

1. JOB IDENTIFICATION	
Job Title:	Paediatric Nurse
Band/Grade:	Band 6
Hours of Work:	37.5 hrs
Accountable to:	Chief Nursing Officer
Responsible to:	Paediatric ACP/ Outpatient Sister / Outpatient & Patient Services Manager
Department:	UCC/OPD/Day Surgery
Job Reference:	
Last Update (insert Date):	May 2024
Disclosure and Barring(DB) Check Required:	Yes Leve

JOB DESCRIPTION

2. JOB PURPOSE
<ul style="list-style-type: none"> ● To provide clinical leadership to a designated nursing team and ensure the provision of high quality nursing care. ● To act as a role model and expert clinical practitioner for paediatrics across the hospital ● To assist in the safe, effective and efficient management of the department within allocated resources ● To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice ● To undertake delegated responsibility for the department in the absence of the Paediatric ANP/OPD Sister. ● To support all areas of Paediatric care throughout the hospital, facilitating expert care and transition between areas, predominantly OPD/UCC, Imaging, Cardiology and Day Surgery

3. ORGANISATIONAL STRUCTURE

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4. ROLE & DEPARTMENT

The post holder will act as a Senior Nurse and expert Clinical Advisor, providing leadership to junior staff. The role requires the undertaking of extended roles, clinical skills following appropriate training and supervision. In addition, the post holder will work closely with the Paediatric lead in developing the Paediatric service.

The Paediatric department is a busy department comprising of dedicated consulting rooms in OPD dealing with Acute Paediatrics, Chronic and developmental Paediatrics and same day emergencies. There are also a variety of clinical specialties within the department in alternate rooms within the adult areas such as: Orthopaedics, Ophthalmology, Urology, Gynecology, Dermatology, Plastics, Gastroenterology, Private GPs, Neurology as well as a ANP led clinic . The post holder will also be expected to support Paediatrics throughout the hospital, specifically the Urgent Care Centre where 40% attendances are children who 'walk in', over one year of age consistent with a 7 day service. The imaging/phlebotomy departments as well as minor operations may also be assisted throughout the hospital with pre-assessment and day surgery as part of the future strategy.

5. RESPONSIBILITIES OF THE POST

Key Accountabilities

5.1 Professional:

- To maintain confidentiality surrounding patient admission and treatment at all times.
- To ensure documentation is completed accurately and within agreed timescales using Hospital approved documentation, in line with NMC and Hospital guidelines.
- To have knowledge of and adhere to the department and Hospital policy and professional standards. To ensure that team members do likewise and report any areas of concern to the Paediatric ACP or appropriate department head .
- To demonstrate a professional approach to work, and act in accordance with the Hospital Code of Conduct and the NMC Code of Professional Conduct at all times.
- To participate in staff appraisal, staff development and in service training activities.
- To meet PREP and Revalidation requirements. To identify own learning needs and ensure own professional development is maintained by keeping up to date with practice developments.
- To undertake further training and academic qualifications as relevant to the role and service requirements.
- Ensure that any information being given to children and / or their families is consistent, accurate and presented in a professional manner.
- In conjunction with Clinical Governance and paediatric ANP contribute to the collation of statistical information regarding paediatric patients/ transfers.

• Clinical:

- Clinical leadership is paramount, to develop high standard of care for children/families. Within the confines of locally established clinical protocols and integrated care pathways assess, treat, transfer and discharge children from the Hospital setting.
- Facilitate a seamless service for children across care settings.
- In conjunction with the child and family, assess the most appropriate setting for the delivery of care.

