



**University Hospitals  
of North Midlands**  
NHS Trust

# Job Description and Person Specification

**PROUD  
TO  
CARE**



# Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

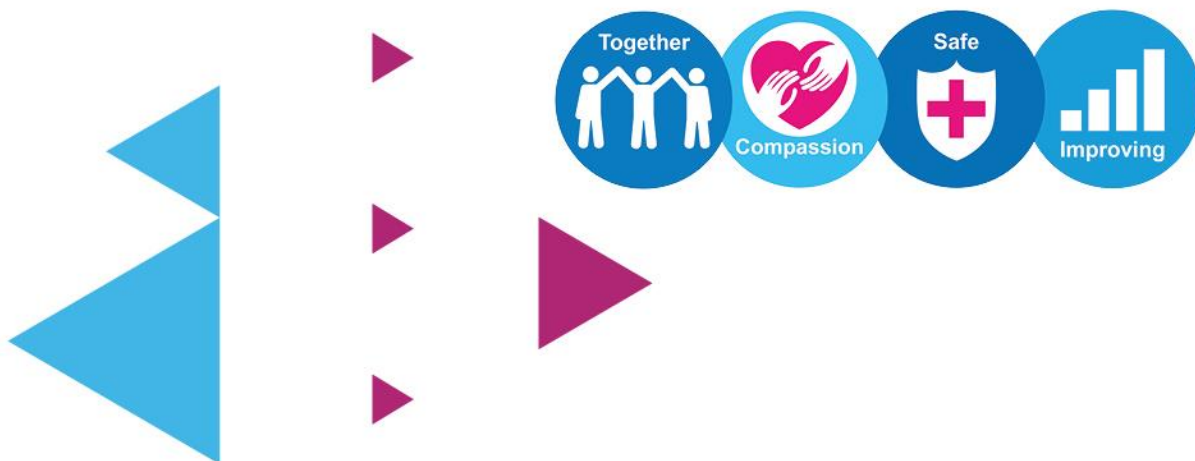
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone. The Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at [www.uhnmcharity.org.uk](http://www.uhnmcharity.org.uk)



# Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



## **Together**

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



## **Compassion**

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



## **Safe**

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



## **Improving**

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements



**Division:** Women's, Children's and Clinical Support Services

**Job Title:** Children's Critical Care Senior Staff Nurse

**Band:** Band 6

**Location:** Children's Critical Care Ward 215 – Royal Stoke

**Hours:** 37.5hrs per week – Fixed Term 12 Months

**Managerially accountable to:** Unit Manager/Ward sister

**Professionally accountable to:** Child Health Matron

### **Role Summary**

- All Children's Critical Care Nurses work under the guidance and supervision of the Senior Sister and Senior Clinical Nurses to deliver safe and effective quality care.
- The post holder will provide effective family centered nursing care underpinned by evidence based practice.
- Ability to assess, develop, implement and evaluate nursing care needs of children and families/carers within the ward or department in order to provide and maintain a high standard of informed and effective holistic care following a formal period of preceptorship.
- To support teaching and supervision of all members of the team and pre-registration nursing students.
- To work a mixture of day and night shifts as well as rotate to other clinical areas as requested, to meet the demands of the service and fulfil professional educational needs.
- To participate in the development of clinical audit, ensuring that a prominent nursing contribution is made.
- Present a positive, professional image of the organisation and nursing team
- To be responsible for updating own knowledge and skill in line with the NMC Code; Trust policies and procedures.

The post holder will be expected to:

### **Personal/Professional Development**

See person specification for qualifications/equivalent experience.

- Demonstrate practical and theoretical knowledge, competence and skills and maintain all evidence required.
- Contribute towards developing a culture of learning and innovation, developing high quality learning environments.
- Maintain best practices in health, safety and security.
- Share ideas with colleagues to improve care and suggest areas for innovation.
- Participate in audit activities being undertaken in area of practice.
- Contribute to the improvement of service by reflecting on own practice and supporting that of others.
- Adhere to legislation, policies, procedures and guidelines both local and national.
- Regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care.
- Manage competing demands of job role, using prioritisation and delegation skills.
- Work in an effective and organised manner demonstrating excellent time management and organisational skills to effectively deliver person-centred care for an allocated group of individuals.
- Deliver effective care following treatment plans determined by the Registered Nurse or registered care professional and evaluate on progress against the plans.
- Use knowledge and experience to make evidence based decisions and solve problems.
- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivery; adhering to local and national guidance.
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards).
- Exercise personal responsibility and work independently within defined parameters of practice (NMC Code of Conduct), taking the initiative in a variety of situations and performing a range of clinical and care skills consistent with the role, responsibilities and professional values of a Critical Care Nurse.
- Exercise judgment in assessing patient condition, comfort and wellbeing using analysis of a range of possible factors.
- Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines.

- Use skills of manual dexterity and manipulation of clinical instruments and equipment.
- Use a combination of standing, walking bending and stretching throughout the shift.
- Exercise personal duty of care in the safe use and storage of equipment.
- Be environmentally aware and prudent in use of resources and energy.
- Act in ways which support equality and value diversity.
- Demonstrate own duties to new or less experienced staff.
- Support development of less experienced staff and students.
- Develop skills to maintain professional standards of record keeping.
- Follow all information governance guidance and policies.
- Maintain confidentiality as outlined within data protection policies.
- Work to standard operating procedures with registered care professionals available for reference.
- Work within the organisational policy, procedures and guidelines.
- Be responsible and accountable for own practice, working within limits of competence and within professional boundaries.
- Maintain active status on NMC register.
- Raises any concerns to a registered care professional or appropriate person.
- Maintain a professional approach while working in challenging, distressing situations or dealing with behaviour that challenges.
- Support families and carers when faced with unwelcome news and life changing diagnoses.
- Have exposure to VDU screen.
- Be proactive in seeking opportunities to develop own knowledge and skills.
- Seeks support / guidance in timely manner if any difficulties are encountered.
- Apply critical and analytical skills in research/audit/service improvement context, working within an ethical framework.
- Adhere to ethical, legal, governance and quality assurance frameworks that pertain to research development and innovation.

### **Trust Dress Code**

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, no wrist watches, stoned rings, wrist jewellery, false nails, nail polish, false lashes or plaster casts
- No personal bags to be worn during clinical duties
- Hair must be tied back and off the collar

### **Hand Hygiene**

- Decontaminate your hands as the per 'The five moments of hand hygiene'

### **Own Practice**

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

### **Decontamination**

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

### **Trust Policies**

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

### **Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality**

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

### **Safeguarding Children, Young People and Adults with care and support needs**

All staff are responsible for ensuring that they are familiar with and adhere to the Trust's Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

## Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way UHNM (University Hospitals of North Midlands NHS Trust) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

*SWITCH to a Sustainable UHNM* is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact [switch@uhns.nhs.uk](mailto:switch@uhns.nhs.uk)

## Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signed Manager \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Band 6 Children's Critical Care Nurse (ICU)		Criteria		Evidence
		Essential	Desirable	
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• UK NMC registered Children's Nurse</li> <li>• Critical Care Course Level 3 (PICU)</li> <li>• APLS</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>		Application; Certificates & Interview
<b>Knowledge, Skills, Training and Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years post registration experience</li> <li>• Previous experience of working within Children's Intensive care</li> <li>• Minimum 1 year's consolidation of Critical Care Course Level 3 (415) over a winter period.</li> <li>• Evidence of Mentorship experience to include teaching and assessing within a clinical setting</li> <li>• Formal teaching to groups of staff</li> <li>• 6 months children's retrieval experience</li> <li>• Evidence of on-going professional education in a specialist area</li> <li>• Lead on or implement a quality initiative</li> <li>• Ability to work effectively as a team player and as part of a multi-disciplinary team</li> <li>• Insight into how to evaluate own strengths and development needs, seeking advice where appropriate</li> <li>• Understanding of the scope of the role of the Band 6 Critical Care Staff Nurse in context of the team and the organisation, and how the role may contribute to service development</li> <li>• Evidence of time management skills and ability to prioritise</li> <li>• Ability to communicate with members of the public and health and care providers</li> <li>• Ability to deal with non-routine and unpredictable nature of the</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application &amp; Interview</p> <p>Application</p>

	workload and individual patient contact • Ability to take part in reflective practice and clinical supervision activities • Knowledge of when to seek advice and refer to a senior healthcare professional • Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count) • Understanding of evidence based practice • Evidence of involvement in support / development of less experienced staff	✓  ✓  ✓  ✓  ✓		& Interview
<b>Personal Qualities</b>	• Courteous, respectful and helpful at all times • Ability to motivate others • Able to use own initiative • Ability to work as part of a team • Effective communication skills • Computer literate • Demonstrate Trust values at all times	✓  ✓  ✓  ✓  ✓		Application & Interview