



Job Description and Person Specification

Job Description

Job Title	Staff Nurse – Neonatal
Band	Band 5
Hours	37.5 hours
Department	SCBU/Neonatal
Division	Women's and Children's
Location / Hospital Site	SCBU St Richards Chichester
Responsible to	Supervising Staff Nurses, Nursery Nurse and Students.
Accountable to	Managed by the Neonatal Manager / Ward Sister Accountable to the Head of Children's Services
DBS Level	Enhanced
DBS Barring	Children's & Adults'
DBS Workforce	Children's & Adults'

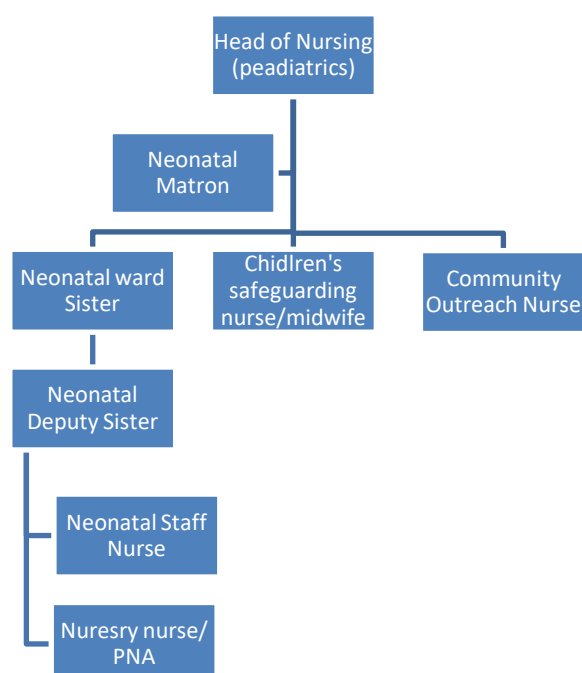
Role Summary

To assist team members in the assessment and delivery of care, under the direction and supervision of the senior nurse on duty.

Key Working Relationships

Working with a wide multidisciplinary team within the Trust and external links such as Health Visitor Liaison and the Neonatal Network.

Structure Chart



Main Duties and Responsibilities

To manage a defined caseload of babies on a daily basis, assessing, planning, implementing and evaluating evidence-based care.

To assist the ward manager in promoting an environment conducive to individual and team development.


Communication

- Act as a role model and ensure effective staff supervision with clinical practice, working with staff and patients in an advisory, teaching and support capacity and maintaining professional competence, authority and credibility. → Work collaboratively with clinical nursing experts including Heads of Nursing, Clinical Teams and Practice Development Nurses in the development of expert, person centred practice.
- Communicate effectively with the department team.
- To contribute positively to the effectiveness and efficiency of the teams in which he/she works.
- Be able to work in a multi-professional environment ensuring most effective use of all members of those professional teams.

Service Delivery and Improvement

- To maintain an awareness of Trust and National targets, ensuring that within the scope of your role you support their delivery.
- To fully participate in the Trust's appraisal system review and personal development planning process on an annual basis.
- To undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.
- To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies.
- To abide by the Data Protection Act 1998, by ensuring that all computerised information related to patients and other members of staff to which he/she has access in the course of employment, is regarded as strictly confidential. This rule applies to written information.

People Management and Development

- Act as a role model within the ward and adhere to the NMC Code of Professional Conduct.
 - Report patient / relative complaints to senior staff so that they can be dealt with proactively to minimise the risk of them becoming formal.
 - Report / action any accidents, incidents or undue occurrences reported or witnessed.
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- Take an active role in Risk Management in line with Trust and Directorate policy.
- Ensure that patient activity is monitored, and that all patient information is entered into the PAS system at the most timely point.
- Ensure your role has a positive influence on key performance indicators.
- Maintain flexibility with staffing rosters so they can be adjusted accordingly to provide cover with the required skill mix, making best use of resources available.
- Represent Neonatal Unit at meetings and working groups as required. Disseminate information to ward staff as appropriate.
- To work with the ward manager to ensure infection control procedures and cleanliness are observed on the ward.

Patient Care Delivery

- Ensure that the needs of the neonates and their families are identified, and programmes of care are implemented to meet individual patient and client needs, seeking guidance as appropriate.
- Ensure that these programmes of care incorporate the Essence of Care, in order to reflect best practice.
- Be responsible for the control and custody of all medication and drugs in accordance with St. Richards Hospital policy.
- Ensure effective discharge planning, involving the multidisciplinary team as necessary.
- To promote health education within the clinical area and advise families/carers and others in health promotion issues.
- To teach nursing skills to parents and other carers
- Be motivated in maintaining own professional development under the guidance of senior staff.
- To negotiate an area of clinical interest with Ward Manager and be proactive in developing learning resources for all staff
- Develop teaching skills through training and practical experience.
- Work with senior supervision with the aim of being able to confidently take charge of a small group of patients as experience develops.
- To contribute positively to the effectiveness and efficiency of the ward team, ensuring effective communication with all health care professionals.
- Maintain accurate and effective record keeping.
- Be aware of and work within current legislation and guidance relating to Child Protection.

Learning and Development

- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager



- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
 - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality



- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity, and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Having all our staff feel safe, supported, included and valued will lead to better care and outcomes for our patients – our True North Objective.

All staff have a duty to report any behaviours which contravene this to their managers.



Workplace and Environmental Factors

Physical	Working long day, nights and weekends
Emotional	Ability to work under pressure/stress tolerance
Mental	Ability to undertake assessments for both patients and staff and have a high level of concentration
Working Conditions	Busy ward environment

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/Qualifications	RGN 1st Level ENG Level 2 with substantial past experience	AF I	RSCN / Diploma in Child Health RM	AF I
Skills	Knowledge of Band 5 role Understanding of Accountability and Responsibilities Knowledge of Child Protection Procedures Ability to use initiative. Ability to calculate complex drug dosages. Evidence of having undertaken own development to improve understanding of equalities issues	AF I	Post registration experience. Evidence of professional development since qualification	AF I
People Management and Development	Communication skills Team worker in multidisciplinary environment	AF I	To undertake supervisory role of students and new members of staff	AF I
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	I		

Specific Requirements	Ability to work under pressure / stress tolerance Personal qualities and attributes e.g. team Willingness to be flexible Ability to work in unpleasant conditions (manage body fluids)	AF I		
Freedom to Act	Ability to work autonomously. Ability to work in an acute setting ensuring 24/7 provision of care.			

