



# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Paediatric Staff Nurse
<b>Band</b>	Band 5
<b>Hours</b>	37.5
<b>Department</b>	Bluefin
<b>Division</b>	Women and Children's
<b>Location / Hospital Site</b>	Worthing
<b>Responsible to</b>	Ward Manager Paediatric's
<b>Accountable to</b>	Paediatric Ward Manager, Matron and Head of Children's Services

### Role Summary

The post holder will be responsible and accountable for the professional evidence based nursing care delivered to children and young people. Ensuring the highest quality, effective and compassionate patient care is received by the child, young person and their families/ carers whilst on the unit. Excellent, holistic and individualised nursing care will be delivered through assessment, planning, implementing and evaluating. This will be in line with local, Trust wide and National policies, procedures, values and behaviours.

Promoting a supportive learning environment in which to supervise and mentor student nurses, paediatric Nursery Nurses and Health Care Assistants.

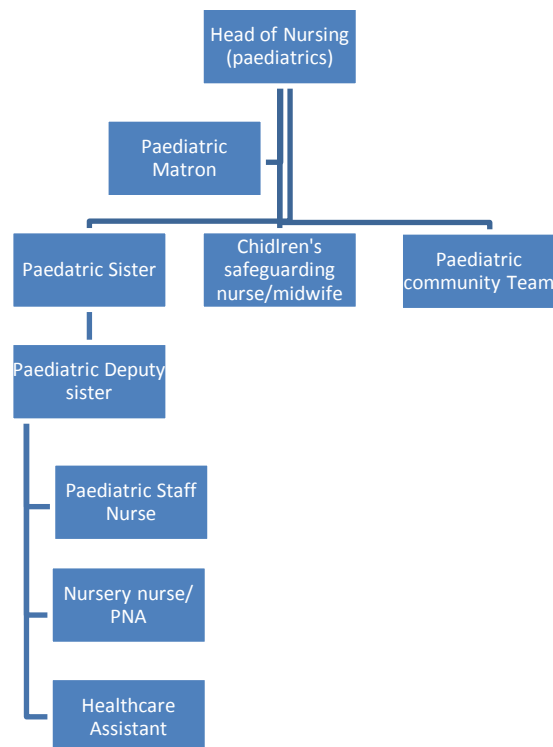
The post holder will act as an advocate whilst demonstrating effective communication and listening skills which are age appropriate for the child and young person.

### Key Working Relationships

Ward Manager, Matron, Head of Nursing, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff, External Agencies such as Health Visitor liaison, Social Services, Community Nursing Staff and CAMHS.

### Structure Chart





## Main Duties and Responsibilities

- Participate in the assessment, implementation and delivery of individualised patient care seeking guidance where appropriate.
- To report on the condition of patients to the Clinical Leader/Medical staff, assisting them in ascertaining treatments and ensure these are carried out.
- To ensure that all patients' data is accurately recorded.
- Ensure that all patients have nutritional assessment and that individual needs are fully met.
- Be responsible for the control and custody of all medication and drugs in accordance with Trust policy.
- To administer drugs as prescribed, checking and witnessing controlled drugs.
- Ensure safe effective discharge planning, involving the multidisciplinary team as necessary.
- Take charge of a group of patients, taking into account patient/relative/carers wishes.
- Ensure that all patients' needs are identified and programmes of care implemented to meet individual needs.
- Ensure that best practice care is delivered.
- Work within the NMC Code of Professional Conduct.
- Act as a role model showing example in regard to behaviour, attitudes, conduct and appearance.
- To maintain correct standards of uniform and personal appearance, as indicated in the Dress Code & Uniform Policy.
- Report / action any accidents, incidents or undue occurrences reported or witnessed.
- Take an active role in the management of risks, in line with Trust and Directorate policy.

- Ensure that patient activity is monitored and that all patient information is entered into the SEMA system at the most timely point.
- Ensure your role has a positive influence on key performance indicators.
- Seek consistently to improve nursing practice in line with evidence, recent best practice innovations and new developments.
- Proactively manage ward level complaints and report to senior staff so that they can be dealt with according to Trust Policy.
- Maintain flexibility with staff rosters in order to provide cover with the optimum skill mix, making best use of available resources.
- Deal with patient/relative complaints proactively.
- Provide a supportive role to the ward manager to ensure the smooth running of the ward.

### Communication

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust.
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Report to appropriate registered care professional information received from the individuals, carers and members of the team.
- Ensure all patient related information is treated sensitively and adhere to the principals of confidentiality at all times.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.

### Service Delivery and Improvement

- To maintain an awareness of Trust and National targets, ensuring that within the scope of your role you support their delivery.
- To fully participate in the Trust's appraisal system review and personal development planning process on an annual basis.
- To undertake training as necessary in line with the development of the post and as agreed with line manager as part of the personal development planning process.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To undertake any other duties at the request of the line manager which are commensurate with the role, including project work, internal job rotation and absence cover.



