

JOB DESCRIPTION

JOB TITLE:	Community Children's Nurse
BASE:	Sandwell General Hospital special schools
DIVISION:	Women and Child Health
CONTRACTED HOURS:	37.5
GRADE:	Band 6
RESPONSIBLE TO:	Matron- Community Children's
Team. ACCOUNTABLE TO:	Chief Nurse

JOB SUMMARY

The post holder will work with the Clinical Nurse Specialist across the Trust to ensure that all patients, relatives and staff have access to specialty care support during the patient pathway.

The post holder will work towards the development of the service in collaboration with the Clinical Nurse Specialist, lead nurse, clinicians and other service users.

The post holders will contribute to influencing all aspects of care and management of patients within the speciality.

The post holder will promote the delivery of high quality, clinically effective care, prioritising and utilising research in every day practice.

The provision of specialist advice and management plan for patients with complex care needs. In addition to equip the primary carer with the required skills and knowledge, so that the highest standards of care can be made available to the maximum number of patients.

MAIN RESPONSIBILITIES**1. Clinical**

- Demonstrate empathetic interpersonal and communication skills in dealing with patients and carers through the patient pathway from the point of diagnosis through to discharge/recovery-advanced disease (as appropriate).
- Demonstrate holistic assessment, planning, implementation and evaluation of patient care within their own specialty.
- Demonstrate knowledge, skills and innovative practice in relevant specialist area. Adhere to the Sandwell & West Birmingham Hospital NHS Trusts nursing strategy and business plan.

- Demonstrate continual evaluation of practice within nursing area, recommending changes.
- Assess and monitor risk in own and others practice acting on the results thereby ensuring safe delivery of care.
- Demonstrate knowledge and skills required to work collaboratively with multi-disciplinary, internal and external to organisation

2. Education / Training

- In conjunction with the multidisciplinary team, ensure that information provided to health professionals and patients are representative of research based recommendations and are within the National Standards Frameworks where appropriate.
- Promote the services provided at the Trust through attendance at conferences and published papers.
- Participate in training needs analysis, and assist the Clinical Nurse Specialist to develop and deliver a programme which ensures the practice development of those nurses caring for their patients in the specialty.
- Deliver informal and formal educational initiatives for a range of individuals, including, child and family, health staff, education staff, social services and voluntary sector.
- Contribute to and participate in the Trust's Education Strategy.
- Maintain a personal professional profile, which demonstrates expert practice.
- Attend mandatory lectures according to Trust policies – training.
- Support the ward/department/community educational initiatives, promoting a learning environment which meets the needs of the learners in the school/department
- Act as a mentor/preceptor to junior staff

3. Management / Leadership

- Maintain a regional network of contacts.
- Actively demonstrates commitment to clinical supervision
- Participate in the development of policies, protocols and clinical guidelines necessary to support the developing specialist nursing areas under the direction of the Clinical Nurse Specialist.
- Contribute to and influence decisions regarding service delivery through the participation in meetings.
- Ensure practice is researched based.
- under the direction of the Clinical Nurse Specialist facilitate and monitor quality initiatives in line with local and national requirements or guidelines.
- Ensure all available resources are used efficiently.

- Actively contribute to developing sound multi-disciplinary relationships and contribute to the MDT discussion.
- Demonstrate an ability to work across organisational and professional boundaries as directed by the Clinical Nurse Specialist.
- Demonstrate the ability to reconcile conflicting interests, which may arise in the specific service.
- Contribute to the business and strategic plans for specialist care.
- Act as a role model demonstrating high standards of holistic care and provide clinical leadership in relevant specialist area.
- Contribute to the production of an annual report
- Budgetary awareness in line with the Trust Financial Plan
- Demonstrate ability to review performance of junior staff

4. Research

- Demonstrate knowledge of clinical trials relevant to the specialist area.
- Identify areas of research/audit with the team, sources of funding and in conjunction with the Clinical Nurse Specialist initiate research/audit projects.
- Demonstrate pro-active approach to audit and evaluation to monitor effectiveness of current therapeutic regimes and to improve health outcomes.

5. Specialty Specific (Band 6)

- To enable people to learn and develop their ability to care for children with complex special needs in a variety of settings.
- Work closely with the trust's designated nurse for child protection regarding compliance of policies and procedures, staff training and communicating child protection/safeguarding children information.
- To contribute to systems of assessments for registered and non-registered carers to ensure competency in clinical care is monitored.
- Provide continuing education, advice and support to children, parents and carers across the Special Schools in Sandwell.
- Liaise with multiagency team in primary care to ensure the provision of seamless care between hospital and home for children with complex special needs.
- Be able to work across all the Special School in Sandwell, as needed.
- Act as a mentor/supervisor for junior and non-registered staff within the team by undertaking Personal Development Reviews.
- Able to act as a health educator and promoter with all children, families and carers in relation to childhood illness and immunisations as well as risks caring for severely disabled child.

