

**Happy,  
Healthy  
& Heard**



## **Candidate Information Pack**

**Registered Nurse / Registered  
Midwife for Neonatal Care: Band 5**



# “ Thank you for your interest in this role with us ”

Dear Colleague,

Thank you for your interest in joining our Trust.

Dartford and Gravesham NHS Trust (DGT) is a dynamic and transforming Trust, committed to delivering the highest quality service to the communities it serves. DGT is an organisation that is genuinely committed to making you feel valued and important by supporting your physical and mental wellbeing, your career development and your general enjoyment of work.



We provide services across Darent Valley Hospital in Dartford, Queen Mary's Hospital, Sidcup, Erith and District Hospital, Bexley and Gravesham Community Hospital in Gravesend as well as a number of community locations across our population.

At DGT, we put quality at the heart of everything we do and whether directly or indirectly, everyone in this organisation contributes to providing safe, effective and compassionate care.

We are delighted that you are considering to come here and I very much look forward to meeting you personally.

Warm wishes.

**Jonathan Wade, Chief Executive**

## Our Trust Vision and Strategy

### Providing outstanding care which is skilled, trusted and kind every time



Journey to Outstanding

We will ensure patients receive outstanding clinical care, are safe, kept free from harm and are treated with thoughtfulness skill and respect



Working Together

We will collaborate with our partners and communities to make sure the way care is delivered feels joined up and meets the needs of our citizens



Working Smartly Within Our Means

We will make sure that we do the best for our patients by achieving all of our targets and making the best use of the funding we receive



Continuous Quality Improvement

We will develop a learning and improving culture , using continuous improvement to discover, create and innovate



Joy at Work

We will support our staff to be happy, healthy and heard with a sense of belonging and fulfillment



Digital First

We will drive safe, connected and efficient digital innovation to improve care for patients

### Our values



Care with compassion



Striving to excel



Respect & dignity



Professional standards



Working together

## Job Description

### Job title

#### Job Details

<b>Grade/Band:</b>	<b>Band 5</b>
<b>Location:</b>	<b>Darent Valley Hospital</b>
<b>Speciality/Department</b>	<b>Paediatrics</b>
<b>Reports to:</b>	<b>Senior Sister for Neonatal Care</b>
<b>Managerially Accountable to:</b>	<b>Matron &amp; Senior Sister for Neonatal Care</b>
<b>Professionally Accountable to:</b>	<b>Senior Nurse and NMC</b>
<b>Line Manager of:</b>	<b>N/A</b>

#### Job Summary

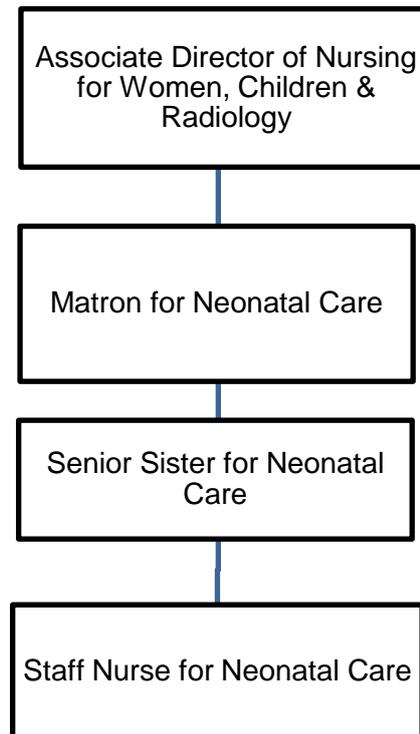
The post holder is responsible for the evidence based assessment of care needs, the development of programmes of care, the implementation and evaluation of those programmes of care. The post holder is expected to carry out all relevant forms of care without supervision, and to assist with training, supervision and mentorship of qualified and unqualified staff, under the guidance of senior colleagues.

#### Values and Behaviours

- The Trust is committed to providing high quality services and in 2014 we engaged over 300 staff to help us develop values that underpin how we approach our responsibilities.
- Our Values are critical to our success and we expect all staff to adhere to them:
  - Delivery high quality **CARE WITH COMPASSION** to every patient.
  - Demonstrating **RESPECT AND DIGNITY** for patients, their carers' and our colleagues.
  - **STRIVING TO EXCEL** in everything we do.
  - **WORKING TOGETHER** to achieve the best outcomes for our patients.
  - Sustaining the highest **PROFESSIONAL STANDARDS**, showing honesty, openness and integrity in all our actions.

Our Values are supported by Our Behaviours which we expect every member of staff to exhibit.

