

# 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 extending 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

## **General Information**

### **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.**

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.

## Job Description

**Job: ref:**

**JOB TITLE:** Senior Staff Nurse

**LOCATION:** Paediatric Emergency Department

**Band:** Band 6

**REPORTS TO:** Paediatric ED Sister

**ACCOUNTABLE:** HEAD OF NURSING

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### JOB PURPOSE:

As a registered children's nurse the post holder will provide leadership in care to children, young people and their families in the emergency department

The post holder will be accountable and responsible for providing a high standard of child and family focused care.

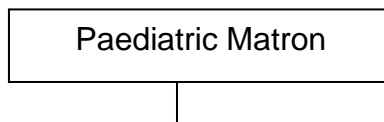
To carry out care without direct supervision as part of the Emergency Department team and supervise juniors delivering care.

To communicate effectively with the multidisciplinary team.

Contribute towards the effective running of the department including patient safe and timely care.

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### Organisational Chart



Paediatric ED Sister

Senior Staff Nurse

Staff Nurse

### Duties and Responsibilities

#### Key Result area 1- Clinical

- Provision of expert specialist, high quality nursing care and support for children, young people and their relatives/carers
- Appropriate delegation of duties to other members of staff for effective delivery of patient care
- To provide timely nurse led interventions for the benefit of the child/ young persons care.
- To assess, plan implement and evaluate care of patients from admission to discharge to supervise juniors in the assessment and deliver of care.
- To be part of the effective admission / transfer / discharge of a patient involving the family, carers, significant other, multidisciplinary team and community teams when appropriate.
- To maintain effective channels of communication with patients, relatives and all staff involved in providing care.



- To provide and receive nursing handover reports in the role of team member, co-ordinator.
- To act as paediatric nurse in charge, coordinating care deliver to children and young people.
- To be part of the process in implementing clinical governance and the impact this has on patient care, i.e. audit and evidenced based practice.
- Ensure that written documentation are maintained in line with the Nursing and Midwifery Council (NMC) standards for Records and Record Keeping and Trust policy.
- To ensure that the storage and administration of Medicines is carried out according to statutory and Trust regulations
- To act as a resource for adult trained nurses when they are involved in the care of children.

#### Key Result area 2- Education

- To achieve competence as set out in agreed learning outcomes
- Take part in creating a learning environment for junior members of staff, learners and health care assistants.
- To participate in the teaching of new staff as well as students and to act as a mentor following appropriate training
- Provide effective health promotion for patients, family members and carers.
- To participate in induction and other in house training programmes
- To ensure all mandatory training is undertaken and is up to date as per local policy
- To act as mentor to students in training and learners undertaking formal education.

#### Key result area 3- Management

- To take responsibility for the management of the paediatric area of the department in the absence of senior colleagues.
- To report or manage all complaints, incidents or accidents to the nurse in charge of the unit, sister/charge nurse, matron or clinical/site manager as appropriate.
- To be actively involved in the resolution of complaints
- To develop awareness of resource management both financial and human
- To be able to take appropriate action with regard to emergencies such as safeguarding, cardiac arrest, mental capacity, fire and major incident
- To lead on safeguarding issues and improving processes.
- To participate in department meetings to develop and improve practice in the department and promote new ideas.
- Act as a professional role model to peer group, junior staff, members of the multi disciplinary team as well as members of the general public

- To delegate tasks appropriately to members of the team
- To actively manage your caseload in line with emergency access target initiatives.

#### **Key Result area 4- Professional**

- Practices in accordance with the NMC Code of Professional Conduct and other relevant Trust, professional and statutory rules, codes, policies and guidelines
- To work towards the corporate objectives of the Trust
- To adopt a service approach to work
- To keep up to date with new developments/research
- To participate in the use of IT systems
- To participate in rotation of shifts as per the trust E-rostering policy
- To participate in performance review and to identify a professional development plan
- To pursue personal development in relation to Professional scope
- Compiles and maintains a professional portfolio
- Demonstrate knowledge of corporate policies, procedures and local protocols

#### **GENERAL RESPONSIBILITIES**

This job description is intended to be an interpretation of the general scope and proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. Therefore, you may be required to undertake other duties and responsibilities commensurate with your role. The job and priorities for action will be periodically reviewed. This will be done by the line manager in consultation with the post holder.

The post holder will maintain patient confidentiality at all times, will recognise and adhere to the Trust's Standing Orders and standing Financial Instructions, will be responsible for accurate computer data entry and data quality and will carry out their duties with regard to accepted standards of professional practice.

The Trust aims to promote equality of opportunity for all with the right mix of talent, skills and potential. The Trust welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an 'unspent' conviction will not necessarily bar any candidate from employment. This will depend on the circumstances and background to the offence(s).

As the Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

The post-holder is expected to demonstrate the Trust values and behaviours at all times

#### **Health & Safety:**

The post holder, like all other employees must take reasonable care at all times, and be aware of their responsibilities under Health & Safety at Work Act (1974), infection control and other legislation and ensures that agreed safety procedures are pursued in a way that maintains a safe environment for all employees, patients and visitors at all times.

