

**JOB DESCRIPTION**

<b>Job title:</b>	<b>Clinical Lead - Children's Community Nurse</b>
<b>Grade:</b>	<b>Band 7</b>
<b>Directorate:</b>	<b>Children's and Specialist Services</b>
<b>Division:</b>	<b>Children's</b>
<b>Service:</b>	<b>Children and Young People's Community Nursing</b>

**1. Job summary****Clinical leadership:**

The Clinical Lead - Children's Community Nurse is a clinical leadership role within Sussex Community Trust (SCFT) Children and Young People's Community Nursing Service (CYPCNS).

The post holder will have both advanced and specialist expertise in clinical, children's nursing care, research, audit, practice development and educational support.

They will contribute to the development of the countywide Children and Young People's Community Nursing Service plan and together with other senior nurses, will ensure policy and practice is developed and delivered in line with Trust and national best practice standards.

The post holder will undertake priority clinical projects to improve service provision both locally and Trust wide.

**Clinical Expertise:**

As a Clinical Lead - Children's Community Nurse, the post holder will promote the health and wellbeing of children/young people and their families to ensure the provision of high quality, safe, clinical nursing care to children and families on the CCN caseload in collaboration with the Team Lead.

They will hold their own independent clinical caseload and be proficient in clinical nursing assessments and interventions for children/young people in the community.

It is a dynamic role able to flex to meet the needs of children and families on the caseload.

They will work closely with other health professionals within the Trust and across the health economy, as well as across statutory and third sector agencies.



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The role offers a holistic, streamlined service that is easy for patients and families to access and can prevent or shorten hospital admission.

The post holder will protect, safeguard and promote the well-being of children in accordance with 'The Children Act' (1989 & 2004) and 'Working Together to Safeguard Children' (HM Gov. 2013).

They will provide education, training and competency assessment of clinical nursing skills for colleagues, students, parents, carers as well as children and young people on the caseload.

### **Nurse Prescribing:**

The Clinical Lead - Children's Community Nurse is, or will undertake training to become, a Non-Medical/Independent Nurse Prescriber (V300) who can offer clinical reviews, assessments and prescribe appropriately for children in the community.

The post holder will then prescribe within the limits of their professional competency and Trust guidelines.

## **2. Communication and working relationships**

The Clinical Lead - Children's Community Nurse will:

- Provide, receive and understand complex, or sensitive information relating to children and young people with a range of health needs. This will include children with highly complex long term conditions and those children with life threatening and life limiting conditions. The Nurse will be competent in providing support on particular clinical issues related to the child and family and their clinical conditions i.e. when undertaking assessments.
- Communicate information effectively with members of the multi-professional team both within the organisation and with external stakeholders and partners, to ensure specialist care is delivered to children both effectively and efficiently and ensuring that continuity is maintained.
- Work with children and families to help maintain their own health and well-being in the community by teaching them and junior staff/carers about their condition and its management, including how to carry out health care procedures at home, utilising a variety of strategies to assist the family in understanding their child's health needs and how these can be met including competency assessment.



- Communicate complex and sensitive information effectively to children/young people and their families and other staff overcoming any barriers to understanding and providing support during distressing or emotional events using alternative and augmentative methods of communication.
- Communicate proactively with staff on the clinical condition and treatment/discharge plans of children and ensures accurate records are maintained by staff.
- Lead and support team in co-ordinating the discharge process and ensures high standards of written and verbal advice are available to the children and their families / carers.
- Ensure that the Team Lead, Matron and/or General Manager are informed of pertinent clinical and management problems in a timely manner.
- Report and escalate as necessary any safeguarding or patient safety concerns for the children on the caseload according to trust and local policy.
- Ensure systems are in place to proactively disseminate information; arranges and facilitates staff meetings, shares Trust communications, reads emails and professional/managerial literature as required to pass on relevant information.
- Work in partnership with PALS and senior management to provide resources within the CCNT, for the management and local resolution of patient related complaints.
- Work together with senior manager and HR department to support and participate in the recruitment and retention of staff.
- Act as an ambassador / role model for Sussex Community NHS Foundation Trust and the Nursing Profession. May be asked to give presentations to university students and other interested bodies about the work of the CCNS.

