

JOB DESCRIPTION

JOB TITLE: NEONATAL STAFF NURSE

BAND: 5

DEPARTMENT: DYSON CENTRE FOR NEONATAL CARE

SPECIALITY / DIVISION: WOMEN AND CHILDRENS

RESPONSIBLE TO: LEAD NURSE

ACCOUNTABLE TO: LEAD NURSE

JOB SUMMARY:

To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a named nurse (or key worker) for a defined group of patients and take responsibility for:

The assessment of care and health education needs;
To utilise and further develop specialist skills in order to provide the highest standard of assessment, planning and development, implementation and evaluation of individualised programmes of care at intensive, high dependency and special care baby levels including discharge planning for each patient.
To be designated to take charge of the ward/department, in the absence of the person holding continuing responsibility.
To work in accordance with the RUH Nursing Strategy and contribute towards achieving its objectives.
To maintain effective communication

MAIN DUTIES AND RESPONSIBILITIES:

Patient Care Responsibilities

To maintain accountability for assessing, planning, implementing and evaluating programmes of care within the framework of team nursing incorporating the Named Nurse initiative. To use evidence practice and a holistic approach to develop individual nursing care for neonates without supervision
To recognise and meet the neonates, physical and psychosocial needs, initiating change, intervention, support or resuscitation, reporting changes in patient condition and seeking assistance as appropriate from medical staff
To recognise and meet the physiological, social and psychological needs of the neonate, providing support during challenging /stressful situations.

To provide ongoing holistic family centred care working actively towards the empowerment of the families to take the lead in care.

To ensure the safe transfer and retrieval of the neonate.

To maintain accurate confidential documentation of patient care

To maintain a safe ward environment and have knowledge of current health and safety and infection control legislation

To co-ordinate the discharge arrangements in accordance with RUH and Department Discharge Policy

To act as the neonate, child, young person and families advocate promoting good liaison and coordination of care by effective communication with all members of the multidisciplinary team and external agencies

To ensure patient and family confidentiality

Professional Development and Education Responsibilities

To optimise the use of opportunities for the promotion of health and prevention of illness

To actively be involved in establishing and monitoring protocols/care pathways

To participate in the promotion and maintenance of effective communication

To supervise junior staff in the delivery of care

To have an understanding of child protection issues and to identify when a neonate, child and young person who could be at risk of significant harm, and initiate child protection documentation and report to sister in charge

To develop own teaching skills and participate in staff/student education programmes

To complete professional portfolio demonstrating reflective practice

To help maintain a suitable learning environment for staff and act as a facilitator/mentor/preceptor in the supervision and teaching of less experienced staff, therefore enabling others to develop specialist skills

To attend Trust/local orientation programmes and mandatory training sessions, including child protection

To be responsible for developing and sustaining own knowledge, clinical skills and professional awareness in accordance with PREP requirements

To contribute to annual appraisal and be responsible for own personal performance/development plan

To be actively involved in the development and implementation of nursing practice guidelines, standards and policies

To assist in the training and development of nursery nurses/ health Care Assistants and complete assessors training as required

Research and Development Responsibilities

To promote nursing practice in line with relevant research

To maintain and promote an awareness of evidence-based practice and participate in its implementation

To contribute to research and development programmes within the ward/department

Audit, Quality and Risk Management Responsibilities

To contribute to the setting and monitoring of measurable standards of care and be accountable for maintaining standards

To maintain awareness of the national, professional and local quality issues relevant to the delivery of nursing services. e.g. Clinical Governance

To uphold quality initiatives that improves 'customer care' and enhances the interface between staff, patients and visitors

To promote and participate in the audit process for monitoring and reviewing nursing quality

To be aware of personal responsibilities in relation to the maintenance of a clean, safe environment and identification of potential risks for all personnel, patients and visitors, taking action as and when required

To be aware of the role of the nurse in handling complaints in accordance with RUH policy

To participate in maintaining a clean environment

To be responsible for identification of own training needs, to ensure individual is fully informed and competent in the use of all, including highly complex equipment provided for use

Resource Management Responsibilities

To develop and maintain an awareness of budgeting, exercising care and economy in the ordering and use of equipment, supported by written documentation where applicable

To assist in the assessment and monitoring of staffing requirements and report problems to the manager who holds continual responsibility for the clinical area or their deputy

POLICIES AND EXPECTED STANDARDS

The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times. The Code of Expectations of Employees in particular set out what you as a post holder are required to follow at all times and you should study this carefully. Failure to comply with any of the Trust's policies may result in disciplinary action up to and including dismissal.

