

## **JOB DESCRIPTION**

<b>Job Title:</b>	Rotational Paediatric Staff Nurse
<b>Band:</b>	5 – subject to Agenda for Change Panel confirmation
<b>Directorate:</b>	Women & Children's
<b>Job Group:</b>	Nursing & Midwifery
<b>Location:</b>	Various
<b>Hours of Work:</b>	Full or Part Time
<b>Accountable to:</b>	Ward Manager
<b>Date:</b>	January 2023

### **1. Job Purpose**

This is a joint initiative between Shrewsbury & Telford Hospital NHS Trust (SaTH), Shropshire Community Health NHS Shropshire, Hope House Children's Hospices, and Robert Jones & Agnes Hunt Orthopaedic Hospital NHS Foundation Trust (RJA), of a 2-year rotational role for Band 5 nurses. Whilst working on a Rotational Paediatric Nurse, you will have four rotations of 6-months in duration through four of the following wards/departments/services;

- Paediatric Unit, SaTH
- Neonatal Unit, SaTH
- Children & Young Person Unit (CYPU) – Emergency Department, SaTH
- Respite or Complex Care, Hope House Children's Hospices
- Community Nursing Team – Children's Nursing, Shropshire Community Health
- Community Nursing Team – Special School Nursing, Shropshire Community Health
- Alice Ward, RJA

Working as a Rotational Paediatric Nurse, you will be responsible for assessing individual patient care needs to develop, implement, and evaluate plans of care for patients in accordance with agreed policies and professional guidelines.

Some rotations will require travel across site and or communities during your working day.

### **2. Main Duties and Responsibilities**

#### **Clinical Practice**

- Deliver patient care in accordance with the NMC Code of Conduct and Scope of Professional Practice, and Trust Policies and Procedures.
- Participate as a member of a Multi-Disciplinary Team (MDT) in the assessment, planning, implementation, and evaluation of individualised patient care, demonstrating the ability to competently formulate and deliver care without direct supervision, within agreed policies, protocols and scope of practice.
- Actively engage and encourage the involvement of patients/service users/carers in the planning and delivery of care.

- Continually re-evaluate and develop clinical practice to improve the quality of the specialist area including actively keep up to date with research-based changes, acting on relevant national service framework/NICE guidelines, policies, protocols, and local service initiatives.
- Ensure the use of approved manual handling techniques in delivery of patient care using procedures taught by the Manual Handling Team, including the safe use of mechanical and non-mechanical manual handling aids.

### **Management**

- Effectively manage own workload when caring for a group of patients, liaising with colleagues to ensure effective available resources.
- Supervise and demonstrate basic aspects of care pertinent to patient need to other colleagues such as Health Care Assistants and Student Nurses.
- Adhere to systems that facilitate the appropriate admission and timely discharge of patients and support the delivery of the EDD process and Nurse-led discharge.
- Ensure that cost effective personal clinical practice is maintained.
- Support the Ward/Department Manager's in the process of change.
- Adhere to systems for the tracking and location of medical assets and that any losses are reported in accordance with policy.

### **Communication and Relationships**

- Report changes in a patient progress both verbally and in written form, ensuring that accurate, legible, and holistic nursing records are maintained in accordance with NMC guidelines and Department guidance.
- Maintain and update PAS escalating concerns in a timely manner, as per organisation policy to support patient care IT records.
- Work effectively with all members of the multi professional team to ensure aspects of clinical care are maintained at a high standard.
- Interpret and communicate complex management plans and information to patients/service users and their relatives/carers, demonstrating highest levels of interpersonal and communication skills to ensure that they have sufficient relevant verbal and written information to maximise understanding of the clinical need.
- Respond appropriately to sensitive information from patients and healthcare professionals in an appropriate manner, such as diagnoses, normal treatment plans and social circumstances, referring to senior staff for further support and advice.
- Improve and maintain good communication between all members of the team, ensuring appropriate referrals and liaison with relevant personnel.
- Support children and families to identify services available to meet their needs. Where appropriate, liaise with education staff, health professionals, social care, and voluntary agencies and other members of the multi-disciplinary team within confines of confidentiality.
- Respond to day-to-day care related complaints, concerns, and compliments, escalating as appropriate.

### **Quality, Governance, and Risk Management**

- Ensure that you maintain high standards of cleanliness, tidiness and infection prevention and control standards in your designated area.
- Demonstrate an understanding of clinical governance and risk management and be able to apply it to the work situation.

- Assess the risks involved in managing the environment, sometimes as a lone worker, and reporting to your Line Manager.
- Be involved in reviewing and updating organisational and department policies and procedures.
- Ensure adherence to local and national policies, guidelines, and protocols.
- Ensure that the patient's valuables and possessions are cared for in accordance with Trust policy.
- Report appropriately any observed lapses in professional conduct to the Ward/Department Manager, in line with local and NMC guidelines.

