

Job Description

Job Title:	Staff Nurse – Children’s Community Team		
Band:	5		
Department:	Child Health		
Care Group:	5		
Reports To:	Lead Nurse – Children’s Community and Specialist Nurses		
Accountable To:	Matron		
Professionally Accountable To:	Chief Nurse		
Responsible For:			
Main Base/ Site:	YDH/SGH Cross site post		
Contract Status:	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Fixed Term	<input type="checkbox"/> Other:
AfC Reference Number:			



JOB SUMMARY

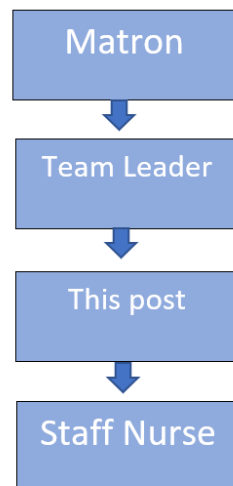
As an experienced children’s nurse you will work within the children’s community team to provide advice, support and nursing interventions to children and young people with both acute short term health needs and children with complex long term conditions within their home and other community settings.

You will play a key role in the assessment of patient care needs and the development implementation and evaluation of programmes of care. Working in partnership with the children, young people and families on your caseload; as well as carers and other health, education and social care colleagues.

The jobholder will hold their own caseload in the designated area with support from the caseload holder.

The team comprises of dedicated experienced staff including caseload holders, community staff nurses and nursery nurses who work closely with the special school nurses and children’s specialist nurses for asthma, diabetes, epilepsy and bowel and bladder. The team have close links with the acute children’s ward and tertiary centres resulting in a varied caseload including oncology, life limiting and threatening conditions, juvenile arthritis, IV antibiotics, enteral feeding and wound care to name a few.

ORGANISATIONAL CHART



KEY RELATIONSHIPS

- Matron
- Lead Nurse
- All grades of Nursing staff
- Allied Health Professionals
- Medical staff
- Admin staff
- Facilities staff
- Education staff
- Social care

Core Values

- Commitment to the development of nursing within the clinical setting
- Commitment to working in a multi-disciplinary team
- Commitment to maintaining high standards of care in accordance with York and Scarborough Teaching Hospital NHS Trust policies and procedures.

Core Behaviours and Skills

- Organisational skills
- Time management skills
- Team player
- Understanding of research based practice – research conscious
- Communication skills
- Ability to act professionally at all times

Core Knowledge and Understanding

- Understanding of the principles of patient centred care

Principal Duties and Areas of Responsibility

Clinical

- Maintain a high standard of patient focused care in accordance with York and Scarborough Teaching Hospital NHS Trust policies and procedures
- Maintain a safe and clean working environment
- Provide assessment, planning, implementation and evaluation of nursing care for patients, ensuring accurate records are kept.
- Contribute fully in the EHCP process.
- Ensure that national and Trust guidelines are adhered to with specific regard to child protection.
- Communicate with patients and carers to ensure they have access to appropriate information.
- Work independently in various community settings including the home and school.
- Promote and maintain positive relationships between all staff involved in the care of the patient
- Act in accordance with the Nursing and Midwifery Council Code of Conduct
- Undertake duties on different wards/departments as and when required by service demands across site as required.
- Participate in the audit and evaluation of clinical practices in the interests of promoting quality care. Promote evidence based practice where possible.
- Demonstrate personal responsibility for compliance with infection control policies and procedures
- To carry out targeted nursing interventions as per the care plan under the direction of the Band 6. Each care plan will identify:-
 - Existing clinical needs and how and by whom these will be met.
 - Monitoring the child's growth and development in line with the Healthy Child Programme.
 - Progress against the plan, expected outcomes and timescales.
 - Safeguarding needs.
 - The care plan will be made available to sit alongside and complement the child's Individual Education Plan (IEP).
- To work with the Special School Nurse to assess the needs of the school age population and promote healthy lifestyles within the Public Health Role of School Nursing.
- To ensure safe custody and administration of prescribed medication in accordance with Trust and NMC guidelines.
- To liaise appropriately and effectively with education staff, other agencies and parents/carers to achieve optimum health in school age children and young people.
- Participate in the prevention, identification and protection of children at risk in accordance with Trust Safeguarding Procedures.
- To facilitate and attend school medicals and undertake nurse led assessments where relevant.
- To provide advice to parents, pupils and school staff on preventative measures to limit outbreaks of infectious diseases
- Observes own personal duty of care to equipment and resources.

Education and Training

- Contribute to the promotion of a positive learning environment with the clinical area.

AfC Reference:

- Keep up to date with developments, advances and research in individualised patient care and participate in research/educational programmes relating to professional nursing issues.
- Participate in teaching, supervising and assessment of learners and other staff
- Participate in preceptor and mentorship programmes
- Assist in facilitating a positive learning environment on the ward/department
- Actively participate in the development of own personal development plan and performance review
- To demonstrate, teach and supervise aspects of nursing care that can be delegated to support staff in educational and social care settings.
- To contribute to the induction of new staff.

Managerial

- To take charge of a designated area in the absence of the Band 6 Special School Nurse.
- To work closely with the School Nursing Team, participating in team meetings and supporting objective setting, clinical governance priorities and the overall functioning of the team.
- Demonstrate prudent use of resources

Health and Safety/Risk Management

All staff are responsible for working with their colleagues to maintain and improve the quality of services provided to our patients and other service users. This includes complying at all times with the York Teaching Hospital NHS Foundation Trust policies, including Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust Incident Reporting system.

Infection Control

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. The post holder has a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal the post holder will be asked about application of practice measures known to be effective in reducing HCAI.

