



JOB DESCRIPTION

POST TITLE: Specialist Children's Practitioner

BASE: Upton Hospital, Slough

BAND: 7

LINE MANAGER: Manager for Community Children's Nursing Services –East Berkshire

PROFESSIONAL ACCOUNTABILITY: Head of Specialist Children's Services

OUR VISION AND VALUES

Our **vision** is to **be a great place to get care, a great place to give care.**

Our values are:

- **Caring** for and about you is our top priority
- **Committed** to providing good quality, safe services
- working **Together** with you to develop innovative solutions

JOB SUMMARY

You will be part of a friendly and skilled community-based team providing a high-quality nursing service to children and young people (CYP) with complex health needs across East Berkshire. You will work closely with the Community Paediatricians to support and manage the neurodiversity and neuro-disability caseload. This will involve providing post diagnostic advice and support, including signposting to local agencies, and developing specific resources to support this group of CYP. You will deliver a specialist sleep service and support annual medication reviews for CYP on Melatonin medication and other initiatives to support children and young people with additional needs, including the development of epilepsy care plans. You will be work as an autonomous practitioner whilst remaining part of the wider Community Children's Nursing Team.

RESPONSIBILTIES

Clinical

- To work as a skilled, specialist team member to provide excellent standards of nursing care to children and young people with complex neuro-disability and/ or neurodiversity.
- Contribute to multi-professional assessments using evidence-based tools and techniques.
- Complete observational assessments in the home or educational setting as requested by the Community Paediatrician to support diagnosis.
- Provide follow up reviews and support for CYP and families following diagnosis.

- Develop a specialist resource base to provide CYP and families following diagnosis.
- Identify and signpost to internal and external agencies for specialist support.
- Develop and deliver parent support groups providing evidence-based health advice on areas such as sleep, behaviour, toileting and fussy eating.
- Provide a specialist sleep service for CYP with neurodiversity and/or neuro-disability including annual melatonin reviews.
- Assess, plan, implement and evaluate nursing care plans across community settings as required, in partnership with the child and families and other members within the multi-disciplinary team.
- Support the Community Children's Nurses and Specialist School Nurses as required, providing expert health advice and resources.
- Ensure that parents/carers always receive adequate support and advice.
- Ensure that high a standard of nursing care, advice and support is provided to children and young people with long term and /or complex health needs.
- Follow safeguarding procedures, attend training and updates, and ensure that accurate records are maintained and shared appropriately.
- To ensure correct storage, documentation, and administration of medication in line with the local medication policy and NMC guidelines.
- To carry out relevant risk assessments in line with Health & Safety policies, in conjunction with other senior members of the team.
- Manage and organise a defined caseload as appropriate.
- Ensure that regular management, clinical and safeguarding supervision is established and maintained.
- Participate in ongoing performance review and personal development plan with line manager or deputy.
- To demonstrate ability to make safe clinical decisions including during emergencies.
- Ability to demonstrate high level communication skills dealing with complex situations that arise within the community setting.
- To provide, receive, and understand complex, sensitive information relating to children and young people with life threatening/life limiting conditions, and be competent in providing advice and support on clinical issues relating to their conditions.
- To have a key role in the young person's smooth transition to adult services by providing information to the family and liaising with adult services.
- To use specialist skills and knowledge, in order to provide clinical advice and support to children with complex health needs and disabilities.
- To support with child protection medicals as safeguarding chaperone.
- To recognise your limitations in line with the NMC Code of Conduct and seek advice and support from senior staff members as needed.

Managerial

- To ensure effective communication and liaison between the nursing team, community paediatricians and other professional agencies teachers, parents to help foster effective interagency working and a multi- disciplinary approach to care.
- To provide direct line management, including one to one supervision and annual performance reviews to specified members of the team.

- Maintain clinical records in accordance with local policies and NMC standards for record keeping.
- Remain fully informed and up to date with paediatric professional developments and show evidence of research-based practice.
- Undertake other work, as negotiated in relation to the post, in collaboration with the Accountable Person.
- Provide clinical experience for students involved in health care delivery and evaluate performance during placement.
- Help to develop and work within set guidelines and policies of Berkshire Health Foundation Trust and clinical governance.
- To participate in audit as requested by the Team Manager.
- Be responsible for own professional knowledge and development.
- Attend mandatory study days, training sessions and refresher courses according to the service need.
- Maintain current professional registration of appropriate qualifications with professional body and maintain portfolio which demonstrates personal & professional development.

Governance

- Work with the Team Manager and senior nurses to implement systems of quality assurance and audit that demonstrate the quality-of-service delivery and identify areas for future development.
- Work with colleagues to establish a culture in which the quality of services is improved through reflection on practice and continuous professional development.
- Identify potential risks within the workplace and implement risk assessments as appropriate, to minimise these and help others to manage situations involving risk.
- To undertake work activities with regards to Health and Safety legislation and the policies and procedures.
- To ensure the work areas are free of hazard and conform to health and safety legislation in conjunction with the Team Manager.
- With the guidance of the Team Manager ensure that changes in legislation and the organisations' policies and procedures are applied correctly and consistently within the area of responsibility and communicated to staff.
- To report appropriately all incidents and near misses that may compromise the safety of staff and service users, contributing to action plans where necessary.

GENERAL

1. This is a varied role where you'll be expected to undertake the range of responsibilities specified above, working together with your line manager and colleagues to ensure that the activities of this post make a real difference to our patients. Your line manager may ask you to undertake other reasonable duties to facilitate the smooth running of your service or team.
2. We are an equal opportunities employer and you'll be expected to role model equality of opportunity, live the values and always operate in accordance with our Equal Opportunities Policy.
3. Health and Safety at work is important to us and we would like you to role model the highest standards of behaviour and go above and beyond by adopting excellent practice where it links to the health and wellbeing of our colleagues. It is important that you cooperate with us to ensure that statutory and departmental safety regulations are adhered to.

BEHAVIOURS

In addition to the responsibilities and requirements outlined in this job description, you should refer to the associated and expected behaviours that are relevant to this role - your line manager will be able to provide you with this detail.

Our values define the behaviours we are all expected to display during the course of our work and they underpin our organisational recruitment, appraisal, reward and development processes.

LOCATION/MOBILITY

We may require you to work at or from a different work base or location from time to time, to meet service demands and deliver an operational service. Given the geographical nature of the Trust, you may be required to travel between Trust premises as part of your role.

We also may need to change your work base on a permanent basis and if this is the case, we will consult with you in line with our policies and procedures.

FLEXIBILITY

We may need to amend your job description and/or your duties from time to time in order that we can continue to provide the best possible service to our patients. It is important that you work with us to deliver our services, by complying with lawful and reasonable instructions, by adapting to new ways of working, and by attending training courses as requested from time to time.

CONTINUING PROFESSIONAL DEVELOPMENT

You'll be expected to attend and contribute to staff meetings and forums, supervision sessions, training courses, seminars and workshops, all of which will contribute to the development and enhancement of our current working practices.

You will also be expected to participate in all personal review meetings and to take responsibility for your own personal and professional development and the professional accountability for your role.

DATA PROTECTION ACT

We are all expected to be aware of the Data Protection Act and to follow the local Codes of Practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH & SAFETY

We all have a responsibility for health and safety, risk assessment and workplace inspections, and you will be expected to take reasonable care for your own health and safety and that of others.

You will also be expected to co-operate with your colleagues to ensure that statutory regulations, policies, codes of practice and departmental safety procedures are adhered to, and to attend any training programmes that we consider to be relevant.

INFECTION CONTROL

The Health and Social Care Act 2008: (code of practice on the prevention and control of infections and related guidance) sets out responsibilities for NHS managers, Heads of departments, Clinical Leads and all staff to ensure patients are cared for in a clean and safe environment. Cleanliness and prudent antimicrobial stewardship (AMS) is essential to ensure that people who use health and social care services receive safe and effective care.

Prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients and to the safety of staff and visitors. As a core element of the trust's clinical governance and risk programmes, all staff are required to be aware of their responsibilities and comply with infection prevention and control policies and guidelines.