### **Education, Professional Development, and Training**

- Take every reasonable opportunity for maintaining, developing, and acquiring competencies and skills for self-development, including programmes of staff induction and mandatory training (specifically including Level 3 Safeguarding).
- Be responsible for reviewing and updating your personal development needs and objectives on a regular basis including participating in reviews with your manager at least a 12 monthly basis as part of an annual appraisal.
- Help maintain a positive learning environment, assisting with orientation programme for new members of the nursing team, and participate in the supervision and training, Health Care Assistants, together with acting as a mentor for student nurses.
- Participate in formal/informal education programmes within the Department.
- Participate in clinical supervision, developing and accessing pathways for clinical supervision as a supervisee.

### **Research, Development, and Audit**

- Participate in local ongoing audit and research projects as required by the Ward/ Department Manager
- Attend meetings and benchmark with other similar specialist areas to ensure sharing of good practice.
- Be actively involved in the collection of appropriate data and statistics for the use of the Department and Trust.

## **3. Rotation-Specific Responsibilities**

### **Paediatric Unit, SaTH**

This service is made up of inpatient and out-patient services and we have an enthusiastic team of over 150 staff providing care to children across both hospital sites. As the 10<sup>th</sup> biggest Paediatric provider in the country, we see children of all specialities, including Oncology, Orthopaedics, Surgery and Medicine, Ear Nose and Throat, Respiratory, Gastroenterology, Rheumatology, and Neurology.

During this rotation, you will additionally;

- Work within the multidisciplinary team to provide holistic care for Children and Young people taking into account their medical, social, cultural and family circumstances
- Assess Children and Young people's individual patient care needs and developing, implementing and evaluating plans of care in accordance with agreed policies and professional guidelines
- Provide comfort and reassurance to patients and their parents or carers in difficult or stressful circumstances

- Offer Guidance to parents or carers about how best to care for their child

### **Neonatal Unit, SaTH**

Our Neonatal Unit at SaTH care for sick and premature babies. We are a Level 2 Local Neonatal Unit (LNU) within the West Midlands Neonatal ODN, consisting of 22 cots (3 ITU, 3 HDU and 16 SC). We promote family centred approach care where parents are viewed as partners in care and are encouraged to actively be involved in the care of their baby/ies.

We have a robust induction and a supportive training programme to help new starters settle into their new environment. We actively promote professional development offering opportunities to undertake appropriate training and courses relevant to your role.

During this rotation, you will additionally;

- Use specialist skills, knowledge, and experience to prevent any unnecessary admissions of babies from the Postnatal Ward's to the Intensive Care Unit
- Be responsible for assessing individual patient care needs and developing, implementing, and evaluating plans of care in conjunction with the multidisciplinary team following the ethos of family centred care
- Utilise a variety of strategies to communicate effectively with the neonates family/carers, the multidisciplinary team, other departments within the Trust and pertinent agencies outside the organisation
- Act as a mentor, teaching and supervising junior staff including student midwives

### **CYPU (Children & Young Person Unit) – Emergency Department, SaTH**

Your role working as part of the Emergency Department Team on a daily basis will include caring for children and young people from initial assessment through to minors, majors, and the resuscitation area. Our departments have different speciality services; RSH is the trauma unit for the country, whereas PRH specialties include ENT/MAX FAX.

As part of this team, we ensure team members are supported and given opportunity for quick progress, and develop the skills required to work in an acute emergency setting. You would be supported by an RCN Professional Education Facilitator (PEF) who supports with all development and training requirements, together with our RCN Lead who supports the paediatric workforce to deliver the highest standard of care.

During this rotation, you will additionally;

- The post holder will be a front-line advocate for the Trust, helping people to make use of the NHS locally, supporting clinicians to make the best use of their skills, and be an advocate for the modern NHS responding to modern lifestyles
- Undertake a broad range of nursing procedures and expanded practices such as PGD, cannulation, EPALS, ALS, plastering, Manchester triage system, and x-ray requesting, gaining experience in the management of patients with a diverse range of presenting problems
- To perform the expanded role of triage nurse in initial assessment, treatment, and prioritisation of patient care
- Monitor patients progress and work towards safe and timely discharge plans, ensuring barriers to discharge are identified and acted on appropriately to manage an effective flow of patients within the Emergency Department to meet NHS targets

- The post holder will have the opportunity to work cross site in both Emergency Department's

### **Children's Community Nursing, Shropshire Community Health**

Shropshire Community Health's Children's Community Nursing Team work to empower children, young people, and their families to manage their health care needs confidently and competently, through the provision of relevant forms of nursing care, advice, training and support in all community settings.

During this rotation, you will additionally;

- Support the smooth transition of children and young people with acute, complex and palliative health care needs across care boundaries, supporting a seamless service through collaborative working across primary, secondary and tertiary care
- Assist the Team Leader and Band 6 Nurses in promoting the vision and contributing to modern, customer-oriented health services in the Community Children's Nursing (CCN) Team
- Provide specialist children's nursing care, advice and support in negotiation with the child and family / carers to meet their individual needs
- Take an active role in transition planning to promote effective transition from children's to adult services.

### **Special School Nursing, Shropshire Community Health**

Shropshire Community Health's Special School Nursing Team work closely with our health and social care partners, to meet the individual needs of children and young people, and ensure they are able to safely access education and development opportunities.