- Carry out and supervise procedures within the team which extend the traditional role of the nurse i.e. peripheral venous cannulation, venepuncture, ordering and interpreting basic diagnostic tests, PALS.
 - Consolidate the boundaries of clinical expertise and identify strategies for achieving these expectations.
 - Have awareness of facilities and resources available both locally and nationally.
 - Identify two areas of practice per year that require review and to facilitate a clinical audit based on best practice.
 - Keep updated in an identified area of expertise and act as a resource to the unit as a whole.
 - Facilitate practice based assessment and teaching with unit staff and network with staff from other departments in the Hospital to ensure a seamless patient journey.
 - Support members of the department and paediatric lead around issues pertaining to Child Safeguarding and attend training sessions.
 - To ensure the provision of excellent, evidence based nursing care for patients.
 - Ensure the provision of a welcoming, caring and safe environment for all service users including patients, their families and clinicians.
 - To be a mentor with Staff including new staff with being involved with Probation with completing competencies.
 - To communicate complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
 - To develop and maintain clinical skills and knowledge necessary to provide holistic, evidence based nursing care. This includes completion of training and development identified as part of appraisal and personal development (PDP) planning.
 - To be competent in the administration of medication
 - Communicate effectively, promoting open and trusting relationships.
 - To be aware of the uses, safety precautions and handling of equipment in the department.
 - Assist in the development and review of policies and standards for the safe use of equipment and any new equipment introduced to the department.
 - To be competent in the use of all relevant Hospital IT systems ensuring that data is entered in an accurate and timely fashion, in accordance with Hospital policy and procedure.
- **Supervisory:**
- Ensure the provision of appropriate supervision and support to members of the Paediatric Outpatient team.
 - Support the provision of effective communication between all members of the multidisciplinary team, other hospital departments, relatives and visitors.
 - Ensure quality care is given, by being familiar with agreed standards of care and to inform seniors, if the required standard cannot be reached.
 - Manage allocated resources effectively and efficiently. This includes maintaining the correct skill mix of staff for the various specialties whilst ensuring the utilisation of time, equipment, authorisation of bank/agency time sheets in accordance to the Paediatric Lead/Outpatient Sister's instruction.
 - Assist in ensuring the safety of the department, and the risk management process by actively participating in clinical audit, clinical risk and quality issues, including the managing and reporting of incidents.
 - To ensure that all staff know where to access Hospital policies and clinical procedure guidelines and that staff adhere to these at all times
 - Act as a team leader for staff nurses, acting as a mentor/preceptor, and facilitating their development.
 - Participate in the process of recruitment and retention of staff.
 - To contribute to the appraisal process.
 - Deputise for the Paediatric Lead Nurse in their absence or when requested.

• **Educational:**

- To actively assist in the practical training of learners, junior staff at every opportunity, through formal and informal teaching.
- Supervise and orientate temporary staff and staff new to the area.
- To act as a role model and a mentor for staff nurses and student nurses within your realms of realms of practice.
- To initiate and participate in audit relating to nursing and multidisciplinary care.
- Maintain own professional development and mandatory training

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work.

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679. A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal.

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.5 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity

6.6 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.7 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital'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 Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.8 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital 's needs and priorities and following discussion with the post holder.

7. CREATED BY:

SIGNATURE:



PERSON SPECIFICATION

Post Title: Band 6 Staff Nurse

Criteria		Essential	Desirable	Assessment
Qualifications	<p>Registered Nurse</p> <p>Current NMC registration in children's nursing</p> <p>Educated to first degree level or equivalent</p>	<p>√</p> <p>√</p> <p>√</p>		<p>Application form and interview</p> <p>PIN number</p> <p>Certificates of achievement</p> <p>Professional portfolio</p>
Experience	<p>Significant post registration skills</p> <p>Minimum of 3 years post-registration in nursing field</p> <p>Previous experience in providing nurse led Outpatients, AE or acute paediatric services.</p>	<p>√</p> <p>√</p>	<p>√</p>	<p>Application form and interview</p> <p>Professional portfolio</p>

Skills and Knowledge	<p>Excellent clinical skills</p> <p>Excellent communicator</p> <p>Professional commitment and self-awareness</p> <p>Motivate self and others</p> <p>Work without direct supervision</p> <p>Sound knowledge of current issues in nursing, developments</p> <p>Ability to work within a multidisciplinary team</p> <p>Good organisational and time management skills</p> <p>Good interpersonal skills</p> <p>Demonstrable knowledge and skills in a variety of clinical specialities within an outpatient's setting</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p>	<p>Application form and interview</p> <p>Reference</p>
Attributes and Qualities	<p>Motivated and Enthusiastic</p> <p>Flexible</p> <p>Confident decision maker</p> <p>Computer literate</p> <p>Awareness of resources and ability to operate within these</p> <p>Good health record</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application form and interview</p> <p>Occupational health screening</p> <p>Reference</p>