CONFIDENTIALITY

We all have a responsibility to make sure that we don't disclose any information of a confidential nature relating to the services we provide or in respect of any service user, client or third party. This applies both during and after your employment.

You must not remove or copy any documents or tangible items including software which belong to the Trust or which contain any confidential information unless you have specific permission to do so. When you leave our employment, or if you are asked, you must return all documents and tangible items which are in your possession or are under your control, but which belong to us or contain or refer to any confidential information.

You should be aware that a breach of confidentiality may result in your dismissal and that, regardless of any disciplinary action that we may take, a breach of confidence could result in civil action for damages.

DATA QUALITY

We are all responsible for making sure that our data and electronic records are updated, accurate, relevant, reliable, and completed in line with our record keeping standards and policies.

CLINICAL GOVERNANCE

We aim to provide the highest standards of care. To help us achieve this aim, you are expected to follow acceptable working practices as defined in our policies and guidelines. You also have a personal responsibility to your colleagues and patients to keep yourself up to date with any changes to policies and to report any practice that you consider to be unacceptable through the appropriate channels.

ASYLUM & IMMIGRATION ACT 1996 AND AMENDMENTS

We need to make sure that we comply with the Asylum and Immigration Act 1996. To do this, we check the documentation of all applicants to confirm that they have the right to work in the UK. We won't offer employment to any applicant who does not have valid leave to remain and work in the UK or whose leave is subject to conditions which prevent them from taking up employment with us.

If your leave to remain and/or right to work status changes during the course of your employment, we will determine what impact this may have on our ability to continue employing you.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a responsibility for safeguarding individuals who come into contact with our services, whether they are a child or young person, a person with Learning Disabilities or an older or vulnerable adult.

We adhere to the Berkshire Local Safeguarding Children Boards Child Protection Procedures, which places a duty of care and responsibility on us all to safeguard and promote the welfare of children.

SMOKE FREE

We operate a smoke free policy which means that smoking is not permitted on any of our sites. This also applies when you are travelling in vehicles (including owned and lease cars) whilst on official business, parked on our premises in privately owned vehicles, or transporting services users or visitors. We will not support taking additional breaks during the working day to smoke off site. Further information can be found in the Staff Smoke Free policy.

PERSON SPECIFICATION

CATEGORY	ASSESSMENT METHOD		
1. Education/Qualifications/ Training <ul style="list-style-type: none"> Registered Children's Nurse or SCPHN Mentorship/ practice assessor qualification or equivalent Specialist Community Children's Qualification (SPQ recorded) Leadership/ Management qualification 	Application Form Essential or Desirable (E/D) E E D D	Interview Essential or Desirable (E/D) -	Selection Tool A
2. Continuous Professional Development <ul style="list-style-type: none"> Evidence of continuous professional development Specialist Sleep Practitioner (or willingness to undertake training) 	E D	E	A/I
3. Previous Experience <ul style="list-style-type: none"> Safeguarding knowledge and experience Extensive knowledge and experience of working with complex neurodiversity and neuro-disability needs. Community Children's Nursing experience Service development Experience delivering support groups/ workshops 	E E D D D	E E D D D	A/I
4. Knowledge, Skills & Abilities <ul style="list-style-type: none"> Ability to use own initiative, work independently and autonomously and prioritise workload Effective time management skills Able to deal with conflict in a professional manner 	E E E	E E E	A/I

<ul style="list-style-type: none"> • Excellent Communication Skills • Ability to demonstrate high level communication skills dealing with complex situations that arise within the community setting and outside agencies • Able to communicate effectively with CYP, including non-verbal communication • Wide range of nursing skills, knowledge and experience • Approachable, confident, empathetic, trustworthy, passionate about delivery of high-quality nursing care • Ability to assist and motivate others • Able to manage junior staff • Good understanding of IT skills and able to use electronic clinical records systems • To work effectively as a team member • Interview skills • Change management skills and experience • Knowledge of palliative and end of life care • Co-production/ participation knowledge 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	
<p>5. Additional Requirements</p> <ul style="list-style-type: none"> • Ability to travel across sites and to patient homes/ school settings as workload requires. 	<p>E</p>		<p>A</p>