

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

JOB DESCRIPTION

Post Title: Sister

Department: Children Emergency Department
Directorate – Children's and Young People

Responsible to: Matron, Children's Emergency Department

Grade: Band 7

Hours: 37.5 hours per week

Job Summary:

The post holder has shared 24-hour responsibility for the Children's Accident and Emergency Department.

- Act as an expert clinical practitioner and role model within all areas of children's emergency nursing
- The development, implementation and evaluation of programmes of care, and the setting of standards of care of the children and their family / carers.
- This responsibility includes liaising with the multidisciplinary team and providing leadership to nursing colleagues.
- The post holder is also expected to manage the deployment and supervision of staff, participate in the selection and performance review of nursing staff and teach both student and qualified nurses.
- Take responsibility in managing and closing down clinical incidences for the department.

MANAGEMENT

- *Work alongside the Head of Children's Nursing and Matron for the children's ED, keeping them updated with relevant issues*
- **Be responsible for the day to day running of the department and hold 24 hour responsibility.**
- Utilise NHSmail, Intranet and other IT facilities as a resource and means of communication
- Attend Senior Managers meetings and participate in the Trust Operational meetings.
- Attend other relevant meetings and appraise staff of these.
- Co-ordinate staff meetings for the department
- Maintain links with the children's unit and adult A&E
- Allocate Link nurses for e.g. Diabetes, Infection Control etc.
- Deal with disciplinary issues according to Trust policy seeking guidance from Personnel department as needed
- Ensure safe running of the department by carrying out risk assessments, acting on Clinical Incident forms and ensuring staff are up to date with mandatory training days
- Carry out yearly staff appraisals
- Sign off annual leave requests ensuring staffing levels and skill mix are adequate and in line with Trust policy.
- Keep policies updated and ensure staff are aware of Trust policies and procedures and where to access these
- Allocate duties of Sister to other staff in your absence as appropriate
- Complete Trust's Selection and Recruitment training
- Be responsible for the selection and recruitment process
- Ensure safe staffing levels for the shift
- Oversee writing of off-duty
- Be fully versed in and implement the sickness and absence policy.
- Liaise with bed manager regarding bed state and admissions..
- Complete weekly staffing forms, Bank forms and monthly Manpower forms.
- Co-ordinate staff on shift.
- Ensure all equipment is in good working order and send to EBME if not.
- Lead in Medical device training and compliance.
- Carry children's resuscitation team pager for areas such as radiology, dermatology and out- patients and to respond immediately if required.

Education and Training

- Keep up to date with mandatory training and relevant courses
- Update Head of Children's Nursing and Link lecturer with any training issues raised.
- In conjunction with the Link Lecturer support and guide staff with course applications for study, both in-house and outside institutions.

- Assist Link Lecturer in maintaining a conducive learning environment
- Maintain the profile of continuing professional development in the department and support staff to keep up to date with the latest research and policies.
- Support staff to ensure completion of learning goals.
- Ensure staff are trained and updated in mentorship that all students have a mentor.
- Revise and update policies, procedures and guidelines on a yearly basis

CLINICAL PRACTICE

- *Act as an expert resource for staff*
- Develop expertise in autonomous practice which will enable you to see to conclusion children presenting with minor ailments/injuries.
- Be an expert in the clinical care required to work in all areas-resuscitation, majors, minors and triage
- Keep up to date with best practice
- Be competent in venepuncture and cannulation
- Be competent in Advanced Paediatric Life Support
- Request x rays if relevant and trained to do so
- Administer medications under Patient Group Directions
- Undertake clinical supervision and co-ordinate the same for staff
- Deal with violent/aggressive patients/ parents.
- Deal with bereavement. Undertake Bereavement study day.

Child Protection

- Complete in house study days up to level 3 in child protection
- Ensure correct referral procedures are adhered to by staff
- Act as the advocate for the patient and their carers.
- Monitor use of alerts system on Edis.
- Attend weekly multi-disciplinary safeguarding meeting within the department when on duty.
- **Teaching:**
- Conducting formal and informal teaching sessions for nursing staff and other members of the multidisciplinary team.
- Work with the Link Lecturer to ensure regular practical teaching is carried out such as resuscitation moulages and plan and execute yearly development days for staff

Mentorship:

- Oversee allocation of students to mentor teams
- Ensure mentees are aware of a nominated deputy if mentor is unavailable.
- Act as a mentor
- Sign of triennial reviews at PDR

- Liaise with Link Lecturers for Universities as required

PROFESSIONAL

- Supervise and aid in learning goals of the mentees.

