



## OUTLINE JOB DESCRIPTION

<b>Job Title:</b>	<b>Community Nursery Nurse</b>
<b>Grade:</b>	<b>Band 4</b>
<b>Hours:</b>	<b>37.5 hours per week</b>
<b>Reporting to:</b>	<b>Perinatal Community Team Manager</b>
<b>Accountable to:</b>	<b>Clinical Nurse Manager</b>
<b>Location:</b>	<b>Solihull</b>

### Job Purpose

To assist in the provision of quality, evidence based care for women experiencing moderate to severe mental illness, by providing advice and support on Early Years parenting and child care. The Community Nursery Nurse will work as a member of the wider Perinatal Mental Health Service assisting the multidisciplinary team in meeting the needs of women and their families by undertaking delegated duties that support family centered care. The post holder will ensure that there is appropriate communication with other professionals and agencies involved in the care of the mother and child.

Under the supervision of the care coordinator, the post holder will provide support and education to defined caseload of women with moderate to severe perinatal mental health problems, and those with pre-existing severe mental health disorders to help promote well-being, promote mother-infant relationships and reduce risk, during a vulnerable time for women's mental health. They will contribute to holistic community assessments, in a range of settings, with a strong emphasis on the parent-infant relationship and safeguarding.

In addition the practitioner will be expected to offer both support and advice to partners and relatives and to work in an integrated manner with key partner organisations and professionals. The post holder will be required to support in providing consultative advice to other agencies and to participate in delivering training and development for other professionals. Liaison with a wide range of agencies including midwifery, health visiting and primary care, is central to the role.

The post holder will contribute to the transformation of the perinatal service to meet best practice standards including NICE guidelines for Antenatal and Postnatal Mental Health and the Royal College of Psychiatrist Quality Network Standards (CCQI).

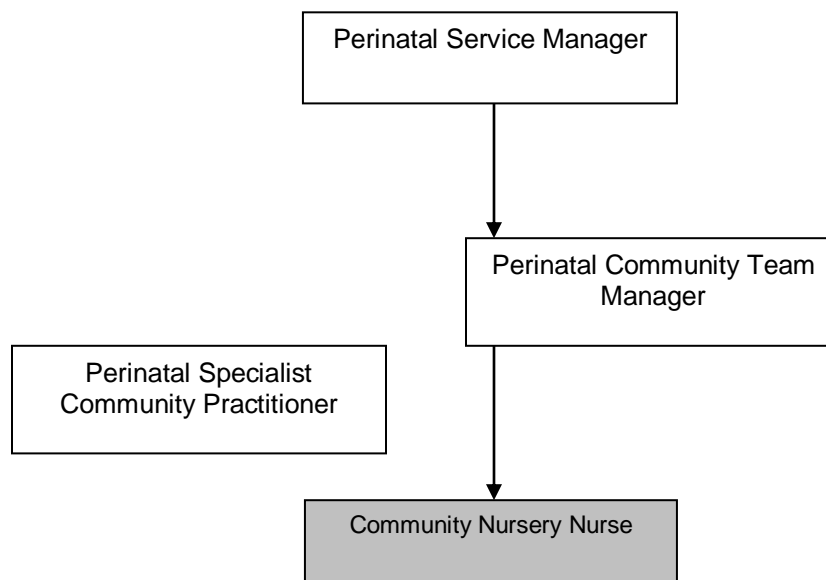
### **Job Summary**

The post holder:

- Will work Monday to Friday, 9am-5pm.
- Will act under the guidance of Specialist Perinatal Community Practitioners within the community setting, while liaising with other professionals as necessary.
- Will ensure that each assessment and intervention is offered collaboratively in consultation with the woman and her partner/carer, where available
- Will ensure that any intervention is informed by the wider MDT involved, including midwifery and health visiting.
- Will take on the role of allocated nursery nurse, supporting a defined caseload of women under the supervision of the care coordinator and/or team manager
- Will lead on the assessment, planning, implementation and evaluation of nursery nurse interventions within agreed parameters, and have a working knowledge of local, national policies and legislation, which govern current service provision and audit.
- Will ensure effective communication pathways exist.
- Will ensure the promotion of equality, diversity and rights in accordance with good practice and legislation.
- Will support in identifying and contributing to the training needs necessary in providing quality evidence based Early Years advice as appropriate.

### **Organisational Chart**

Department organisation chart, which identifies where the vacancy is and reporting relationships



### **Key Communications and Working Relationships**

**Internal:** Multi-disciplinary Team, Service Users, Practice Placement Coordinators, other services provided by the Trust.

**External:** General Practitioners, Universities, Midwifery and Obstetric services, IAPT services, Health visiting staff, statutory organisations and 3<sup>rd</sup> Sector Agencies

## **Principal Duties and Responsibilities**

### **CLINICAL**

#### **General**

- Provide perinatal support to antenatal and post natal mothers in the community, promoting and modelling a high standard of care at all times within the birth to five framework.
- Participate in the assessment of needs, planning, implementation and evaluation of Care programmes for mothers and their babies.
- To participate in multi-professional team meetings, handover meetings and other opportunities for feedback and discussion.
- To maintain confidentiality and adhere to local policies at all times in line with Trust Policy.

