

Job Description

Job Title:	Children's Community Nurse – Band 6
Reports to (job title):	Team leader/Clinical lead
Line Manager to:	

Job purpose

To provide case management to an identified caseload of children and young people who have life threatening/life limiting conditions, long term or complex nursing need(s) and are registered with a Wiltshire GP.

To provide nursing assessment, care, support, training, advice and education to children and their families and carers at home and in the community working in close partnership with a range of other statutory and voluntary agencies.

To provide children and young people with the opportunity to express their views in an individually appropriate way, having to have their opinions taken into account to develop the services.

Base

The post holder will be based at Derby Court, Trowbridge.

This post is responsible for:

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- HCRG Care Group is committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

Job Description

- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.
- We will share our knowledge with neighbouring healthcare agencies and professionals.
- We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve.
- We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.
- HCRG Care Group operates 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.
- All employees must demonstrate a positive attitude to the company's equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.
- If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.
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Key Responsibilities

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Working conditions:

- Occasionally may have to undertake assessment in chaotic, unhygienic environments.
- Will frequently be in situations where exposure to body fluids is likely.
- Working in young people's home, school, community, and hospitals.
- Mental Effort: May be required to be alert to sudden changes in the behaviour patterns of clients and to respond accordingly.
- Will be required to undertake assessments and report writing.
- Will regularly be required to interpret behaviours influencing nursing care and informing the implementation of packages of care.
- Freedom to Act: Adheres to and works within the NMC Professional Code of Conduct and guidelines.
- Works within delegated autonomy and manages own caseload with support from nurse manager.
- Provides advice and support to parents, carers and families in line with set policies and procedures.
- May be expected to attend a range of meetings supported by colleagues/managers and occasionally independently.
- Provides training to other organisations such as schools and care settings to enable children with complex health needs to attend safely.
- Provides end of life planning and care to child/young person and supports family at home.

Job Description

- Responsible for own professional development, participation in annual performance reviews, and supervision in accordance with organisational and professional policy and standards.

Physical Skills

- Utilise appropriate nursing skills with children with life limiting/life threatening conditions including palliative care, which may include hazardous and unpleasant/distressing situations.
- To provide a wide range of clinical interventions and clinical skills training in a variety of home and community environments. This will include for example, management of tracheostomies and ventilators, enteral feeding, central line care, and oversight of home monitoring plans, e.g., cardiac or respiratory monitoring.
- To provide practical care and sensitive support to the child and family during the end-of-life phase and following bereavement.
- Provide a range of clinical skills requiring dexterity and accuracy for example injections, syringe pumps, insertion of catheters and removal of sutures.

Communication and Relationship Skills

- To be young person centred, to respect individuality, dignity, and choice and to provide a high standard of care for the child's ultimate benefit.
- To communicate effectively with all children.
- To communicate effectively, on a frequent and daily basis, with clients and their families and a wide range of professionals, regarding clinical issues and activities of daily living.
- Provide comprehensive written reports for team members which will inform and support care packages.
- To communicate at all levels and in all forms on difficult matters and/or in difficult situations.
- To promote care within the family unit recognising the families wishes.

Job Description

- To recognise when the young person's medical needs have deteriorated which may mean they can no longer be supported in the community and communicate with child's medical team regarding their condition.
- Will have to communicate sensitive and challenging information.

Analytical and Judgement Skills

- To regularly undertake specialised assessments and interventions reflecting the young person's needs.
- To be responsible for effective identification and prompt appropriate action regarding welfare and safeguarding children concerns and issues.
- Accurately assess and immediately adjust specialist input and support to reflect the child's needs in all settings.

Planning and Organisations Skills

- Prioritise own workload balancing numerous demands.
- Requires some flexibility in planning to meet the daily demands on specialist time.
- Work closely with other team members to provide a cohesive service.
- Work closely with all agencies to promote inclusion and ensure children and young people with special needs maximise their potential.
- Support and organise working patterns and training within packages of care.
- Interfacing with and strengthening working relationships with other nursing teams.
- Day to day leadership, direction, and organisation of the team.
- Overseeing the planning, implementing and evaluation of programmes of care for individual young people to meet all nursing needs including palliative and end of life care.
- Responsibility for Information Resources.
- Maintain prompt and accurate records in accordance with organisational, national and professional standards.
- Responsible for personally generating observations and updating client records.

