



Imperial College Healthcare NHS Trust and Chelsea and Westminster Hospital NHS Foundation Trust

West London Children's Healthcare

Children's Intensive Care Senior Sister/Charge Nurse

JOB DESCRIPTION

TITLE OF POST:	Senior Sister/Charge Nurse
SALARY BAND:	7
LOCATION:	St Mary's Hospital, Hammersmith Hospital, Chelsea & Westminster Hospital, West Middlesex Hospital,
REPORTS TO:	Matron for Children's Intensive Care Unit
ACCOUNTABLE TO:	Head of Nursing for Children and Young People
TYPE OF CONTRACT:	Permanent
HOURS PER WEEK:	37.5 hours

WEST LONDON CHILDREN'S HEALTHCARE: WHO WE ARE

In 2018, Chelsea & Westminster NHS Foundation Trust, Imperial College Healthcare NHS Trust and Imperial College London stated their intent to collaborate on the development of an integrated care system for paediatric services spanning West London.

West London Children's Healthcare will unite paediatric services from across West London together into hubs that link closely together to support clinical care provision, research, education and training. The hubs will be networked with referral hospitals and primary care networks to optimise local care wherever possible for children whatever complex healthcare needs they have and to facilitate a population health approach.

Over 1500 staff across 4 hospital sites with a bed base of 296 will come together to deliver £100m+ paediatric services providing over 115,000 outpatient attendances and 16,000 elective procedures annually, with the aim of improving the health and well-being of the almost half a million children and young people who live in west London.

OUR HOSPITALS AND SERVICES

West London Children's Healthcare runs paediatric services from four sites (detailed below). In addition, we have formed an alliance, working in partnership with other acute providers in NWL and with our partners in community, mental health, local borough and voluntary sector services.

Chelsea & Westminster Hospital

Chelsea & Westminster Hospital is the lead centre for specialist paediatric and neonatal surgery in north-west London, carrying out the most complex surgeries on babies and children. The site has undergone major redevelopment to improve the children's wards, including the recent development of a brand new Neonatal Intensive Care Unit. It also benefits from state of the art children's operating theatres and has put in place new premises for the hospital school. A new, dedicated paediatric dental theatre will open towards the end of 2021. The Cheyne Child Development Centre based at Chelsea & Westminster is dedicated to supporting children with special educational and development needs.

Hammersmith Hospital

Hammersmith Hospital is a specialist hospital and hosts the David Harvey Paediatric Ambulatory unit and a paediatric outpatient department. Neonatal intensive care is provided from the Queen Charlottes and Chelsea Hospital (QCCH) on the Hammersmith Hospital site.

St Mary's Hospital

St Mary's Hospital is a large, acute hospital and hosts one of the two major trauma centres for paediatrics in London, alongside a 24-hour specialist children's A&E department. St Mary's is the lead centre for paediatric intensive care in north-west London and provides specialist oncology, haematology, bone marrow treatment and infectious diseases care. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

West Middlesex

The paediatric department at West Middlesex is a busy local service providing high quality paediatric care for the local population. The unit comprises a general paediatric ward (Starlight), a dedicated paediatric short stay unit (PSSU), a day case unit (Sunshine), a Special Care Baby Unit (SCBU) and paediatric outpatient facilities. The paediatric emergency department provides assessment and care for acutely unwell children.

AIM OF THE ROLE

On 1st April 2022, paediatric and child health services across Chelsea & Westminster NHS Foundation Trust and Imperial College Healthcare NHS Trust came together under a single and integrated governance and leadership structure accountable to the Trust Board's for both organisations.

Together we have an ambitious vision to improve the health and wellbeing of children and young people across West London. We will do this by supporting our two previously quite separate clinical teams to come together to work collaboratively on common care pathways and to build stronger, shared links with research and education colleagues at Imperial College.

WEST LONDON CHILDREN'S HEALTHCARE: CONTRACTUAL EMPLOYMENT ARRANGEMENTS

Whilst employment for this role is hosted by Imperial College Healthcare NHS Trust, the post-holder will work equally across Imperial College Healthcare NHS Trust and Chelsea and Westminster NHS Foundation Trust. Services will be transformed and integrated around the needs of children and young people and not institutions. The post holder will be bound by the terms and conditions of employment of ICHT.

