

Job Title:	Band 5 Community Children's Staff Nurse
Reports to (job title):	Clinical Team Lead
Line Manager to:	n/a

## Job purpose

Delivery of high-quality nursing care to children and young adults aged 0-18 years in their homes, nurseries, schools in a designated geographical locality in Surrey. To work without direct supervision and manage own workload.

## Base

Our Support Services enable our Surrey-wide service to provide quality care to families and young people, you will be contractually 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

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

- Practice within all the NMC Professional Codes and Standards and the organisation's policies and procedures
- Responsible for providing day-to-day support to the children's community nursing team
- Responsible for working at weekends on a rotational rota and support a 24-hour end of life care rota as required
- Contributes to the planning and organisation of the team, allocation and re-allocation of staff according to patient need and the demands of the service, ensuring the team delivers responsive care within the allocated resources
- Assesses, determines and records treatment plans (including physiological and/or psychological functioning) which are consistent with the outcomes of an assessment
- Acts as an advocate to produce care plans in collaboration with other agencies and professionals that reflect child's/young person's/families wishes and views

- Respect's individual wishes, beliefs and consent to treatment ensuring privacy and dignity is maintained at all times
- Maintain a high level of clinical skill e.g. care and use of central lines, enteral feeding devices, catheterisation, management of long-term ventilation, tracheotomy care, wound care, stoma care, administration of specialist infusions within the community setting and end of life care.
- Work with the team to provide a holistic approach to symptom management care for children and families
- Undertake physical examination of the child/young person which may include listening to the heart and lungs, undertaking venepuncture, accessing central lines/ports, catheterisation, change of tracheostomy breathing tubes, replacement of Percutaneous Endoscopic Gastrostomy (PEG) feeding tubes etc.
- Competent in the use of various equipment that requires accuracy within a narrow margin for error e.g. syringe drivers, ventilators, saturation monitoring, enteral/nasogastric/nasojejunal feeding pumps etc.
- Participate in the implementation of seamless transition of care, supporting early hospital discharge and continuity of care for children and their family
- Work within the delegated budget to ensure effective use of material resources/supplies
- Participates in ordering equipment from centralised equipment store
- Communicating and receiving sensitive, complex and sometimes contentious information where persuasive, motivational, negotiating, empathetic or reassurance skills are required
- Responsible for maintaining accurate and contemporaneous records at all times
- Communicates effectively with multi-disciplinary team and contributes to meetings with professionals, parents, children e.g. child protection case conference, network meetings, safeguarding processes, discharge planning etc.
- Effectively communicates information to all members of the team, including sharing research findings and necessary changes in practice and that issues are appropriately brought to the attention of the clinical team lead
- Anticipates and manages barriers to understanding e.g. language, interpreters, visual and hearing impairments
- Establish and maintain a robust communication pathway with acute settings on all matters that affect the management and readmission of child into hospital
- Manages difficult situations to achieve resolution across a range of situations including dealing with complaints and incidents to avoid escalation whenever possible.
- Participates in the management of emergency situations including major incidents
- Responsible for review, analysis and comparison of clinical and staff data that informs the planning and evaluation of the team's requirements
- Works autonomously to plan, prioritise and coordinate own workload and that of the team taking into consideration potentially conflicting roles and activities within the team.
- Evaluates the effectiveness of care and reviews care plan accordingly

- Contributes to the strategic planning and development of the service, children/young person care plans, policies in line with national and locally commissioned priorities, keeping in mind inclusion of children and families
- Responsible for recognising and reporting clinical and safeguarding risk
- Contributes to quality and clinical effectiveness within service provided by the team
- Supports the development of audit systems and to undertake audit when required
- Responsible for sharing of information following attendance from study days
- Awareness of data collection processes and reporting systems
- Monitor, control, and store resources / supplies according to the requirements and specifications of the clinical environment
- Utilise theory, evidence-based literature and research to support evidence based practice in individual and team work

## 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.

# Job Description

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 Children's Nurse.
- Evidence of professional development
- Good understanding of current nursing workforce issues
- Clear understanding of community health services.
- Excellent communication and interpersonal skills
- Broad range of clinical skills
- Computer literate
- Ability to organise own workload and able to delegate and prioritise effectively
- Effective written and verbal communication skills.
- Reliable and Flexible
- Ability to work well in stressful situations
- Innovative
- Assertive
- Able to travel around the County of Surrey and work in a variety of settings.

### Desirable

- Practice Assessor/Supervisor, Mentor preparation (ENB 998 or equivalent)
- Willingness to undertake Children's Community Degree Nursing qualification.
- Consolidated nurse training and experience of caring for sick children
- Experience of initiating and participating in clinical audit
- Experience with clinical supervision

Other requirements: Access to a car insured for business use, enabling site visits Surrey-wide.



# Job Description

**Employee signature**

---

**Manager signature**

---

