



# Job Description and Person Specification

## Job Description

<b>Job Title</b>	<b>Nursery Nurse</b>
<b>Band</b>	Band 4
<b>Hours</b>	Full and part time hours- potential working across both sites
<b>Department</b>	Maternity
<b>Division</b>	Women & Children
<b>Location / Hospital Site</b>	Worthing Hospital & St Richards Hospital
<b>Responsible to</b>	Claire Harris, Inpatients Matron Worthing
<b>Accountable to</b>	Head of Midwifery
<b>DBS Level</b>	Enhanced
<b>DBS Workforce</b>	Childrens and Adults
<b>DBS Barring</b>	Childrens and Adults

## Role Summary

To assist in delivering safe and effective care to Transitional Care neonates on postnatal ward. This will include all aspects of parenting advice and discharge planning. The post holder will assist the Nursing, Medical and Midwifery teams in the care of babies and their families within Transitional Care, as directed by registered members of the team. The post holder will participate in health promotion in a safe environment and contribute to the effective and efficient day-to-day running of Transitional Care and the postnatal ward in general.

## Main Duties and Responsibilities

### Patient Care Delivery

- Upon successful completion of training work independently on Transitional Care.
- Support the Nursing, Midwifery and Medical teams in the delivery of evidence-based quality care in accordance to individualised need. Creating partnership working and promoting a Family Integrated Care (FIC) environment.
- To provide individualised nursing and family centred care to neonates requiring transitional care. This includes infants having IV therapy via a peripheral line, NGT feeds and phototherapy


- To participate in the assessment of the care needs of neonates through interpretation of results, to include cardio-respiratory monitoring, temperature recordings, pulse oximetry and blood sugar.
- Have the ability implement and assess care of transitional care babies.
- Through risk assessment measures, maintain a safe and clean environment at all times, reporting hazards to the nurse or midwife in charge.
- Work with families and be able to recognise concerns with regard to visiting and interaction and safeguarding, acting on findings appropriately.
- Provide an environment to ensure developmental care needs are met.
- Attend further training as necessary as part of the role.
- Be able to respond quickly and initiate resuscitation of infants, ensuring prompt escalation to the midwives and neonatal team.
- Promote FIC in dignified surroundings conducive to parent bonding. Assist mothers in their chosen method of feeding adhering to the Baby Friendly Initiative (BFI).
- To work in other clinical areas such as neonatal unit or postnatal ward depending on service requirements
- Maintain accurate and up to date documentation of care provided and any observations, using the Newborn Early Warning Trigger and Track (NEWTT) score and report any relevant changes to the registered nurse in charge. Including the neonatal abstinence syndrome infant.
- To accurately measure and document weight, Blood Sugars (B.S), Capillary Blood Gases (CBG) and Serum BiliRubin (SBR) and act upon result obtained.
- After completion of competencies, be able to safely use and clean the equipment on Transitional Care, as well as report any faults as necessary.
- Be aware of cost effectiveness and the need to avoid wastage, to ensure adequate stock, safe storage and stock rotation are maintained.
- Perform procedures including nasogastric feeding, administration of naso-cannula oxygen, removal of cannulas, obtaining specimens, performing investigations, and assist the nursing, midwifery and medical teams where appropriate.
- After training and completion of competencies, undertake phlebotomy sampling, adhering to policy and guidelines.
- Ensure milk and specialist feeds are accurately prepared in accordance to dietetic guidance.



## Communication

- Communicate effectively and professionally with colleagues and families. Co-operate and collaborate with other healthcare professionals ensuring effective verbal and written communication is maintained within the team.
- Ensure confidentiality at all times. Employees of the Trust must not without prior permission disclose any information regarding patients or staff obtained during the course of employment, except to authorised bodies or individuals acting in an official capacity. Failure to adhere to this instruction will be regarded as serious misconduct and may lead to disciplinary action. The Data Protection Act may render an individual liable for prosecution in the event of unauthorised disclosure of information.
- Ensure parents are fully informed of changes to care and progress, either in person or by telephone communication.
- To attend Transitional Care ward round, update handover tool, and communicate ongoing plan to the nurse in charge on NNU and midwife responsible for the mother in TC on the ward
- Participate in all aspects of postnatal education and discharge planning, liaising with all of the service teams where appropriate.
- To support the smooth transition from hospital to home through effective and efficient discharge planning.
- Be able to sensitively deal with difficult situations which frequently arise due to social problems, parental anxiety or cultural differences.
- Act as an advocate on behalf of babies and their families, ensuring their best interests, rights and privacy are respected.
- Maintain accurate legible contemporaneous documentation and record keeping.
- To attend Trust Information Technology (IT) training in order to be able to access computer systems.

