

**WALSALL HEALTHCARE NHS TRUST  
JOB DESCRIPTION****Post Title** Sister Neonatal Unit**Grade** Band 6**Reports to** Matron**Responsible to** Senior Sister**Job Summary**

To have the necessary expert skills and knowledge to provide care to babies and their families within the Neonatal Unit.

Encourage parents in all aspects of caring for their baby to enable them to recognise and take increasing responsibility for their baby's physical and emotional needs.

Participate in clinical aspects of training junior colleagues.

Participate in research programmes, developing research skills.

Have an awareness of quality standards within the Trust.

Undertake responsibility for own professional development to meet Revalidation requirements utilising available Directorate resources and documenting this in personal portfolio.

Contribute towards the management of groups of babies within the Neonatal Unit.

Take regular charge of the NNU area.

**Key Responsibilities****QUALITY INITIATIVES**

Responsibility for ensuring commitment to maintaining a high quality of service to patients by continual development of practice in the light of research evidence and by audit against clinically relevant standards.

Participate, as directed by Senior Sister, in audit and benchmarking activity of clinical care within the ward.

Adhere to the Trust complaint procedure with regard to written and verbal complaints. Using appropriate referral mechanisms in order to resolve the situation and/or in conjunction with PALS officer.

In addition, individual staff have a role in suggesting and implementing approved Quality Improvement's to services and in exercising professional responsibility for both themselves and their peers within an open 'just and fair' culture.

## CLINICAL RESPONSIBILITIES

To provide clinical leadership in offering expertise, advice and support to all nursing staff. Regularly take charge of the NNU.

Be accountable for care delivered.

To be responsible for the organisation and management of direct patient care to a group of babies.

To take a proactive approach to the development of clinical skills within the unit ensuring that practice reflects local/Network policies and are in keeping with relevant professional standards.

Using evidence- based practice and a holistic approach to individualised nursing care, assess, plan, implement and evaluate care for babies within the clinical area.

To actively support and promote the involvement of parents/carers in the planning, management and evaluation of care by working together in partnership.

To keep abreast of all clinical developments within the profession and act as resource for the multidisciplinary team, parent and relevant agencies.

To establish and maintain effective communications with parents and relatives, from admission, ensuring they have sufficient confidence, assistance and support to enable them to for their baby in preparation for discharge.

. To be an advocate for the neonate, and to promote good liaisons and effective communication with all members of the multidisciplinary team.

- . To ensure appropriate documentation of care - nursing and others with due regard to NMC guidelines for record keeping.
  - . To adhere to and actively participate in the regular review of nursing practice, policies, procedures and protocols.
  - . To provide support to junior nursing staff
  - . Safely administer prescribed medications and to monitor their effects.
  - . Ensure competency and safe maintenance of all medical devices within a sphere of responsibility
  
  - . Assist and supervise in the orientation of new staff and learners to the NNU.
  - . Actively promote Health Education on the unit and to be involved in the development and evaluation of teaching and assessment packs.
  - .  
Maintain a safe level of nursing staff, taking remedial action and reporting to senior sister when this cannot be achieved.
  - . Contribute to the efficient use of Trust resources.
- Maintain the Trusts aims and objectives within the clinical setting.
- . To promote a professional image at all times, and be accountable for own clinical practice.

## CLINICAL RISK MANAGEMENT & HEALTH AND SAFETY

Walsall Healthcare Trust recognises its duties under the Health and Safety at Work legislation, particularly to provide as far as is reasonably practicable the Health and Safety of all staff within the working environment. All staff are required to comply with Health and Safety policies and to fulfil their employee obligations.

Take personal responsibility for attendance at annual mandatory training days.

Report all accidents and/or untoward incidents as per Trust clinical risk management procedure.

Contribute to the security of the building and its contents in addition to that of patients, staff and visitors.

Deal safely with hazardous substances on a daily basis.

To have an understanding of Clinical Governance and how this impacts onto everyday practice.

To have an understanding of the laws pertaining to the protection of data and access to records.

## CONTINUING PROFESSIONAL DEVELOPMENT

As part of a joint commitment to lifelong learning will contribute to the assessment of personal learning needs and opportunities to inform and develop personal development plans.

Participates in the teaching and supervision of the clinical team, including where applicable, learner nurses and others undertaking training allocated to the Unit.

To act as link nurse and cascade information to nursing team and attend link nurse updates.

There will be opportunities to progress within the organisation and there are active links to the Continuing Professional developmental team FORCE.

The post holder is required to undertake duties having regard to the NMC 'Code of Professional Conduct and their professional contribution to Clinical Governance.

This job description covers the major tasks to be carried out and the level of responsibility at which the post holder will work. These may be revised and changed from time to time. Consultation will occur before such changes take place.

### Other Duties

The information supplied above is intended to summarise the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of their Banding and development as agreed between employee and manager.

### Confidentiality and Data Protection

All employees who have access to personal data in relation to patients or employees will be aware of their responsibilities under the General Data Protection Regulation (GDPR) (EU) 2016/679. Any breach of the Regulation could result in disciplinary action being taken and criminal charges being brought against the individual who has breached the Regulation.

### **Health and Safety**

Individual employees of Walsall Healthcare Trust and other NHS employees contracted to work on the organisation's premises have an equal responsibility, along with managers and supervisors, for maintaining safe working practices for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.

All employees must adhere to their duties under the Health and Safety at Work Act 1974 and other associated safety legislation, including all new Health & Safety Regulations. In addition, employees must comply with all the Trust's policies relating to Health & Safety and Risk Management to secure a safe workplace and will draw management's attention to any deficiencies and/or hazards, which might prove detrimental to themselves or others.