All staff must have an understanding of their responsibilities in relation to being accountable for knowing who is in and has access to their area of work. Staff must recognise the need to challenge appropriately and understand their duty of care relevant to their position within the organisation. Staff must be familiar with and understand the correct reporting process where there has been a potential breach.

OUR VALUES & BEHAVIOURS

All staff are required to adopt and follow the Trust values and behaviours at all times.

Our values and behaviours are:



New staff will be presented with a leaflet outlining the values and behaviours expected of them at trust induction.

CONFIDENTIALITY & INFORMATION GOVERNANCE

All post holders must comply with all relevant legislation & Trust Policy with regards to Confidentiality & Information Governance, including the Data Protection Act (1998) ensuring that no information obtained through work is communicated to any persons other than those requiring it to complete their duties.

SAFEGUARDING ADULTS & CHILDREN

All Trust staff have a responsibility to safeguard adults & children which includes an understanding of the relevant Trust & Local Safeguarding Adults & Children's Board Policies.

HEALTH AND SAFETY

Employees must act at all times in line with relevant Trust Policies & the Health and Safety at Work Act (1974) to ensure a safe environment for patients, visitors and staff.

HEALTHCARE ASSOCIATED INFECTIONS (HCAIs)

All Employees are responsible for ensuring that:

- your practice so far as is reasonably practicable, protects patients, staff and other persons against risks of acquiring HCAs;
- where patients present with an infection or acquire an infection during treatment, that they are identified promptly and managed according to good clinical practice to treat the infection and reduce the risk of transmission.
- you follow all Trust policies, procedures and processes to meet the duties set out in the NHS Hygiene Code and assist in their full compliance by all staff within your department.

HEALTH & WELLBEING

The Royal United Hospital is committed to promoting the Health & Wellbeing of its staff. The Trust is a smoke free site; smoking is not permitted anywhere in the grounds. The Trust has a Stress Management Policy, which staff should familiarise themselves with to ensure that they have adequate support for the management of their own, and their colleagues stress. The Trust has an onsite Employee Assistance Programme (EAP) which is available to all staff, offering support to staff & their families.

EQUALITY & DIVERSITY

The Trust values Diversity and actively works towards promoting Equality both in terms of its healthcare provision and within its current and potential workforce. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

PATIENT AND CARER EXPERIENCE

The Trust continuously aims to improve the experience of patients and carers using the RUH. All staff are expected to follow the guidance contained in the Patient Experience Strategy for the RUH;

The 3 main points to remember are:

- 1) Communicate clearly with people;
- 2) Involve patients and carers in their care and with the hospital;
- 3) Seek out and use patient and carer feedback in all services.

Also refer to the Carer Policy, Respect behaviours and references to improving experience contained in policy and guidance; all staff will be aware of Equality and Diversity and will assist with accommodating people with special needs. Your individual behaviour can make a significant difference to patient and carer experience.

FLEXIBILITY

This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their designated manager. In addition they may be required by their manager to carry out any other duty commensurate with their banding and expertise.

DIMENSIONS

[Put in here information about the size / number of staff and / or finance / budgets that the post has direct responsibility for managing. With budgets this should indicate the

level of budget-holder (Executive-level, Division / Business Unit-level, Speciality-level, Cost-centre level). Put in any training responsibilities]

STRUCTURE CHART

Senior Nurse / Modern Matron

Ward Manager / Sister / Charge Nurse

STAFF NURSE Band 5

Nursery Nurses

ANNUAL LEAVE ENTITLEMENTS:

Length of Service	Annual leave and public holidays
On appointment	202.5 hours plus 60 hours (27 days + 8 days) pro rata for part time staff
After five years' service	217.5 hours plus 60 hours (29 days + 8 days) pro rata for part time staff
After 10 years' service	247.5 hours plus 60 hours (33 days + 8 days) pro rata for part time staff

