
		Evidence of post qualification study	A & I & C
Communication Skills	Able to communicate effectively with the other members of the multi-	To have the courage to escalate nursing concerns	A & I

	disciplinary team		
	Ability to communicate information to patients and parents/carers		A & I
Personal and People Development	Organisational skills applied to self for example: <ul style="list-style-type: none"> • Time management • Prioritising own case load • Using Initiative • Problem solving 	Interpersonal skills: <ul style="list-style-type: none"> • Self-motivated • Assertive • Ability to make informed decisions 	A & I
	Motivation to pursue personal development	Evidence of an up-to-date Portfolio	A & I
		Trained to administer IV therapy peripherally/centrally	A & I
		Ability to work without direct supervision and with multi-agency teams	A & I
		Ability to cope with stressful situations	A & I
Physical Requirements	Physical effort may be required to move patients & equipment according to the Trust Moving and Handling Policy	Ability to manage unpredictable workload	A & I
	May encounter traumatic/distressing incidents/scenes on wards		A & I
Other	Flexibility in working pattern	Understanding of current NHS standards; in particular those relating to Paediatrics	A & I
	Can discuss relevant aspects of Governance		A & I

***Assessment will take place with reference to the following information: -**

A=Application form

I=Interview

C=Certificate