## Key Relationships

- Brighton and Hove CYPCN Service Users, their families and carers;
- Brighton and Hove CYPCN Service multidisciplinary team members;
- Childrens and Specialist Clinical and Operational leads and Area Directors, and Deputy Directors;
- Other Sussex Community NHS Foundation Trust Services; Children's Nursing teams and networks, Practice Development and Therapy Teams, Specialist Teams;
- Sussex Community NHS Foundation Trust Corporate and other support Services; Medical leads, Pharmacy, Finance, Estates, Performance, Quality and Safety, Practice Development and other services;



- Primary Care colleagues and support staff;
- Brighton and Hove County Council Social Care and Local Authority colleagues;
- Out of Hours Services
- University Hospital Sussex Trust; and other clinical teams
- SECAMB Ambulance Trust
- Secondary and Tertiary care colleagues
- NHS Clinical Commissioning Group colleagues
- voluntary Sector, Independent Sector colleagues

### 3. Key responsibilities

The Clinical Lead - Children's Community Nurse will:

- Ensure a safe and consistent service is delivered children and young people on the caseload. This includes assisting with prioritisation and ensuring equity of caseloads.
- Set and maintain clinical and service performance standards for clinical care as well as supporting the Team Lead with wider care standards as necessary.
- In the absence of the Team Lead, manage the day to day operational nursing, personnel, performance and allocation of work, reporting directly to either the Matron or Head of CCNS.
- Lead on developing a locality health needs profile and work with the Matron and General Manager to secure funding to establish provision based on identified need.
- Support the Team Lead with staff development and performance within the team to ensure that all appraisals are completed annually and ensure feedback on performance is given at regular intervals throughout the year.
- Educate and support staff offering direction and leadership surrounding continual professional development and performance of best clinical practice.
- Undertake specific training and development for colleagues regarding core CCN competencies
- Contribute to workforce planning with the Team Lead, Matron and General Manager
- Lead on change management within the team where necessary e.g to support the development of 24 hour End of Life Care; support the evolution of 7 day working in the Team



- Implement relevant clinical policies, write and maintain care standards and clinical policies in line with SCFT requirements, evaluate and adjust as required, in partnership with Matron, General Manager and other senior CCNs.
- Ensure health records are maintained and compliant with Trust policy and keep accurate, legible, contemporaneous records and written reports as required.
- Procure medical devices and consumables for children on the caseload and support the systems in place to monitor training, maintenance and review of appropriateness.
- Assist the Named Nurse for Child Protection in co-ordinating child protection processes in accordance with Trust policy whilst supporting junior staff in understanding and exercising the Trust safeguarding policy and Sussex procedures
- Initiate, maintain and analyse relevant service data which will demonstrate activity of the team and assist with identifying service needs as well as future direction and development
- Regularly evaluate the clinical effectiveness of care and other resources being provided and make adjustments where appropriate in order to make the best use of team and SCFT resources.
- Develop, implement, and evaluate policies, standard operating procedures, guidelines and teaching tools for children/families/colleagues, healthcare professionals for use within the CCN service for care of identified health needs and promotion of well-being.
- Participate and lead in nursing research and audit projects pertinent to clinical community practice as well as the strategic service direction in conjunction with CCN service's quality and standards forum.
- Awareness of cost implications and effective use of resources including ability to critically assess financial implications of equipment/changes in practice etc
- Work collaboratively to meet health and safety requirements, including identification and management of risk and ensure all accidents and incidents are reported via the correct channels with relevant investigation and implementation of relevant recommendations.
- Take part in the on-call rota in order to provide 24hr direct nursing support for end of life care.
- Take part in the 7 day working rota as the Service evolves.

