

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff have met the demands of the Covid-19 pandemic over the last two years, and we continue to work hard to reduce waiting lists for vital non-Covid services.

As an organisation, we've made significant improvements for patients and staff in the last two-and-a-half years. This is reflected in our most recent Care Quality Commission (CQC) inspection (from February 2020), which found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change and are at the start of delivering our five-year strategy, "Caring for our local communities". This was agreed with staff and partners in November 2020 and provides clarity about our role in the local health and care system. First and foremost, we will be a community focused provider of consistently high quality local and acute care. We will work with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce are reflective of the local communities which we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity of joining us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision, values and priorities

Our vision

To work together to provide high quality care to every patient, every day.

Our priorities



Quality

Continually improve safety and quality



Patients

Put patients at the heart of everything we do



People

Support and develop our workforce to live our values every day



Partnership

Work effectively with partner organisations



Money

Ensure we spend every penny wisely

Our values



We treat our colleagues with respect and compassion



We take responsibility for our actions



We learn, develop and share knowledge



We work together for patients and colleagues



We work as a team to improve quality

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline

Job Description

Job title: Senior Staff Nurse

Location: Paediatric Emergency Department, Queen Elizabeth Hospital

Band: Band 6

Reports to: Paediatric ED Senior Sister / Ward Manager

Accountable to: ED Matrons

Job Overview

An exciting and challenging opportunity has arisen for dynamic individuals with excellent clinical skills and Paediatric ED experience to enhance their skills as a band 6 nurse in charge.

As a registered children's nurse, the post holder will provide leadership in the delivery of care to children, young people and their families in the emergency department setting. The post holder will be accountable and responsible for providing a high standard of child and family focused care. They will need to be able to carry out care without direct supervision as part of the Emergency Department team and supervise juniors and communicate effectively with the multidisciplinary team contributing towards the effective running of the department.

Staff Structure



Duties and Responsibilities

Clinical duties include:

- Provision of expert specialist, high quality nursing care and support for children, young people and their relatives/carers.
- Appropriate delegation of duties to other members of staff for effective delivery of patient care.
- To provide timely nurse led interventions for the benefit of the child/ young person's care.
- To assess, plan implement and evaluate care of patients from admission to discharge to supervise juniors in the assessment and deliver of care.
- To be part of the effective admission / transfer / discharge of a patient involving the family, carers, significant other, multidisciplinary team and community teams when appropriate.
- To maintain effective channels of communication with patients, relatives and all staff involved in providing care.
- To provide and receive nursing handover reports in the role of team member, co-ordinator.
- To act as paediatric nurse in charge, coordinating care delivery to children and young people ensuring high quality care for every patient, every day.
- To be part of the process in implementing clinical governance and the impact this has on patient care, i.e., audit and evidenced based practice.
- Ensure that written documentation is maintained in line with the Nursing and Midwifery Council (NMC) standards for Records and Record Keeping and Trust policy.
- To ensure that the storage and administration of Medicines is carried out according to statutory and Trust regulations.
- To act as a resource for adult trained nurses when they are involved in the care of children.

Educational duties include:

- To achieve competence as set out in agreed learning outcomes.
- Take part in creating a learning environment for junior members of staff, learners and health care assistants.
- To participate in the teaching of new staff as well as students and to act as a mentor following appropriate training.
- Provide effective health promotion for patients, family members and carers.
- To participate in induction and other in-house training programmes.
- To ensure all mandatory training is undertaken and is up to date as per local policy.

- To act as mentor to students in training and learners undertaking formal education.

Management duties include:

- To take responsibility for the management of the paediatric emergency department in the absence of senior colleagues.
- To report or manage all complaints, incidents or accidents to the nurse in charge of the unit, sister/charge nurse, matron or clinical/site manager as appropriate.
- To be actively involved in the resolution of complaints.
- To develop awareness of resource management both financial and human.
- To be able to take appropriate action with regard to emergencies such as safeguarding, cardiac arrest, mental capacity, fire and major incident.
- To lead on safeguarding issues and improving processes.
- To participate in department meetings to develop and improve practice in the department and promote new ideas.
- Act as a professional role model to peer group, junior staff, members of the multi-disciplinary team as well as members of the general public.
- To delegate tasks appropriately to members of the team.
- To actively manage your caseload in line with emergency access target initiatives.
- To take on a lead role withing the department.

Professional duties include:

- Practices in accordance with the NMC Code of Professional Conduct and other relevant Trust, professional and statutory rules, codes, policies and guidelines.
- To work towards the corporate objectives of the Trust.
- To adopt a service approach to work.
- To keep up to date with new developments/research.
- To participate in the use of IT systems.
- To participate in rotation of shifts as per the trust E-rostering policy.
- To participate in performance review and to identify a professional development plan.
- To pursue personal development in relation to Professional scope.
- Compiles and maintains a professional portfolio.
- Demonstrate knowledge of corporate policies, procedures and local protocols.

Reviewed By: Jenna Lloyd Senior Sister, Ward Manager of Paediatric ED

Review date: November 2023

Person Specification
Paediatric Emergency Department Senior Staff Nurse / Nurse In Charge

Criteria	Essential	Desirable	Method of Assessment
NMC Registration	<ul style="list-style-type: none"> • RN Child Branch/ RSCN diploma 	<ul style="list-style-type: none"> • Degree 	<ul style="list-style-type: none"> • Application Form • NMC Register
Experience	<ul style="list-style-type: none"> • Substantial appropriate post registration experience • Experience of working in a Paediatric Emergency Department • Experience in audits 	<ul style="list-style-type: none"> • Link nurse role 	<ul style="list-style-type: none"> • Application form • Interview
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Triage • Plaster of Paris • Venepuncture and Cannulation • EPLS/APLS • Practice Supervisor • ED/HDU course 	<ul style="list-style-type: none"> • Practice Assessor • Roster management experience 	<ul style="list-style-type: none"> • Application form • Interview
Aptitude, personal characteristics	<ul style="list-style-type: none"> • Be able to work under pressure • Good problem-solving skills 		<ul style="list-style-type: none"> • Application form • Interview • References

	<ul style="list-style-type: none">• Excellent verbal and written communication• Demonstrate initiative• Interest in Emergency Medicine		
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