

Job Title:	Senior Community Carer
Reports to (job title):	Senior Staff Nurse
Line Manager to:	N/A

Job purpose

To assist the nurse in their Named Nurse responsibilities and to provide delegated quality care for children with complex medical needs in the community and within a child's home following an intensive training programme and competency assessment. Staff may work unsupported following assessment with the support of Clinical Case Manager. Has responsibility for the induction and development of new staff, under the direction of the Clinical Case Manager.

This Job Description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards the duties outlined, which may be subject to adjustment at any time in consultation with the post holder and in line with the needs of the Trust.

Base

Our Children's Continuing Care provision supports our Surrey-wide service, and you will be based at one of our Office Hubs across Surrey with the opportunity for hybrid working.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

Key responsibilities

- Responsible for providing consistent high quality care to children/young people who are dependent on others for meeting some or all of their health and wellbeing needs.
- Establishes and maintains effective verbal and written communication with colleagues, children/young people, families and members of the multidisciplinary team, providing clinical information as required. There may be barriers to understanding.
- Acknowledges the boundaries of the role and maintains professional working boundaries with the families and colleagues at all time
- Raises any issues/concerns with the Clinical Case Manager relating to the child's clinical care, workload and responsibilities.
- Responsible for identifying changes in patient's conditions and taking appropriate action, documenting and reporting to Clinical Case Manager.

- Effectively identifies all clinical equipment and disposables are in place to ensure safe delivery of patient care
- Ability to complete competency workbooks including tracheostomy, ventilator and gastrostomy care
- Required to develop skills to change of tracheostomy breathing tubes, replacement of Percutaneous Endoscopic Gastrostomy (PEG) feeding tubes etc.
- Required to have developed skills in the use of various equipment that requires accuracy within a narrow margin for error e.g. ventilators, oxygen saturation monitoring, enteral/nasogastric/nasojejunal feeding pumps etc.
- Responsible for discussing the child's/young person's support plan with the qualified nursing team, ensuring understanding of their role in providing care to meet the needs, including an understanding of the Safeguarding of Children.
- Responsible for delivering care in accordance with relevant care plans, escalation plans, Standard Operating Procedures and guidance.
- Required to administer medication following Medicines Management Training and having been deemed competent by a Registered Nurse.
- Responsible for maintaining accurate and contemporaneous documentation in the child/young person's health records
- Prioritises and manages own workload under the direction of a Clinical Case Manager.
- As a lone worker, uses own initiative checking issues and referring to a Clinical Case Manager where necessary.

Outline of Provisional Job Schedule:

24/7 service. Night shifts over 365 days a year, Monday-Sunday.

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

- 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.

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

- NVQ 3 in health or social care or recognised nursery nurse qualification
- Understanding the impact of providing/receiving care in the home for children with complex medical needs and their families
- Experience of working with children with additional needs
- Excellent oral and written communication skills
- Ability to relate and create rapport with children.
- Full UK driving licence and access to a car
- Flexible, reliable
- Adaptable and motivated
- Must maintain confidentiality
- Trustworthy
- Caring, patient and observant

Desirable

- Ability to learn theoretical/practical skills
- British Sign Language level 1
- Makaton
- Experience of relevant clinical procedures and technology dependency
- Minimum of 1 yr experience working with children with complex health needs
- Minimum of 1 yr working with children in other setting, e.g., nursery, respite service
- Recognise own strengths and weaknesses
- Recognise own needs for support and development



Job Description

Employee signature

Manager signature