## Structure Chart



## Relationships

To communicate effectively with and work alongside all members of the multi professional team, children and their families to promote and support the evidence based development of nursing practice. Work in partnership with Ward sisters and Charge Nurses of each area, Senior Nurse and General Manager in order to facilitate practice development.

### **Internal Relationships**

Colleagues and Co-Workers  
Senior Managers  
Practice development nurses  
Midwives  
Neonatal Outreach  
Research and development manager  
Clinical Audit department  
Education and training department  
Other Trust departments  
Allied Health Professionals

### **External Relationships**

Patients & Clients  
Carers  
Families  
Visitors  
Communities and Community Representatives  
Workers from other agencies and professional groups  
Higher Education Institutions  
NMC

**Specific Responsibilities: -**

**1. Clinical responsibilities:**

- 1.1 Assesses the care needs of babies and develops programmes of care in relation to the needs of the baby and family
- 1.2 Implements programmes of nursing care and evaluates their effectiveness, ensuring that the care plan provides a continuous record of progress, response to treatment, rehabilitation and nursing care
- 1.3 Work in partnership with the baby and their family in order to support and encourage involvement in their care, thus supporting family integrated care
- 1.4 Support parents, carers, siblings and other members of the baby's support network as appropriate
- 1.5 Assists in setting and maintaining optimum standards of nursing care, ensuring that nursing guidelines and policies are adhered to
- 1.6 Be involved in orientating families to the environment on Walnut as part of their baby's admission
- 1.7 Participates in the reception, care and discharge of babies ensuring they receive safe and competent care during their stay
- 1.8 Receives with courtesy babies, their families and visitors into the ward area
- 1.9 Chaperones babies, and accompanies them to other wards, departments, hospitals etc. as requested by the nurse in charge
- 1.10 Is aware of the spiritual, psychological and emotional needs of the baby and their family and endeavours to meet these at all times
- 1.11 Help prepare babies and their families for discharge addressing any practical, emotional or psychological issues and ensuring that there are clear plans for the future care of the baby
- 1.12 Liaise with Neonatal Outreach, the Children's Community Nursing Team, GP, Social Services, Health Visitor, Community Midwife to identify issues for babies and their families on discharge
- 1.13 Assists in maintaining custody of all drugs by checking, ordering and administering them in line with Trust policy and ensuring that more junior staff are instructed in their safe handling and administration

- 1.14 Is aware of the location of emergency and resuscitation equipment and procedures and participates in the checking of emergency equipment each shift

## **2. Managerial responsibilities:**

- 2.1 Reports to the Nurse in Charge or Senior Nurse any concerns in relation to patient care, the environment, staffing or anything that may affect the service as a whole to babies and their families
- 2.2 Reports any accidents or incidents involving babies, relatives and staff to the nurse in charge. Completes statements and incident form, reporting such incidents appropriately
- 2.3 Reports any concerns to the nurse in charge or doctor in relation to child protection. Liaises with Safeguarding Team, Named Nurse, Named doctor, or other professionals as appropriate
- 2.4 Acts up in the absence of more senior nursing staff as required
- 2.5 Exercises leadership within the ward, and supervises and co-ordinates the work of the ward team with guidance from the Ward Sister/ Charge Nurse or their deputy
- 2.6 Undertakes duties on different wards or departments as required by service demands, within the 24hr period
- 2.7 Assists in organising the off duty rotas as required by the Ward Sister / Charge Nurse
- 2.8 Arranges for property and valuables to be cared for according to Trust policy
- 2.9 Reports inadequate supplies of stores, having knowledge of budgeting costs in order that all resources are used appropriately and judiciously

## **3. Professional responsibilities:**

- 3.1 Gives assistance to and mentors newly appointed staff, as part of their orientation process
- 3.2 Acts as an effective role model to all staff, students, children and their families

- 3.3 Promotes and maintains a professional appearance and manner at all times in accordance with Trust policy
- 3.4 Promotes the Department and the Trust as a whole, in the most positive manner to the children, parents and local population at all times
- 3.5 Maintain accurate documentation and information systems both manually and by using the wards computer system
- 3.6 Maintains confidentiality at all times ensuring that information is only given out with appropriate permission
- 3.7 Actively maintains a safe environment for children and families, visitors and other staff, as required by the Health and Safety at Work Act, Health and Safety policy, Risk Management policy and COSHH regulations
- 3.8 Acknowledges and abides by the Code of Professional Conduct for Nurses and is guided by advisory documents issued by the NMC
- 3.9 Maintains and develops own professional practice, keeping abreast of new developments and concepts, both clinical and professional
- 3.10 Maintains good relationships with staff organisations and voluntary bodies