Equality and Diversity

The post holder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and are to contribute to service improvements based on patient feedback.

Training and Personal Development – Continuous Professional Development

The post holder must take responsibility, in agreement with his/her line manager for his/her own personal development by ensuring continuous professional development remains a priority. The post holder will undertake all mandatory training required for the role.

Respect for Patient Confidentiality

The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

Communication and Working Relationships

To establish effective working relation with the following:

- Pupils
- Parents
- Carers
- Teaching and support staff in schools
- Matron
- Ward sister/charge nurse
- All grades of nursing staff
- Allied Health Professions
- Medical staff
- Facilities staff

This job description indicates the main functions and responsibilities of the post. It is not intended to be a complete list. It will be amended as necessary in the event of future changes.

The post holder will maintain the security of sensitive personal and other confidential information and will apply all relevant Information Governance policies reliably to working practice. Additionally they will be expected to follow secure operating procedures for handling information in all formats, including verbal, written and that held electronically.

The post holder will support the Trust's internal audit service during regular reviews of financial and other systems across the organisation. to the post holder will assist audit in these reviews and will provide information as required and without undue delay.

The post holder will observe all the relevant Infection Prevention and Control policies in carrying out their duties.

The post holder will have, or acquire through training provided by the Trust, the appropriate level of safeguarding and child protection knowledge, skills and practice required for the post and be aware of and comply with the Trust's safeguarding and child protection policies and procedures.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post

AfC Reference:

holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them. Particular attention is drawn to:

- **Health & Safety:** Under the Health and Safety at Work etc Act 1974 it is the responsibility of individual employees at every level to take care of their own health and safety at work, and that of others who may be affected by their acts at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards. The post-holder is required to undertake annual training in respect of Health and Safety and comply and adhere to all Trust Health and Safety Policies.
- **Fire:** The post-holder must adhere to the Trust's Fire Policy, including attendance at training.

The post holder will uphold and support York Teaching Hospital NHS Foundation Trust in its goal to promote and embed diversity and inclusivity throughout the organisation. The post holder will, in support of The Trust's aims, ensure that everyone is treated as an individual, with dignity and respect. Further, the post holder will embrace the Trust's philosophy that as individuals we are all unique, and will acknowledge and value difference in order to treat everyone fairly'.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make a change on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any change will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

YORK AND SCARBOROUGH TEACHING HOSPITAL NHS FOUNDATION TRUST

GENERIC RECRUITMENT PERSON SPECIFICATION

SPECIAL SCHOOL NURSE **BAND 5**

Criteria	Essential	Desirable	Evidence obtained from:
Qualifications	Registered Children's Nurse with 1 years' experience including complex health needs	Teaching qualification	Application form NMC

Training	Willing to undergo training as necessary Ability to demonstrate and explain skills to other staff		Application form Interview
Special knowledge	Current issues in health care Standards of Professional Practice Working knowledge of child protection issues. Principles of family centred care.	Awareness of speciality	Interview
Behaviours		Capable of lateral thinking	Interview
Practical Skills	Good written and verbal skills. Ability to organise and prioritise workload. Understanding of skills and knowledge required to develop team members.		Application form Interview
Personal Attributes	Enthusiastic and self motivated Committed to working with people Flexible, adaptable Ability to work as part of a team Demonstrate a commitment to self development		
Other requirements	Able to fulfil Occupational Health requirements for the post.		Occupational Health screening



AfC Reference:

	Has a driving licence and is able to travel independently around the area.		
--	--	--	--

KEY VALUES

The Trust would expect all employees to demonstrate our values as part of their day to day working lives:

- We are **kind**
- We are **open**
- We pursue **excellence**

These values are underpinned by behaviours:

We are **kind**, this means we:

- **Respect** and value each other;
- Treat each other **fairly**;
- Are **helpful**, and seek help when we need it.

We are **open**, this means we:

- **Listen**, making sure we truly understand the point of view of others;
- Work **collaboratively**, to deliver the best possible outcomes;
- Are **inclusive**, demonstrating everyone's voice matters.

We pursue **excellence**, this means we:

AfC Reference:

- Are **professional** and take pride in our work, always seeking to do our best;
- Demonstrate high **integrity**, always seeking to do the right thing;
- Are **ambitious**, we suggest new ideas and find ways to take them forward, and we support others to do the same.

STANDARD GENERIC ITEMS:

The post holder will uphold and support these values in accordance with the Behavioural Framework. To this end, in our goal to promote and embed equality and diversity throughout the organisation, the post holder will ensure that everyone is treated as an individual, with dignity and respect.

In addition to observing the departmental rules and procedures, which all staff are required to observe and follow, the post holder is also required to follow the Trust's general policies and procedures that apply to the employment relationship. Whilst the Trust recognises specific responsibilities fall upon management, it is also the duty of the post holder to accept personal responsibility for the practical application of these policies, procedure and standards. The post holder should familiarise themselves with these, and ensure they have an understanding of them, and adhere to them.

The Trust has a No Smoking Policy. All its premises are considered as non-smoking zones.

In order to ensure the Trust's ability to respond to changes in the needs of the service, the Trust may make changes on a temporary or permanent basis, that are deemed reasonable in the circumstances, to the duties and responsibilities outlined in the job description. Any changes will be made with reasonable notice, taking into account the circumstances of the Trust and the post-holder.

This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change as the organisation and services develop and wherever possible change will follow a consultation with the post holder.

JOB AGREEMENT:

Job Holder (PRINT NAME)	
Job Holder (SIGNATURE)	
Date	
Recruiting Manager (PRINT NAME)	
Recruiting Manager (SIGNATURE)	
Date	