

Clinical Facilitator-Neonatal Sister

Neonatal Unit

JOB DESCRIPTION

1. About the Trust

Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.

The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

Communication

Attitude

Responsibility

Equity

Safety

Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

2. Role profile: Job description & Person specification

Job title	Clinical Facilitator (0.4 WTE)/Neonatal Sister (0.6 WTE)
Salary scale	AfC
Division	Planned Care- Women's and Children's
Responsible to	Lead Nurse for Neonatal Unit
Accountable to	Lead Nurse for Neonatal Unit
Type of contract	Permanent
Hours per week	37.5
Location	The Hillingdon Hospitals NHS Foundation Trust

Job Summary:

- ◆ The post holder takes an independent role in clinical facilitation and mentoring of new staff and pre /post registration students in the Neonatal Unit ensuring high clinical standards.
- ◆ The post holder will be supporting the Band 7 Practice Development Nurses in organisation and planning of clinical placement/study days for students and staff.
- ◆ The post holder is required to lead in all ward activities as an effective team member and be a role model for members of the team.
- ◆ The post holder is required to take responsibility as the prime care provider for a determined group of patients. She /he will work without direct supervision in the assessment group of all relevant care needs, development, and implementation of programmed of care.
- ◆ The post holder is required to develop and maintain a high quality of nursing care based on the Trust's mission statement, core objectives and Nursing and Midwifery and Healthcare Assistant Strategy.
- ◆ The post holder is required to work within the codes of practice, professional guidelines, and policies

Responsibilities and key result areas to include:

1. Education/Training

- Promote a good working environment in order maintain a high standard of staff moral using good leadership, organisation, and management skills.
- Assist in developing staff programme for staff progression and work together with Practice Development Nurse (PDN) and senior staff to assess staff progress.
- Support the band 7 PDN in equipment training for staff and maintenance of NNU equipment.
- Support in the organisation, co-ordination of statutory training and study leave applications for staff and students and maintain an up-to-date record of the above.

[enter job title – enter date]

- Assist in leading the implementation of neonatal specific training and development packages, induction/orientation courses and working to further develop nurses.
- Orientate new staff and students through a robust induction programme.
- Provide clinical supervision, mentoring students, and staff to ensure they are supported in the clinical area.
- Provide formal and informal teaching sessions to staff/student in the clinical area and the planned care division.
- Responsible for ensuring staff are trained in the use of all equipment in the clinical area and keeping record of the above.
- Work clinically with staff to meet their identified learning needs and achieve a consistently high standard of clinical practice.
- Participate in reviewing the training and development strategy in line with changes introduced at a national level and within the Trust.
- Ensure adequate supervision of junior staff and CPD students in acquiring specialised skills and knowledge to ensure continuity of high-quality care.
- Represent the neonatal unit at London neonatal network subgroup education meeting if required.
- Act as supervisor or/and assessor for all competencies within the Neonatal Unit.
- Act as a resource to facilitate development of evidence-based practice evaluating current practice and maintaining practice development.
- Identify and develop opportunities to promote the services provided by the Neonatal Unit, including participation at nursing conferences promoting the service and its developments.
- Facilitate staff learning through maintenance of links with university link tutors and advise PDN and Neonatal Service Manager of any changes in educational requirements.
- Develop and maintain relationships whilst reconciling conflict on education resource issues.
- Participate in the staff recruitment process and promote retention strategies within the unit.
- Maintain, update, and develop personal and professional knowledge and skills by participating in the Trust's staff performance review system.
- Perform staff appraisal for allocated member of staff.
- Participate in investigating incidents reported on the Datix system.
- Take responsibility for own professional growth and maintain an up-to-date professional portfolio, identifying role and skill developments in line with the Scope of Professional Practice / PREP.

2. Clinical Practice

- Work in partnership with the multidisciplinary team to develop individual programmes which provide measurable outcomes of patient care.
- Take charge of the shift as required when working as junior sister and make appropriate staff allocation that demonstrates the understanding of workload/activities and skill mix of the team.
- Provide high quality holistic care to babies needing intensive/high dependency and special care on the ward prioritising workload according to changing clinical need through throughout the shift.
- Assess and manage the neonate using clinical specialised skill and theoretical knowledge, implementing of programmes of care in collaboration with nursing and medical staff and other health professionals incorporating:
 - monitoring the vital signs of the patient and accurate documentation of the same and report if there is deviation from the norm.
 - assisting medical staff in performing procedures and ensure that all treatments are carried out correctly and promptly.