During this rotation, you will additionally;

- Promote the health and well-being of children and young people with special needs in schools, enabling them to reach their full potential and not be disadvantaged through ill health
- Identify any deviation from the individual child and young persons normal physical, emotional, mental or social development and ensure timely referral/liaison with the appropriate referral agencies is taken and support given
- Assess the need for, and where appropriate design and or deliver teaching of theoretical and practical aspects of working with children and young people with a nursing need and their carers/families
- Provide training and supervision to support workers in the school environment delivering care to Children ensuring delegated nursing tasks are safely and effectively undertaken

### **Alice Ward, RJAHS**

Providing elective inpatient and out-patient services for young people with Muscular Skeletal Disorders requiring surgery or rehabilitation, the Ward has 16 bed/cots and admits children from as young as 6 weeks old to 17 years of age. The Orthopaedics Surgery and Rehabilitation Service provides includes treatment of hips, feet, upper limb, hand injuries and disorders, sports injury's, oncology diagnostics, spinal disorders (such as scoliosis correction, multi-level surgery for young people with Cerebral palsy), and rehabilitation for children & young people with muscle disorders. The Children's Outpatient's Service runs a number of clinics such as Orthopaedics, Muscle, Pre-Operative Assessment, as well as providing an outreach service in SaTH, Wrexham, and Ludlow. The Unit also

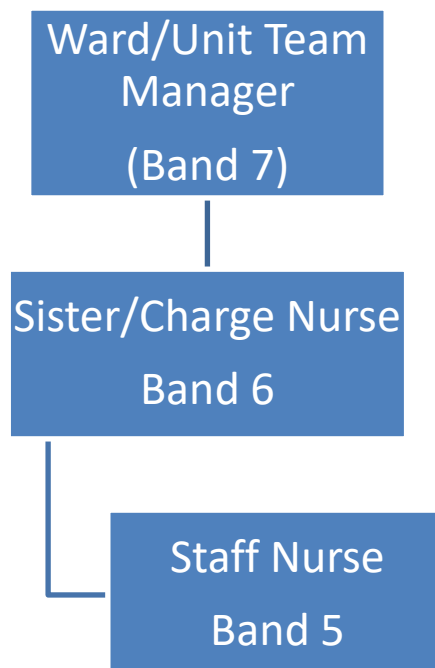


form part of the Midlands Centre for Spinal Injuries, admitting all referrals under the age of 17. There is an option to include working with the Children's Recovery Team as part of this rotation.

During this rotation, depending on patient groups admitted, you will additionally;

- Provide general nursing care allocated patients whom are receiving a wide range of orthopaedic care and treatments
- Support and educate the child to be as independent as possible during their rehabilitation
- Set up and care for a child on Thomas splint traction  
Be responsible for providing care for a child with a spinal injury, including specific bladder, bowel, and skin care requirements.
- Demonstrate an understanding of general plaster care skills and inform parents of caring requirements. This includes learning to use the plaster saw and having the ability to remove plasters out of hours.

#### 4. Organisational Chart



Please note: This organisation chart may vary for each rotation.

#### 5. Health & Safety

As an employee of the Trust/organisation you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work,
- co-operate with the Trust/organisation in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to, and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

## 6. Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust/organisation. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust/organisation you have a responsibility to:

- ensure that your work methods are compliant with the Trust/organisation's agreed policies and procedures and do not endanger other people or yourself,
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff,
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going continuing professional development, and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

## 7. Information Governance

The Trust/organisation is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust/organisation's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust/organisation's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust/organisation you will come into contact with confidential information and data relating to the work of the Trust/organisation, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust/organisation. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust/organisation's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust/organisation's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust/organisation may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust/organisation's recording, monitoring, validation and improvement schemes and processes.

## **8. Professional Standards and Performance Review**

As an employee of the Trust/organisation you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post,
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct,
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates, and
- participate in the Trust/organisation's appraisal processes

## **9. Safeguarding Children and Vulnerable Adults**

We all have a personal and a professional responsibility within the Trust/organisation to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust/organisation's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

As an employee of the Trust/organisation you have a responsibility to ensure that:

- you are familiar with and adhere to the Trust/organisation's Safeguarding Children procedures and guidelines, and
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

## **10. Equality, Diversity, and Inclusivity**

- Create a culture of equality, diversity and inclusivity by personally embedding these factors into everyday working life.
- Report any behaviours or acts that may be discriminatory

## **11. Social Responsibility**

The Trust/organisation is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust/organisation you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

## **12. Continuous improvement**

The Trust/organisation is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion, and knowledge, to test changes and make improvements at the Trust/organisation and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust/organisation continues to further develop and embed the Trust/organisation's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you to



make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

This job description is an outline of the principal areas of responsibility and may be subject to periodic change. The job title is not restrictive, and the job holder may at any time be required to undertake other duties within their competence beyond the confines of this job description. The post may change over time to reflect the developing needs of the Trust/organisation and its services, as well as the personal development of the job holder. All changes will be discussed with the post holder.