- Able to monitor standards of care delivered to children and families within the agreed package of care and update care plans appropriately.
- Contribute to the assessment process for new referrals and to the development of continuing packages, involving outside agencies for children who have complex medical and technologically dependent needs.
- Ensure staff maintain personal and professional development and facilitate mandatory and additional training as necessary.
- To manage staff rotas to provide effective cover according to the needs of the service.
- Will liaise with all members of the nursing staff within the Children's Services to develop, supervise, and support other members of the nursing team ensuring overall professional nursing service in community is provided on a day to day basis.
- Work with health care professionals in the adult arena to facilitate transition of care packages by sixteen years of age.
- To liaise with the multi-agency services from social inclusion, education and the voluntary sector and contribute to staff training programmes to ensure safe care for children with complex medical needs.

Sandwell and West Birmingham Hospital NHS Trust is committed to continuing development of staff. The post holder can expect support for training both to allow this job description to be fulfilled and to develop/further his/her career.

6. General

Sandwell and West Birmingham Hospitals NHS Trust is committed to the continuing development of staff. The post holder can expect support for training both to allow this job description to be fulfilled and to develop further/his/her career.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted except in designated areas and in accordance with the guidelines set down within the Trust Smoking Policy.

CONFIDENTIALITY

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY

The post holder will read and follow safety information and procedures, will attend training, will report hazards, accidents and unsafe practices to their manager and will take reasonable care for the health and safety of themselves and others.

Employees must be aware of the responsibilities placed on them under the Health

& Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

As a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

- To ensure that all the duties of the post are carried out so that they conform to:
 - Good equal opportunities practice, in line with the Trust's Equal Opportunities Policy and other related policies and guidelines.
 - The legal requirements of the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976 (as amended) and the Disability Discrimination Act 1995.
- To undertake other duties to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date

PERSON SPECIFICATION**Post Title:****Division/Department****Community Childrens Nurse
Childrens Services**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience <ul style="list-style-type: none"> Relevant post registration experience Relevant experience in acute paediatric/community setting Relevant experience at band 5 or above Proven experience in the involvement in teaching and learning initiatives Experience of audit initiatives and other quality initiatives Able to demonstrate commitment to high quality patient care Experience and evidence in implementing change Evidence of implementing research based practice 	* * * * * * * *	AF AF AF AF AF/I AF/I AF/I	*	AF/I
Qualifications <ul style="list-style-type: none"> First level nurse RN Child branch/RSCN Degree in specialty where available or willing to work towards ENB 998 (teaching and assessing in Clinical/D33/D32 Practice) or equivalent course place top secure Leadership course 	* * *	AF AF AF	*	AF
Personal Qualities <ul style="list-style-type: none"> Flexible attitude Self-aware Innovate Diplomatic Assertive Independent Empathetic Enthusiastic Ability to work within a team and to autonomously 	* * * * * * * * * *	I I I AF I AF/I AF/I I AF		
Management/Supervision/coordination skills <ul style="list-style-type: none"> Ability to deliver on deadlines Time management skills Ability to work across professional and organisational boundaries Ability to prioritise own complex workload Ability to self-manage Ability to support and motivate junior staff Able to work within a rapidly changing environment 	* * * * * * *	AF AF/I AF/I AF/I AF/I AF/I I		

<ul style="list-style-type: none"> Leadership skills 	*	AF/I	*	AF
Written skills <ul style="list-style-type: none"> Proficient in reading and writing clearly in the English language Ability to maintain accurate records Ability to participate in writing annual reports and service development reports 	* * *	AF AF/I AF/I		
Communication skills <ul style="list-style-type: none"> Ability to speak, receive, understand and issue instructions in English using correct medical terminology without risk of being misunderstood Presentation skills (with use of IT) Face to face contact, telephone contact Participate in internal and external meetings Proficient use of IT and email 	* * * *	I AF/I AF I AF/I		
Responsibility for financial and physical resources <ul style="list-style-type: none"> Understanding of financial planning and awareness of budgetary constraints 	*	AF/I		
Knowledge <ul style="list-style-type: none"> Evidence of implementing research based practice Understanding of the research process Knowledge and understanding of nursing/clinical audit Able to set and monitor standards Demonstrate understanding of Clinical Nurse specialist role Knowledge of corporate and clinical governance Evidence of own continued professional development Evidence of implementing research based practice Ability to participate in educational programmes 	* * * * * * *	AF/I AF/I AF/I AF/I AF/I I AF AF/I	*	AF/I
Physical skills <ul style="list-style-type: none"> Proficient IT skills 	*	AF/I		
Mental Effort <ul style="list-style-type: none"> Frequent/unpredicted requirement of prolonged concentration Ability to challenge concepts and traditional thinking and facilitate this in others Ability to work independently with effective time management 	* * *	I I AF/I		

<ul style="list-style-type: none"> Ability to motivate and persuade others 				
Working Conditions <ul style="list-style-type: none"> The post holder must identify the risk of being exposed to physical/verbal aggression Knowledge and ability to apply health and safety policies Ability to assess risks when working in external locations e.g. patients homes 	* *	T I		
Emotional effort <ul style="list-style-type: none"> Ability to take responsibility for imparting bad news to patients or relative in a sensitive manner Ability to address complex multi-dimensional issues relating to specialty 	* *	AF/I I		
<ul style="list-style-type: none"> Ability to drive 	*	AF		

Notes on completion

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application
Form
 I - Interview
 P - Presentation
 T - Test

If you have any queries please contact your Divisional Human Resources Manager

I confirm that this Person Specification has been discussed and agreed with me.

Name:

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Signature:

..... Date:

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