

## JOB DESCRIPTION

<b>Title:</b>	<b>Children's Community Nurse</b>
<b>Band:</b>	<b>Band 37.5 hours</b>
<b>Reports to:</b>	<b>Children's Community Manager</b>
<b>Accountable to:</b>	<b>Paediatric Matron</b>
<b>Key Relationships:</b>	Patients/Families/Carers, Lead Nurse, Deputy Chief Nurses, Consultant Medical team, Divisional General Managers, Medical Directors, Risk Management, Ward and Department Clinical teams, Multi-disciplinary team, Support and Ancillary staff, Nursing Students, Community Health and Social Care teams, GP's, Clinical Governance team and other teams of Specialist Practitioners
<b>Department:</b>	<b>Children's Community Nursing Team (Paediatrics)</b>
<b>Office Base:</b>	Children's Outpatients Department

### Job summary

The post holder will be expected to:

- Work as an autonomous practitioner to deliver nursing care effectively to a caseload of children, young people and their families in the community or clinic setting.
- To provide clinical care and knowledge, demonstrating a sound understanding of the issues related to the identification, assessment, treatment and management of children and young people in the community.
- To contribute to the promotion of ad-hoc opportunistic health education to children in the community/clinic setting.
- To provide evidenced based care in line with current research and guidelines.
- To maintain clear lines of communication with primary healthcare teams in order to increase knowledge and facilitate the care of this group of children, young people and families in the community.

## **Main duties and responsibilities:**

### **1. Clinical Practice**

- To manage a client caseload, under supervision, ensuring continuity of a high standard of evidence based nursing care, from diagnosis and throughout treatment
- Using autonomous judgement and liaising with the Band Six / Team Manager and Hot Week Consultant as appropriate, nurse children with acute and chronic conditions in the community setting in accordance with clinical protocols and guidelines. To use own clinical judgement to recognise acute exacerbations of illness and to initiate appropriate nursing interventions prior to medical input being available, including the use of Patient Group Directions to adjust medication accordingly.
- Using autonomous judgement and liaising with the Team Coordinator, Team Managers and Hot Week Consultant as appropriate to provide care to a changing caseload of children. Identifying when the child's condition warrants discharge from the service.
- To follow up patients as appropriate and ensure all relevant information is available to enable children, young people and families to make an informed choice about their treatment and care.
- To work with ward/clinic/O&A and Advanced Nurse Practitioners in the Emergency department to ensure the provision of high quality evidence based nursing care for children and young people, and that this is accurately communicated and documented.
- To ensure that each child is assessed, and their care planned, implemented and evaluated in negotiation with the family and other staff caring for the child
- To work in collaboration with professional colleagues and other agencies to ensure seamless care delivery.
- To provide information, clinical advice and support to children and families with chronic conditions such as; asthma, eczema and constipation.
- Possesses high level communication skills.
- Skills to deal with distressing situations.
- To actively involve children, young people and families in providing feedback of their experience of the current service and suggestions for improvements.

- To participate in the children's community nurse led clinics as rostered.
- To follow Trust safeguarding procedures and ensure any safeguarding concerns are escalated appropriately.
- To undertake community/home visits to children and families with other healthcare professionals from acute/community teams, if required

## **2. Education and Research**

- To act as a resource and source of information for children, young people and families about some aspects of children's community care.
- To ensure appropriate information and educational literature is available to help patients make informed choices as to their treatment plan and continuing management.
- To participate in programmes of education and training in accordance with the identified needs of children, young people and families and other healthcare professionals involved in their care.
- To participate actively in educational events provided by the Trust and primary care sector.
- To contribute to the clinical audit agenda within the Trust.
- To be aware of and actively apply nursing research and evidence based practice relevant to children's community nursing.
- To work alongside the band six nurses/ team managers and other clinical staff to identify areas where changes to practice are required.