- To contribute to a healthy and safe working environment by adhering to health and safety regulations and Trust policies.
- To abide by the Data Protection Act 1998, by ensuring that all computerised information related to patients and other members of staff to which he/she has access in the course of employment, is regarded as strictly confidential. This rule applies to written information.
- Employees of the Trust have a responsibility at all times to ensure the well-being and safety of patients under the care of the organisation and to comply with the Trust's policies and procedures in this respect.

### **People Management and Development**

- Act in ways which support equality and value diversity.
- Demonstrate own duties to new or less experienced staff.
- Support development of less experienced staff and students.

### **Patient Care Delivery**

- Participate in the assessment, implementation and delivery of individualised patient care seeking guidance where appropriate.
- To report on the condition of patients to the Clinical Leader/Medical staff, assisting them in ascertaining treatments and ensure these are carried out.
- To ensure that all patients' data is accurately recorded.
- Ensure that all patients have nutritional assessment and that individual needs are fully met and to provide meal support to patients with disordered eating conditions.
- Ensure safe effective discharge planning, involving the multidisciplinary team as necessary.
- Take charge of a group of patients, taking into account patient/relative/carers wishes
- Ensure that all patients needs are identified and programmes of care implemented to meet individual needs
- Provide direct supervision, support and care of the young person admitted with mental health disorders.
- To assist patients to carry out personal care.
- To assist patient to mobilise where appropriate.
- Testing specimens and recording the results.
- Taking and recording of temperature, pulse, respirations, blood pressure, height and weight. Recording the results appropriately and reporting any abnormalities to the Nurse in Charge and medical team.
- Support patients undergoing clinical procedures ensuring their comfort and safety.

### **Learning and Development**

- Maintain own professional development under the guidance of senior staff.
- Develop teaching and assessing skills through training and practical experience; becoming a mentor to learners.
- Mentor, teach, assess and facilitate education for all learners in the clinical area
- Attend mandatory training updates as required.



- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Identify own learning needs and jointly plan training requirements with your line manager.
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

## Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

***‘excellent care every time’***

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

## Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.



- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:
  - Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
  - The patient being at the heart of every element of change
  - Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
  - Continuous improvement of our services through small steps of change
  - Constantly testing the patient pathway to see how we can develop
  - Encouraging frontline staff to lead the redesign processes
  - Equal voices for all
  - Engagement of staff is a big factor in job performance.
  - Good engagement leads to improved quality, mortality and safety measures

## Equality, Diversity and Inclusion

The Trust is committed to supporting Inclusion as can be seen by our Patient First Triangle with a clear value being Inclusion. We all have a responsibility to treat our colleagues, patients and service users with respect and dignity irrespective of; age, race, disability, gender reassignment/identity, marriage and civil partnership status, pregnancy and maternity status, religion or belief, sex and sexual orientation.

We are a Disability Confident Employer (Level 2) and part of the Stonewall Workplace Equality Champions programme.

All staff have a duty to report any behaviours which contravene this to their managers.

## Workplace and Environmental Factors

<b>Physical</b>	<ul style="list-style-type: none"> <li>• Working long day, nights and weekends</li> <li>• Use frequent moderate effort when undertaking carrying out the manual handling of individuals and equipment in line with organisational guidelines</li> <li>• Use skills of manual dexterity and manipulation of clinical instruments and equipment</li> <li>• Use a combination of standing, walking bending and stretching throughout the shift</li> </ul>
<b>Emotional</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure/stress tolerance</li> <li>• Support individuals, their families and carers when faced with unwelcome news and life changing diagnoses</li> </ul>

<b>Mental</b>	<ul style="list-style-type: none"> <li>Frequently use concentration and experience work patterns which are unpredictable with regular interruptions, some requiring immediate response</li> <li>Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>Busy ward environment</li> <li>Have frequent exposure to highly unpleasant working conditions e.g. dealing with uncontained body fluids and difficult aggressive behaviour.</li> </ul>

## Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
<b>Experience/Qualifications</b>	RSCN RN	AF	Mentorship or equivalent qualification PILS	AF
<b>Skills</b>	<p>Basic computer skills. Able to communicate using verbal and written skills.</p> <p>Knowledge of Band 5 role Understanding of Accountability and Responsibilities Knowledge of Child Protection Procedures Ability to use initiative Ability to calculate complex drug dosages</p>	AF	<p>IV Drug Administration, Venepuncture and Cannulation</p> <p>Advanced computer skills. Knowledge and experience of NHS IT systems/applications</p> <p>Evidence of professional development since qualification</p>	AF
<b>People Management and Development</b>	Demonstrate kind, caring and compassionate behaviours in line with Trust Values.	AF and I	<p>Evidence of training and awareness in equality and diversity.</p> <p>To undertake supervisory role of students and new members of staff</p>	AF and I
<b>Specific Requirements</b>	Ability to work under pressure / stress tolerance	AF and I		



	Personal qualities and attributes e.g. team Willingness to be flexible Ability to work in unpleasant conditions (manage body fluids)			
Freedom to Act	Work within the organisational policy, procedures and guidelines Be responsible and accountable for own practice, working within limits of competence and within professional boundaries Raises any concerns to the nurse in charge or appropriate person	AF and I		