OUR VALUES

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

All WLCH post holders will be expected to follow the values of both organisations (detailed below) and in addition to follow the WLCH guiding principle; *that everything we do is in the best interests of children and young people.*

Imperial College Healthcare NHS Trust Values;

- ☐ **Kind** - We are considerate and thoughtful, so you feel respected and included.
- ☐ **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- ☐ **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- ☐ **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

Chelsea & Westminster NHS Foundation Trust Values;

These values form the mnemonic PROUD:

Putting patients first

Responsive to, and supportive of, patients and staff

Open, welcoming and honest

Unfailingly kind, treating everyone with respect, compassion and dignity

Determined to develop our skills and continuously improve the quality of care

KEY WORKING RELATIONSHIPS

Internal
<ul style="list-style-type: none">• Modern Matron Children Intensive Care Unit• Lead Nurse/HOD for Children and Young People• Director of Children Services• Consultant Lead for PICU• Consultant Leads for HCID and Infectious Disease• Senior Sisters Children Intensive Care Unit• Ward Managers and Matrons• Education Team PICU and Paediatrics• Risk and Audit Nurses• Paediatric Family Liaison Nurse• Lead Nurse for Safeguarding• Paediatric Site Practitioners• Site Team and Directors• Quality and Safety Teams• Patient Advisory Liaison• Infection Prevention and Control Teams• Site Estates and Facilities Team• Trust e-Procurement Team• Staff Nurses in PICU, Acute Paediatric Wards and Local Hospitals

- Students, Medical and Nursing
- Families and Visitors

External

- HCID Centres within London and the UK
- HCID Local and National Networks
- Paediatric Critical Care Society
- Public Health England
- Commissioners and Integrated Health Boards
- Children's Acute Transport Services CATS and other Retrieval Services
- Matrons and Consultants from Referring Hospitals

Job Summary

- To effectively support the Specialist Matron to manage the Paediatric Critical Care Service (PCCS).
- To provide clinical and managerial leadership, maintaining good working relationships, compatible with an efficient and effective running of the service.
- To work as a member of the multidisciplinary team (MDT), communicating effectively with all levels of medical and nursing staff.
- To uphold the Unit's Nursing Philosophy of Care.
- To promote and develop paediatric critical care nursing on a local, national and international level.
- To act at all times as a professional and experienced PCCS nurse.
- To work alongside the practice development team to ensure the educational needs of the PCCS are met.
- To deputise for the Specialist Matron.

West London Children's Hospital

In November 2018, Imperial College Healthcare NHS Trust (ICHT), Chelsea & Westminster NHS Foundation Trust (C&W) and Imperial College London (ICL) set out, as part of 'Healthier Hearts and Lungs', their joint commitment to develop an integrated children's hospital network for north- west London and a new academic centre for child health. Following the transition period full integration, with a single governance structure will take place on the 1st April 2022.

MAIN TASKS AND RESPONSIBILITIES

- Act as a leader and role model for all members of the MDT
- Work as a member of a MDT recognising the contribution of others while maintaining high standards of Critical Care which reflect all aspects of the Unit's Philosophy of Care
- Anticipate needs and provide support for other members of the team; incl. Safeguarding, Legal and Communications
- Assess, plan, implement, and evaluate individualised care for a designated group of children and their parents
- Maintain high standards of individualised nursing care and family centred care for critically ill children
- Encourage practice which develops partnership with parents and maximises their contribution to the care of their child.
- Act as an advocate, upholding the best interests of the child and the family.
- Share responsibility with medical staff for information giving, breaking sensitive/bad news to families.
- Liaise with the medical staff regarding potential admissions/ transfer/discharge to and from the unit.
- Co-ordinate the safe transfer of children to and from the unit.

- Take a lead role in initiating agreed changes within the Paediatric Critical Care Service.
- Maintain and promote a high quality service and be actively involved in the strategic planning of the Paediatric Critical Care Service.
- Be responsible for the maintaining staff records in line with information governance
- Use management experience to effectively take charge of the shift, ensuring the smooth running and standard of care required by a Critical Care Area.
- Undertake the participation in the Unit's extended and advanced nursing roles, i.e. Advance Paediatric Respiratory Nursing, Continuous Veno-Venous Haemofiltration, Plasmaphoresis, Children's Acute Transport Service CATS, Difficult Peripheral Cannulation, and Paediatric Site Practitioner; as appropriate.
- Be a supportive buddy for Consultants and Junior Doctors in training.

4. General responsibilities

Educational Responsibilities:

- Work alongside the practice development and education team to promote and facilitate positive learning environment.
- Act as a mentor working with students and other staff in a way that is supportive and that facilitates reflective learning towards effective practice.
- Contribute on a regular basis to the formal teaching programme for all staff.
- Provide bedside teaching for all staff within the Paediatric Critical Care Service.
- Act as an expert resource within the field of Paediatric Critical Care.
- Support the development and transitioning programmes within the PCCS.

