

# Band 5 Children's Services

## Nursing and Midwifery

### Job Description and Person Specification



## About us

With a dedicated workforce of more than 7,500 staff and volunteers and an income of £570m, Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) is one of the larger acute trusts in the country. We provide care for a population of about 750,000 people across north east London (NEL), and that number is predicted to increase by 15 per cent over the next ten years. Our Trust serves three London boroughs with diverse populations, and more than half of our workforce identify as Black, Asian, or Minority Ethnic. In addition, eight out of every ten employees are women, and most of our workforce live within the host boroughs of Barking and Dagenham, Havering, and Redbridge.

We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals, operating from two main sites - King George Hospital in Goodmayes and Queen's Hospital in Romford. We also provide outpatient services at Brentwood Community Hospital, Barking Hospital, Loxford Polyclinic and Harold Wood Polyclinic. We have two of the busiest emergency departments in London - in 2019/20, emergency and urgent attendances (Type 1 & 2) were 189,518 and there were nearly 65,000 ambulance arrivals at both sites.

Over recent years, our Trust has made significant improvements to the quality of care we provide patients. Four years ago, following a re-inspection of services by the Care Quality Commission, BHRUT was taken out of quality special measures, and we have improved our overall rating from 'Inadequate' to 'Requires Improvement'. Since then, on-going improvements in the quality of care have been recognised by various external partners and organisations. In early 2018, the Trust entered Financial Special Measures. A Financial Recovery Plan is in place to deliver the financial savings required over the coming years.

Like other trusts across the country, Covid-19 meant we had to transform, overnight, the way we cared for patients and delivered services. Collaborative working with system colleagues ensured we were one of the first to set up a long Covid clinic that is proving invaluable in supporting the on-going needs of residents. During the vaccine rollout, King George Hospital was designated a vaccination centre and was established and launched in seven days.

Our Trust has been making good progress as we respond to the needs of those people whose treatment was delayed by the virus, although we have much work to do to improve waiting times for urgent and emergency care, and performance against the four-hour emergency access standard remains challenged, in comparison to most other London trusts. This aspect of the organisation's work will be one of the many benefits of closer collaboration with Barts Health. Working with them, and with all partners across NEL, we will find a sustainable solution that will enhance patient care.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We're also pleased to be part of the NEL Cancer Alliance.

As well as having a Hyper Acute Stroke Unit at Queen’s Hospital, the stroke service has transformed from being ‘D’ rated to the highest possible ‘A’ rating. The improvements that have taken place have included changing stroke consultants’ working patterns to match demand and introducing a virtual ward that allows patients, where appropriate, to receive care and support in their own homes.

In 2017, the Trust unveiled one of the UK’s first Halcyon radiotherapy machines, which is just one example of the cutting-edge treatment we now offer patients. We also provide Ethos therapy, which uses artificial intelligence to tailor treatment to patients’ changing daily anatomy (in terms of their tumour’s shape and position).

We offer staff the opportunity to train to become nurses, while continuing to work full-time in our hospitals. This pioneering Registered Degree Nursing Apprenticeship is transforming lives - and helping to reduce shortages - by supporting staff who wish to progress to become nurses but who were unable to undertake the usual degree route after leaving school. Growing our own nursing workforce through this route is just one of the ways we have reduced our nursing vacancies and improved retention rates.

Patient experience is hugely important to us as a Trust, and has been recognised at the national Patient Experience Awards, particularly for the support we provide to bereaved families. We are also developing our staff networks and we are determined to continually improve our culture for the benefit of our workforce and our patients. We have appointed a Director for Equality, Diversity and Inclusion who is leading the work to foster a culture that is fair, equitable and inclusive and where every voice counts.

With such continuous improvement always at the forefront of our thinking, we are proud to have partnered with the Virginia Mason Institute, along with four other trusts in the country. Now, with the five-year collaboration at an end, we are continuing to embed The PRIDE Way as our methodology for quality improvement.

