

## JOB DESCRIPTION

<b>Job Title:</b> Service Lead Children's Community Nurse	
<b>Reports to (post title):</b> Service Manager	
<b>Evaluated Banding:</b> Band 7	
<b>Role Purpose:</b> To provide leadership and management to the Children's Community Nurses team.	
<b>Role Context:</b> The post holder will manage a team of Registered Nurses and support workers and report to the Service Manager. To be responsible for delivering a high quality, accessible patient-centred service alongside the Service Manager  The Service Lead will contribute to the strategic direction, supporting the continued integration of pathways, and take a lead role in facilitating effective positive partnerships with primary care and the wider health and social care community and key stakeholders.	
<b>Trust Values</b>  All colleagues are expected to demonstrate at interview and throughout employment that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:  <div style="text-align: center;"> <b>Trust Honesty Respect Compassion Teamwork</b> </div>	
Key Accountabilities	Performance Measures
<b>Clinical Practice or Work Practice</b> <ul style="list-style-type: none"> <li>Provides clinical and professional leadership to the Nurses in the team and advises the Service Manager on clinical matters concerning service.</li> <li>Co-ordinates the clinical care delivered by the team ensuring a multidisciplinary focus.</li> <li>Develops and monitors the standards of nursing care and supervises the clinical performance of staff.</li> <li>Keeps professionally updated, aware of current health trends and developments in children's community nursing services, critically appraise the usefulness in relation to the service and actions appropriately.</li> <li>Promotes Health Education with patients and</li> </ul>	Appropriate professional standards and agreed service criteria and targets are met.

fellow professionals.

- May be required to undertake/review clinical work requiring knowledge of assessment, formulation, delivery and review of a treatment plan.
- To participate in 24 hour on call services for palliative and end of life care. Provide 24 hour on call support on a pro rata (weekly basis)
- Maintain accurate written and computerised records of data for own interventions and provide reports for third parties as required.
- To be professionally and legally accountable as an autonomous professional for all aspects of work in relation to own clinical work and the delegation of any aspects to other staff, student or carers.
- Promotes clinical governance within the team, ensuring regular clinical audit is undertaken and make recommendations to the Service Locality Manager to improve service delivery based on the results.
- Promote a culture of evidence-based practice within the team including measurement of clinical outcomes and contribution to research activity if required.

### **Management**

- To be first point of contact for professionals, other agencies for own profession in locality team.
- Support, lead and motivate members of the nursing team and ensure an MDT focus.
- To work with other locality leads to ensure standards of practice are equitable across the whole service.
- Carry out line management functions for the team: recruitment, PADs, supervision, coaching, developing and performance management of those staff directly reporting to the post holder.

Trust Procedures for staff recruitment/retention are adhered to.

<ul style="list-style-type: none"> <li>• In line with Trust policy, monitors and manages sickness/absence of staff at team level.</li> <li>• Ensures the team meet all commissioner and internal targets such as waiting times, key performance indicators (KPI's).</li> <li>• Ensure effective referral management processes and systems are utilised.</li> <li>• Identifies and minimises risk in order to enable safe working practices, supporting Service Manager to maintain the team's risk register, health and safety and medical devices records, staff training records and audit.</li> <li>• Monitors and manages delegated team budget, acts as authorised signatory and is responsible for procurement and maintenance of equipment/resources. Supports the Service Manager in finding and implementing cost improvement plans.</li> <li>• In line with Trust Policy, handles conflict and grievance within the team.</li> <li>• In line with Trust Policy, handles complaints within a timely manner.</li> <li>• Promotes positive links and relationships with other professionals, agencies and voluntary bodies.</li> <li>• Ensure team meet required standards of record keeping and data entry, ensuring documentation audits are carried out.</li> <li>• Supports Service Manager in reviewing team performance data to ensure that work meets best practice standards and is used appropriately to support proposals and recommendations for decision-making.</li> <li>• Propose service improvement changes and support the Service Manager in their implementation to ensure the delivery of effective and efficient services.</li> <li>• Covers for the other service leads as requires and deputises for the Service Manager if required.</li> </ul>	<p>Staff performance management systems are applied within Trust Procedure.</p>
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<b>Dimensions</b>
<p>The Children's Community Nursing (CCN) team provide care across the county of Nottinghamshire and Nottingham City.</p> <p>The post holder will be an experienced senior paediatric qualified nurse who will have responsibility across the service for leadership, training and support to the Childrens Community Nursing teams delivering care at home, in schools and other community settings. We are looking for a committed and compassionate individual with extensive clinical experience and proven leadership skills.</p> <p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Extensive paediatric clinical experience in a community setting.</li> <li>• Strong proven leadership and managerial skills</li> <li>• Experience of supervising and training peers, students and other colleagues.</li> <li>• Strong values and the desire to ensure that our children and young people receive the best possible care from a dedicated, highly qualified team of staff.</li> <li>• A positive, resilient, flexible, 'can do' attitude.</li> </ul>
<b>Safeguarding</b>
<p>All employees are responsible for taking all reasonable measures to ensure that the risks of harm to children and vulnerable adults are minimised. They should take all appropriate actions to address concerns, working to agreed local policies and procedures including the guidance on Safeguarding, in partnership with other relevant agencies. This includes accessing appropriate training, advice, and support.</p>
<b>Disclosure and Barring Services</b>
<p>Where this post relates to the types of work, activity, employment, or profession as set out in The Exceptions Order made under the Rehabilitation of Offender Act 1974; the post will be subject to a DBS Disclosure check at the point of recruitment and thereafter, as the Trust determines appropriate. The level of the check will be determined by the type of activities undertaken and the level of contact the post holder will have with children and/or adults in receipt of health services.</p>
<b>Infection Control</b>
<p>All employees of Nottinghamshire Healthcare NHS Foundation Trust have an individual responsibility to have knowledge of and employ the basic principles of infection prevention and control practice. All employees must comply with infection prevention and control mandatory training requirements specific to their role.</p>
<b>Equality and Diversity</b>
<p>All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation.</p>
<b>Sustainability and Net Zero – Supporting Our Green Plan</b>
<p>The Trust places great importance on reducing its carbon footprint and maximising the positive social, economic, and environmental outcomes of Trust actions and activities on its patients and the planet. It is the responsibility of all staff to support the delivery of the Trust's Green Plan and contribute to</p>

achieving Net Zero Carbon. This will include using energy and water efficiently, reducing the consumption of materials, reducing waste, and increasing recycling, printing less, reporting faults or heating/cooling concerns promptly and minimising travel.

#### **Data Quality Statement**

All staff of Nottinghamshire Healthcare NHS Foundation Trust have a responsibility for data quality, improved data quality leads to better decision-making across the Trust. The more high-quality data, the more confidence the organisation has in decisions. Good data decreases risk and can result in consistent improvements in results. Employees within data roles have a responsibility for inputting high quality data (accurate, valid, timely, complete) and for ensuring that high quality data is maintained.

#### **Communication**

Communicates highly sensitive and complex information to patients and other agencies regarding their care

Communicates service-related information to senior managers, staff, patients, carers, external agencies requiring negotiating, persuasive and motivational skills.

To work in consultation with others to support the organisation's vision, values, strategies and objectives.

Liaise with colleagues in relation to gathering data required for Key Performance Indicators.

#### **Knowledge, Training and Experience**

Appropriate professional qualification Registered Childrens Nurse.

Current NMC registration.

Post Graduate level specialist level training or short courses in related subject.

Ability to demonstrate leadership and management skills through experience and/or post graduate clinical continuous professional development.

High level of verbal and written communication skills.

Ability to manage conflict and negotiate resolution.

Evidence of strong commitment to team and partnership working.

An understanding and awareness of Clinical Governance issues.

Evidence of involvement in research and audit activities.

Ability to respond to confliction deadlines in a timely manner.

Ability to demonstrate awareness of current professional issues and relevant local and national policy priorities.

Ability to use basic IT packages and read and analyse IT-generated reports.
<b>Analytical and Judgement Skills</b>
<p>To make complex operational judgments and attempt to resolve conflicting views / reconcile inter / intra professional and multi-agency differences</p> <p>To manage a range of complex problems and issues requiring analysis, interpretation of comparisons</p> <p>To monitor and evaluate the equality of service provision and implement necessary changes</p> <p>To ensure an integrated approach when working with partner agencies</p> <p>To identify opportunities for cost improvement and implement more efficient ways of working through transformation of service delivery</p> <p>Recognise and analyse the dynamics of problems and issues</p>
<b>Planning and Organisational Skills</b>
<p>Ensure team / services run smoothly and escalate any problems or risks that cannot be resolved to the Service Manager</p> <p>To be responsible for the development of a coordinated continuing professional workforce development plan. Advise Service Manager on the training needs and skill mix of clinical teams within the defined geographical area.</p> <p>Understand clinical risk management and plan / organise services to promote safe / supportive practices</p>
<b>Physical Skills</b>
<p>Occasional light to moderate effort for several periods per day.</p> <p>Combination of sitting, standing, walking.</p> <p>Ability to travel across the Locality to various other venues.</p>
<b>Responsibility for Patient/Client Care</b>
<p>Requirement to provide expert clinical advice to patients and carers.</p> <p>To be a point of contact for clinical complaints and issues and undertaking response to relevant modes of patient feedback.</p>
<b>Responsibility for Policy/Service Development</b>
<p>To keep self updated with Trust Policies and Procedures</p> <p>To keep self updated with the service developments and contribute as appropriate</p>

