

## SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

### JOB DESCRIPTION

#### 1. JOB IDENTIFICATION

Job Title: Staff Nurse, Band 5

Department: Helena Specialist Nursing Team/Ryegate House respite unit, Medicine

Responsible to: Team Manager

Accountable to: Community Lead Nurse, Director of Nursing & Quality

Band: 5

#### 2. JOB PURPOSE

- To co-ordinate and provide skilled nursing (without direct supervision) to patients, in accordance with responsibilities under the NMC Code of Conduct.
- To contribute to the continuing development of nursing, including the supervision of junior nurses and support staff.
- Act as an advocate for patients.
- To plan, implement and evaluate nursing care for an allocated patient group, in consideration of individual need, using prioritisation and delegation skills.
- To assist the team in managing and developing the Ward/Department
- To work collaboratively within a multidisciplinary team, internal and external to the organisation, to facilitate holistic seamless care delivery for all Trust Patients.

#### 3. MAIN DUTIES/RESPONSIBILITIES

##### Communication and Relationship skills

- To maintain confidentiality of information regarding children/ families at all times.
- To act as a positive role model and resource person to others including patients and relatives.
- To communicate and liaise effectively with all members of the multidisciplinary team, both verbally and in writing, providing and receiving complex or sensitive information
- Promote and maintain good and effective communication with patients, relatives, and visitors.
- Persuade patients and families to co-operate with treatment for their well-being, effectively deal with anxious relatives.
- Ensure parents/carers and the child (when appropriate), have the opportunity to agree and/or negotiate care.
- Communicate with senior nursing staff regarding any problems, untoward occurrences or accidents

### **Knowledge, Training and Experience**

- To have RSCN or RN (Child) registration, and use this knowledge in the daily care of patients.
- To undertake administration of prescribed medication within the Trust policy for administration of medicines.
- To be aware of the resources available for continuing education and demonstrate a positive attitude towards self development.
- Develop knowledge skills and attitudes by undertaking competency packages as required by Trust and speciality during the first 2 years of post registration employment and on-going according to personal development plan.
- Knowledge of principles of Infection Prevention & Control. It is essential that the post-holder adheres to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections.
- To work within Trust Child Safeguarding Policies and undertake safeguarding training at Level 3.
- Identify own personal and professional needs through the personal development review process, knowledge and skills framework & clinical supervision process and to work and achieve objectives set.
- To ensure that personal mandatory and statutory training requirements are met in accordance with Sheffield Children's NHS Foundation Trust policies, maintaining own professional profile.
- Maintain competence in the use of all medical devices used within the department.

### **Analytical and Judgement Skills**

- To plan straightforward tasks on an ongoing daily basis.
- To be able, with support from senior staff, to analyse and make decisions in relation to risk and patient care.
- Utilise clinical and risk assessment skills to maintain a safe environment.
- To review current practice and report to ward/department manager areas requiring change.

### **Planning and Organisational**

- Provide clinical expertise to a defined group of patients/clients, participating in all aspects of care from initial contact/admission through to discharge, including transferring from one environment to another, or within the out-patient environment.
- To incorporate planned patient investigations, treatments and discharges into the care for a patient allocation over the duration of a shift.
- Participate as a mentor/preceptor, in the teaching/training, assessment and supervision process for learner nurses and support workers.
- Be aware of local and national initiatives which impact on the development and delivery of the paediatric service.

### **Physical Skills**

- Carry out nursing procedures requiring highly developed physical skills where accuracy is important.
- Demonstrate and maintain skills in paediatric life support, at level required by ward/dept.
- Undertake extended roles, after a period of training, supervision and assessment of competence e.g. Intravenous drug administration, complex infusions, use of decontamination unit, nurse-led discharge, etc according to ward/department need.
- To have basic key board / I.T. skills to effectively use and input data to hospital

information systems.