There is a general responsibility for employees to act sensibly and reasonably and attend mandatory health and safety training sessions.

### **Clinical Governance**

All employees are required to actively contribute towards the organisation's clinical governance systems, taking responsibility as appropriate for quality standards and work towards the continuous improvement in clinical and service quality.

### **Safeguarding**

Children Walsall Healthcare NHS Trust, working with partner agencies, is committed to safeguarding children and promoting their welfare. All employees have a responsibility to ensure that children and young people are safe from abuse and harm, regardless of their role or where they work. Children include young people up to the age of 18 yrs.

Employees must comply with Walsall Local Safeguarding Board Child Protection Procedures and Trust Child Protection Procedures and recognise the importance of listening to children. All employees must attend child protection training relevant to their role and know how to seek advice or support from their manager or the Safeguarding Children team if required.

### **Vulnerable Adults**

All employees have a responsibility to support the safety and well-being of vulnerable adults and to practice in accordance with legislation. Knowledge, skills and

competency are to be maintained according to role and responsibilities in order to fulfil Vulnerable Adults responsibilities. All employees must comply with organisational and Walsall Local Authority Vulnerable Adults policies and procedures.

### **Equality and Diversity**

The Trust is committed to promoting equality opportunities to achieve equity of access, experience and outcomes, and to recognising and valuing people's differences. All employees have an obligation to help achieve this through personal example, open commitment and clear action.

Each individual will take responsibility for promoting inclusive and accessible service provision, employee development and a culture that values and respects difference. All employees should be familiar with, actively promote and work within Equality and Diversity policies at all times ensuring that they do not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds.

This applies to all activities as a service provider and as an employer. All employees must adhere to the Equality Act 2010

### **Patient Experience and Public Involvement (PEPI)**

The Trust is committed to gaining feedback from all patients using a variety of methods including electronic, paper based and verbal. Within this Trust that feedback is monitored by the patient experience group and used to ensure that future services meet the needs of the patients and demonstrate continuous improvement. Volunteer, staff and families participate in the collection of this data

### **Customer Care**

The aim of the organisation is to provide patients and other service users with the best possible care and service; therefore, all our staff are required at all times to put the patient and our service user first and to do their utmost to meet their requests and needs courteously and efficiently.

### **Infection Control**

Employees will work to minimise any risk to clients, the public and other employees from Healthcare Associated Infection including MRSA and *C. difficile* by ensuring that

they are compliant with the Health and Social Care Act 2008 – Code of Practice (and as amended from time to time) for the prevention and control of Healthcare Associated Infections (The Hygiene Code); and by ensuring that they are familiar with the organisations Infection Control policies located on the Intranet.

Further responsibilities involve employees in ensuring that service users and members of the public are actively engaged (using a variety of methods) in appropriate service delivery, service development and decision making within their service area and the wider organisation. Determination of these responsibilities should be in conjunction with your line manager and delivered accordingly.

### **Smoking**

The organisation operates a No Smoking policy.

### **Duty of Candour**

There is also a contractual duty of candour imposed on all NHS and non-NHS providers of services to NHS patients in the UK to 'provide to the service user and any other relevant person all necessary support and all relevant information' in the event that a 'reportable patient safety incident' occurs.

The Duty of Candour is a legal duty on hospital, community and mental health trusts to inform and apologise to patients if there have been mistakes in their care that have led to significant harm

Duty of Candour aims to help patients receive accurate, truthful information from health providers

The NHS LA's duty of candour guidance seeks to demystify how health providers can deliver on candour, achieving a wholly transparent culture in health provision – being open when errors are made, and harm caused

All NHS provider bodies registered with the Care Quality Commission (CQC) have to comply with a new Statutory Duty of Candour

### **Policies and Procedures**

All employees need to be aware of the organisations policies, procedures and protocols relating to their service and work within the guidelines at all times.

Employees have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no-blame' culture.

**General Medical Council (GMC) Revalidation (Medical and Dental Staff only)**

Revalidation is the process by which all licensed doctors are required to demonstrate on a regular basis that they are up to date and fit to practise in their chosen field and able to provide a good level of care. This means that holding a licence to practise is becoming an indicator that the doctor continues to meet the professional standards set by the GMC.

Licensed doctors have to revalidate usually every five years, by having annual appraisal based on our core guidance for doctors, Good medical practice. This needs to be adhered to as per Trust Policies and Procedures. Failure to comply will result in being withdrawn from medical practice.

**Personal Development Review (PDR) (Medical and Dental Staff only)**

A part of the revalidation process, all Medical and Dental Staff are required to have an effective IPDR every 12 months. This is a requirement for all staff and will need to be arranged by the individual.

**PDR (All Staff)**

The NHS Constitution requires organisations to provide staff with clear roles and responsibilities, personal development and line management, to support them to succeed.

An organisation-wide appraisal process that focuses on performance and personal development helps deliver this.

It is required for staff to have a yearly effective and meaningful appraisal with their manager

**Nursing and Midwifery Council (NMC) Revalidation (Nursing and Midwifery Staff only)**

Revalidation is the process that all nurses and midwives in the UK will need to follow to maintain their registration with the NMC. Failure to revalidate will result in withdrawal from practice

Revalidation will help you as a nurse or midwife demonstrates that you practice safely and effectively. It will encourage you to reflect on the role of the Code in your practice and demonstrate that you are 'living' the standards set out within it.

**Major Incident Planning and Business Continuity**

Managerial post-holders will be responsible for the development and delivery of major incident planning, business continuity and resilience. This will include ensuring there are effective and up to date plans that comply with legislation and guidance that meet the requirements of the Civil Contingency Act (CCA) for their area of responsibility