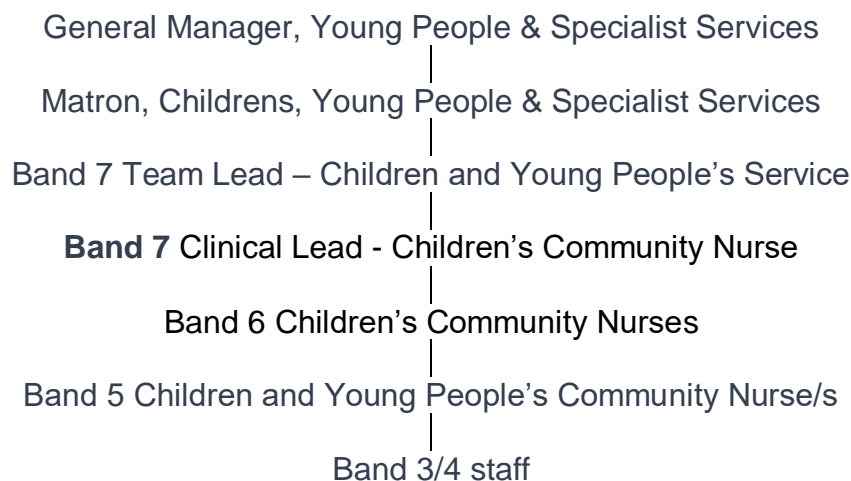


#### 4. Main tasks

- Clinical lead for the delivery of quality, clinical nursing care, support, information, advice and ensuring that appropriate resources are available to provide care.
- Support and educate staff offering direction and leadership surrounding delivery of clinical care and continual professional development.
- Maintain excellent communication channels with service stakeholders. Engaging in flexible, cross boundary partnership working including the child and family/carer, to develop seamless service provision and discharge/admission for the delivery of safe quality care.
- Develop, implement and review clinical protocols and standard operating procedures which assist in delivering safe care and best nursing practice.
- Develop expertise within the team ensuring the relevant clinical skills required for management of children's health needs are maintained.
- Provide teaching regarding the use of equipment and treatment regimes in the community for children, families/carers and staff involved.
- Ensure concise and accurate documentation of care interventions, including telephone advice and support are documented and recorded.
- Act as an expert resource and role model of children's community nursing specialist practice to all other professionals and work colleagues.
- Works with other Team Leads, Matron, the clinical facilitators and the General Manager to develop the existing service, in response to identified needs for the benefit of children & their families according to best practice guidelines and SCFT governance.
- Attend specialist clinical interest groups both within the Trust, locally and nationally to develop and contribute towards establishment of expert clinical practice standards.
- Utilise specialist nurse prescribing and community children's nurse knowledge to diagnose and treat a range of clinical conditions within the scope of clinical competence
- Staff may be required to work anywhere in West Sussex in order to meet the needs of the commissioned service.



## 5. Organisation chart



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

## 6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

## 7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

## 8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be





communicated to other persons except where required in the recognised course of duty.

## 9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

## 10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

## 11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

## 12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff





that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.

- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

### **13. Professional registration**

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

### **14. Infection prevention and control**

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

### **15. Safeguarding children, young people and vulnerable adults**

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

### **16. Quality**

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of assessment
<b>Qualifications and/or professional registration</b>		
Registered Children's Nurse – current NMC registration	<b>E</b>	<b>C</b>
BSc/MSc Specialist Practice in Community Health/Specialist Practitioner Children's Community Nurse <u>or</u> BSc/MSc Children's Nurse Practitioner	<b>E</b>	<b>C</b>
Physical Assessment of Children/Young People at level 6/7 or equivalent	<b>E</b>	<b>C</b>
Relevant study at Level 7 & willing to work towards relevant Masters qualification	<b>E</b>	<b>C</b>
ENB 998 / Mentorship module or equivalent	<b>E</b>	<b>C</b>
Post graduate certificate in Management / Leadership / Change Management qualification	<b>D</b>	<b>C</b>
Community Nurse prescriber (V100) or willing to undertake training	<b>E</b>	<b>C</b>

Non-Medical/Independent Nurse Prescriber (V300) or willing to undertake training	<b>E</b>	<b>C</b>
Specialist Practice Teacher/ PGCE or willing to undertake	<b>E</b>	<b>C</b>
Other relevant advanced nursing qualifications at level 6/7 e.g Palliative & Complex Care, Advanced Communication, Safeguarding	<b>D</b>	<b>C</b>
<b>Experience</b>		
Extensive post registration relevant clinical children's community nursing experience at Band 6 or above	<b>E</b>	<b>A/I</b>
Significant experience working with a diverse range children and families in the community setting including complex care, palliative care & end of life care	<b>E</b>	<b>A/I</b>
Recent experience of a relevant leadership role	<b>E</b>	<b>A/I</b>
Proficient in teaching/mentoring/supervision/coaching	<b>E</b>	<b>A/I</b>
Ability to develop policy, protocols, guidelines and education materials	<b>E</b>	<b>A/I</b>
Extensive experience of planning, managing and co-ordinating programmes of care in collaboration with other allied health, social, education and volunteer agencies	<b>E</b>	<b>A/I</b>
Evidence of clinical audit, service evaluation & critical analysis	<b>E</b>	<b>A/I</b>
Understanding of financial/budget management	<b>E</b>	<b>A/I</b>
Proficient in a range of clinical competencies appropriate to the role e.g airway management & Long Term Ventilation, enteral feeding, IV management, interpreting blood results, advanced bowel & bladder management,	<b>E</b>	<b>A/I</b>

tissue viability & skin care, oncology care, management of the deteriorating child in the community and End of Life care		
Evidence of post registration professional development within the last three years	<b>E</b>	<b>A/I</b>
<b>Skills and knowledge</b>		
Advanced clinical assessment, differential diagnosis and referral skills	<b>E</b>	<b>A/I</b>
Effective and proactive assessment and management of risk	<b>E</b>	<b>A/I</b>
Critical thinking and decision making/advanced clinical judgment and problem solving	<b>E</b>	<b>A/I</b>
Analytical skills including clinical reflection and action planning	<b>E</b>	<b>A/I</b>
Excellent understanding of children's communication, physical well-being & emotional needs; can identify their changing individual needs and preferences and promote independence	<b>E</b>	<b>A/I</b>
Skills in critical appraisal and evaluation of research and other evidence	<b>E</b>	<b>A/I</b>
Implementation of research/audit in practice	<b>E</b>	<b>A/I</b>
Ability to disseminate knowledge e.g through publication or presentation	<b>E</b>	<b>A/I</b>
Ability to prioritise service workload and maintain quality care in times of pressure	<b>E</b>	<b>A/I</b>
Ability to develop, set up and implement new working practices, structures to support them, and evaluate processes once implemented and initiate support	<b>E</b>	<b>A/I</b>

Ability to demonstrate knowledge of child and adult safeguarding and take appropriate action to safeguard	E	A/I
Awareness of professional responsibilities and boundaries	E	A/I
Interest in new technologies, processes and applications, working knowledge of IT applications with willingness to develop.	E	A/I
Able to work collaboratively with multi-disciplinary interagency teams and to liaise effectively with a wide range of stakeholders.	E	A/I
Ability to organise and respond efficiently to complex information/ distressing news, understanding when they need to seek supervision or assistance	E	A/I
Ability to multitask	E	A/I
<b>Other requirements</b>		
Ability to travel as required to meet the needs of the service on a daily basis with a full valid driving licence	E	C

**I = at interview**

**C = certificate**

**A = application form**

**Good luck with your application!**

### **Equality and Diversity**

In addition to any specific criteria laid out above, each applicant will be expected to demonstrate a basic understanding of the principles of equal opportunities in relation to the post. The degree of knowledge required will depend on the level and nature of the post in question.



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**Two Ticks Scheme – Positive about Disabled People**

Sussex Community NHS Foundation Trust is a member of the 'Two Ticks' Scheme. This means we will guarantee an interview to any candidate who has a disability if they meet the essential requirements of the person specification.

Candidates who would like to discuss adjustments to the selection process or the working arrangements should they be successful should contact the recruiting manager. We will welcome contact from disabled candidates so that we can fully understand how we can support them and give them the best possible chance of success in the selection process and in any future job they might be appointed to.

Author's name:	<i>Trudy Ward/Jane Mulcahy/Su Hollick</i>
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