<b>Responsibility for Financial and Physical Resources</b>
<p>No budget responsibilities needed though is aware of financial constraints when asked to requisition and receipting of goods.</p> <p>Authorised signatory for timesheets and travel expenses for the team they manage which is currently up to £1000 per month</p>
<b>Responsibility for HR</b>
<p>Line management responsibility for designated services – undertaking appraisals, sickness absence reviews and acting as appointing manager on recruitment panels.</p> <p>Responsible for providing support, development and advice to staff in designated services.</p> <p>To work with Service Manager to improve recruitment and retention and contribute to the recruitment process, acting as appointing officer as required</p> <p>Work towards the objectives agreed in own Performance and Development review.</p> <p>To undertake training applicable to the post and as agreed within Performance and Development review.</p> <p>To undertake all mandatory training.</p>
<b>Responsibility for Information Resources</b>
<p>The post holder will use I.T for word processing, e-mail, internet etc.</p>
<b>Responsibility for Research and Development</b>
<p>Contribute to audit and data collection, development of Quality Improvement Plans.</p>
<b>Freedom to Act</b>
<p>Work to organisational policies, working with a high level of autonomy with lead responsibility for the day to day management of the Nursing service. Will seek advice and support from internal and external agencies, as appropriate.</p>
<b>Physical Effort</b>
<p>Occasional light to moderate effort for several periods per day.</p> <p>Combination of sitting, standing, walking.</p> <p>Ability to travel across the locality to various bases.</p>
<b>Mental Effort</b>
<p>Required to change from one activity to another at short notice in response to local need.</p> <p>Concentration required when checking detailed work documents, profiling caseloads, responding to staff needs, creating actions plans, checking emails and working on analytical reports.</p>

There is a frequent requirement for concentration where the work pattern is unpredictable.

Frequent interruptions relating to operational issues.

### Emotional Effort

Frequent concentration of an unpredictable pattern.

Deals with staff problems, and occasional patient complaints, some parents/carers might become aggressive/rude.

The role might involve exposure to cases of child neglect.

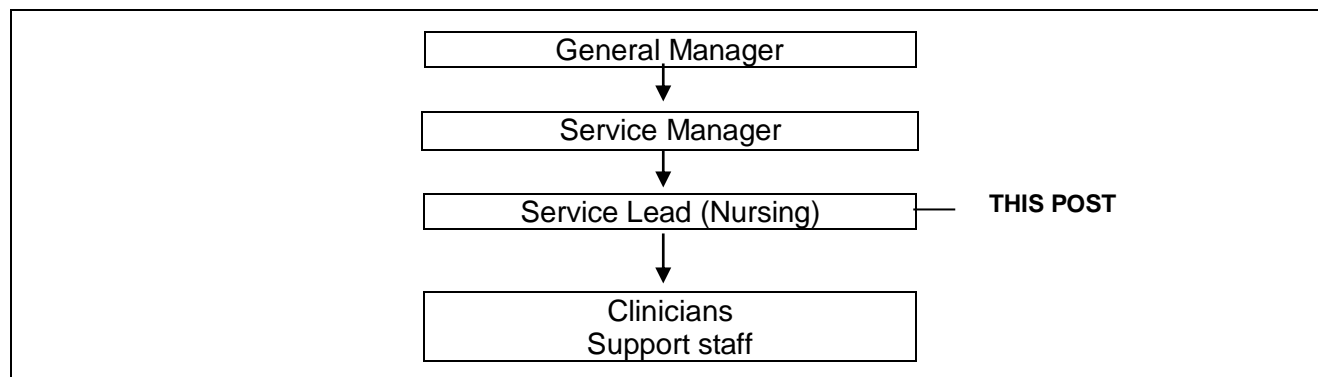
Has to occasionally convey unwelcome news.

