

JOB DESCRIPTION

1. JOB DETAILS

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|-------------------------------|--|
| Job Title: | Paediatric A+E Staff Nurse |
| Band: | Band 5 |
| Base | Royal Surrey County Hospital NHS Foundation Trust |
| Department / Portfolio | A+E |
| Reports to: | Vaseba Yabia ED Paediatric Senior Sister |
| Accountable to: | Claudette Cadien-McAuley (ED Matron) Chalcedony Padernal (Lead Nurse) |

2. JOB PURPOSE

To be responsible for the assessment of paediatric clients entering the Emergency Department, Ensure prioritisation of treatment, delivery of care and evaluate care given. The post holder is expected to carry out all relevant forms of care without direct supervision and required to demonstrate procedures and to supervise unqualified staff.

2.1 JOB SUMMARY

To assist and support all paediatric nursing care in the A&E department when on duty.
 To provide support and guidance to other members of the team, in relation to child protection and child resuscitation.
 To provide a high standard of individualised patient care reflecting individual competencies and education that involves relatives/carers as appropriate.
 To ensure that care is evidence based and patient centred.
 To maintain the positive links with the integrated service and develop the Paediatric A&E area, in line with emergency reform.

3. KEY RESULT AREAS/MAIN DUTIES AND RESPONSIBILITIES:

1. To work in all areas of the department as required, in line with need and own scope of competence.
2. To demonstrate specialist emergency care expertise underpinned by theory and incorporating evidence-based practice
3. To maintain accountability and demonstrate skills in undertaking assessment, planning, implementation and evaluation of patients presenting with emergency care needs without supervision.
4. To take responsibility of the accurate assimilation, interpretation and reporting of clinical data in relation to emergency care patients and take appropriate action.
5. To review and modify planned interventions in response to the needs of emergency care patients acting independently where appropriate and seeking advice where required.
6. To order appropriate diagnostic investigations, such as x-rays and laboratory tests, to assist in managing episodes of care
7. To prioritise own work and that of others to ensure the department is managed effectively.
8. To promote standards of care, and in conjunction with senior colleagues develop these, incorporating current professional recommendations and evidence based pathways.
9. To promote a multidisciplinary approach to care, recognising, utilising and valuing the expertise of other disciplines.
10. To act as a positive role model and resource for health professionals.
12. To ensure nursing procedures are carried out in accordance with Trust policy including taking appropriate actions in emergency situations.
13. To maintain personal contact with patients, relatives and carers; being sensitive to their needs for courtesy, dignity and privacy.
14. To maintain accurate and up to date nursing documentation and ensuring that confidentiality is respected.
15. To store, check and administer drugs in accordance with Trust policy.

Organisational

1. To co-ordinate the admission / reception of new patients and arrange care of their property in accordance with Trust policy.
2. To liaise with senior management team to co-ordinate the allocation of in-patient beds.
3. To communicate and co-operate with other wards and departments giving accurate information as required, particularly with regard to notification of incidents and accidents to staff, patients and visitors.

4. To maintain and monitor a safe and clean environment within the clinical area in accordance with the Trust's Health & Safety policy.
5. To maintain and monitor adequate stock levels and ensuring economic use of resources within budgetary constraints.
7. To be familiar with computerised systems integral to the running of the department.
8. To contribute to achieving the goals of the department and the Trust's strategy.
9. To proactively develop and promote emergency care services across the Trust in line with agreed plans.

Educational and Research

1. Take a role in the education and assessment of all pre and post registration students in accordance with the University and Trust and NMC requirements.
2. To be responsible for own personal and professional development and practice, recognising own limitations and the needs for continuing education.
3. Promote health education and provide appropriate information and advice to patients and their carers.

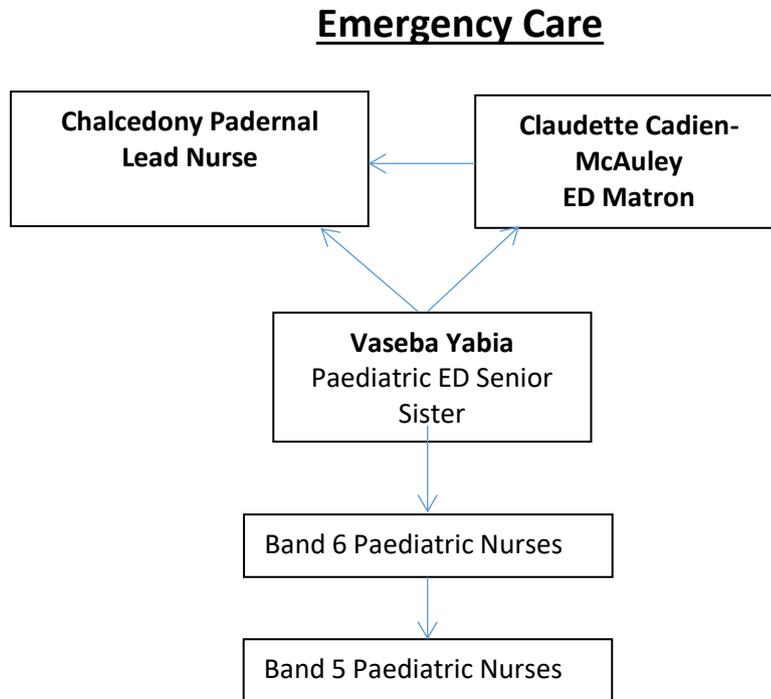
General

1. To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times.
2. Ensure continued and effective registration with the NMC including revalidation when required.
3. To be aware of your role and responsibilities in the event of a major incident.

4. KEY WORKING RELATIONSHIPS AND COMMUNICATION

| Internal to the Trust | External to the Trust |
|---|--|
| Patients Relatives Clinical Ward team Ward / Department Manager Ward Clerk Medical Staff Matron (A+E and Paediatrics) Nursing staff in same division and in other wards and departments. Site Clinical Managers. Clinical Nurse Specialists/ Emergency Nurse Practitioners. Department Lead Nurse. Business manager / Clinical Services Manager. Nursing and Quality. Physiotherapists. Occupational Therapists. Domestic. | Care Managers Primary Care Staff (GPs, Practice Nurses, District Nurses, Health Visitors etc.,) University Link Lecturers Ambulance Personnel Visiting Clergy Coroners Officers |

5. DEPARTMENT CHART OR REPORTING STRUCTURE OF THE POST:



6. OTHER RESPONSIBILITIES

Management

- Assessing staff performance against agreed performance standards/objectives and/or competencies at least annually and develop meaningful and achievable personal development plans and objectives
- To be responsible for the self- development of skills and competencies through participation in learning and development activities, and to maintain up to date technical and professional knowledge relevant to the post

Confidentiality

- All employees must respect and protect the confidentiality of matters relating to patients or other members of staff and must comply with the requirements of the Data Protection Act (1998). Further details are available from the Trust's Data Protection Act Designated Officer.
- Password security is of vital importance in protecting data held on computer. Any member of staff who divulges their personal password will be subject to disciplinary action and may be dismissed.

Equal Opportunities

- The Trust is aiming to promote equal opportunities. A copy of Equality and Diversity Policy and our Single Equality and Diversity Scheme are available from the Human Resource department or on the internet/intranet.
- Members of staff must ensure that they treat members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Corporate Governance

- The Trust, as a public organisation, is committed to acting with honesty, with integrity and in an open way. The Trust Board of Directors is responsible for ensuring that Trust services are managed in this way. We are working together to achieve the highest levels of compliance with the risk management standards promoted through the NHS Executive's Controls Assurance programme and the Clinical Negligence Scheme for Trust (CNST). All of us are expected to become familiar with these standards as they relate to our work and further details are available from your manager.
- One of controls assurance standards relates to Health & Safety. Under the Health & Safety as Work Act 1974, all of us have a duty.
- To take reasonable care of ourselves and others at work
- To co-operate in meeting the requirements of the law

Further details are available from the Trust's Health & Safety Advisors.

Safeguarding

The Royal Surrey County Hospital NHS Foundation Trust has a safeguarding policy for both adults and children and is committed to the protection of children, young people and adults. The Trust acknowledges that, due to the nature of hospitals, many people who would not normally be considered vulnerable can be in a position where they lack capacity or have reduced control. It also recognises that abuse of vulnerable adults/children can occur within domestic, institutional and public settings, and as such we have a responsibility to protect patients and associated dependents within our care. All employees have a responsibility to meet the statutory requirements to safeguard and promote the welfare of both children and adults to ensure that they come to no harm and to raise any concerns regarding safeguarding. All employees would be fully supported in raising any safeguarding concerns. All employees must be aware of Trust policies in relation to safeguarding and must adhere to them at all times.

Trust values and behaviours

The Values and Behaviours that are both displayed and aspired to at the Royal Surrey are:

We work together to serve our community by:

- Delivering safe and excellent clinical care
- Treating others with compassion and respect
- Driving improvement and efficiency

The behaviours are defined below as:

- Delivering safe and excellent clinical care
- I share information openly and effectively with patients, staff and relatives
- I consider safety in my everyday actions and seek to minimise patient and staff harm
- I work to prevent and control infection
- I strive to deliver excellent outcomes

Treating others with compassion and respect

- I treat others as I would like to be treated
- I am compassionate and empathetic
- I treat other people with dignity and respect
- I am courteous and polite
- I anticipate the needs of the people I serve
- I strive to make time

Driving improvement and efficiency

- I provide support and challenge
- I continuously seek to improve service quality and share best practice
- I listen and act on suggestions for change
- I work resourcefully to deliver improved outcomes
- I use resources wisely

7. RIDER CLAUSE

This is an outline of duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Division.

Signed (Employee):----- Date:-----

Signed (Manager):----- Date:-----

The Royal Surrey Hospital NHS Foundation Trust aims to ensure that no job applicant or employee is unfairly disadvantaged on the grounds of race, colour, nationality, ethnic origin, age, disability, sex, sexual orientation, marital status/civil partnership, religion/belief or trade union status.

PERSON SPECIFICATION

POST: PAEDIATRIC Staff Nurse A+E

BAND: 5

*Assessment will take place with reference to the following information

A=Application form I=Interview R=references T=Test C=Certificate

| Area | Essential | Desirable | Assessment |
|---|-----------|-----------|------------|
| Values and Behaviours | | | |
| ESSENTIAL CRITERIA FOR ALL POSTS | | | |
| Demonstrable commitment to and focus on quality, promotes high standards to consistently improve patient outcomes | √ | | A/I |
| Demonstrable skill to work together to serve our community through delivering safe and excellent clinical care | √ | | A/I |
| Value diversity and difference, operates with integrity and openness | √ | | A/I |
| Treating others with compassion, empathy and respect and | √ | | I/R |
| Share information openly and effectively with patients, staff and relatives | √ | | I |

| | | | |
|---|---|---|-------|
| Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others | √ | | A/I/R |
| Uses evidence to make improvements, increase efficiencies and seeks out innovation | √ | | A/I |
| Actively develops themselves and others | √ | | A/I/R |
| Qualifications | | | |
| Registered Nurse Child Part 8 or 15. | √ | | A |
| Evidence of recent professional updating and relevant personal development. | √ | | A/I |
| A willingness to undertake or hold the Paediatric A&E course, equivalent. | | √ | A/I |
| PILS | | √ | A |
| APLS/EPLS | | √ | A/I |
| Post registration education relevant to post. | | √ | A/I |
| Mentorship course | | √ | A/I |
| Knowledge and Experience | | | |
| Experience as a staff nurse in Paediatric A&E or equivalent environment. | | √ | A/I/R |
| Demonstrates professional awareness and knowledge | √ | | I |
| Understanding of current issues in Acute NHS setting | √ | | I |
| Can demonstrate up-to-date clinical credibility / competence | √ | | A/I/R |
| Knowledge of current NHS and Professional issues. | √ | | I |
| Experience of 24 hour period of nursing care. | | √ | I |
| Evidence of change management achievements. | | √ | I |
| Skills and Capabilities | | | |
| Excellent customer care skills | √ | | A/I |
| Excellent oral and written communication skills | √ | | A/I |

| | | | |
|---|---|---|-------|
| Ability to effectively prioritise and organise own workload. | √ | | A/I/R |
| Competencies in tasks such as IV additives/ECG recording/plastering | | √ | A/I |
| Computer skills | √ | | A |
| Venepuncture and cannulation | | √ | A |
| Equality and Diversity Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems | √ | | A/I |
| PERSONAL ATTRIBUTIONS | | | |
| Professional in approach (punctual, reliable, trustworthy, inspires confidence). | √ | | A/I/R |
| Adaptability, flexibility and ability to cope with uncertainty | √ | | A/I/R |
| Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions. | √ | | A/I |
| Ability to work independently and as part of a team. | √ | | A/I/R |
| Team player | √ | | A/I |
| Effective organizer/prioritisation skills | √ | | A/I/R |
| Enthusiastic | √ | | A/I/R |
| Demonstrates a strong desire to improve performance and make a difference by focusing on goals | √ | | A/I |
| Mature personality | √ | | A/I |
| Highly motivated with ability to influence and inspire others | √ | | A/I |

Terms & Conditions

Pay Band: Agenda for Change Pay Band 5

Salary: £24,907-30,615 per annum

High Cost Area Supplement: 5% of basic salary, subject to a minimum payment of £942 and a maximum payment of £1,632 per annum

Pension: Annual *WTPP Employees Contribution (optional)
Band Upper Limit - W/T pensioned pay

Employee's contribution up to

£15,278.99 5%

£21,175.99 5.30%

£26,557.99 6.80%

£48,982.99 9.00%

£69,931.99 11.30%

£110,273.99 12.30%

No Limit 13.30%

*Whole Time Pensionable Pay

Hours: 37.5 per week

Annual Leave: Annual leave entitlement for the full year 1st April – 31st March is 27 days rising to 29 days after 5 years NHS service and 33 days after 10 years NHS service (pro rata for part time)

Bank Holidays: Full time employees are entitled to 8 bank holidays per year. Bank holidays for part time employees are pro-rata'd and included into your annual leave entitlement.

Notice:

Within the Agenda for Change framework, the following local terms apply:

Agenda for Change Bands Notice Period

1 to 5 2 calendar months on either side

6 to 8a 3 calendar months on either side

8b to 9 3 calendar months on either side

DBS: This post is subject to an enhanced Disclosure and Barring Service check