## Clinical Governance:

- Participate in the Risk reporting procedures.
  - Ensure that all equipment and safety checks are performed before use
  - Be aware of the Complaints procedure, referring issues to the Ward Manager
  - To help support the National Maternity Agenda, helping meet standards of Attain and CNST.
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## Professional Responsibility

- Accept personal accountability for own practice as a nursery nurse.
- Maintain confidentiality at all times.
- Able to work autonomously on Transitional Care, escalating the need for support or assistance in a time critical manner.
- Be familiar with unit/hospital emergency procedures, be able to assist, and request assistance as require.
- Be aware of local trust policies, and take active steps to keep up to dated, adhere to Trust uniform policy.
- Ensure the Nurse in charge on NNU and the midwife responsible for the mother in TC are aware of any changes / incidents or difficulties that may occur, and that they are documented and appropriately actioned.
- Act as a role model for all unqualified staff within the service.
- To attend educational sessions and keep updated on new techniques and procedures.
- Attend and contribute in meetings and keep updated by taking advantage of the educational resources available within the Neonatal Unit and the Trust.
- Maintain annual mandatory requirements (Including safeguarding).
- Participate in the annual appraisal and work through action/development plan with Senior Midwife/Nurse.
- Demonstrate parentcraft techniques to families.
- Competent and able to demonstrate Basic Life Support (BLS) to Parents and Carers prior to discharge.
- Take on the responsibility of a Link role and update other members of the team and resources as necessary.
- Assist in the training of others within sphere of knowledge and experience.
- Be responsible for identification of own continuing educational needs and development, in conjunction with appraiser.
- To be familiar with and to comply with the Trust's policies and procedures, which are available via line managers in each department and on the Trust intranet.

- Be aware of and adhere to the Trust's infection control policy. Infection control is everyone's business and it is important that all members of clinical and non-clinical staff observe good infection control practice at all times.

## 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

<b>Physical</b>	Keyboard skills • Ability to work cross site • All round band 4 skills are maintained.
<b>Emotional</b>	Able to deal with people in difficult, distressing and emotional circumstances
<b>Mental</b>	Able to concentrate despite frequent interruptions Ability to concentrate despite frequent change of focus
<b>Working Conditions</b>	Daily exposure to the activities within high risk, complex maternity environment





## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Experience/ Qualifications	<b>NNEB/BTEC Nursery Nurse CACHE/ BTEC / NVQ3/ CCLD Level 3</b>  Evidence of continuous professional development  Enthusiastic and motivated  Calm, pleasant personality  Assertive and innovative  Ability to work independently or as a member of the team  Ability to achieve deadlines  Ability to adapt to meet changing needs  Understanding of differing cultural and religious needs	AF I		

Skills	Team Worker	AF I	Experience of caring for sick infants.	AF I
	Excellent communication and interpersonal skills		Experience of working within the hospital setting.	
	Motivated		Clinical skills e.g. phlebotomy	
	Good inter-personal and communication skills, including clear, concise written skills.			
	Ability to manage own work load.			
	Teaching parents/carers.			
	Knowledge of safeguarding issue			
	Willing to undertake onsite training IT skills			
	Innovative			
	Ability to remain calm under pressure.			
	Flexible approach to working hours/duties			
	Able to prioritise and meet the demands of the service.			
	Organised and forward-thinking			
	Professional appearance			
	Ability to work shifts.			
	Able to demonstrate behaviours consistent with the Trusts Values and Behaviours			
	Evidence of having undertaken own			

	development to improve understanding of equalities issues			
Equality, Diversity, and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role).	(I)		
Specific Requirements	DBS Clearance			
Freedom to Act				