KSF Dimensions:

Core:

C1

Develop and maintain communication with people on complex matters, issues and ideas and/or in complex situations

C2

Develop oneself and others in areas of practice

C3

Promote, monitor and maintain best practice in health, safety and security

C4

Appraise, interpret and apply suggestions, recommendations and directives to improve services

C5

Contribute to improving quality

C6

Promote equality and value diversity

Specific:

HEALTH AND WELLBEING

HWB1

Plan, develop and implement approaches to promote health and wellbeing and prevent adverse effects on health and wellbeing

HWB2

Assessment and care planning to meet people's health and wellbeing needs

HWB3

Implement aspects of a protection plan and review its effectiveness

HWB4

Enablement to address health and wellbeing needs

HWB5

Provision of care to meet health and wellbeing needs

HWB6

Assess physiological and/or psychological functioning and develop, monitor and review related treatment plans

HWB7

Plan, deliver and evaluate interventions and/or treatments when there are complex issues and/or serious illness

HWB8

Undertake and report on routine biomedical investigations and/or interventions

INFORMATION AND KNOWLEDGE

IK1

Enable people to learn and develop

IK2

Information collection and analysis

IK3

Knowledge and information resources

GENERAL

G1

Enable people to learn and develop

G4

Coordinate and monitor the use of financial resources

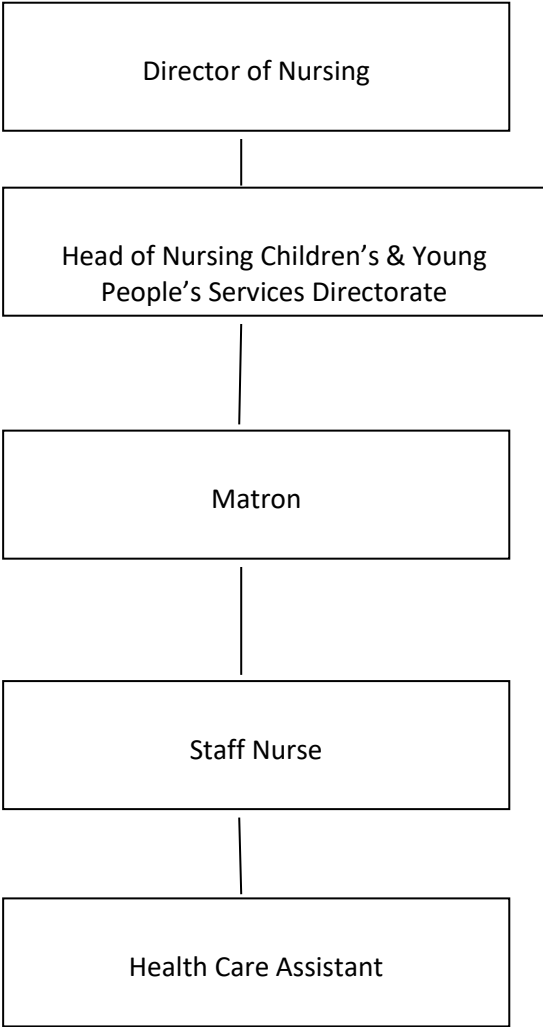
G6

Coordinate and delegate work and review people's performance

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing needs of the organization. To be reviewed in conjunction with the post holder on an annual basis

STRUCTURE



General Information

Why Join Us?

Learning and development opportunities to enable you reach your potential

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Feel supported by a positive culture

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Access excellent benefits and enjoy your social life

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>RN Child / RSCN</p> <p>Specialist A&E module at degree level or equivalent.</p> <p>Studying to degree level in Nursing</p> <p>Evidence of competency in a range of expanded roles (wound closure, PGD, POP,</p> <p>Act as mentor & sign off mentor</p>	<p>Degree</p> <p>Able to cannulate & venepuncture.</p> <p>APLS Provider</p>
Experience	<p>Significant experience since qualifying.</p> <p>Significant experience of working with children in an Emergency department.</p> <p>Ability to document legibly and Precisely</p> <p>Previous management & leadership experience.</p>	<p>Experience in Research / clinical trials.</p> <p>Experience in working autonomously.</p>
Knowledge	<p>Evidence of knowledge of Microsoft office</p> <p>Able to demonstrate sound understanding of the national agenda in emergency care</p> <p>Able to interact well with multidisciplinary team and Patients/relatives</p> <p>Good clear verbal communication skills</p> <p>Experience in Information collection and analysis.</p>	<p>Safeguarding up to level 3.</p> <p>Co-ordinate and monitor the use of financial resources</p>
Personal Qualities	<p>Motivated with a mature attitude</p> <p>Respectful and polite</p> <p>Reliable</p>	

	<p>Flexible to change</p> <p>Able to work a variety of shifts</p> <p>Minimum 34.5 hrs per week</p> <p>Demonstrates dynamic personal and professional attributes.</p> <p>Good attendance record</p>	
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Post Holder's name/s:

Post Holders' Signature/s:

Date:

Manager's Name:

Manager's Signature:

Date: