

Job Title:	BAND 6 Community Children's Senior 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 deputise for the clinical team leader in their absence.

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 and supervision to Band 5 Community Staff Nurses within team, acting as a role model who motivates.
- Responsible for deputising for the clinical team lead.
- Responsible for working at weekends on a rotational rota and supporting a 24-hour end of life care rota as required.
- Responsible, in conjunction with the Clinical Team Lead for the planning and organisation of the Children's Community Nursing team including allocating and re-allocating staff according to patient need and the demands of the service and ensure the team delivers responsive care within the allocated resources.
- Assesses, determines and records complex 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 together with symptom management teams to provide a holistic approach to care for children and families, anticipate their needs and provide comfort and support for the child and the family requiring palliative care.
- Undertake physical examination of the child/young person which may include listening to the heart and lungs, undertaking venipuncture, 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.
- Take a lead role in developing and implementing the 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.
- Participate 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 communicate information to all members of the team, including sharing researching 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.
- Manage difficult situations to achieve resolution across a range of situations including dealing with complaints and incidents to avoid escalation whenever possible.
- Participate 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.
- Responsible for planning, developing and implementing systems and procedures within the team that ensure the team delivers the service within allocated resources.
- Work autonomously to plan, prioritise and coordinate own workload and that of the team taking into consideration potentially conflicting roles and activities within the team.
- Evaluate 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.
- Contributes towards their own development and implementation of strategies to reduce clinical and safeguarding risks, improve quality and clinical effectiveness within service provided by the team.
- Support the development of audit systems and to undertake audit when required.
- Contributes towards specialist nursing skills, training, knowledge and expertise in the care and management of children with complex health needs and their families, advising on individual treatment programmes and their potential outcomes.
- Facilitate study days and teaching sessions for the team and partner organization.
- Participate in service and end of life on call as required and rostered.
- 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 work and work with other team members.

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

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- 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.

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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

- Current NMC registration – RN (Child) or RSCN
- Practice Assessor/Supervisor, Mentor preparation (ENB 998 or equivalent)
- Experienced practitioner
- Ability to work in community settings with vulnerable families with language and cultural barriers.
- Experience of staff management
- Evidence of professional development and issues in paediatric nursing
- Experience of initiating and participating in clinical audit
- Good understanding of current nursing workforce issues
- Clear understanding of community health services
- Excellent communication and interpersonal skills
- Demonstrates a responsive, pro-active approach to working within a team
- Understanding of the role of Children's Community Nurse
- Ability to work autonomously
- Broad range of clinical skills
- Ability to organise the workload, able to delegate and prioritise
- Ability to motivate others and manage change
- Good knowledge of health and safety and risk management
- Computer literate
- Effective written and verbal communication skills

Desirable

- Community Childrens Nursing degree or equivalent
- Child protection supervisor
- Clinical supervision facilitator
- Level 7 qualification/study or equivalent experience gained by undertaking on- going personal development and training.
- Management/leadership qualification
- Previous experience of leading teams
- Care of Tracheostomy and Tracheostomy/Non Invasive Ventilation

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Other requirements:

The post holder must be a car driver with a valid driving licence.

Employee signature

Manager signature
