

# Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis  
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line extending to the right.

# Our vision is



**To be exceptional.** In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

## **Respect, Compassion and Inclusion**

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



**Being accountable**  
over staying  
comfortable



**Listening**  
over always  
knowing best



**Succeeding  
together**  
over achieving alone

## **JOB DESCRIPTION**

---

**Post Title:** Senior Complex Needs Paediatric Nurse

**Department:** Children's Division

**Current Grade:** Band 6

**Hours:** 37.5

**Line Manager:** Complex Needs Nursing Team Lead

**Responsible to:** Paediatric Community Nursing Matron

### **Job Summary:**

The post holder will be a member of the Complex Needs Nursing Team delivering services to 0-19 years within Children's services promoting holistic healthcare of children and young people with complex needs. Working closely with the Complex Needs Nursing Team Leader and the skill mix team including; Specialist Paediatric Nurses and Nursery Nurses. The post holder will deliver expertise in the field of disability and special needs to the team caseload, taking on the role of key worker for some families. You will also be working in collaboration with therapists, paediatricians and others in health, education, social care.

This service works closely with acute services in local and specialists hospitals to ensure a seamless pathway of care for the child on discharge from the acute setting. The post holder will facilitate and lead the development of a specific health care pathway with the team with the team leader. Using evidence based practice and knowledge you will provide expert support, training and advice to health visitors, school nurses and other professionals to ensure the broad range of needs of the client caseload are met in all community settings including nursery, specialist and mainstream school.

The post holder will support integrated service delivery in partnership with social services and Lewisham children's community nursing team in a team around the child approach to meeting the needs of the client group.

### **Job Functions/Responsibilities**

- To act as an exemplar and exercise clinical leadership in the delivery and evaluation of healthcare interventions for children and young people with complex needs in community settings e.g. Home, school, nursery.
- Be confident and competent in the management of a wide range of complex care needs. E.g. ASD, Seizures, Airway management, Enteral feeding, Allergy, tracheostomy care
- Provide training on the above
- Working across the community setting provide assessment and planning of care, supporting colleagues in the management and delivery of direct care including the administration of medicines, feeds, dressings, gastrostomy button changes etc in the special school and nursery setting.

- Safeguarding of children, provide assessment of need, conference reports, attend and participate in safeguarding meetings including child protection conferences, core groups and strategy planning meetings.  
Demonstrate an understanding and promote awareness of abuse issues relating to children with disability.
- Provide skilled continence assessments, advise families and other professionals on the promotion and management of continence for children and young people.
- Responsible for specialist assessment, planning, implementing, supervising and evaluating programmes of care for children and young people (0-19 years) with bladder and bowel dysfunction and complex needs. Providing each with an individualised holistic programme of care.
- To provide nurse led clinics for treatment and management of nocturnal enuresis.
- Work collaboratively within the Complex Needs Nursing Team and with the wider children's services including special needs schools, portage, health visitors, school nurses, paediatricians, therapists and education to ensure effective joint working in a team around the child approach.
- Support the team leader in ensuring that all children and young people with complex care needs have up to date care plan in place in the nursery or school setting. Maintain a positive, effective and timely communication with all appropriate professionals, parents, carers.
- Act as a key worker.
- Support the recruitment and retention of team members.
- Stand in for the team leader at meetings required. Provide support and line management for junior team members.
- Be a competent computer user with word and excel, be able to collate data.
- To Use RIO electronic record system.
- Provide counselling and support for families in managing their child's diagnosis.
- Develop knowledge of support networks that are available and how Disability Living allowance can support families where a child has additional needs.
- Lead the development of a designated care pathway within the team.
- Demonstrate an understanding of the issues impacting on families relating to the identified pathway. Work closely with young people and their families in the development of care pathways.

