



Putting **patients**
at the **HEART**
of everything we do

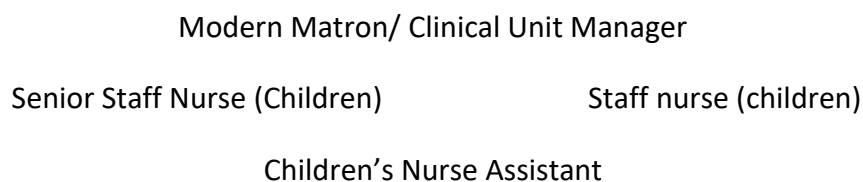
JOB DESCRIPTION

Job Title:	Senior Staff Nurse (Children)
Department:	Children's Services
Responsible to:	Clinical unit manager
Accountable to:	Head of Children's Nursing
Based at:	NPH
Grade:	Band 6

Summary of the role

- The post holder has operational management responsibility of the children's ward/department in the absence of the clinical unit manager/Modern Matron.
- The senior staff nurse (children) will assist and work with the ward/unit managers and Modern Matron to achieve the clinical governance agenda in the clinical area and throughout the department, in order to ensure the most effective and efficient service is provided to children and their families.
- Supervision and support of junior qualified and unqualified members of staff, assisting with their on-going development at all times, is a key component of this role.
- The post holder will be an effective communicator, liaising closely with all users of the service in order to benefit the child's well being.
- He/she has a valuable role in enhancing practice and meeting the clinical governance agenda of the department.

Organisation Chart





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Role Responsibilities

Working Relationships and communication requirements of your job

- To act as a specialist resource to other areas requiring advice about children's nursing.
- To ensure all record keeping in the clinical area is relevant, legible and comprehensive.
- To ensure all information given to children and their families, whether written or verbal, is at all times professional relevant and up to date.
- Accurate recording of clinical signs and interpretation of same in relation to the child's clinical condition.
- To plan and facilitate with the family, at the earliest possible opportunity, the discharge of the child liaising closely with all members of the primary health care team.
- Report to medical and or nursing staff on the condition and progress of patients.
- To plan, with the family, at the earliest possible opportunity, the discharge of the child liaising closely with all members of the primary health care team.
- To ensure the confidentiality of patient information at all times.
- To ensure the privacy and dignity of patients is paramount and not compromised.
- To communicate effectively with staff and patients to ensure that the highest possible standard of care is provided to children and their families and that comprehensive information is documented.
- To participate in family education programmes.
- To promote team working within the department.
- To be actively involved in ward teaching programmes e.g. informal bedside teaching/structured teaching.
- To respect the individuality, values cultural and religious diversity of patients and their families and contribute to a service provision sensitive to those needs.
- To recognise the importance of the play specialist and involve as necessary.
- To act as preceptor to newly qualified nurses facilitating the achievement of competencies throughout their preceptorship period in close collaboration with the clinical manager/Modern Matron.
- To act as mentor to Child Branch students and to supervise common foundation programme students ensuring support and instruction is provided as appropriate.
- To participate in the orientation of new members of staff to the ward.



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Level of Clinical responsibility

- To use clinical leadership skills to assist in empowering the ward's team to provide optimum care at all times, fostering an environment that welcomes planned, effective change to enhance patient care.
- To be a caring clinically competent registered children's nurse who ensures patient safety and well being is paramount at all times.
- To be responsible for the assessment of patient care needs and the development, implementation and evaluation of programmes of care for children and their families. ☐ Prioritise patient care to ensure safe standards are maintained.
- To be professionally accountable, to recognise and address own limitations and practice in accordance with the NMC Code of Professional Conduct and the Scope of Professional Practice.
- To ensure that all philosophy, policies and procedures are adhered to at all times and that any amendments are acted on immediately.

Leadership and staff management responsibility

- To deputise for the Modern Matron/clinical unit manager with continuing responsibility for providing a seamless, safe service.
- To participate actively in ensuring nursing students allocated to the department receive appropriate experience and education including an effective orientation and mentorship in liaison with all relevant personnel.
- To assist the Modern Matron/clinical unit manager with annual performance reviews of a team of staff nurses and other relevant personnel in agreement with the ward manager and that their agreed personal development plans (PDP's) are operational.
- To ensure realistic and measurable learning objectives are part of the staff's PDP's.
- To ensure the ward environment is clean, welcoming and child-friendly at all times.
- Provide appropriate leadership and support to other junior nursing staff who may be taking charge in other areas of children's services.
- To collaborate with the Modern Matron/unit manager to establish effective networks locally and nationally to ensure all components of the service provided are of the highest standard and in line with the most recent, robust evidence.
- To take an active role in facilitating staff ability to complete annual mandatory training, including child protection training, in accordance with Trust and departmental policy.
- To assist Modern Matron/clinical unit manager in ensuring a structured and individualised orientation programme for new staff of all grades is operational and participate in the programme.



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- To effectively manage the ward/clinical unit and act as team leader on a shift basis in the absence of a more senior member of staff.
- To act as preceptor to newly qualified nurses, facilitating the achievement of their competencies throughout their preceptorship period in close collaboration with the line manager and the nursing team.
- To act as mentor to Project 2000 (Child Branch) students and to supervise common foundation programme students ensuring that support and instruction is provided as appropriate.
- To act as mentor to junior/new members of staff to ensure support and advice is provided as appropriate.
- To work collaboratively with delegate and supervise the work of children's nurse assistants and other unqualified staff, ensuring support and instruction is provided as appropriate.
- To effectively manage own time.
- To effectively manage beds and admissions throughout children's services in the absence of Unit Manager/Modern Matron as required.

Financial responsibility

- To ensure the optimum use of staffing and resources to maintain and develop standards of care and safety as appropriate.
- Be aware of the effective use of resources and the constraints of budgets.
- To be aware of how to order stock and new equipment.
- To ensure that equipment is handled correctly and maintained in safe working order.

Service Development and Improvement

To participate fully in ensuring the clinical governance agenda is active, effective and continuous on the children's ward and throughout the department:-

- Standard setting
- Policies and guidelines
- Benchmarking locally and nationally
- Risk management
- Clinical audit
- Clinical practice is protocol and/or pathway driven, evidence-based or guided by best practice if the evidence is not available



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- To actively participate in and encourage effective clinical developments that will enhance practice
- Ensure agreed standards of care are met

Responsibility for handling difficult/emotional situations

- To take appropriate action when complaints are reported in line with Trust procedures.
- To effectively manage interruptions and difficult/emergency situations you may face on a day to day basis.
- To be aware of the guidelines for dealing with difficult or aggressive families.
- Respond flexibly to the unpredictable situations that may require urgent attention.
- To assess and advise patients and relatives in crisis situations ensuring that their needs are met by the whole team.
- To prioritise on a day to day basis patient and service needs.
- To take appropriate action when complaints are reported in line with Trust procedures.

Physical Working Conditions and Environment

- Ensure health and safety standards are adhered to with particular attention to the adequate maintenance of equipment.
- Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- Ensure equipment is handled correctly and is maintained in safe working order.
- To comply with health and safety procedures including fire procedures and to ensure that any ward incident is documented and drawn to the attention of the clinical unit manager/Modern Matron immediately.

Knowledge, Training & Experience

- To be aware of nursing research appropriate to speciality and application to clinical practice.
- To promote all staff to actively be involved, as appropriate, in providing an optimum learning environment for all grades, students and professions.
- To facilitate a culture of life-long learning for both self and all staff.
- To have professional knowledge in nursing children acquired through registration with the NMC.
- To be professionally accountable, to recognise and address own limitations and practice in accordance with the NMC Code of Professional Conduct and the Scope of Professional Practice.



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- To have a working knowledge of the issues, policies and procedures concerning child protection and safeguarding children and the application to clinical nursing practice.
- To demonstrate a commitment to personal continuing education.

Any other aspect of the role

Your work base will be Northwick Park/Central Middlesex Hospital but you may be required to work at any sites where the Trust provides Paediatric services, as determined by the duties of the post.

The post holder must at all times carry out his/her responsibilities with regard to the Trust's Equal Opportunities Policy.

Generic Responsibilities

To comply with all Trust Policies and Procedures, which may be varied from time to time. Copies of the current policies and procedures are available from the HR Department or on the Intranet. In particular:

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provision of the Data Protection Act and its amendments.

To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation, age or disability. To be trained in and demonstrate fair employment practices, in line with Trust policies.

To comply with the Trust's Smoke-Free Policy.

To adhere to the Trust's Infection, Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of all healthcare associated infections including MRSA. In particular:

- Observe stringent hand hygiene. Alcohol rub should be used on entry to and exit from all clinical areas. Hands should be washed before and after patient contact in all patients with diarrhoea. Alcohol hand rub before and after patient contact may be used instead of hand washing in some clinical situations.

- Attend infection control training provided by the Trust as set out in the infection control policy.
- Contact Occupational Health in the event that an infection transmissible to patients is contracted.

To work in accordance with the Trust's policies on safeguarding children and vulnerable adults. Northwest London Hospitals NHS Trust is committed to protecting, safeguarding and promoting the welfare of children and vulnerable adults and expects all employees to carry out their duties in accordance with this commitment.

To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.



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Post Specification

POST: Senor Staff Nurse (Children)

DEPT: Children's Services

Requirements

Category	Essential	Desirable	Method of Assessment
Education/ Qualification	<ul style="list-style-type: none"> RSCN/RN (Child) ENB 998/slice or demonstrable evidence of teaching abilities acquired through experience 	A&E qualification, training or experience	Application form
Skills/Abilities	<ul style="list-style-type: none"> Evidence of Leadership potential Demonstrates problem solving abilities 	<ul style="list-style-type: none"> Demonstrates ability to take responsibility for an aspect of ward/clinical unit management. Competence in extended role e.g. Canulation venepuncture. 	Interview
Experience	<ul style="list-style-type: none"> Significant relevant clinical experience Shift management/coordinating experience Evidence of continuing professional development Demonstrates clinical teaching ability Experience as preceptor/mentor Involvement in new staff induction 		Application Form Interview



	<ul style="list-style-type: none"> Working knowledge of clinical governance and impact on practice 		
Knowledge	<ul style="list-style-type: none"> Working knowledge of child protection issues and application to practice Demonstrates up to date knowledge of professional and clinical issues Awareness of national agenda for children 		Interview
Additional Information	<ul style="list-style-type: none"> Commitment to a child centred service Able to give and receive advice/constructive criticism Willingness to work on both sites of the Trust 	Commitment to promotion of health	