## **3. Management**

- To participate in local service development projects in the children's community nursing team.
- To contribute positively to the Children's Community Nursing Team, acting as an effective role model.
- To participate in measures to actively identify and reduce risk to patients. To ensure the reporting of adverse incidents to band six/team managers in line with Trust policy.

- Use professional judgement and initiative to promote safe practice and respond appropriately to arising situations involving more senior colleagues appropriately.
- To maintain electronic patient records to contribute to the teams audit agenda.
- To contribute to the evaluation of service delivery, in terms of clinical effectiveness and excellence.
- To contribute to the effective use of financial and physical resources.
- To supervise junior staff/students and to promote an environment conducive to meeting the educational and development needs of all clinical /non clinical staff.

#### **4. Personal Professional Development**

- To achieve a range of clinical competencies as required within the Trust and Division.
- To keep up-to-date with current literature and research within children's community Nursing.
- To maintain own personal and professional development in accordance with NMC and Trust requirements, attending mandatory study sessions as required.
- To actively participate in own performance appraisals
- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence.
- To pursue own education in line with national agendas, and personal need formulating personal objectives related to service need within personal development plan.
- Seek appropriate peer support and clinical supervision, as agreed with the band six and team manager.

#### **5. Effort and environment**

- Partake frequently in tasks requiring physical effort for short periods.
- Management and participate in distressing situations on a regular basis.

- Maintain contemporaneous patient records at all times.
- Concentrate for long periods and respond to unpredictable patient and staff demands.
- Undertake a combination of sitting, standing and walking.
- Regularly drive.
- Regularly deal with bodily fluids.

## **ADDITIONAL REQUIREMENTS**

### **1. To provide cover for colleagues as directed by your manager.**

### **2. Risk Management (Health & Safety)**

- a) You will follow risk management procedures at all times. The Risk Management procedures for the Trust and the department are kept by the departmental manager.
- b) You are personally responsible for Risk Management issues in respect of yourself and your colleagues.
- c) If you identify a potential hazard you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.
- d) You must always use safety equipment provided, and report any defects to your manager. You must attend Risk Management Training as directed by your manager.
- e) If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.
- f) Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

- a) You are personally responsible for ensuring that you protect yourself, patients, visitors and colleagues from the risks of infection associated with health care activities and the care environment.

- b) You must adhere to infection prevention and control policies at all times liaising with the infection control team and acting on any instructions given.
- c) You must attend regular infection prevention and control update training.
- d) You should at all times promote and demonstrate good practice for the prevention and control of infection.

**4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.**

**5. To safeguard at all times confidentiality of information relating to patients and staff.**

#### **6 Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities.

To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

#### **7. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

7. To behave in a manner which ensures the security of NHS property and resources.

8. To abide by all relevant Trust Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder**

Children's Community Nurse Band Five	Essential	Desirable
<b>Qualifications:</b>		
<ul style="list-style-type: none"> <li>Registered Nurse (Children)</li> </ul>	√	
<ul style="list-style-type: none"> <li>Children's Community Specialist Practitioner/Children's Community Diploma</li> <li>Clinical skills qualification</li> <li>Mentorship qualification</li> </ul>		<div>           √            √            √            √         </div>
<b>Experience:</b>		
<ul style="list-style-type: none"> <li>Relevant experience at Band 5 in an acute setting</li> <li>Experience of working in a Community setting</li> <li>Portfolio of evidence showing achievements in practice/speciality</li> <li>Relevant experience within an acute paediatric environment</li> </ul>	<div>           √              √              √         </div>	<div>           √         </div>
<b>Aptitude/leadership:</b>		

<ul style="list-style-type: none"> <li>▪ Evidence of proven clinical record</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Able to demonstrate imaginative and effective use of resources</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Able to articulate personal development needs</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Demonstrates knowledge of audit/research recommendations</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Excellent communication skills</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Evidence of involvement in change management</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Car driver.</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Good attendance</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Awareness of safeguarding procedures</li> </ul>	√	
<ul style="list-style-type: none"> <li>▪ Flexibility</li> </ul>	√	