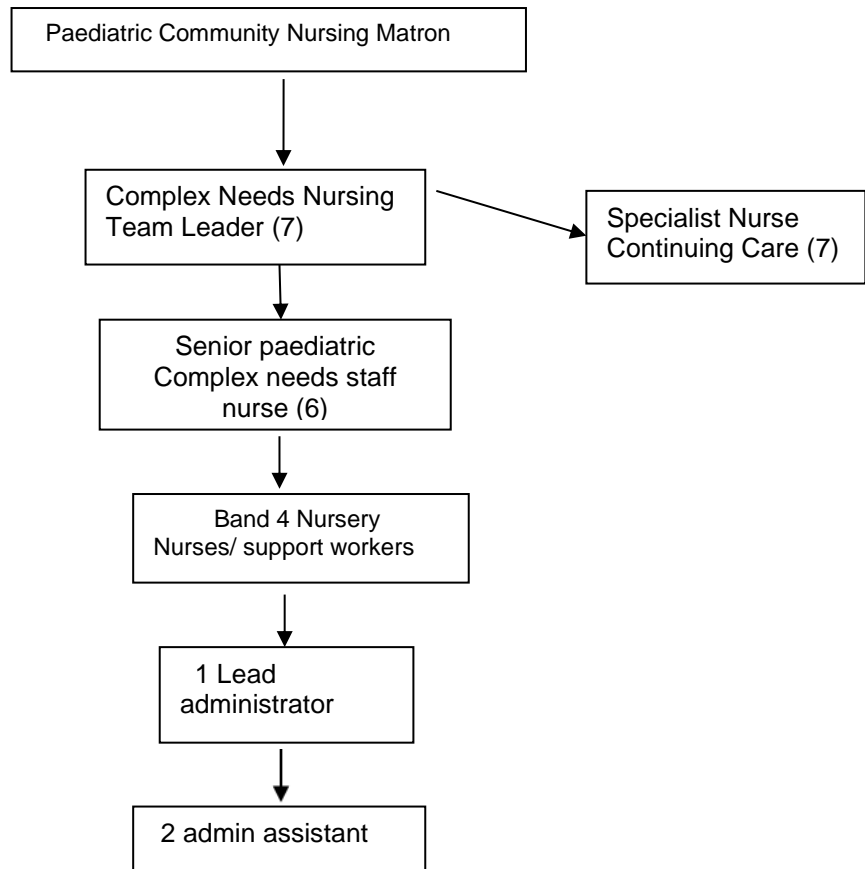
- Support the team in the ongoing development and delivery of Transitional Health Care Planning for children and young people across the 0-19 age range and transferring to adult services.
- Support the team in the ongoing development and delivery of the Continuing care pathway working under the guidance of the specialist nurse for continuing care
- Support joint working on health promotion for pupils with complex needs with teachers and other professionals working in both mainstream and special needs schools. Work closely with the Healthy School Partnership to ensure the public health needs of school aged children with complex needs are addressed.
- Deliver national immunisation programmes in school as set out by the DH.
- Demonstrate Knowledge of key professionals involved in the management of children and young people with complex needs and life limiting conditions.
- To act as an educator and advisor to other community professionals including health visiting and school nursing teams on care pathways e.g. Autistic spectrum disorder, Cerebral Palsy, Allergy and Epilepsy to enable staff to deliver high quality care within community settings.
- To keep staff updated on current, national and local initiatives that impact on children special needs in Lewisham, E.g. Lewisham Children and young people's plan 2009-2012, NSF and ECM, Aiming High, Better care Better Lives and Framework for continuing Care (draft 2008).
- Deliver training in nursery, school and other community settings (e.g. respite, holiday clubs) to non-clinical staff in the management and delivery of specific aspects of care and administration of medicines. Assess understanding of training at a level set out as agreed in individual guidelines (e.g. the management of allergy, seizures, tracheotomy in the community setting).
- To identify unmet health needs for this client group.
- To monitor performance and evaluate outcomes in order to ensure quality of service.

### **General**

- The post holder may be required to work at any of the trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the trust's Equal Opportunities Policy.
- This job describes responsibilities as they are currently required. It is anticipated duties will change over time and the job description may need to be review in the future.

- All staff has a responsibility to participate in the trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## Structure Chart for Complex Needs Nursing Team





## **General Information**

### **Why Join Us?**

#### **Learning and development opportunities to enable you reach your potential**

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

#### **Feel supported by a positive culture**

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

#### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

#### **Access excellent benefits and enjoy your social life**

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

### **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

### **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

### **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

### **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

**Health & safety**

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore, throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

### **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

**PERSON SPECIFICATION**  
**Senior Complex Needs Paediatric Nurse Band 6**

	Essential	Desirable
Qualifications and Training	RN (child)/RSCN <ul style="list-style-type: none"> <li>• Experience of working in the acute sector with children</li> <li>• Experience of working with children and young people with disability/complex needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Continence training</li> <li>• Teaching / mentorship qualification</li> <li>• Sexual health qualification</li> <li>• Health Promotion Certificate</li> </ul>
Experience & Abilities	<ul style="list-style-type: none"> <li>• Demonstrate good communication skills, both verbally and written</li> <li>• Work autonomously under pressure, able to prioritise workload with minimal supervision.</li> <li>• Use evidence and research in practice</li> <li>• Demonstrate a commitment of promoting the health of children and young people with complex needs</li> <li>• Experience of working with children with disability/complex needs.</li> <li>• Demonstrate a sound knowledge of complex needs issues in the community</li> <li>• Demonstrate a good knowledge of recent development services for children with complex needs (NSF Aiming High, Better care, better lives, NICE, Continuing care framework)</li> <li>• Clear understanding of policies relating to the safeguarding of Children.</li> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership skills.</li> <li>• Knowledge of working with RIO electronic record keeping</li> <li>• Community experience</li> <li>• Experience/special interest in continence</li> <li>• Experience of working in a School nursing team</li> <li>• Experience of working in a health visiting team</li> <li>• Experience in delivering training</li> </ul>
Knowledge Skills Analytical judgmental  Planning & Organising	<ul style="list-style-type: none"> <li>• Provide Data as required by the service</li> <li>• Undertake audits</li> <li>• Plan multi-disciplinary meetings</li> </ul>	

Information Resources	<ul style="list-style-type: none"> <li>• Able to use Word, Excel and Power Point</li> </ul>	Knowledge of working with RIO electronic record keeping
Communication	<ul style="list-style-type: none"> <li>• Demonstrate good communication skills, both verbally and written.</li> </ul>	
Physical Skills	<ul style="list-style-type: none"> <li>• Movement and handling of equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Car driver/access to transport</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Provide advice and guidance with tact and sensitivity;</li> </ul>	
Interpersonal Skills	<ul style="list-style-type: none"> <li>• Work closely with team members and other professionals to make recommendations for improved service delivery</li> </ul>	
Team/	<ul style="list-style-type: none"> <li>• Good team player</li> </ul>	
Collaborative working, Flexibility	<ul style="list-style-type: none"> <li>• Responsive to change and ideas adapt to new systems; flexible working pattern</li> </ul>	

<b>Occupational Health</b>	<b>Does this post require EPP clearance?</b>	<b>Yes/No</b>
----------------------------	--	---------------

**Post Holder's name/s:** .....

**Post Holders' Signature/s:** .....**Date:** .....

**Manager's Name:** .....

**Manager's Signature:** .....**Date:** .....