

Job Title:	Band 5 Children's Community Nurse – Jessie May BSW Service
Reports to (job title):	Band 6 Team lead
Line Manager to:	N/A

## Job purpose

The post holder will work within our small BSW Jessie May Care Team to deliver a community based palliative nursing and respite care service to families caring for children with life threatening and life limiting illness.

This is a 25.5 hour per week post. Our service hours are between 8am-8pm, with a shift pattern of 8am-6pm or 10am -8pm, there is an expectation to work one Saturday per month. Respite shifts may be worked on your own or as a double-up with another member of the care team.

The post holder will provide skilled holistic nursing care to children and young people who have complex medical needs within the family home or other environments where respite is requested, including on occasions hospital-based care. The post holder will provide emotional support and advice to the children, and parent\carers on the caseload, and will be responsible for the planning, implementation and the evaluation of individualised care during each respite visit in the absence of the parents or carers.

As a team we support children at end of life, and we would work collaboratively with our community nursing colleagues to provide this care outside of our usual working hours. There may be occasions where you are asked to provide on call support and visits, but this would be as an exception and with agreement from the Professional Lead.

The post holder will be skilled in communicating, establishing and maintaining good relationships with the children, young people and their families on the caseload and work effectively within the Jessie May Care Team.

## Base

We have office bases/hubs across B&NES, Swindon, and Wiltshire and we will allocate you a work base that is closest to your home. This is a community post and so there is an expectation that you will travel across counties to visit Children on the BSW Jessie May caseload at their own homes and occasionally when they are in hospital. Being a car owner/having access to a vehicle, and having a driving license is essential to this role as there will often be significant travel within the working day, all mileage will be paid in accordance with our expenses policy.

## Key responsibilities

- Provide safe and effective respite care to children on the BSW Jessie May caseload. Care to always be provided in line with child specific care plan(s).
- Maintain clinical skills and competency on a range of complex health needs, to include (but not exclusive to): tracheostomy management, enteral feeding, seizure management, long term ventilation, oral suction, nursing observation and assessment.
- Follow any emergency procedures/guidelines for the child or young person receiving care.
- Administer medication in line with medicines administration charts and service policy.
- Assist with dressing, undressing, personal hygiene, toileting in a sensitive manner, encouraging the child or young person to be as independent as possible within their capability.
- Listen to the requests of the child or young person with disability and the parent/carer and whenever possible provide care consistent with their wishes.
- Listen to the child or young person with disability and the parent/carer and offer emotional support using empathetic communication as appropriate.
- Keep records of all care given and observations made in accordance with HCRG Care Group policy.
- Identify the need for any additional emotional support for the child and the parent/carer and communicate this in an appropriate manner to the care team and Jessie May team around the family.
- Recognise the need for specialised bereavement support, especially around the
- Advance Care Plans and funeral planning. Maintain communication with the care team and Bereavement lead to ensure the family receives all appropriate support as needed.
- Participate in service evaluation and development.

## 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"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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.

Jessie May supports families and children in the Southwest with life-limiting or life-threatening conditions. Our nurses care for children in their home, support families, and advocate for children who can't speak for themselves. The Jessie May community provides a unique layer of support and understanding from families who have walked a similar path. Together, we help create moments of joy and memories for families to look back on when they need them most. [Home - Jessie May](#)

From July 1<sup>st</sup> 2025, HCRG Care Group, was proud to announce a new partnership with Jessie May, a leading children's hospice-at-home charity, that has seen the charity's specialist nurses join the organisation.

Jessie May's nurses are now employed by HCRG Care Group, through which they will continue to deliver the same compassionate, specialist care to children with life-limiting and life-threatening conditions. This will enhance HCRG Care Group's existing community children's health services across Bath and North East Somerset, Swindon and Wiltshire.

As the new employer, HCRG Care Group will provide the nurses with the support and infrastructure they need to carry out their vital work safely, ensuring that children and young people - and their families - will receive high-quality care.

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

- Registered Childrens Nurse
- Driving license and access to a vehicle
- Skills in complex nursing care, such as trachestomy management, long term ventilation, enteral feeding, seizure management
- Ability to work independently and as part of a team
- Ability to build effective working relationships
- Ability to work under pressure and remain calm
- Excellent communication skills both written and verbal
- Self-awareness
- IT literate
- Flexible and adaptable.
- Aware of own stress and coping strategies

### Desirable

- Experience with supporting children with palliative care, or end of life needs
- Continued professional development relating to palliative or end of life care

Employee signature

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Manager signature

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