**OUR VISION:** TO PROVIDE OUTSTANDING HEALTHCARE TO OUR COMMUNITY, DELIVERED WITH PRIDE

## OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

## Job Description

**Job title:** Registered Children's Staff Nurse

**Band:** 5

**Hours of work:** 37.5 hours per week

**Location:** Across all Children's areas

**Specialty/department:** Child Health

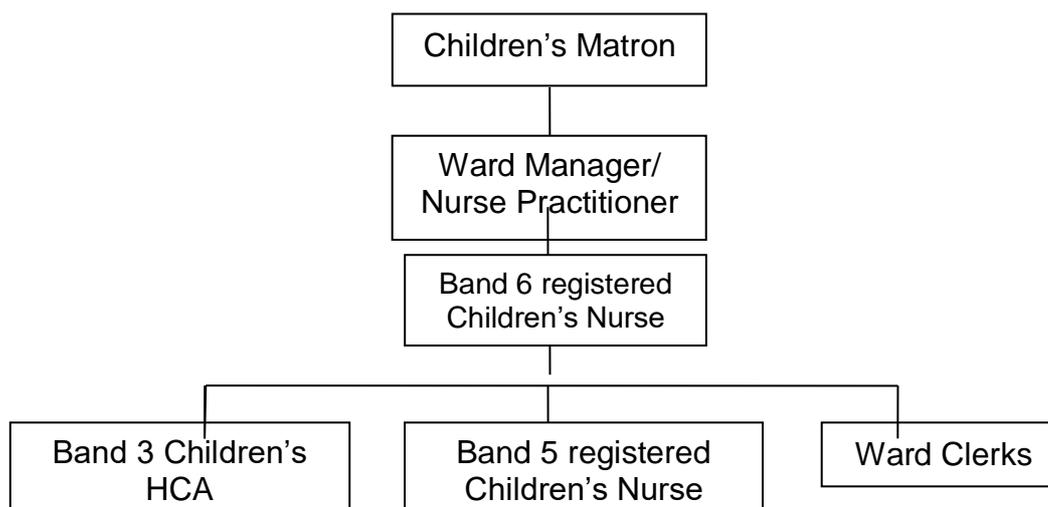
**Accountable to:** Divisional Nurse – Child Health

**Responsible to:** Ward Manager/Nurse Practitioner

### 1. Job purpose

The post holder is responsible for assessment of care needs of patients, planning programmes of care, implementation and evaluation of these programmes without direct supervision. To assist with education and supervision of learners. At times expected to being in-charge of the ward / shift and to supervise and co-ordinate other staffs as appropriate, develops self and others professionally.

#### Organisational Position



## **2. Relationships**

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

### **Internal Relationships**

- Divisional Nurse for Child Health, Matrons and senior nursing team in children's services
- Members of the multidisciplinary team including the Medical teams, Allied Health Professionals, Play team, Managers, HR colleagues
- Broader teams outside of children's services eg Maternity and gynaecology, Children's ED, Theatres and recovery, Imaging, adult wards/services
- Children's community nursing team, Clinical Nurse Specialists, Safeguarding Children and Vulnerable Adults team, CAMHS, Children's Social Care
- Corporate teams

### **External Relationships**

- Health visitors, social workers, school nurses, community nursing teams
- Children, young people and their families/carers
- Visitors and members of the public, volunteers, work experience students

## **3. Job summary**

To be a safe and effective practitioner able to provide high quality care to patients and support to relatives. To work within the multi-disciplinary team to provide continuing care to a group of patients from admission to discharge in the department.

To participate in the teaching and supervision of junior staff and student learners as required. To maintain own personal development with support.

## **4. Clinical / operational responsibilities**

To deliver a high standard of evidence based care to a specified group of patients.

2. To adhere to NMC Code of Professional Conduct and standards for registration at all times.

3. To maintain confidentiality at all times.

4. To support patients, relatives, carers and friends and where appropriate involve them in the care of the patient.

5. To be fully involved in the health education of patients and relatives, identifying each opportunity to promote a healthy lifestyle.

6. To liaise effectively with all members of the multi-disciplinary team to ensure the relevant information regarding the patient's needs/condition are communicated to them (including handover), and that any instructions from them regarding the patient's care/condition are acted upon.

