

## JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DETAILS

**JOB TITLE:** Staff Nurse

**BAND:** 5

**LOCATION:** Various wards

**DEPARTMENT:** Birmingham Women's and Children's Hospital

**HOURS OF WORK:** 37.5

**ON CALL/OUT OF HOURS:** No

**ACCOUNTABLE TO:** Ward Sister

**RESPONSIBLE TO:** Head of Nursing

We know that organisations which have strong values and behaviors do well and that employees are engaged, happy and motivated in their work. We have worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

#### Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

#### Our vision:

To be a world-leading team providing world-leading care.

#### Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

#### Our values:

- Ambitious
- Brave
- Compassionate

## JOB PURPOSE

To deliver high standards of care in partnership with children, young people and families in a safe and professional environment

To be responsible for the assessment, planning, delivery and evaluation of care to children and young people and their families/carers

To positively contribute to the achievement of local (ward) and Trust wide objectives

After a period of preceptorship and development - To supervise and teach junior staff and students, and to take charge of the ward in the absence of senior colleagues

To adhere to Trust policies and procedures

## JOB INFORMATION

There are multiple opportunities across both sites working with children, young people and their families.

## CORE KEY RESPONSIBILITIES

### PROFESSIONAL

- Act as a positive role model at all times and demonstrate conduct and attitude in keeping with the Trust values
- Participate in performance management and clinical supervision
- Follow Trust policy in the event of critical incidents and complaints
- Read, keep up to date with and adhere to the NMC Code and guidelines, as well as Trust policies and procedures
- Ensure that the professional registration and revalidation requirements of the NMC are maintained at all times during employment

As an organisation, we are committed to ensuring all areas within the Trust have the right staffing numbers and skill mix to deliver safe, high-quality care to all our children and young people. This means staff may be asked to move to other areas at short notice by a senior manager to ensure safe delivery of care.

### CLINICAL:

- Plan, implement and evaluate care in relation to the needs of children and their families
- Work effectively as part of the multi-professional team

- Ensure nursing policies and procedures are followed at all times, taking corrective action when necessary and adhering to reporting and escalating mechanisms to ensure concerns are raised promptly and appropriately
- Demonstrate sound knowledge and skills of the relevant specialty, and achieve specialty specific competencies as directed by the Ward Sister/Charge Nurse
- Following an agreed period of preceptorship and development, take charge of the ward/department in the absence of senior staff
- Assist in ensuring a safe and effective ward/clinical environment by actively participating in clinical audit and quality initiatives
- Contribute to the effective use of equipment and resources

## PEOPLE MANAGEMENT

- To provide structured and effective feedback to supervisees, reporting to the Ward Sister as appropriate
- To inform, collaborate and work closely with the Ward Sister in support of service activity
- To communicate and liaise effectively with all members of the multi-professional team to co-ordinate all aspects of family centred care
- To work in partnership with the children and their families and other health care professionals
- To encourage and facilitate an effective communication network by participation in staff meetings and accessing all available information sources within the department
- To communicate effectively with all members of the clinical team in respect of the progress of staff development
- To actively promote and reinforce educational and learning opportunities

## SPECIFIC KEY RESPONSIBILITIES

### HEALTH AND SAFETY

You have a legal responsibility not to endanger yourself, your fellow employees and others by your individual acts or omissions. The post holder is required to comply with the requirements of any policy or procedure issued in respect of minimising the risk of injury or disease.

### CONFIDENTIALITY

Attention is drawn to the confidential nature of the information collected within the NHS. The unauthorized use or disclosure of patient or other personal information is a dismissible offence and in the case of

computerised information, could result in prosecution or action for civic damage under the Data Protection Act 1998.

It is a condition of your employment that, should you come into possession of information relating to the treatment of patients or the personal details of an employee, you should regard this information as confidential and not divulge it to anyone who does not have the right to such information.

The Trust fully upholds the Caldicott Report principles and you are expected within your day to day work to respect the confidentiality of patient identifiable information.

#### **INFECTION PREVENTION AND CONTROL**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work and must attend Infection Control training commensurate to their role.

#### **MAJOR INCIDENTS**

In the event of a Major Incident or Pandemic you may be asked to carry out other duties as requested. Such requests would be in your scope of competence, reasonable and with staff side agreement. You would also be reasonably expected to participate in training for these infrequent events.

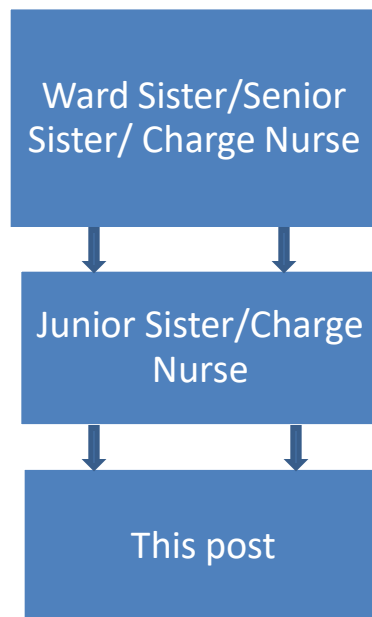
#### **RISK MANAGEMENT**

The post-holder should be aware of the process for reviewing systems and improving them, in order to increase patient safety and improve the service provided by BCH. All staff (on permanent, temporary or honorary contracts) should have an awareness of the risk management processes and an understanding of risk management as part of the Governance agenda. This includes assessing, monitoring and managing all aspects of risk, including the planning and undertaking of any remedial action.

