

## 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 have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which 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 and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work 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 are reflective of the local communities which 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 of joining us.

Ben Travis  
Chief Executive

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

# Our vision, values and priorities

## Our vision

To work together to provide high quality care to every patient, every day.

## Our priorities



### Quality

Continually improve safety and quality



### Patients

Put patients at the heart of everything we do



### People

Support and develop our workforce to live our values every day



### Partnership

Work effectively with partner organisations



### Money

Ensure we spend every penny wisely

## Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

## **General Information**

### **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.**

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

## **JOB DESCRIPTION**

**Post Title:** Staff Nurse

**Department:** Emergency Department

**Responsible to:** Senior Sister Paediatric Emergency Department

**Grade:** 5

**Hours:** 37.5

### **Job Summary:**

To work as a multi-skilled member of the nursing team within the Children's Emergency Department; maintaining high standards of practice and promoting the philosophy of child and family centred care. This job description covers all areas within Children Emergency Department. To assist senior nursing staff in the clinical management of the department, maintaining high standards of nursing practice and promoting the philosophy of child and family centred care. The successful candidate will need:

1. To be accountable to the sister or charge nurse on shift, practicing within the NMC Code of Professional Conduct at all times
2. To provide health education to children, young people and their families/carers
3. To contribute to the multidisciplinary team to provide care to patients from triage through to discharge or admission
4. To ensure the successful implementation and roll out of excellent patient centred, evidence-based care

### **Main duties and responsibilities:**

1. As a member of the nursing team participate in maintaining good working relationships and promote good communications within the emergency department environment.
2. To assist in maintaining the health and safety requirements of all children and young people, carers, visitors, and staff.
3. To be an active member of the team contributing ideas to improve/maintain efficiency within the area and utilise resources effectively.
4. To actively contribute towards a happy and therapeutic environment and to the working of the multi-disciplinary ward team.
5. Is responsible for maintaining complete, legible up to date records of nursing care in line with NMC (2008) guidelines.
6. Having undertaken the appropriate training act as a Practice Assessor for student nurses within the department.

7. Understand your role and responsibilities in safeguarding children identifying and referring children and families in need / at risk.

### Clinical skills

- To practice within the NMC Code of Conduct and adhere to this at all times
- To work within the nursing team as part of the multi-disciplinary team
- To act as an advocate for their patients
- To assess, plan and evaluate individualised care
- To ensure they are kept up to date of the best evidence-based care
- To be able to recognise and respond in a timely fashion to a sick and or deteriorating child
- To deliver, with relevant training and support, emergency nursing care to children aged 0-16
- To keep patients and their families / carers informed about their care
- To demonstrate effective communication, where necessary using interpretation resources available
- Support junior colleagues and students
- To provide health education and promotion
- To maintain confidentiality at all times

### Financial

The successful candidate will need to have an understanding of:

- Departmental targets and the financial impact of these
- Cost effective use of equipment

### Partnerships

The applicant will need to show they can build and maintain good working relationships:

- Within the nursing and multi-disciplinary teams
- Across the differing units and departments
- With children, young people and their families / carers
- Showing a non-discriminatory attitude
- Provide excellent communication skills

### Education and Research

The applicant will also need:

- To assist in the teaching and practice development of junior colleagues and students
- To demonstrate the use of information and research findings to support and promote evidence-based practice
- To participate in research and audits within the department
- To participate in Trust and Division initiatives to develop nursing practice



## General

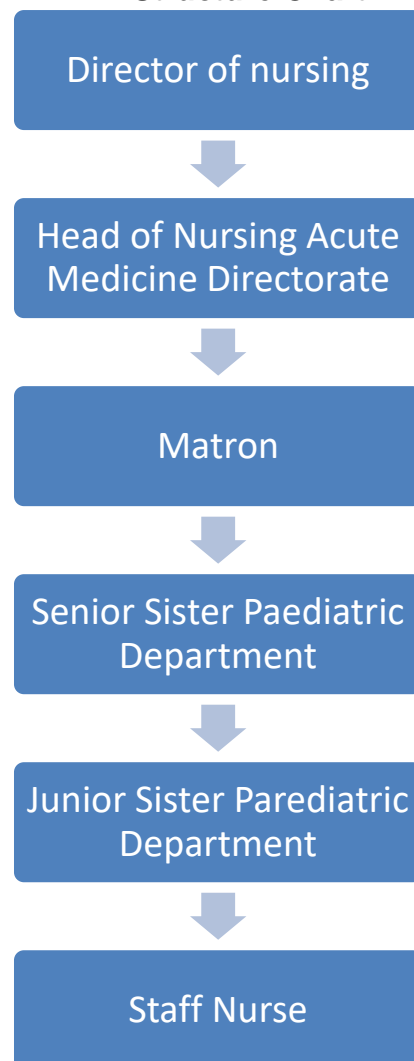
This is a fast paced, highly demanding job which can at times be very taxing but can also bring a great sense of job satisfaction and fulfilment. It requires a person to be able to work at speed with great accuracy whilst being able to remain calm under pressure.

The successful applicant will be required to attend the trust and departmental induction where they will receive relevant training, which they will get updated on annually. They be responsible, with management, for their own personal development and will receive a CPD pathway incorporating both in-house and external training in children's emergency care.

This post requires the competent use of computing systems including the ability to organise and manage their own nhs mail account.

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review.

### Structure Chart



## PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>RN Child (sub part1 NMC register)</p> <p>Good level of English Language demonstrated through effective written and verbal communication</p>	<p>Diploma / Degree Mentorship qualification</p> <p>High Dependency module or equivalent</p> <p>Emergency Nursing Qualification</p> <p>APLS / EPLS</p>
Experience and Knowledge	<p>Ability to document legibly and precisely Knowledge of research and clinical audit</p>	<p>Previous experience within the desired speciality</p> <p>Experience of shift and people management</p> <p>6 months post registration experience at band 5 or above in an acute paediatric/ ambulatory setting/ and/ or Paeds ED experience</p>
Skills and Abilities	<p>Excellent verbal and written communication skills</p> <p>Excellent interpersonal skills</p> <p>Demonstrate an awareness of wider NHS organisation strategy and current professional and clinical issues pertinent to Children and Young People.</p>	<p>Computer literacy</p> <p>Teaching and mentorship skills</p> <p>Competent in IV drug administration.</p>
Personal Qualities	<p>Motivated with a mature attitude</p>	

	Flexible to change  Neat and tidy appearance  Demonstrates dynamic personal and professional attributes  Good attendance record  Able to work full internal rotation and all shifts  Good sickness Record	
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<b>Occupational Health</b>	<b>Does this post require EPP clearance?</b>	<b>Yes/No</b>
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**Post Holder's name/s:** .....

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

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

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