Responsibility for Research and Development

Job Description

- Participate actively in evidence-based audits and contribute to research projects to further own and team's clinical practice.
- Ensure clinical skills and practice is evidence based and up to date.

Responsibilities

- To provide specialist nursing support, advice and interventions within the multi agency ethos of Wiltshire community children's services, to young people and their families.
- To act as care coordinator for an identified caseload of children who have significant nursing needs.
- To co-work with other lead professionals to support the child and family's nursing needs.
- Assess, plan, implement and evaluate specialist interventions, providing clear advice to the child, family, professionals and care workers.
- Implement both direct and indirect and robust programmes of intervention – including the identification and procurement of equipment and resources.
- To be aware of client entitlements and rights and work within, and promote, an ethos of inclusion across all settings.
- Accurately assess and immediately adjust specialist input and support to meet the child's needs in all settings.
- To undertake pain and symptom management for children in partnership with the family and the wider healthcare team.
- To promote self-advocacy and to act as an advocate for clients and families.
- To provide relevant teaching and support packages to clients, families, carers and other professionals.

Responsibility for Policy and Service Development

- To participate in uni- multi professional meetings.
- Interpret and assist in the implementation of national local guidelines, policies and procedures affecting the development of services for children and young people.

Job Description

- Interpret and assist in the implementation of legislation affecting clinical practice.
- Adhere to clinical policies and protocols and contribute to ongoing policy development.

Responsibility for Financial and Physical Resources

- Personal duty of care in relation to care of child/family belongings.
- Personal duty to utilise resources appropriately.
- Identifies the need for purchase of appropriate resources and consumables.
- Regularly plan monitor and evaluate complex and detailed short breaks and interventions.
- Ensure all mechanical equipment is regularly serviced and fit for purpose.

Responsibility for Human Resources

- Provides day to day management of junior staff including the community healthcare workers.
- Participate in Personal Development Reviews and supervision for junior staff.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

Job Description

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Job Description

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Job Description

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

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Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- RSCN or equivalent
- Current registration with the NMC
- Able to work collaboratively within a multi-disciplinary interagency team.
- Ability to reflect and critically appraise own performance.
- Ability to organise and respond efficiently to complex information.
- Ability to prioritise own workload, balancing numerous demands and meeting deadlines.
- Commitment to client-centred practice.
- Ability to pass on skills/knowledge to others within both formal and informal environments.
- Ability to communicate effectively complex and sensitive written and verbal information.
- Ability to maintain accurate records within professional and organisational guidelines and process.
- Broad knowledge of normal child development
- Working knowledge of a wide range of nursing models of practice.
- Working knowledge of relevant legislation and national guidelines.
- Working knowledge and evidence of observational implementation of therapeutic assessments, interventions relevant to children and young people.
- Evidence of continuing professional development.
- IT skills (or willingness to learn)
- Evidence of the implementation of risk assessments.
- Significant experience of working within the community/primary care setting.
- Three years, proven relevant post registered experience.
- Proven experience of working with children with palliative or end of life nursing needs.
- Holds a current driving licence and a well-maintained car for work use, with business use insurance.
- Ability to prioritise and manage own emotional wellbeing, recognising when stress is impacting negatively on work and personal life.

Desirable

- Community Specialist Practitioner Degree
Or diploma (or substantial documented experience of working in the community)
- Experience of working with children with complex and/or additional needs.
- Proven experience of working with children using ventilators and tracheostomies (or equivalent experience).

Job Description

Other requirements:

- Ability to travel to meeting the needs of the job.
- The post holder must demonstrate a positive commitment to uphold diversity and equality policies.
- Hazards:

Laboratory Specimens		Clinical contact with patients
Proteincious Dusts		
Blood/Body Fluids	X	Dusty Environment
Radiation		Challenging Behaviour
Solvents		Driving / Travelling
Respiratory Sensitisers		Food Handling
Performing Exposure	X	VDU Use
Prone Invasive Procedures		
Manual Handling	X	Working in Isolation
Noise	X	

Employee signature

Manager signature