All staff should ensure they are aware of the Trust Risk Manual. All staff must be aware of their responsibility for reporting any adverse incidents, including “near miss” events, in accordance with the Trust’s Policy and guidance from the National Patient Safety Agency (NPSA).

*This section should be used for responsibilities that the post holder has over and above the generic job description for the post.*

## **ORGANISATIONAL CHART**



## COMMUNICATION AND WORKING RELATIONSHIPS

- Communicate effectively with children, young people, families and colleagues verbally and through formal documentation
- Liaise effectively with all members of the multi-professional team to coordinate all aspects of family centred care
- Contribute to and participate in an effective communication network by attending staff meetings and by accessing all available information within the ward or department
- Develop good interpersonal skills that encourage and facilitate effective team working
- Arrangements should be made to ensure that local and Trust wide matters are communicated and discussed via appropriate means i.e., team meetings, written briefings etc.

### INDUCTION

It is the responsibility of every employee to participate fully in induction.

A Trust wide induction course is held on the first and third Monday of each month and local induction will be provided within your own place of work.

### APPRAISAL AND PERFORMANCE MANAGEMENT

All staff will be expected to fully participate in the Appraisal/ Performance Management process. This obligation will include the preparation for and attendance at appraisal/performance management interviews and completion of the associated documentation.

For Consultant Medical Staff an annual appraisal and review of the Job Plan is a contractual requirement. Failure to participate in any stage of the process will render the process 'incomplete'.

## ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

### SAFEGUARDING

As a Trust employee you are required to comply with all legislation and guidance relating to safeguarding children and promoting their health and welfare. If you are being investigated regarding child protection concerns, or become subject to such investigations, appropriate steps may have to be taken such as redeployment, increased supervision etc. and, depending on the outcome of the investigation, there may be implications for your continued employment. You are required to inform the Head of Child Protection Support Service if your own children are/become subject to child protection procedures. This information will be treated in a confidential manner.

## PLANNING AND ORGANISATIONAL SKILLS

- Complete annual Appraisals to reflect these priorities enabling the access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals as appropriate

## EDUCATION AND TRAINING

- Utilise professional development opportunities provided by the Trust in order to achieve the required competencies to deliver safe and effective care, including compliance with mandatory training requirements
- Proactively access learning and development opportunities in the clinical environment
- Maintain an up to date knowledge of developments within paediatric nursing
- Participate in the provision of mentorship, guidance and supervised practice for student placements, including identifying relevant learning opportunities
- Take responsibility for own personal and professional development
- Participate in research and audit in support of clinical practice developments
- Share knowledge with child and family, peers and student groups
- Understand the management of and learn from critical incidents, complaints and untoward incidents

*Newly qualified nurses will be required to participate in the Trust's planned programme of clinical and academic teaching and supervision for Newly Qualified Practitioners*

## PERSON SPECIFICATION

**JOB TITLE:** Newly Qualified Nurse

**BAND:** Band 5

**LOCATION:** Birmingham Children's Hospital

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
RN Child student due to qualify in 2024	<b>Essential</b>	A / I
Eligible to apply for NMC registration in 2024	<b>Essential</b>	A / I
BSc degree (child)	<b>Essential</b>	A / I
Evidence of recent and ongoing professional development	<b>Essential</b>	A / I
KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Full understanding of Family Centred Care	<b>Essential</b>	A
Experience of working with children and young people	<b>Essential</b>	A
Understanding of professional and current issues in children's nursing	<b>Essential</b>	A
ANALYTICAL AND JUDGEMENT SKILLS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Able to work well independently and as part of a team	<b>Essential</b>	A
Able to think quickly in a rapidly changing acute environment	<b>Essential</b>	A

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Able to plan and prioritise daily workload to ensure high quality and safe care for children and young people	<b>Essential</b>	A
IT skills: Basic computer skills	<b>Essential</b>	A
Planning and organizational skills	<b>Essential</b>	A
Time management skills	<b>Essential</b>	A
PERSONAL SKILLS / ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
<b>Communication/Relationship skills:</b> Excellent communication skills Able to communicate effectively in challenging situations	<b>Essential</b>	A

OTHER REQUIREMENTS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
Demonstrate alignment with the values and beliefs of the Trust	<b>Essential</b>	A
Demonstrate an understanding of the practices of equality and inclusion	<b>Essential</b>	A
Punctual and reliable	<b>Essential</b>	R
Flexible across hours of work to meet service need including nights and weekends	<b>Essential</b>	R
Demonstrate conduct and behaviors in keeping with the NMC Code	<b>Essential</b>	R

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification.

	Designation	Name	Signature
Post Holder			
Manager			

**Date of JD/Person Specification:**

**Date of Review: 24/1/23**

**Version:1.3**