## **CRB**

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## **Child/Adult Protection**

The post holder will be familiar with and comply with the London Child Protection Procedures and the associate guidance and protocols of Bexley Care Trust. The post holder has the responsibility to ensure that the welfare of all children and vulnerable adults is paramount and prioritised at all times and must be prepared to share information with the statutory agencies. This duty will be prioritised at all times.

## **Safeguarding Children**

Safeguarding children is everyone's responsibility. Whatever your role within the trust the welfare of children should be your paramount consideration. In cases of suspected abuse or neglect the duty of care that member of staff owes to a child, will take precedence over any obligation to the parent or other adult. All members of staff who have contact with service users, or their families, should be familiar with guidance on child protection/ safeguarding children from; their own professional organisations, the trust and the London child protection procedures. Staff are also required to attend mandatory safeguarding children training.

## **Confidential Information**

All staff of Lewisham and Greenwich NHS Trust, have, a legal obligation to comply with all appropriate legislation in respect of Data, Information and IT Security and to comply with guidance issued by the Department of Health and the NHS Executive. This includes but is not limited to the Data Protection Act 1998, the Department of Health Confidentiality NHS Code of Practice, Records Management NHS Code of Practice, and Information Security NHS Code of Practice.

This clause applies to any information you may acquire or have access to during the course of your employment with Lewisham and Greenwich NHS Trust including but not limited to

patient/staff records and details, information relating to organisation or business contracts, information relating to financial affairs, service or commercial contracts and information relating to confidential policies of South London Healthcare NHS Trust and its successor organisations ("Confidential Information"). Equal responsibility will apply whether working on or off site (including home working and remote access working.)

You shall not, during the continuance of your employment or at any time after its termination for any reason, use or disclose to any person or persons whatsoever (except the proper officers of Lewisham and Greenwich NHS Trust or under the authority of the Board) any trade secrets, secret information or confidential information and you shall use your best endeavours to prevent any such use or disclosure.

You are required to know and follow Trust Information Governance policies and procedures and to recognise that good records management and data quality is vital to the Trust and is the responsibility of everyone working on behalf of the Trust. You must not act in any way that would compromise records management, data quality, data protection, information security or confidentiality.

You should ensure that any actions that may contravene Information Governance standards are brought to the attention of management.

Any breach of the conditions outlined in the Trust's Information Governance Policies and Procedures may result in suspension of access to Trust information and systems. Formal action may also be taken in line with the Trust Disciplinary Policy.

## **Infection Control**

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all Healthcare Associated Infections including MRSA. In particular, all staff have the following key responsibilities:

- Staff must observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after following all patient contact. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.
- Staff members have a duty to attend infection control training provided for them by the Trust as set in the infection control policy.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

Reviewed By: Amanda Boggust Clinical Nurse Manager Paediatric ED  
Review date: Sept 2015



**Person Specification**

**JOB TITLE: Duty ED Sister/ Charge Nurse ED band 6 (paediatric)**

| Criteria               | Essential   | Desirable   | Method of Assessment   |
|------------------------|---|---|--|
| Educational & Training | <ul style="list-style-type: none"> <li>• RN Child branch/ RSCN</li> </ul>   | <ul style="list-style-type: none"> <li>• Diploma/Degree</li> </ul>                              | <ul style="list-style-type: none"> <li>• Application form</li> <li>• NMC registration</li> </ul> |
| Experience / Education | <ul style="list-style-type: none"> <li>• Substantial appropriate post registration experience</li> <li>• 2 years' experience of working in an Emergency department environment.</li> <li>• Safeguarding qualification</li> <li>• PILS</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• EPLS</li> <li>• Mentorship.</li> <li>• APLS</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>        |

|   |   |   |   |
|---|---|---|---|
| <b>Skills,<br/>Knowledge<br/>and Abilities</b>    | <ul style="list-style-type: none"> <li>• Emergency nursing experience, ability to rapidly triage and prioritise care.</li> <li>• Ability to reassure parents and carers.</li> <li>• Effective verbal and written communication skills</li> <li>• Good problem solving abilities</li> <li>• Ability to develop own and others clinical skills and widen theoretical knowledge</li> <li>• Understanding of the care needs of the family.</li> <li>• Developed teaching skills</li> <li>• Team work</li> <li>• Be able to work under pressure and prioritise care</li> </ul> | <ul style="list-style-type: none"> <li>• Willingness to develop teaching skills, formally and informally</li> </ul> | <ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> <li>• References</li> </ul> |
| <b>Aptitude,<br/>personal<br/>characteristics</b> | <ul style="list-style-type: none"> <li>• Ability to form good interpersonal relationships, and be enthusiastic</li> <li>• Demonstrate initiative</li> <li>• Demonstrate a real interest in Emergency Medicine</li> </ul>  |   | <ul style="list-style-type: none"> <li>• Interview</li> <li>• Application Form</li> <li>• References</li> </ul> |
| <b>Other</b>                                      | <ul style="list-style-type: none"> <li>• Internal rotation</li> </ul>   |   | <ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> </ul>                       |