NOTICE PERIODS:

Band	Notice Period
Band 1 – 3	4 weeks
Band 4	6 weeks
Band 5 – 6	8 weeks
Band 7 – 9	12 weeks

PERSON SPECIFICATION

CRITERIA REQUIRED	ESSENTIAL	DESIRABLE
Qualifications & Training	Registered Nurse Part 8 15 Registered Nurse Part 1, Midwife RN with critical care experience and /or neonatal experience □ Registered Nurse Child	Teaching and assessing NVQ Assessor/or equivalent Educated to degree Level Critical Care Course (formally ENB 405) or equivalent or a willingness to undertake Post Registration training in specialist area
Knowledge & Experience	<u>Nursing & other knowledge</u> Thorough and up-to-date knowledge of nursing theory and best practice, particularly within specialty area and the application of this in practice Understanding of equality & diversity and how to apply it to self and others Understanding of NMC Code of Practice and requirements of it for own practice & behaviour Understanding of current neonatal and child health issues Able to demonstrate effective consolidation of nursing knowledge& practice after qualification & preceptorship	Experience of taking charge of a caseload and delegating responsibilities
Values	Values and respects others,	

	<p>treats everyone as an individual, is non-judgemental</p> <p>Motivated to be genuinely kind and caring</p> <p>Helps and co-operates with colleagues</p> <p>Pro-active and takes responsibility</p> <p>Willing to learn, open to change</p> <p>Motivated to make a difference in whatever way they can</p> <p>Takes pride in themselves, their appearance, their role and where they work.</p>
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<p>Specific Skills</p>	<p><u>Patient Care:</u> Demonstrates effective nursing practice in a wide range of basic registered nurse procedures</p> <p>Demonstrates an ability to care for critically ill neonates and children in an intensive care setting, with advanced analytical and judgemental skills without supervision</p> <p>Demonstrates an empathetic and caring approach to patients and relatives and ensure that patients' dignity & respect is maintained at all times</p> <p>Able to prioritise own workload and that of others as appropriate.</p> <p>Able to work under own initiative within boundaries of role Demonstrates awareness of importance of working as part of a team Demonstrates awareness of research-based practice and ability to advocate it</p>	<p>Ability to administer chemotherapy(children's ward only)</p>
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	<p>Able to delegate duties effectively</p> <p>Demonstrates ability to maintain confidentiality at all times</p> <p><u>Professional Development & Education</u></p> <p>Demonstrates evidence of commitment to professional development</p> <p>Demonstrates an awareness of role of facilitator</p> <p>Demonstrates evidence of ability to educate others</p> <p><u>Audit and Quality</u></p> <p>Demonstrates awareness of audit and quality issues and able to apply this</p> <p><u>Communication</u></p> <p>Able to communicate effectively verbally and written to staff, neonates/children, young people and families, ensuring that communication is tailored to the person being addressed</p> <p>Able to document observations, results, decisions and actions etc effectively in patient notes and communicate these effectively to appropriate members of the multidisciplinary team</p> <p>Motivated, and able to articulate reasons for desire, to work in this clinical area</p> <ul style="list-style-type: none"> • <p>Able to supervise Registered Nurses, Nursery nurses and students effectively</p>	
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Physical Skills & Effort Emotional Effort	<u>Physical Skills</u> Undertake specific nursing procedures involving physical skills for example intravenous injections, arterial lines, care of ventilated neonates Physical skills to manually handle patients and appropriate positioning aids to maintain patient comfort <u>Physical Effort</u> Able to work and cope with rotating shift patterns - early, late, night shifts over 7 days of the week Moving / manual handling of equipment on a regular basis – a number of times per shift <u>Emotional Effort</u> Able to deal with exposure to bereavement and emotionally distressing situations including 'difficult' relatives	

Requirements due to Working Environment	<p>Involves direct contact with body fluids, products, blood, sputum and vomit, foul linen etc on a number of occasions per shift</p> <p>Ability to manually handle patients and equipment e.g. ventilators and specialist neonatal, push patient cots and incubators to other areas of the hospital</p>	
	<p>Involves risk of verbal aggression from patients & relatives</p>	