Professional Responsibilities:

- Maintain own professional development to ensure that all nursing practice is based on current knowledge and relevant research.
- Uphold the NMC code of practice and be aware of the implications of poor adherence to the scope of practice.
- Maintain own records/portfolio of continuing professional development in order to meet revalidation requirements.
- Promote clinical supervision and reflective practice for self and members of the nursing team.
- Demonstrate an in-depth of knowledge of Paediatric Critical Care practice.
- Promote the application of current research to clinical practice.
- Initiate research and quality improvement into Paediatric Critical Care nursing practice, as appropriate.
- Work at all times within the NMC code of professional conduct.
- Maintain one's own personal and professional development.
- Act as a professional representative for the unit at the Trust, regional and national level.

Managerial Responsibilities:

- Work alongside the senior nursing team to take responsibility for the day to day management of the Paediatric Critical Care Service.
- Make effective use of resources within the unit.
- Participate in the development of unit policies as appropriate.
- Undertake the review of incidents and communicate the lessons learnt.

- Be involved in the setting and auditing of standards of nursing care.
- Assist in organising PCCS unit meetings, ensuring effective communication is maintained within the team.
- Take an active role in the appraisal of junior staff, identifying their training and professional development.
- Work alongside the PICU Matron and Recruitment Lead to maintain recruitment and retention of new staff
- Work in line with the disciplinary and performance management procedures for staff as appropriate.
- Implement of Quality Assurance Initiatives within the unit.
- Support the Specialist Matron to ensure complaints are handled sensitively and in accordance with the guidelines for the ICHT.

5. Scope and purpose of job description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the postholder.

General

Covid-19 vaccination is a condition of employment for this role, unless an exemption applies. The successful applicant may have contact with vulnerable service users and we will therefore seek proof of being fully vaccinated during the recruitment process.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

KEY RESULT AREAS

- Provision of support and drive to the WLCH transformation and integration work
- Partnership working
- Patient and public involvement
- Strategy and policy

General Responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

Scope and Purpose of Job Description

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ADDITIONAL INFORMATION

It is important to note that whilst the post-holder will work jointly for ICHT and CWFT, they will be hosted by ICHT and as such, bound by the conditions of employment stated in the policies and procedures of ICHT.

Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work Visa/ Permits/Leave To Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Dignity & Respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

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.

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. 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. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

No Smoking

The Trust operates a smoke free policy.

Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

WEST LONDON CHILDREN'S HEALTHCARE
PERSON SPECIFICATION

POST: Senior Sister/Charge Nurse

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Directorate/ department	Job title	Band
Children's Services	Senior Sister/ Senior Charge Nurse	7

Criteria relevant to the role	Essential	Desirable
Education/ qualifications	Registered Nurse/RN Child/RSCN Educated to a degree level or Equivalent Recognised qualification in Paediatric/Adult Intensive Care Nursing APLS/EPLS certification Teaching and assessing qualification/ mentorship course or equivalent.	Working towards MSc level education. APLS/EPLS instructor status Leadership module Management module
Experience	Experience as Senior Staff nurse at Band 6/7 within Paediatric Critical Care in the last 3 years Demonstrates an understanding of the need for high standards of individualised critical care / family centred care. Demonstrates awareness of the qualities required of a senior sister / charge nurse working in paediatric intensive care Insight into managerial issues in relation to people and resources. Awareness of current local and national initiatives Evidence of developing an aspect of Paediatric Critical Care nursing practice (Mandatory for Shortlisting)	Demonstrates knowledge of value & use of research findings. Evidence of local/national representation Experience of team management Evidence of managing change from a personal and leadership level
Skills/knowledge/ abilities	Evidence of an enthusiasm for developing Paediatric Critical Care nursing practice	Excellent presentation skills Word and EXCELL

	<p>Evidence of excellent interpersonal skills and the ability to work effectively as part of the multi-disciplinary team.</p> <p>Demonstrates the potential for leadership.</p>	
Values and behaviours	<p>Kind</p> <p>Collaborative</p> <p>Expert</p> <p>Aspirational</p>	
Other requirements	<p>Evidence of continuing professional development</p> <p>Resilient and proactive under pressure</p>	<p>Ability to facilitate and participate in research/benchmark and audit programmes</p>