

Agenda for Change	Version 10
Author: Claire Ackerman	Date: July 2016

## Job Description

<b>Job Group (Delete as applicable):</b>	Nursing & Midwifery
<b>Job Title:</b>	<b>Staff nurse rotational</b>
<b>Existing Grade:</b>	Band 5
<b>Care Group:</b>	Womens & Childrens Care Group
<b>Service Line:</b>	Paediatrics Summary
<b>Department:</b>	<b>Children and young people's health directorate</b>
<b>Location:</b>	<b>Paediatrics</b>
<b>Appraiser:</b>	<b>Ward manager</b>
<b>Accountable to:</b>	<b>Director of nursing</b>
<b>Position Number:</b>	
<b>Date:</b>	04.10.18

**Job Purpose:**

1. Under the direction of the Nurse-in-Charge you will co-ordinate, and deliver effective quality nursing care by assessing the needs, planning, implementing & evaluating the care for a group of patients.
2. Work as part of a multidisciplinary team

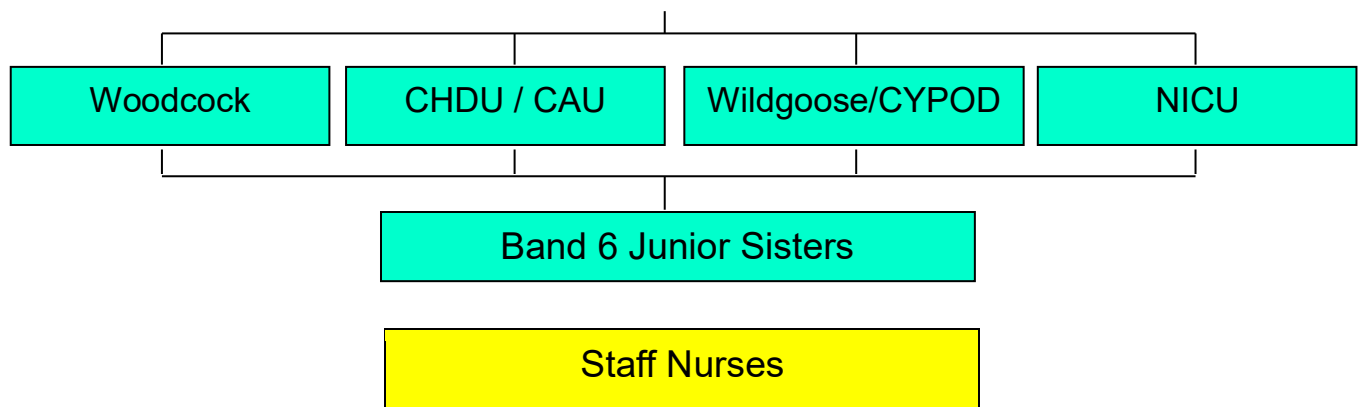
**Key Dimensions:**

Internal rotation through all areas of paediatrics

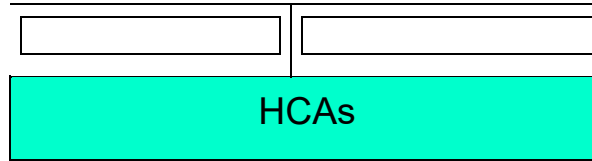
## Organisational Chart

**ORGANISATIONAL CHART**

Paediatric Matron



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**PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

**You are responsible for: -**

**Clinical**

- Providing and delivering a high standard of nursing care by initiating and co-coordinating the assessment, planning, and evaluating of individual patients needs based on evidence.
- Reporting and documenting any relevant nursing/patient needs, communicating changes with other health care professionals in the multi-disciplinary team with ongoing responsibility for patient care as they occur.
- Promoting and delivering health education within the clinical area and advice patient, family, and others in health promotion issues.
- Engage; interact with carers/family encouraging them to be actively involved in patient's care, planning as outlined in the unit philosophy.
- Demonstrating and undertaking evidence-based practice playing an active part in the introduction of this evidence to improve patient centred care
- Supervising, assessing, mentoring and supporting junior Registered Nurses and Health Care Professionals including bank and agency staff in the clinical setting.
- Increasing the level of knowledge and skills within the Ward/Directorate through sharing best practice and supporting others to develop their professional abilities.
- Implementing and sharing good infection control practice.
- Undertaking manual handling assessments and ensuring identified actions are met.
- Have a working knowledge of safeguarding and take responsibility for the ongoing care of children in need.

**Managerial**

- Reporting and initially manage incidents such as complaints, clinical emergencies, and injury or drug administration errors as detailed in Trust-wide and local protocols and procedures.
- Contributing towards ward or clinical projects to set and maintain standards of practice in conjunction with other team members, participating in audits and quality monitoring.

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- Ensuring that resources are used efficiently and in accordance with agreed procedures
- Demonstrating an awareness of and compliance with health and safety regulations/procedures that apply to staff, patients and visitors within the Trust premises.
- Supporting the Ward Sister in identifying developmental needs of the staff, using appraisal, and implementing appropriate staff developmental programmes.

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**Professional**

- Maintain active NMC registration including validation and study as required for registration. Maintaining and continually develop in depth specialist knowledge of nursing practice relevant to all areas of paediatrics.
- Assisting other clinical areas within the Directorate if the clinical situation or staffing levels demand.
- Supporting team members to deliver on their objectives through offering advice, guidance and support as appropriate.
- Maintaining personal and professional development to meet the changing demands of the job, in line with professional registration requirements.
- Undertake mandatory, statutory and any other training as advised by clinical educator and/or matron.

**COMMUNICATION & WORKING RELATIONSHIPS**

- Patients and their support network
- Ward Manager and all ward based nursing staff and HCAs
- Matron
- Clinical Educator
- Clinical Nurse Specialists, Nurse Practitioners and Children’s Community Nurses
- Care Group Manager
- Consultants and medical teams
- Allied health professionals
- Serco staff
- Bank/Agency Nurses and Healthcare Assistants

**OTHER**

- To include any other non-standard terms:
- Newly qualified nurses will undergo a period of six months Preceptorship, and period of supernumerary status

**All Job Holders are required to...**

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.

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- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR) or “Data Protection legislation.

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- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.
- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

**All Managers are responsible for...**

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

**All Heads of Departments are responsible for...**

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately

**Note**

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive.

It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

**Job Description Agreement**

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Post Holder..... Date.....



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Line Manager..... Date.....

**Post Profile**

<b>Physical Effort</b>	Assist nursing and medical staff, on a daily basis, in undertaking procedures by holding / restraining children as necessary. Due to the age of the patients you will also be required to lift/ carry patients up to 15 kg without the use of lifting aides on a daily basis and over 15kg on an occasional basis during normal care giving routines.
<b>Mental Effort</b>	There is a requirement for frequent periods of concentration within an unpredictable work pattern.
<b>Emotional Effort</b>	You will be required to offer care and support for the children (and their families) with chronic and / or life-limiting conditions on a daily basis and children suffering child abuse on a frequent basis. Supporting them through diagnosis / prognosis and planned treatments.
<b>Working Conditions</b>	There will be frequent exposure to highly unpleasant conditions such as handling soiled linen and clothes, nappy changing, and obtained samples.

**PERSON SPECIFICATION - STAFF NURSE**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven evidence of recent Continuing Professional development</li> <li>Proven knowledge of patient administration system</li> <li>Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>Proven Venepuncture / Cannulation skills</li> <li>Proven Intravenous therapy skills</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>NMC Registered Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Relevant post basic leadership course</li> <li>Mentors Course</li> </ul>

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<b>APTITUDE &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good communication skills, written and verbal, with ability to demonstrate fluency, clarity and effectiveness at all levels</li> <li>• Numerate</li> <li>• Effective influencing skills: in general and with senior health care professionals</li> <li>• Teaching and mentoring skills</li> <li>• Ability to prioritise workload, instruct and direct others</li> <li>• Organisational skills and able to work as a team member / leader</li> <li>• Advocacy skills</li> <li>• Shows aptitude working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate potential management abilities.</li> <li>• Ability to facilitate change within the work area.</li> </ul>
<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Works in a calm and organised manner and develops a team approach</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to employ stress management strategies to help themselves and others</li> </ul>
<b>CIRCUMSTANCES</b>	<p>Flexible shift pattern.</p> <ul style="list-style-type: none"> <li>• _____</li> </ul>	<p>_____</p>
<b>OTHER FACTORS</b>	<p>_____</p>	<p>_____</p>

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**Appendix 2 – Sign-off-sheet**

**AGENDA FOR CHANGE**

**POST**..... **CURRENT GRADE**.....

**DIRECTORATE/SPECIALTY**.....

**DEPARTMENT**.....

**DECLARATION:**

**POST-HOLDER:**

I confirm my agreement that this Job Description & Job Specification are a proper reflection of my job and that I am happy for them to go forward to the Agenda for Change Job Matching Process.

**Signed**..... **Date**.....

**Full Name**.....

**LINE MANAGER:**

I confirm my agreement that this Job Description & Job Specification are an accurate reflection of the job of the post-holder for whom I am responsible and that I am happy for them to go forward to the Agenda for Change Job Matching Process.

**Signed**..... **Date**.....

**Name**..... **Job Title**.....