

A4C Banding No: P3061b

Job Description

TITLE:	Registered Nursing Associate (RNA) Childrens Complex Care
DEPARTMENT:	Children and Families Division – Childrens Complex Care
LOCATION:	Childrens Complex Care – City-wide
PROFESSIONALLY ACCOUNTABLE TO:	Service Manager, Childrens Complex Care
CLINICALLY ACCOUNTABLE TO:	Clinical Lead, Childrens Complex Care
BAND:	Band 4
HOURS:	37.5 hours covering a 24/7 service includes nights BH and weekends

Job Purpose

The registered nursing Associate will deliver high quality, holistic, compassionate health care to children and young people (YP) under the direction of a registered nurse.

Within Childrens Complex Care service the nursing associate will assist in the day to day management of the clinical needs of children and young people (YP) providing care at home and in the community and play an active role as a member of the multi-disciplinary team.

The nursing associate will focus on delivering specific clinical skills to carers, individual children/young person with disabilities and/or complex health needs and promote health and wellbeing.

Responsible for

No direct reports, but will be required to supervise junior members of staff.
No financial responsibility.

Main Duties

As an accountable professional it is expected that nursing associate will:

- Act in the best interest of children/YP in their care, demonstrating a positive attitude towards working with children/YP with learning disability and/or complex health needs (SEND - Special educational needs/disabilities).

- Put children and families first and provide care that is family centred, safe and compassionate.
- Act professionally at all times and within the standards of the NMC Code of Conduct.
- Use knowledge and experience to make evidence based decisions and solve problems, whilst recognising and working within the limits of their own competence.
- Assist with health assessments and health care planning for children in special school and within review timescales, including active engagement with education, health care plans (EHCP) process.
- Assist with any continence issues and toileting programmes.
- Support nursing input into any packages of care across the city.
- - Undertake specific clinical skills including:
 - Administration of medicines.
 - Intermittent urinary catheterisations.
 - Support of children requiring enteral feeds to include care of gastrostomy and naso-gastric tubes include growth monitoring.
 - Recognition of deterioration in physical health with an ability to complete clinical observations, recognise abnormalities and respond appropriately.
 - Assist in airway management techniques to include oral suction and administration of oxygen therapy.
 - Respond appropriately to emergency or sudden deterioration such as seizures, choking episodes, collapse and/or cardiac arrest.
 - Provide care of children with diabetes requiring blood glucose monitoring and administration of insulin.
 - Escalate Safeguarding concerns
 - Assist in LTV packages ,obtaining knowldege and supporting parents and carers.
- Develop skills in relation to supervision of junior staff, students and support teaching and training of individuals/carers/other staff /new members of the team.
- Assist with the implementation and monitoring of clinical standards and outcomes.
- Engage in clinical supervision and reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given.
- Participate staff surveys and clinical audit activities being undertaken in area of practice
- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Adhere to legislation, policies, procedures and guidelines both local and national.
- Regularly attend team meetings and staff engagement sessions, contribute positively to discussions about the improvement of care.
- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Contribute to team success and challenge others constructively.

- Report to appropriate registered care professional information received from the individuals, carers and members of the team.
- Ensure all child/YP related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Demonstrate good understanding of the principles of consent/Mental Capacity Act / Deprivation of Liberties and applies principles to everyday practice seeking advice / guidance from the Registered Nurse as required.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible clinical records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards).
- Exercise personal responsibility and work independently within defined parameters of practice, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Nursing Associate.
- Ensure that only those activities for which competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practising outside capability.
- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.
- Use a combination of standing, walking bending and stretching throughout the shift.
- Exercise personal duty of care in the safe use and storage of equipment.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Key Relationships

To establish effective working relation with the following:

- Children, young people and parent/carers.
- Special School Nursing team.
- Dietitians and Inclusion therapies.
- Education team and support staff in schools.
- Team Leaders.
- Other professionals from within multi-agency and multi-disciplinary teams.
- Hospitals.
- Community paediatricians and GP's.
- Specialist nursing services (community children nurse, palliative care, children's complex care and rapid response).
- Social Care/Birmingham Children Trust.

Performance Management

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development needs.

Health & Safety at Work

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

Equal Opportunities

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Smoking

The Trust operates a No Smoking Policy.

Mobility

Whilst the postholder will be based at a Special School in Birmingham this is a Trust wide appointment and travel around the Trust may be required.

Confidentiality

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

Sustainability

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities.

Dignity in Care

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

Infection Prevention and Control

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

Job Description

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

POST HOLDER'S SIGNATURE:

DATE:

A4C Banding No: P2567

PERSON SPECIFICATION

Title	Registered Nursing Associate (RNA) Special School Nursing Service	Band	4
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Example key areas	Job requirements	W	How identified	Candidate score	Comments
Qualifications/ training Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses.	<ul style="list-style-type: none"> Registered Nursing Associate on the NMC register. Nursing Associate foundation degree qualification GCSE Grade A-C in Maths & English or functional skills level 2 Maths & English or equivalent. 	E E E	AF AF AF		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<p>Experience Length and type of experience Level at which experience gained</p>	<ul style="list-style-type: none"> • Relevant experience of working with children with complex health needs and or disabilities. • Experience of working in teams under appropriate supervision as part of a multi-disciplinary team. • Insight into how to evaluate own strengths and development needs, seeking advice where appropriate. • Experience of providing and receiving complex, sensitive information. 	<p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>		
<p>Skills/knowledge Range and level of skills Depth and extent of knowledge</p>	<ul style="list-style-type: none"> • Understanding of the scope of the role of the Nursing Associate in context of the nursing and interdisciplinary team and the organisation, and how the role may contribute to service development. 	<p>E</p>	<p>AF/I</p>		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	<ul style="list-style-type: none"> • Understands and acts in line with NMC professional standards for practice contained within The Code. • Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice. • Understand requirements for NMC professional Revalidation • Knowledge of policies and procedures related to safeguarding children and adults 	E	AF/I		
Personal qualities	<ul style="list-style-type: none"> • Ability to take part in reflective practice and clinical supervision activities. • Ability to organise and prioritise own delegated workload. 	E	AF/I		
		E	AF/I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	<ul style="list-style-type: none"> • Ability to deal with non-routine and unpredictable nature of workload. • Ability to communicate effectively (written, verbal and nonverbal) with children/YP, parent/carers and all members of the multi-disciplinary team. • Ability to develop effective and appropriate relationships with children/YP, parent/carers and colleagues. • Ability to support, supervise, assess and act as a role model to nursing associate students, other learners and health care support workers as required within the clinical setting. 	E	I		
		E	AF/I		
		E	I		
		E	AF/I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Other job requirements	Able to organise own work.	E	I		
	Willing and able to undertake training appropriate to the role.	E	AF, I		
	Awareness of Health and Safety issues in the workplace.	E	AF, I		
	Computer literate.	E	AF, I		
	Able to travel City Wide.	D	AF, I		
Overall Candidate score					

W (Weighting) - E = Essential D= Desirable

How identified = Application = AF; Interview = I; Test = T; Presentation = P