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| Job Title: | Band 6 Community Children's Nurse |
| Reports to (job title): | Children's Community Matron |

Job purpose

To provide high quality nursing care to children and young people in their own homes and other community settings and support the senior nursing team in developing the service and meeting all the required commissioning targets.

To empower children, young people, parents and carers in managing their own health needs, along with providing advice to parents/carers and act as a specialist resource to other partners and stakeholders.

Key responsibilities

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

- To actively participate in the continuing development of the Community Children's Nursing Service and to give advice on matters relating to the provision of nursing care for sick children in the community.
- To develop and maintain close links between Community and Hospital based services.
- To provide specialist skilled nursing care to children in partnership with their family members.
- To write care plans with the child/young person/parents/carers that meet their nursing needs.
- To liaise with tertiary centres and co-ordinate care for children receiving shared care
- To provide teaching and training within the team and others
- To develop teaching packages and competency packages for the team and others.
- Take responsibility for own continuous professional development, maintain a sound level of professional knowledge and competence in line with own Personal Development Plan agreed at annual appraisal.
- Actively develop areas of acute care for children, which can be delivered in the community.
- To assess, report and manage any risk, clinical and non-clinical, for the benefits of self, colleagues, and children, in line with Risk Management Policy, particularly in relation to the Lone Worker Policy.
- To promote and demonstrate nursing care that is both innovative and evidence based providing written guidance when appropriate.

- Assess risk of delivering community nursing in settings where this may be harmful to nurses and carers.

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.

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 | Think | Do |
|--|---|---|
| <ul style="list-style-type: none">• Inspire• Understand• Communicate | <ul style="list-style-type: none">• Challenge• Improve• Learn | <ul style="list-style-type: none">• 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.

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.

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.

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/RN child diploma/degree level or equivalent
- Significant experience within children's nursing at band 5
- Excellent verbal and written communication skills
- Good understanding of safeguarding issues & policy framework
- Ability to work alone & in a team.
- Able to teach children/young people parents, carers, nursing staff & other members of the multi-agency team.
- Good attendance record
- Confident/competent IT skills (mobile working)
- Acute assessment skills
- Experience of caring for children with enteral feed needs.
- Experience of caring for children needing intravenous therapy.
- Accessing intravenous devices
- Blood sampling
- Wound care
- Evidence of completion of mandatory training

Desirable

- Teaching & assessing qualification/willing to undertake
- Experience of audit and research
- Experience of managing resources
- Acute assessment skills
- Experience of managing clinical incidents and complaints.

Job Description

Other requirements:

- The post holder must be a car driver with a valid driving licence.
- The post holder must be able to work flexibly to cover a 7-day rota that operates 8am-8pm 365 days of the year

Employee signature

Manager signature