### **Responsibility for Patient/ Client Care**

- Assess, plan, implement and evaluate the care plans for children/young people and their families presenting for care within the framework of the nursing team.
- To be aware of the psychological/emotional needs of the patient/carer, responding and reporting appropriately.
- Initiate prescribed treatments or clinical interventions in response to changes in patient conditions.
- Independently assess, treat and give advice to children/young people attending the ward/department for planned treatment or wound management, following appropriate training.
- Maximise opportunities for health promotion and health education.
- Teach parents how to maintain health at home and support them to develop parenting or other clinical skills as required to support their child at home.
- To facilitate appropriate discharge planning, enabling arrangements to be in place for patients leaving hospital, making referrals and providing information to community services, as required, in order to achieve a safe and timely discharge from hospital.
- 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.
- Participate in risk management to ensure a safe working/patient environment in line with relevant Trust policies.
- Recognise and report / manage any complaints or incidents from patients / carers, with support from Ward/Unit manager, Modern Matron, PALS or Risk Management Dept.
- Be conversant and comply with the Trust's fire safety training and procedures for evacuation.

### **Responsibility for Policy/Service Development**

- Promote clinical excellence through participating in setting, maintaining and monitoring standards of care within the clinical governance framework and take part in audit and benchmarking.
- To work within the standards required by the Dept of Health, eg NHS Litigation Authority and Care Quality Commission
- To participate and assist in systematic monitoring and evaluation of nursing practice within the department and keep abreast of new developments in nursing and speciality specific information.

### **Responsibility for Financial and Physical Resources**

- Be aware of the process for ordering stock used on wards/departments and utilise all resources to the maximum economical benefit of the service, being aware of resource implications specific to the ward/department.

### **Responsibility for Human Resources**

- Support the ward/department's educational initiatives, promoting and contributing to a learning environment which meets the needs of learners and student nurses in the ward/department.
- Use reflective practice to enhance development of self and others
- Manage staff resources on a shift-by-shift basis, with support and advice from 524 bleep holder in emergency circumstances or for development purposes.
- Promote and advise on professional standards, taking action as appropriate and reporting any concerns to senior members of staff.

- Assist in the preceptorship of junior colleagues, once own preceptorship is complete.

### **Responsibility for Information**

- Accurately completes patient records, using both paper and computerised systems.
- Input personally-generated information and have a working knowledge of the hospital information systems.
- To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust and NHS.
- To promote and comply with NMC and local standards for record keeping.
- The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business and undertake appropriate Information governance training.

### **Responsibility for Research and Development**

- To contribute to and assist in the development of nursing practice within the ward/department.
- To assist to develop, introduce and apply research and evidence-based findings to nursing practice and standards of patient care.
- To assist or take part in multidisciplinary audit projects within the clinical area.

### **Freedom to Act**

- Following 2 years post-registration experience and completion of competency package on ward co-ordination, to accept overall responsibility for management and co-ordination of the ward/department, for development opportunities or emergency situations, when required, ensuring effective handover of patients, in the absence of more senior members of staff. (Not applicable to Critical care & NSU)
- Work with an allocated patient group under indirect supervision of senior nursing staff.
- Supervise and support junior staff on a day to day basis, throughout a shift, prioritising and delegating as appropriate.
- Be aware of and adhere to Trust's policies and procedures.
- Adhere to the NMC Code of Professional Conduct and be professionally accountable for own actions during working shift.
- Administer medications according to the NMC Code of Professional Conduct & Trust policy.

### **Physical Effort**

- To undertake moderate physical effort on frequent occasions during a shift e.g. moving and handling patients, moving and handling supplies.
- 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.

### **Mental Effort**

- To respond quickly and effectively to the frequently unpredictable workload of the department and the different levels of concentration required.
- Develop skills and knowledge in assessing and recognising emergencies in their speciality, to be enabled to interpret information and take appropriate action.

