

JOB DESCRIPTION

Job Title:	Ward Sister/Charge Nurse Paediatric Emergency and Observation Unit
Base:	Stoke Mandeville Hospital
Agenda for Change banding:	7
Hours of Work:	37.5
Details of Special Conditions:	N/A
Managerial Accountability & Professional Accountability:	Matron for Children's Services Lead Nurse for Children and Neonates

MAIN PURPOSE OF THE POST

- Maintaining communication networks at all appropriate clinical and managerial levels. Having continuing responsibility for the 24-hour management of the ward and delivery of patient care.
- Responsibility for the line management of Emergency and observation unit based nursing and clerical staff.
- Promoting commitment to the Trust.
- Promoting continuous development in clinical practice and delivery of patient care, encouraging innovation and appropriate change in service delivery.
- Managing resources within agreed budget.
- Providing a suitable and stimulating learning environment for students and for the ongoing professional development of registered staff.

RESPONSIBILITIES

A. Patient Care

1. Acts at all times in accordance with the NMC Code of Conduct (ensures ward staff also act in accordance with Code of Conduct), and within the principles of the scope of Professional Practice and ensures other members of the team also work within these.
2. Carry out those activities involved when conducting the comprehensive assessment of a child's nursing requirements.

3. Undertake the essential nursing assessment of the child, taking into account all the activities of daily living.
4. Undertake relevant risk assessments in order to inform the care needs of the child.
5. Recognise the significance of the observations made and use these to develop an initial nursing assessment.
6. Devise a plan of nursing care, based on the nursing assessment, taking into account the medical prescription. Do this with the co-operation of the parent/guardian and the child, within the limitations set by their stage of development and medical condition.
7. Implement the planned programme of nursing care and where appropriate teaches parents/ guardians if they wish to be involved in carrying out specific aspects of the care plan.
8. Ensures planned nursing care is delivered safely and effectively taking into account the views of the child and family.
9. Review the effectiveness of the nursing care provided, and where appropriate, initiate any action that may be required.
10. Interpret the significance of the patient's clinical observations and records, making decisions and planning in areas affecting patient care; report promptly to medical or appropriate staff any matters, which fall outside his/her responsibility.
11. Undertake the management of care for a group of children and organise appropriate support services.
12. Supervise the work of the nursing team, ensuring individual programmes of care are formulated according to patient needs and current research/guidelines.
13. Ensures plans of care for children are written and updated as appropriate.
14. Interpret the significance of the patient's clinical observations and records, making decisions and planning in areas affecting patient care; report promptly to medical or appropriate staff any matters, which fall outside his/her responsibility.
15. Undertakes and demonstrates nursing tasks in the best interest of patient care and professional standards. This will include:
 - Washing and bathing
 - Elimination including catheterisation
 - Feeding e.g. oral, nasogastric or enteral feeding and ensuring adequate nutritional intake for patients.
 - Obtaining specimens e.g. bodily fluids, wound swabs.
 - Removal of body/insect infestation as required.
 - Administration of drugs e.g. oral, intravenous, subcutaneous, rectal and topical.
 - Simple and complex dressings.
16. Advises on the promotion of health and prevention of illness, teaching children, parents and carers where appropriate.

17. Select infusion and monitoring devices appropriate to the age and clinical needs of the child and use these appropriately and safely in accordance with the clinical needs of the child.
18. Work independently within the confines of non-medical prescribing when prescribing medication to appropriate patients (after successful completion of the independent and supplementary prescribing module)
19. Ensure that Area Child Protection Committee and Trust Child Protection Guidelines and Policies are adhered to and attend and contribute to child protection conferences as required.
20. Maintains absolute confidentiality in respect of all medical and nursing records and also inter-personal issues with colleagues.
21. Assist with manual handling and transferring of patients complying with the Trust Moving and Handling policy.
22. Provide and develop good nursing practice ensuring that practices are in accordance with Trust policy within the ward
23. Uses research based practice to provide quality care to patients.
24. Undertakes the care of terminally ill children.
25. Undertakes the last offices for deceased patients and give support and relevant information to parents/carers.
26. Convey highly sensitive and confidential information to patients and relatives including breaking bad news.
27. Helps maintain clean/pleasant environment for patients and liaises with appropriate service providers.
28. Ensure record keeping complies with NMC and Trust guidelines and policies.
29. Acts as an advocate for the child/adolescent. Promoting their rights using the principles of the United Nations Convention on the Rights of the Child, in particular Article 12 – the right for a child to say what they think and be listened to by adults when they make decisions that affect them.

B. Management

1. Leads and motivates the ward team.
2. Takes 24-hour responsibility for the effective organisation and delivery of nursing care to children of all ages. Including provision of High Dependency Level care.
3. Provide support/advice to other areas of Trust (e.g. A&E, theatres, outpatients, radiology) in respect of the care of children as requested.
4. Responsible for the safe use and maintenance of equipment within the ward environment and identifying equipment needs.

5. Acts as a responsible practitioner and undertakes the management of care of a group of patients. Ensures administration arrangements for the admission and discharge of patients are made safely and effectively in line with Hospital policies.
6. Liaison within the team and other external and internal agencies, ensuring open and effective communication is maintained.
7. Co-ordinate ward staffing ensuring when necessary that NHSP is informed of additional needs.
8. Oversees rota planning, monitoring and documentation of all leave for example annual leave, sickness, study, absenteeism and poor time keeping. Take remedial action as necessary in accordance with Trust policy.
9. Maintain budgetary control through efficient and effective use of all resources within financial boundaries.
10. Participates in the unit bleep holder rota to ensure adequate senior cover for the Department
11. Have a broad experience of all Trust policies, procedures and circulars. Be especially familiar with and updated on:
 - Health and Safety Policies
 - Child Protection Policies & Guidance
 - Moving and Handling Issues
 - Infection Control Policies
 - Fire Precautions and Procedures
 - Storage and Administration of Medicines - Policies & Procedures
 - Handling of Patient Property
 - COSHH
 - Risk Assessment
 - Complaints Management
 - Incident Reporting – including identification and reporting of serious untoward incidents (SUI's)
12. Identify hazards or breaches of guidelines and act accordingly. Update knowledge in response to circulars and hazard warnings. Communicate knowledge and information to other ward members.
13. Promotes a positive ward image by a leadership example to all team members and visitors to the wards.
14. Responsible for ordering, storage and administration of drugs ensuring ward staff strictly adhere to National, Trust and NMC policies and guidelines.
15. Responsible for maintaining stock control and/or security of stock.
16. Safe and appropriate handling of all moneys/donations according to Trust policy and acknowledging receipt of such.

17. Responsible for appropriate and efficient use of available manpower at all times and that staff are deployed with due consideration to their qualifications and experience.
18. Takes all measures to ensure the safety of the patient - reporting all accidents and incidents, completing relevant documentation and undertakes further investigation as directed.
19. Responsible for maintaining a safe, clean, pleasant and therapeutic environment taking remedial action when necessary.
20. Responsible for maintaining infection control policies and procedures are adhered to and take remedial action when they are not.
21. Be responsible for health and safety requirements within the ward and to maintain a safe environment for patients, visitors and staff according to the Hospital's Health and Safety Policy.
22. Undertake Risk Assessment within ward and take action accordingly.
23. Ensure that staff are conversant with emergency resuscitation techniques, major accident procedure, fire regulations and procedure, and that appropriate action is taken in response to an emergency.
24. Monitor documentation, completed by ward staff for accuracy and legibility, and plan remedial action where necessary.
25. Provide support to other paediatric areas in the absence of the Head nurse.
26. Participate in, and contribute to, effective information systems, production of statistical information and future directorate business plans.

C. Personnel

1. To act as a role model in professional and personal attributes for all members of staff.
2. To actively participate in the recruitment process.
3. Plans and participates in the induction of new staff and acts as a preceptor.
4. Maintain and develop team morale, supporting all colleagues and assertively dealing with conflict.
5. Be a visible and approachable resource for patients and staff for clinical and personal issues.
6. Undertake the Individual Performance Review of qualified and unqualified staff and develop personal development plans with those staff.
7. Responsible for ensuring that all staff within area of responsibility participate in Individual Performance Review. Review Personal Development Plans to identify training needs and ensure they reflect the objectives of the Trust and Directorate.

8. Liaise with voluntary services manager and ensure that voluntary staff are deployed appropriately within area of responsibility.

D. Education

1. Maintain a suitable learning environment for all grades of staff according to the University guidelines.

2. Is responsible for ensuring that qualified staff understand the educational objectives of all grades of staff.

3. Is conversant with the current curricula from the University and responsible to ensure that there is a ward link with the University.

4. Encourage and support staff development.

5. Participate in and supports the education of all grades of staff, liaising with the training department and the University.

6. Responsible to ensure that all within their area has a named preceptor to assess performance, liaising with the line manager where necessary.

7. Maintain and enhance own knowledge through continuing education, training and research activities.

8. Take part in an individual performance review, reviewing personal development and performance in consultation with Head Nurse.

E. Quality and Development

1. Initiate and participate in audits and Essence of Care benchmarking.

2. Identify and facilitate clinical trials and research projects.

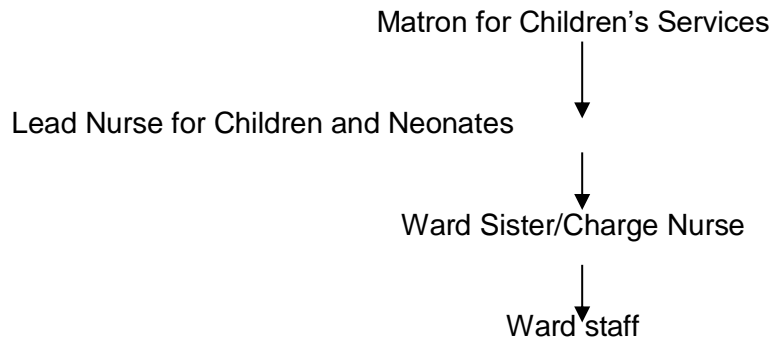
3. Identify possible changes in practice in the ward environment and plan and manage the change process.

4. Responsible in dealing with any complaints and ensuring they are dealt with professionally in a timely manner according to Trust policy.

5. Participate in working groups and/or projects within the Trust.

6. Establish and maintain named link nurses in clinical and non-clinical specialities with maximises provisional best quality, best care and risk reductions.

ORGANISATION CHART



ADDITIONAL INFORMATION

Trust Values



Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

Mandatory Vaccinations

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) require all persons working or deployed in any CQC registered care home to be fully vaccinated against COVID-19, unless an exemption applies. You may therefore be required to provide proof of your vaccination status, or medical exemption, as part of the pre-employment screening process.

Safeguarding of children and vulnerable adults

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

Information Management/ Data Quality

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

Freedom of Information

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

Travel to other sites

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

Smoking statement

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

General

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.