#### **Ante natal preparation**

- Provide practical and emotional support to help mum's prepare for their new baby's arrival
- Supporting partners, siblings and wider family members prior to baby's arrival.
- Provide education and support to help enhance the attachment and bonding process through pregnancy using current research

#### **Enhancing the attachment and bonding process**

- Help supporting families to understand baby's perspective
- To take part in activities designed to assess and enhance mother/infant relationship
- Assist in the delivery of group based interventions to promote and enhance the mother/infant relationship
- Baby Massage
- Provide best practice advice and model behaviour in relation to talking, playing and interacting with babies
- Offer Video Interaction Guidance, where qualified or in training under appropriate supervision

#### **Practical Baby care**

- Providing advice and practical support on feeding and promoting breast feeding where possible
- Bathing, dressing and changing
- Settling, soothing and sleep
- Safety
- Awareness of handling baby and head safety
- Help provide a safe and stimulating home environment for babies and children

#### **Best practise in baby care**

- To liaise regularly with community based nursery nurses, health visitors and other professionals involved in the families care.
- Provide advice and support as required on age appropriate play and child development.
- Supporting families with common baby issues, and signposting as needed..

**Encouraging social networks**

- Opportunity to run parent groups to encourage socialisation and signposting to local children's centres or other community resources
- To provide practical advice to mum on establishing patterns and routines to care for their baby.
- Sign post and assist in attending current parenting programmes within the community
- Identify local age appropriate play opportunities

**SAFEGUARDING**

- All employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include timely attendance at relevant training events, self-directed updates, attendance at Safeguarding supervision and compliance with the Safeguarding Procedures.
- To liaise with other professionals on matters related to safeguarding issues
- Access appropriate safeguarding supervision where necessary on a case-by-case basis
- To maintain timely and accurate records in line with trust Policy.
- To provide information and, where requested reports for Child Protection meetings or court hearings as required. These will be within the context of the Children Act 1989 and local child Protection procedures.

**TRAINING, EDUCATION AND DEVELOPMENT**

- All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs.
- Participate in any in-service training, away days or training events that are considered necessary
- To develop through the appraisal and supervision systems a professional development plan and utilise any relevant training opportunities.
- Keep up-to-date with Early Years guidelines and best practice advice, via self-directed study and attending training days where agreed.
- To provide training and relevant up-to-date guidelines to other members of the multidisciplinary team on all areas of supporting of parenting and child development
- To share information on local resources to other members of the multi-disciplinary team.
- To assist in the induction of new staff and students on placement/induction within the clinical team.
- Assist in developing and providing formal and informal training on Perinatal Mental Health to statutory and non-statutory services.

**PROFESSIONAL**

- Responsible for participation in the Trust appraisal process, and taking a lead in identifying own mandatory professional, supervisory, personal development and training needs.
- Responsible for accessing and participating in clinical supervision, including safeguarding supervision
- To participate in research, service and policy development and clinical governance processes, as appropriate.
- Responsible for maintaining and conducting oneself in a professional manner towards women, their babies and family members, carers, colleagues and other agencies.
- To ensure that the agreed service philosophy and approach is adopted and followed, whilst respecting and valuing the different therapeutic approaches available within the multi-disciplinary team
- Responsible for ensuring confidentiality is maintained at all times in accordance with the General Data Protection Regulations (2018), Trust policy and good practice.

- Participate in joint working with appropriate experts/agencies.
- Participate in joint working with appropriate experts/agencies.
- Responsible for the safe custody of medicines and Trust property, where applicable.

#### **ORGANISATIONAL**

- The post holder is responsible for ensuring that they contribute and work towards the service/organisational aims and objectives.
- The post holder as an individual is required to understand their responsibility for respecting and promoting issues of equality diversity and rights in accordance with good practice and legislation.
- Responsible for reading, understanding and complying with all relevant trust and statutory policies and procedures.

#### **COMMUNICATION**

- The post holder is responsible for ensuring accurate and timely written records are kept which comply with the Trust policy and relevant professional bodies' guidance, reporting on any issues as appropriate.
- The post holder is responsible for ensuring they comply with current good practice in informing/updating all members of the multi-disciplinary team, their colleagues, women and appropriate others of changes involving current nursing care plans, progress, mental state and psychosocial factors in line with best practice.
- The post holder is responsible for ensuring that they clearly communicate with women, actively listen to establish an understanding of the needs of the service user.

#### **MANAGERIAL**

- To work within a framework commensurate with their level of knowledge and competence and to act accordingly with their sphere of responsibility.