**Emotional Effort**

- Cope with the frequent emotional demands of working directly with children and families involved in distressing situations e.g. unexpected illness/Injury, major surgery, child protection, challenging behaviour, life limiting conditions (and critical care).
- Cope with unexpected death, of allocated patient, supporting bereaved families and other staff members once per month, or less, on average.

**Working Conditions**

- To have daily direct exposure to blood and body fluids.
- To work with pharmaceutical products under COSHH regulations
- Recognise areas of potential conflict responding effectively to verbal or physical aggression using conflict resolution skills
- To be personally exposed to verbal and/or physical aggression less than three times per month, on average.

**4. SCOPE AND RANGE**

Nursing care of children aged 0-19 requiring general acute/chronic /critical care in an identified clinical ward or department.

To work with Modern Matrons, Senior Nurses, Bed Managers, and Infection Control Nurses to ensure optimal bed utilisation.

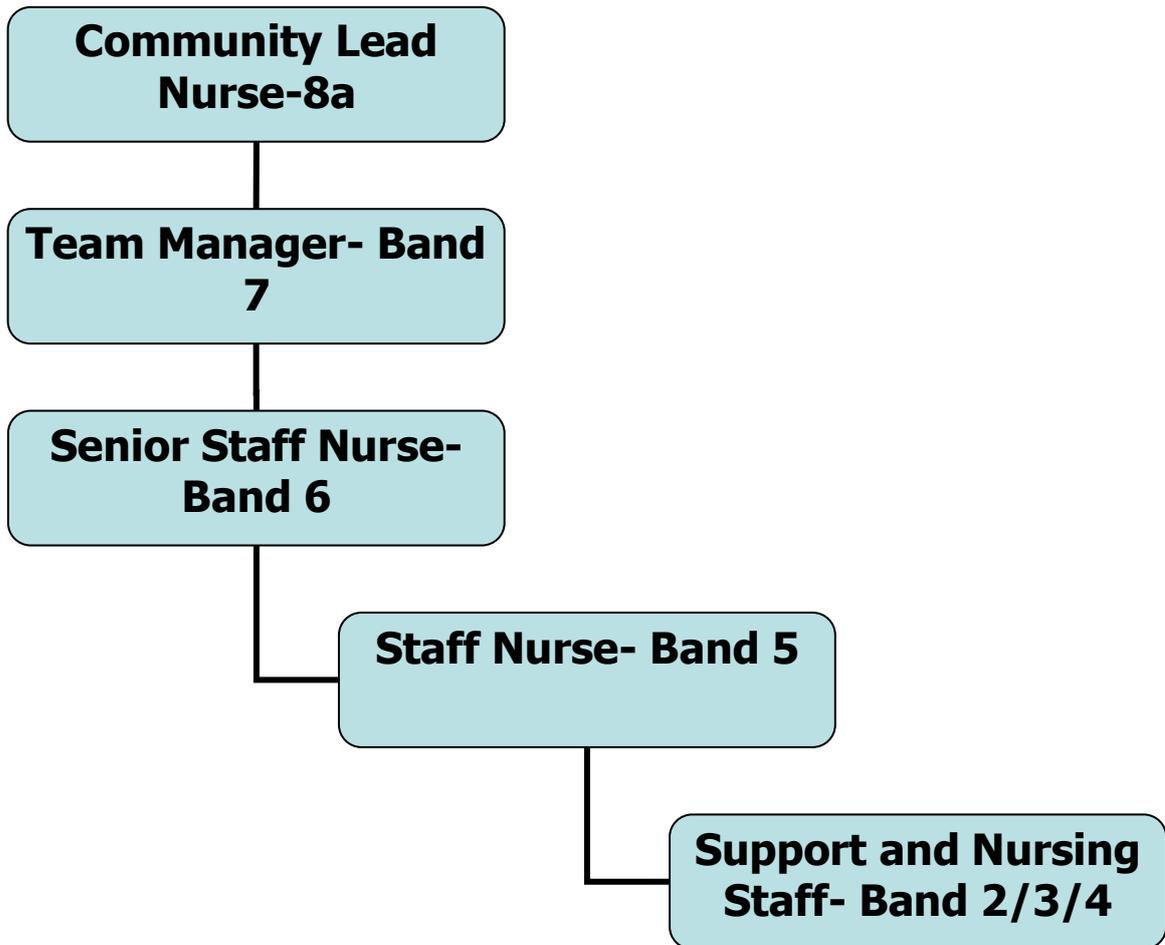
The post-holder is employed by the Trust and may be asked to work in other wards/departments to undertake their duties as a Registered Nurse, either for a day or for a longer period of time to cover staff absence in other areas.