- administering drug therapy and setting up of intravenous fluids in accordance to medical prescription and Trust policies.
 - responsible for safe keeping of all drugs including controlled drugs according to Trust policies
 - monitoring and documenting fluid intake and output accurately.
 - attending high risk deliveries in labour ward and assist in stabilising the patient and transferring the patient to neonatal unit.
 - initiating discharge planning and preparing parents by parent craft education in readiness for patient's smooth transition to home.
 - ensuring staff maintain an accurate, legible and precise records at all times and be aware of the legal implications of these documents.
 - ensuring that all emergency equipment is checked and in working condition at every shift.
- To promote Family Integrated Care (FIC) and ensure health promotion as an integral part of nursing care.
 - Provide support to all parents in a sensitive manner especially the parents of dying babies and babies with anomalies.
 - Participate actively in ward rounds and evaluate the outcome of the changes made to improve the patient and family care. Report and record the above.
 - Respond to clinical emergency situations and initiate appropriate basic resuscitation till help arrives and then manages the situation in consultation with senior medical and nursing team.
 - Accompany patient on transfer to and from other hospitals with or without the medical staff depending on the condition of the patient.
 - Provide and maintain a suitable and safe environment for the physical and psychological wellbeing for the staff, patients/clients, and their relatives/carers; refer for guidance and advice as appropriate.

3. Communication

- To demonstrate politeness, courteous and sensitive in dealing with patients/clients' relatives/visitors and colleagues maintaining good customer relations.
- To be proactive in promoting a healthy lifestyle for patients/parents and staff in line with the national strategy requirements.
- To be able to communicate effectively during hand-over of report by giving adequate and concise reports regarding patient care.
- To ensure that changes in treatment /care of the patients are being communicated effectively to members of staff allocated to the patient and ensure instructions are carried out promptly.
- To communicate efficiently with clerical staff regarding daily admissions, transfers and discharges so as to ensure accurate update of data.
- To attend local/ Trust wide/ network meetings and ensure that information from those meetings is disseminated and communicated to all staff.
- To disseminate and share good practice within the department and Trust wide.
- To work cohesively with all members of staff in the neonatal team and other department ensuring a high-quality service is always provided for all patients.

4. Research & Audit

- To be prepared to challenge practice and use audit and/ or research to implement change supported by relevant evidence-based practice.
- To work in collaboration with research nurse and medical staff in research studies undertaken within the department
- To identify and participate in clinical audit
- To actively involve in educational audit in liaison with the University lecturers.
- To participate in Trust or local research raise the awareness for research within the department and recommend innovations for clinical practice
- To promote and participate in the process of setting goals and benchmarking standards of care.

5. Financial management:

- To record sickness and special leave taken by staff on off duty and make appropriate adjustment taking into consideration the workload and skill mix of the day.
- To deputise for the PDN as necessary.
- To promote cost effective use of ward resources and monitor staffing levels and extra hours worked by staff.
- To be fully conversant with the reporting and requesting of repair.

6. Policy /Service development

- To promote the neonatal unit's aims and set objectives to achieve them.
- To be aware of and compliant with local Neonatal unit and Trust policies, procedures, guidelines, and standard within the department.
- To be fully conversant and compliance with the Trust's Infection control policy and ensure all staff and visitors adhere to them to minimise the risk of infection to the patients in the unit.
- To be fully conversant with the district policies on child protection and report and record these issues appropriately.
- To take an active role in development and revision of unit guidelines, policies and procedure

7. Risk Management

- To identify and report any clinical risks so that appropriate action can be taken in accordance with the Trust risk management policy. To initiate appropriate action and refer and inform to nurse manager as appropriate.
- To be aware of the Trust's framework of clinical governance within the ward and division.
- To assist in investigation of complaints and incidents on the ward, ensuring appropriate action is taken.
- To ensure all equipment is used according to the manufacturer's instruction and be able to use it safely and store it correctly. To report problems to appropriate personnel.

- To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to cooperate with the Trust in adhering to statutory and departmental safety regulations.
- To take necessary precaution regarding handling of items soiled with blood and bodily fluids.

Additional Information

Confidentiality

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any unauthorised purpose or disclosure such as data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

Health and Safety

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Equal Opportunities

The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management

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.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.