7. To adhere to the Trust policy on valuing equality and diversity in the workplace, which incorporates the patients/visitors' and staff

8. To acknowledge personal limitations in patient care and seek advice from senior staff members.
9. To rotate to other clinical areas within the department as required or as identified as a personal development need in the appraisal process.
10. To be involved with department audit/essence of care/observations of care.
11. To report adverse incidents which occur in the department as per policy and assist in the investigation of such incidences as necessary
12. To maintain up to date and comprehensive records of care in accordance with NMC, legal and Trust requirements
13. To demonstrate effective communication and customer care skills with patients and their relatives/carers, thereby acting as a positive role model for nurses and other staff
14. To exercise leadership where appropriate.
15. To participate with the monitoring of standards of hygiene and cleanliness in the department and report as necessary
16. To ensure effective admission/discharge of patients to the department liaising with other hospital departments as appropriate.
17. To observe a general duty of care for the health, safety and well-being of self, work colleagues, visitors and patients within the hospital, in addition to any specific risk management associated with this post
18. To manage an agreed workload with support from colleagues and senior staff as appropriate.
19. To exercise leadership where appropriate.
20. To ensure all Trust and local policies, protocols and procedures are adhered to by self and colleagues at all times
21. To participate with the monitoring of standards of hygiene and cleanliness in the department and report as necessary
22. To work within and support the multi-disciplinary team
23. To ensure effective admission/discharge of patients to the department liaising with other hospital departments as appropriate.

## **5. Policy, service, organisational and professional responsibilities**

Establish good communication skills with all team members and in particular ensure that courtesy and politeness is shown to the patients at all times. Ensure patients are communicated within a non-prejudicial way and the patients are fully involved in the discussions held about them. Be prepared to act in the interest of the patient at all times.

- To promote a professional image at all times ensuring all patients are afforded privacy and dignity regardless of race or gender but with sensitivity towards their cultural need.
- To take all measures to ensure the safety of patients. To report all accidents/incidents promptly to the Sister/Charge Nurses, also completing the relevant administration.
- To participate in the development of the role of the nurse to achieve progressive standards of care and personal development of the nurse.
- To participate in the clinical governance programmes that enhances the service improvements of the area.
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored data in line with the requirements of the Data Protection Act (1993).
- The post holder must be aware of the individual responsibilities under the Health and Safety at Work Act and report as necessary any untoward accident, incident or potentially hazardous environment
- The post holder must act as a good role model in promoting health and safety and security, e.g. with good hand washing technique
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## **6. General**

- As a registered nurse, the post holder must comply with the NMC Code of professional conduct for Nurse and ensure their staff do the same
- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.

## **7. Personal development**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

## **8. Mandatory Trust responsibilities**

### **Amending the job description**

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

### **Confidentiality**

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with "Caldicott principles".

### **Data protection**

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust's fair processing notice is on our [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

### **Leaders' agreement**

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust 'Leaders' Agreement'.

### **Policies and procedures**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

### **Safeguarding children and vulnerable adults**

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

### **Health and safety**

Employees must be aware of the responsibilities placed on them by the Health and Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

### **Sustainable development and our health and wellbeing**

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

### **Infection control**

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

### **Smoke free**

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes ("vaping") may be used outside hospital buildings.

### **General**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

**Equal opportunities policy**

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

**Date: 30/8/2022**

**Prepared By: Vikki Stone – Lead Nurse for Child Health – transferred to updated template**

## Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
<b>Education/ Qualifications</b>	RSCN, RN (Child Branch) qualification and registration with NMC	PILS trained.	Application Form Interview
<b>Skills/ Abilities</b>	<p>Communication skills</p> <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Written</li> <li>• Listening</li> </ul> <p>Able to work within a diverse environment</p> <p>Able to work well under pressure, demonstrating a calm and resilient approach</p> <p>Able to motivate self and work as an effective team member</p> <p>Able to demonstrate a high standard of clinical skill</p> <p>Able to demonstrate safeguarding children knowledge, able to recognise concerns, escalate them appropriately and ensure other ward staffs do the same in line with Trust policy.</p> <p>Knowledge of clinical governance agenda</p>	Member of external national forums e.g. RCN children's forums.	Application Form Interview
<b>Experience/ Knowledge</b>	A collaborative team member who role models excellent care and compassion both within and outside the Trust for Children's Nursing.	Experience working in a paediatric assessment unit	Application Assessment Interview

<b>Personal Qualities</b>	Motivated and enthusiastic, Polite and courteous manner that inspires Confidence Ability to communicate effectively. Excellent collaborative team leader and player. Excellent role model and ambassador both within and outside the Trust for Children's Nursing		Application Assessment Interview