The post holder will be required to wear a uniform.

In collaboration with colleagues, adopt a flexible approach to rostering to meet service needs and to assist staff to balance home and working lives within the scope of the European Working Time Directive.

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.

**5. ORGANISATIONAL POSITION**



**6. JOB DESCRIPTION AGREEMENT**

Job Holder's Signature:

Manager's Signature:

Date:

Date:

## TRUST VALUES

Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.

*Keeping children, young people and families at the heart of what we do*

### Compassion

- We are led by kindness for all – for our patients, their families and our colleagues
- We will show empathy and understanding, treating everyone with dignity and courtesy
- We will respect each other and those we care for

### Accountability

- We always strive to do the right thing
- We own responsibility for our successes, failures and understand where we need to improve
- We will create a supportive working environment where everyone takes responsibility for their own actions

### Respect

- We value differences and treat everyone fairly and consistently
- We will actively tackle inequality and will foster a culture of inclusion

### Excellence

- We will seek to improve the way we work and deliver a high quality standard of care
- We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally

**Together we care**

**SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST**

**PERSON SPECIFICATION – Band 5 Staff Nurse**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	Degree or Diploma Level Education as Registered Nurse (RN Child or RSCN) Current registration with NMC	Teaching, mentoring and Assessors qualification Willingness to undertake study to Degree level Relevant Post Basic registration course	Certificate INT NMC Registered
<b>Experience</b>	Ability to demonstrate a commitment to professional development. Willingness to undertake Trust Band 5 competency pathway. Role of Staff Nurse Accountability and Own limitations Health & Safety Safe Practices e.g. Moving and Handling, Sharps, COSHH Principles of Infection Control Principles of Safeguarding of children	Post-registration experience in paediatric speciality Mentorship experience Understanding of the principles of Audit	Portfolio/Ref INT Portfolio/Ref INT
<b>Knowledge and Skills</b>	Role of Staff Nurse Accountability and Own limitations Health & Safety Safe Practices e.g. Moving and Handling, Sharps, COSHH	Ability to work within a team Understanding of the clinical governance agenda Health, Safety and Risk awareness	AF INT REF

HR Use only  
AFC code:

	<p>Principles of Infection Control Principles of Safeguarding of children Effective verbal and written communication skills IV Competent Ability to respect the cultural, social and religious diversity within society. Able to use own initiative Good decision making skills Effective interpersonal skills Basic IT skills &amp; use of Microsoft Word/Excel Clean driving licence and access to a car for community visits</p>	<p>Awareness of resource management Paediatric Life Support training Extended role skills eg Cannulation, Speciality Nursing Skills: Medical Nursing Surgical Nursing Critical Care One to One Teaching Lone working Community based working</p>	
<b>Personal Attributes</b>	<p>Commitment to: Speciality Professional Values &amp; manner Self Development Family Involvement and holistic care Internal Rotation/Flexible Working Patterns</p>	<p>Leadership qualities</p>	<p>AF INT REF</p>
<b>Demonstrates Trust Values</b>	<p>Compassion, Accountability, Respect and Excellence.</p>		<p>In/REF</p>

**Key for How Assessed:** AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference