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Job Title:	Lead Nurse for CYP with Complex Respiratory Needs – CCN Service
Reports to (job title):	Deputy Head of Service
Line Manager to:	Band 6 nurses within the CCN team

Job purpose

To provide expert, child-centred specialist nursing care to children and young people with complex respiratory needs across home, school, and community settings. The post holder will utilise highly specialist clinical knowledge and advanced skills, underpinned by extensive theoretical learning, practical expertise, and professional experience, to assess, plan, implement, and evaluate care that promotes the health, wellbeing, safety, and independence of children and their families.

The post holder will provide clinical leadership within the speciality, acting as the lead practitioner and key point of contact for complex respiratory care. They will offer expert advice, guidance, education, and support to the multidisciplinary team, children, young people, families, carers, and partner agencies, ensuring the delivery of safe, effective, evidence-based, and coordinated care across all settings. Through expert clinical practice, leadership, service development, and partnership working, the post holder will contribute to improving outcomes, experiences, and quality of life for children and young people with complex health needs and their families.

Key responsibilities

- Practice within all the NMC Professional Codes and Standards and the organisation's policies and procedures
- Maintain a role in the delivery of clinical services as appropriate to the needs of the team
- Maintain a high level of clinical skill, e.g. care and use of central lines, enteral feeding devices, catheterisation, management of long term ventilation, wound care, stoma care and management of continuous infusions within the community setting in end of life care
- Maintain strong working relationships with community services and both local and tertiary hospital teams, ensuring lead clinicians are kept informed of relevant clinical developments.
- Communicate effectively via different platforms with all stakeholders including professionals, parents, children and those within the multidisciplinary team e.g. child protection case conference, network meetings, safeguarding processes etc.
- Manage difficult situations to achieve resolution across a range of situations including dealing with complaints and incidents to avoid escalation whenever possible.
- Plan, develop and implement systems and procedures within the team that ensure the team delivers the service within allocated resources.

- Plan, prioritise and coordinate own workload and that of the team, taking into consideration potentially conflicting roles and activities within the team.
- Work collaboratively with health, social care, education, and acute and tertiary services
- Lead and support the team in delivering safe and effective clinical care, ensuring care plans, equipment provision, and care packages are coordinated and implemented efficiently.
- Coordinate and facilitate integrated care pathways for children with complex and often long-term health needs, ensuring seamless communication between professionals, agencies, and families
- Maintain and continue to develop highly specialist clinical skills and knowledge to be able to lead and be a point of contact for the CCN service
- Evaluate the effectiveness of care and review care plans accordingly
- Plan, develop, deliver and evaluate competency-based training programmes for Children's Community Carers, Registered Nurses, and other professionals involved in the child's care, supporting continuous service development.
- Provide training and clinical support to school and nursery staff to facilitate children's safe and successful access to educational settings.
- Participate in the clinical on-call service as part of a seven-day rota, providing specialist advice and support for the caseload as required.
- Work flexibly across Surrey and, where necessary, undertake evening, weekend, or unsocial hours to meet service needs.
- Provide day-to-day and professional line management to Band 6 nurses within the CCN team, including recruitment and selection, induction, appraisal, objective setting and personal development planning.
- Manage attendance, conduct, capability and performance concerns in line with company policy, with support from the Deputy Head of Service and Human Resources.
- Provide clinical supervision, preceptorship and pastoral support, and identify and address individual and team development needs.
- Allocate and review work, agree rotas and ensure adequate skill mix and safe staffing for the complex respiratory caseload.

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
Inspire	Challenge	Accountability
Understand	Improve	Involve
Communicate	Learn	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 with 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 Qualifications

- Registered Children's Nurse
- Evidence of continuing professional development.

Essential Experience

- Significant experience working with children, young people or adults with complex health needs.
- Highly specialist knowledge of paediatric complex respiratory care, including long-term ventilation, tracheostomy care, airway clearance and emergency management.
- Experience of working in a range of paediatric settings/clinical diversity
- Experience of leading service development or quality improvement projects.
- Experience of multi-agency and partnership working.
- Experience developing policies, pathways, protocols or operating procedures.
- Experience influencing change across organisational boundaries.
- Able to plan, prioritise and coordinate own workload and that of a team across competing demands.

Essential Skills

- Ability to analyse complex systems and develop practical solutions.
- Able to practise autonomously, interpreting national guidance and broad organisational policy, and to act as the accountable decision-maker for the speciality without direct supervision
- Able to undertake highly specialist assessment of children with complex respiratory needs and to formulate, implement and evaluate individualised care plans.
- Competent in the use of clinical and business IT systems.
- Excellent written communication skills, including report and policy writing.
- Ability to facilitate workshops and collaborative working groups.
- Strong understanding of change management principles.

Other Requirements

- Full UK driving licence and access to a car insured for business use.