

Job Title:	Student Specialist Practitioner Community Children's Nursing
Reports to (job title):	Practice Teacher
Line Manager to:	n/a

## Job purpose

To engage in training in order to complete the Specialist Practitioner Qualification Community Children's Nursing.

This will involve liaising with all relevant parties within the practice area and at the assigned University to gain the desired 50% theory and 50% practical element of the course. To attain successful completion, the student will be required to work as part of a multi-disciplinary team within the primary care setting, carrying out clinical duties with clients as agreed with their Practice Teacher.

## 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: -

- To take responsibility for their adult learning and to inform their Practice Teacher and University contact should there be any exceptional circumstances preventing the completion of any aspects of the course.
- Maintain confidentiality, it is stressed that much of the information which is handled by the student nurses is of a highly confidential nature and should not be divulged to another party nor should it be discussed with colleagues unless it is essential to do so.
- To follow organisational sickness and absence policy, reporting sickness or absences to both the employer and university.
- Undertake duties as allocated by practice teacher
- Responsible for the assessment, planning, delivery, and evaluation of care, supporting the care of all children and young people on the caseload and as a named nurse for specific children and families
- Practice within all the NMC Professional Codes and Standards and the organisation's policies and procedures
- Monitor the effectiveness of nursing care and adjust care plans where needed

- Undertake nursing interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet patients' needs
- Utilise a variety of clinical skills specific to speciality following training and competency assessment
- Work collaboratively with the skill mixed community children's nursing team to ensure equity of service provision, promoting good practice and the sharing of resources.
- Participate in supporting good working relationships with tertiary and local acute hospitals, children's hospices, GP practices and the wider multi-disciplinary team.
- Make Every Contact Count with children, and their families in a variety of community settings
- Participate to identify and support children and families who have unmet health needs
- Take appropriate action in cases of suspected or actual child abuse, working within Surrey safeguarding children's code of practice and procedures
- Attend child protection conferences/core groups as required with practice teacher or agreed professional
- Ensure that clear concise reports are written and that organisational record keeping guidelines are adhered to
- Participate in clinical audit and evaluation of service and attend group clinical supervision as per organisation policy
- Participate in meetings as appropriate
- Work flexibly within contracted hours and where course structure allows, work at weekends on a rotational rota and support a 24-hour end of life care rota as required.
- Work in accordance with the needs of the service, undertake other duties as required within current skill set

## Communication skills

- Facilitate clear communication with families, colleagues and other community professionals enabling planned care to take place effectively
- Responsible for communicating and receiving sensitive, complex, and sometimes contentious information relating to children and young people, relatives, and carers whilst ensuring confidentiality.
- Use empathy, persuasion and reassurance skills where agreement and cooperation is required.
- Communicate with people in an appropriate manner that ensures understanding.
- Establish child and families preferred method of communicating, culture and background and document this in accordance with policy and the child/young person's right to confidentiality

- Establish and maintain effective channels of communication within own team and a wide range of health and social care professionals across professional boundaries, within the organisation and outside it.
- Ensure excellent working relationships and communication links with all the GPs and primary care professionals, acute hospital staff, Borough Councils, Social Care teams and voluntary services as appropriate.
- Participate in and contribute to meetings and working groups that inform this organisation and partner agencies as appropriate.

## Analytical and judgemental skills

- Be able to work autonomously
- Undertake child/young person assessments, considering their health, safety and well-being and devising and delivering care plans, where there are several options
- Assess and interpret information regarding patients' conditions and take the appropriate action
- Undertake data collection/audit effectively using the agreed system

## Planning and organisational skills

- Be responsible for planning and maintaining up to date work diary
- Prioritise diary to meet needs of children and families
- Maintain compliance with statutory and mandatory training
- Ensure own role and responsibilities are clearly defined and the clinical competencies required for these are identified and met

## Planning and organisational skills

- Required to undertake physical examinations 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 tube, replacement of gastrostomy balloon and low profile button devices, wound dressings, IV medication administration, subcut and intramuscular injections, monitoring of clinical observations, End of Life care.
- Required to have developed skills in the use of various equipment that requires accuracy within a narrow margin for error eg, syringe drivers, ventilators saturation monitoring, enteral/nasogastric/nasojunal feeding pumps etc.
- Driving to visits and meetings

- Basic keyboard skills.

## Patient / client care

- Support and adhere to organisation including infection control policy
- Assesses, plans, implements, and evaluates clinical care of patients/clients; gives specialist advice to clients/carers without direct supervision but with support from the Practice supervisor/assessor
- Participate in the delivery of a holistic, autonomous & clinical nursing service
- Act as an advocate for the child and family
- Deliver the highest standard evidence-based care to child and family.
- Recognise situations that may be detrimental to the health and wellbeing of the child
- Provide support and care for the patient and his/her family respecting their need for privacy, dignity and confidentiality always
- Determine and record treatment plans which are consistent with the outcomes of an assessment, consistent with the child's/young person's/families wishes and views in collaboration with the other agencies and professionals.
- Work as part of a team
- Participates in child protection case conferences, network meetings, and other multi-agency meetings and supports team members in the safeguarding process.
- Participate in the management of emergency situations including major incidents
- Promote effective patient and public involvement in the development and delivery of services.
- Maintain accurate and contemporaneous records at all times

## Human resources

- Maintain NMC registration in line with revalidation requirements and abide with NMC Code of Professional Conduct.
- Participate in the setting of personal objectives with Practice Teachers through the job appraisal and clinical supervision processes
- Provide DBS documentation in line with organisational procedure
- Participate in and contribute to the Trust's Clinical Incident reporting system
- Ensure behaviours are reflective of Corporate Values

## Information resources

- Maintain record keeping in line with NMC and organisational guidance
- Ensure safe storage and access to IT systems to protect confidentiality in line with organisational Information Governance policy

## Research and development

- Contribute to organisational audits

## Freedom to act

- Work to organisational policy and procedures
- Work under direct and indirect supervision of Practice Teacher

## 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.

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
- Consolidated nurse training and experience of caring for sick children
- Evidence of professional development
- Experience of initiating and participating in clinical audit
- Good understanding of current nursing workforce issues



# Job Description

- Clear understanding of community health services
- Excellent communication and interpersonal skills
- Broad range of clinical skills
- Computer literate
- Ability to organise own work load and able to delegate and prioritise effectively
- Effective written and verbal communication skills
- Occasional requirement to exert moderate physical effort for short periods
- Reliable and Flexible
- Ability to work well in stressful situations
- Innovative
- Assertive
- Able to travel Surreywide and work in a variety of settings.

## Desirable

- Mentorship, ENB998
- Practice Assessor/Supervisor experience
- Consolidated nurse training and experience of caring for sick children 1 year post qualifying

## Other requirements:

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

Employee signature

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Manager signature

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# Job Description