#### **GENERAL**

- Develop key and enabling relationships with employees as individuals to value their contribution and improve their experience of working for the Trust;
- Embrace user and carer involvement and provides user/carers centred services;
- Expect to use own initiative and work independently seeking advice and guidance from line manager, using own judgement as required and respond to enquiries without the need to refer to line manager to achieve agreed goals and targets;
- Act as an ambassador for the Trust and develop external networks ensuring continuous development and improvement of internal systems reflecting the best in the healthcare market;
- To undertake other duties commensurate with this grade of post in agreement with your line manager;

#### **CONFIDENTIALITY**

- All Trust employees have both a common law duty and a statutory duty of confidentiality to protect patient (and indeed any personally identifiable) information and only use it for the purposes for which it was intended. The disclosure and use of confidential patient information needs to be both lawful and ethical;
- All the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of the Trust as well as legislation and professional standards and guidelines;
- The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the

case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the General Data Protection Requirements (2018).

#### **EQUAL OPPORTUNITIES**

- The Trust is committed to being an equal Opportunity employer and welcomes applicants from people irrespective of age, gender, race and disability. All employees must be aware of their obligations to abide by the spirit and nature of the policy to avoid direct and indirect discrimination.

#### **CONDUCT**

- It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures.

#### **RISK AND SAFETY MANGEMENT**

- The post-holder will ensure compliance with the Trust's risk management policies and procedures; These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persona that may be affected by his/her work.

#### **RESEARCH AND DEVELOPMENT**

- Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovative amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves.

#### **CONTROL OF INFECTION**

- All employees whether clinical or non-clinical are required to comply with The Health and Social Care Act 2008: Code of Practice for health and adult social care on the preventions and control of infections and related guidance;
- The post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;
- Attend the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene.

#### **GOVERNANCE STANDARDS**

- Comply with the relevant Governance Standards applicable to the Trust as communicated to the post holder from time to time.

#### **RECORDS MANAGEMENT**

- Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

#### **FREEDOM OF INFORMATION**

- Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

#### **STANDARDS OF PROFESSIONAL AND BUSINESS CONDUCT**

- The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

**DATA PROTECTION**

- Comply with Trust Policies and the General Data Protection Regulations (2018) in all respects, with particular relevance to the protection and use of personal and patient information.

**SECURITY**

- Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation.

**SMOKING**

- The Trust operates a No Smoking Policy

**MOBILITY**

- This is a Trust wide appointment. Multi-site working and travel around the Trust may be required.
- The post holder will be expected to adhere to the policies and procedures of the organisation responsible for that site.

**FLEXIBILITY**

- The Trust is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and Opportunity of working within the new NHS, which could include taking on new and changed responsibilities, according to the needs of the directorate;
- This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly 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 and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes to you job description after consultation with you;
- Work will be managed rather than supervised.

**ENVIRONMENT**

- The Trust is a part of the NHS and we pride ourselves in the unique environment which exists for all our employees. An environment where innovation is encouraged, hard work rewarded and where our employees play and inclusive role in new developments.

**Job Description Agreement**

Budget Holder ..... **Signature**

..... **Name**

Post Holder ..... **Signature**

..... Name
Date .....

Prepared by :  
Designation :  
Date : June 2018





## PERSON SPECIFICATION

### JOB TITLE: Community Nursery Nurse - Band 4

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>TRAINING AND QUALIFICATIONS</b>	<p>One of the following qualifications:</p> <ul style="list-style-type: none"> <li>NNEB/CACHE</li> <li>Diploma in Childcare and Education (DCE)</li> <li>Level 3 BTEC National Diploma in Early Years</li> <li>NVQ Level 3 in Early Years and Education (NVQEYE)</li> <li>NVQ Level 3 in Childcare and Education (NVQCE)</li> <li>Level 3 qualification in Children's Care, Learning and Development (CCLD)</li> </ul>	<ul style="list-style-type: none"> <li>BA (hons) in Early Childhood Studies</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>KNOWLEDGE AND EXPERIENCE</b>	<p>Experience of working in a supervisory role within a Crèche or Nursery setting</p> <p>Knowledge of Safeguarding Legislation</p> <p>Able to undertake administrative tasks</p> <p>Able to work as required without direct supervision</p> <p>Ability to supervise tasks undertaken by junior staff</p>	<p>Experience working in a health setting</p> <p>Experience working in a community based service</p> <p>Experience of working with Mothers and Infants in a mental health setting</p> <p>Insight into mental health difficulties</p>	<p>Application Form</p> <p>Interview</p>
<b>SKILLS</b>	<p>Active Listening skills</p> <p>Effective communication both verbal and non-verbal</p> <p>Written skills</p> <p>Ability to work as part of an MDT</p> <p>Ability to prioritise workload</p> <p>Able to liaise with other professionals</p> <p>Basic Computer literacy and keyboard skills</p>	<p>Able to facilitate groups</p> <p>Baby Massage</p> <p>Baby Yoga</p> <p>Basic counselling</p> <p>Video Interaction</p> <p>Guidance</p>	<p>Application form</p> <p>Interview</p> <p>References</p>
<b>PERSONAL QUALITIES</b>	<p>Self-motivated, open/honest. Non-judgemental, flexible, personal integrity</p>		<p>Interview</p> <p>References</p>

<b>OTHER</b>	Demonstrates and recognises differences and does not discriminate because of these differences Genuine interest in working with client group		Application form Interview References
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**Prepared by** :  
**Designation** :  
**Date** : **June 2018**