#### **4. Education and development responsibilities:**

- 4.1 Teach staff, parents and students, to ensure there is a unified understanding of the needs of the baby
- 4.2 Actively participates with ward staff and link tutors in ensuring an optimum learning environment and learning experience for student nurses and other learners, in accordance with Trust and University policy
- 4.3 Acts as a personal supervisor/mentor to students and junior staff, undertaking appropriate assessment. Reports progress or problems to the Sister/Charge Nurse, Senior Nurse and University as appropriate
- 4.4 Ensures the provision of adequate supervision for all grades of more junior staff and students
- 4.5 Take part in multi-disciplinary meetings to contribute and encourage new ideas
- 4.6 Participates in a system of individual performance review
- 4.7 Completes all mandatory training as outlined on ENGAGE and by the senior nursing team
- 4.8 Participates in teaching, research and audit projects

- 4.9 Attends other study days as identified by the Ward sister / Senior nurse as being relevant to their sphere of practice
- 4.10 Identifies in partnership with the Ward sister / Senior Nurse areas of practice where their role can be extended, to enhance the service provided for babies and their families

### **General responsibilities:**

#### **Patient Experience**

- Staff should ensure that they always put the patient at the heart of everything they do. All staff will strive to create a positive patient experience at each stage of the patient's/service users care journey

#### **Trust Policies and Procedures**

- To adhere to the Trusts agreed policies and procedures.

#### **Equal Opportunities**

- To promote and develop the equality of opportunity in accordance with the Trust's Equal Opportunities Policy

#### **Confidentiality**

- To protect the confidentiality of information relating to the Trust, Patient and Staff or other agencies

#### **Quality**

- To provide a quality service to internal and external agencies and participate/ develop clinical governance within sphere of responsibility.

#### **Infection Control**

- All Trust employees are required to be familiar with, and comply with, Trust policies and guidelines for infection control and hand hygiene in order to prevent the spread of healthcare-associated infections.
- For clinical staff with direct patient contact, this will include the uniform and dress code policy, the use of personal protective equipment guidance, the guidance on aseptic techniques and the safe handling and disposal of sharps.
- All staff are required to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections.

#### **Health and Safety**

- To share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy.

#### **Sustainability**

- It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

#### **Our Behaviours**

- All staff are expected to behave in accordance with 'Our Behaviours'. The six areas of focus are the responsibility of each individual and should be the basis for all work undertaken within the Trust.

#### **Safeguarding**

- The Trust expects all employees to adhere to the principle that safeguarding children and adults is everybody's responsibility, including the escalation of any concerns.

**Person Specification**

**POST:- Registered Nurse / Registered Midwife for Neonatal Care : Band 5**

Criteria Group	Essential	Desirable
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Registration with NMC as adult nurse, childrens nurse or midwife.</li>   <li>• Committed to personal professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Neonatal QIS</li> <li>• Mentorship qualification</li> <li>• Cannulation skills</li> <li>• Evidence of further study</li> <li>• Nursing degree</li> <li>• BFI Training</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Willing to take charge of the ward in absence of more senior staff</li> <li>• Knowledge of child protection</li> <li>• Good communicator both written and verbally</li> <li>• Able to maintain confidentiality</li> <li>• Ability to prioritise</li> <li>• Ability to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching skills</li> <li>• Good understanding of FI care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a neonatal environment during nurse training or post qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Post qualification neonatal experience</li>   <li>• Experience of other care settings</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexible in working patterns and shifts as required</li> <li>• Enthusiastic</li> <li>• Approachable</li> <li>• Self-awareness to recognise own limitations and seek support and advice when needed</li> <li>• Adaptable</li> <li>• Has commitment</li> <li>• Innovative</li> <li>• Ability to work as part of a team and on own</li> </ul>	<ul style="list-style-type: none"> <li>• Able to see a career plan for self</li> </ul>

**Terms and Conditions of Service**

<b>Band</b>	Band 5 indicative
<b>Salary Scale</b>	As per Agenda for Change.
<b>Hours of work</b>	37.5hrs per week
<b>Annual Leave Entitlement</b>	Annual leave entitlements are based upon the following lengths of NHS service (pro rata if applicable): On Appointment = 27 days After five years = 29 days After ten years = 33 days
<b>Contractual Notice</b>	As per Agenda for Change.
<b>Registration</b>	NMC Registration
<b>Medical</b>	Occupational Health Clearance required prior to appointment
<b>DBS Check</b>	Required

Please note that these terms and conditions are subject to change and may differ from your proposed contract should you be successful in your application.