

Paediatric Newly Qualified Staff Nurse Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Newly Qualified Staff Nurse

Division – Women’s and Children’s

Band – 5

Salary - £27,055 - £32,934 pa pro rata

Location – Bristol Royal Hospital for Children

Hours of work –Full time / Part time

Contract length –Permanent

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

As a staff nurse within the ward/department team you should demonstrate the specialist skills and knowledge enabling you to assess, plan, deliver and evaluate prescribed treatment and care for patients and their families.

There will be an expectation that you continue to develop your managerial skills by regularly taking charge of the ward/department and actively participating in practice developments.

Act as professional role model/team leader setting standards of practice promoting clinical effectiveness and opportunities for teaching others.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you’ll love about working here

UHBW has been rated by the CQC as ‘Good’ - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone’s throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust’s Values.

‘Committed to inclusion in everything we do’ is the ambition set out in the Trust’s Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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Main Duties and Responsibilities

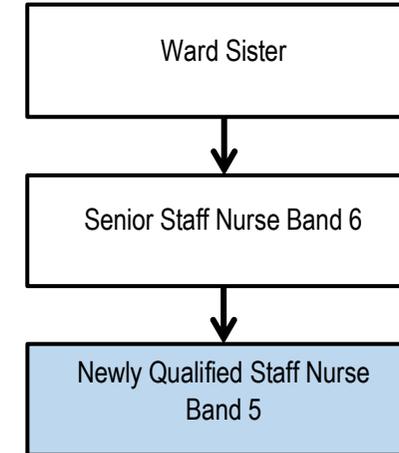
Clinical

- Assess, plan, implement and evaluate patient care
- Communicate effectively and maintain confidentiality with patient's carers and the multi disciplinary team. Give written and verbal advice/teaching to patients and carers.
- Provide accurate timely contemporary records of care and treatment in line with UHBristol & Weston record keeping policy and NMC.
- Working within Trust Nursing policies and procedures and professional boundaries undertake all appropriate aspects of Nursing Care required including specific relevant clinical skills gained following appropriate training instruction.
- Promote and maintain a safe environment for patients:
Administer medicines in accordance with Trust policy.
Promote a clean environment and the prevention of hospital acquired infections.
- Respond positively and act promptly to resolve problems/issues for patients/carers, utilising complaints procedures and PALs where appropriate.
- Assist with the smooth running of the clinical area by carrying out other duties such as unpacking stores, tidying and cleaning up equipment.

Management/Leadership

- Communicate effectively within the team; participate in motivating and supporting team members. Supervise staff and students in the absence of more senior staff. Act as a role model including mentor for learners and junior staff.
- Take day to day responsibility for the clinical area or sub team in the Ward or
- Department setting as required and prioritise effectively
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating this is communicated to other members of the healthcare team and acted upon in a timely manner.

Organisational Structure



Key Relationships

- Supervisory Sister / Charge Nurse / Team Leader
- Peer group – band 6 colleagues
- Matron and Head of Nursing
- Divisional managers
- Ward nursing team and outpatient teams
- Medical and multidisciplinary teams
- CNS team
- Patients and visitors
- Administrative / support staff
- Pharmacy staff
- Education and Learning teams
- Dietician
- Clinical site management team
- Discharge liaison team
- Research nurses

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Main Duties and Responsibilities cont'd

- Assist in maintaining and improving patient care by participating in quality initiatives, e.g. Essence of Care, Audit.
- Support the ward manager with effective use of resources e.g. staffing, supplies, stores.
- Work with senior nurses to develop management skills.

Education

- Undertake training to extend current skills and expand the scope of professional practice for the patient group/client.
- Take responsibility for own professional development and clinical update
- Participate in the clinical areas teaching programme.
- Participate with link roles as appropriate, e.g. Tissue Viability, Child Protection, Infection Control.
- During the first year post registration, act as an associate mentor for student nurses and other learners in the clinical environment, progressing to acting as a mentor / assessor one year post registration.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Broad knowledge and experience of clinical nursing practice within a hospital environment - E
- Interest in the clinical area - E
- Experience of taking charge - D
- Experience of teaching - D

Skills and Abilities

- Demonstrate competence in clinical skills relevant to the clinical area - E
- Good interpersonal and communication skills, able to communicate effectively with patients, carers and MDT - E
- Computer skills - E
- Competence in calculations for safe administration of medicines/fluids - E
- Ability to take the lead, initiate and ensure appropriate action in response to the deteriorating patient - E
- Clinical decision making ability - E
- Teaching/supervisory skills - E
- Ability to work with minimum supervision - E
- Act in a professional manner - E
- Self motivated - E
- A team player - E
- Recognition of own limits - E

Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard - E

Qualifications and Training

- RSCN/ RN child branch (NMC registered) or equivalent - E
- Current NMC registration - E
- Work towards relevant university accredited post basic study programmes e.g. teaching and assessing course - D

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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