### Working Conditions

Mainly office conditions including occasional VDU use and driving.

Clinical workload includes occasional exposure to unpleasant conditions, including contact with body fluids.

### Organisation Chart



### Our promise to you

We will ensure that you are supported and lead in line with our Trust Values: **Trust**, **Honesty**, **Respect**, **Compassion** & **Teamwork**



Nottinghamshire Healthcare NHS Foundation Trust actively works to fulfil the seven elements of the NHS People Promise.



We will adhere to the promise and support all our colleagues, assuring that we are continuously striving to listen to colleagues, adapting accordingly and striving always to be the best place to work.



### Signatures

After reviewing the questionnaire please sign to confirm agreement

Post holder:

Date:

Line Manager:

Date:

Next level Manager :

Date:

## EMPLOYEE SPECIFICATION FOR THE POST OF SERVICE LEAD CHILDRENS COMMUNITY NURSE

All staff should be able to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation

Attribute	Essential	Weight	Desirable	Weight	How Identified
Values	<p>All colleagues are expected to demonstrate at interview that they act in line with Nottinghamshire Healthcare NHS Foundation Trust Values:  <b>Trust Honesty Respect Compassion Teamwork</b></p> <p>All colleagues are expected to demonstrate an understanding of and commitment to Equality, Diversity and Inclusion as identified within the Trust's Equality and Diversity Policy and associated Equality, Diversity and Human Rights legislation</p>	2			Interview
Dispositional attributes	<p>Emotional resilience</p> <p>Physically capable for performing the role and responsibilities expected of the post holder.</p> <p>Compassion</p> <p>Trust</p> <p>Respect</p> <p>Integrity</p>	2			Interview
Qualifications Academic /	Registered Childrens Nurse	2			Application and

Craft / Professional	<p>Current NMC registration.</p> <p>Educated to degree level or equivalent</p> <p>NMC approved mentoring qualification.</p> <p>Leadership / Management qualification or willingness to work towards.</p> <p>Ability to demonstrate leadership and management skills through experience and/or post graduate clinical continuous professional development.</p> <p>High level of verbal and written communication skills.</p>				Interview
Experience	<p>Significant post registration experience as a senior nurse in relevant area of practice</p> <p>Demonstrates motivation and commitment to provide high quality patient centre nursing care.</p> <p>Demonstrate satisfactory clinical expertise for the banding.</p> <p>Ability to demonstrate leadership and management skills through experience and/or post graduate clinical continuous professional development</p>	2	Experience of resource management including staff and budget management	2	Application and Interview

Knowledge	<p>Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work</p> <p>An understanding and awareness of Clinical Governance issues.</p> <p>Able to make judgements based on evidence based practice and translate this for use in the clinical team environment</p> <p>To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and quality care for clients/service users</p> <p>Understanding of national and local priorities</p> <p>Evidence of strong commitment to team and partnership working.</p> <p>Evidence of involvement in research and audit</p> <p>Ability to demonstrate awareness of current professional issues and relevant local and national policy priorities.</p> <p>Ability to analyse data and interpret findings for service use.</p> <p>A good understanding of the health and social care environment and role and responsibilities within it.</p>	2			Application and Interview
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Skills	<p>Demonstrate leadership and management skills and qualities</p> <p>Ability to lead team and work effectively with others</p> <p>Demonstrates effective communication and interpersonal skills</p> <p>Ability to respond to conflicting deadlines in a timely manner.</p> <p>Ability to influence practice and implement change</p> <p>Demonstrates planning and organisational skills</p> <p>Demonstrates adaptability and flexibility dependent upon work priorities</p> <p>Ability to manage conflict and negotiate resolution.</p> <p>Advanced clinical reasoning skills</p> <p>Problem solving skills</p> <p>Excellent organisation, time management and prioritisation skills.</p> <p>Supervisory skills</p> <p>Self-motivated and able to work as an effective team member</p> <p>Ability to motivate self and others</p>	2			Application and Interview
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	<p>To be flexible, forward thinking and committed to practice development.</p> <p>Able to work unsupervised</p>				
Contractual Requirements	A full UK driving licence and vehicle for business use is required for this post; however reasonable adjustments will be made for disabled individuals in line with the Equality Act 2010.	2			Application and Interview

**PLEASE NOTE THAT ALL CRITERIA WILL BE SUBJECT TO REASONABLE ADJUSTMENTS WHERE THE APPLICANT HAS DECLARED A DISABILITY AS DESCRIBED IN THE EQUALITY ACT**