

Information pack for the post of

# Paediatric Registered Nurse Emergency Department

Division of Emergency and Medicine



Peterborough  
City Hospital



Hinchingsbrooke  
Hospital



Stamford &  
Rutland Hospital

## Welcome to our Trust

We are delighted that you are interested in a role at North West Anglia NHS Foundation Trust (NWEAngliaFT). It is an exciting time for the Trust as we grow along with the 700,000 population we serve.

Now as a larger Trust, we offer an exciting expansion of opportunities to new applicants across five hospitals. We are a busy Trust, with just over 6,000 staff and a 450-strong team of volunteers helping patients and visitors.

We continuously strive to ensure our patients receive the right care, first time, every time.

As for living in the area, there is a wealth of choice with city living, small towns and villages all within reasonable commute to the hospitals. There are excellent schools and a wide variety of social and leisure activities to choose from.

So if you are looking to develop your career and want to do so in an environment which is challenging and growing we would encourage you to look further into a future with NWEAngliaFT.



**Caroline Walker**  
Chief Executive

"It is such an interesting and exciting time to be working in our hospitals as we grow and develop our services across the wider North West Anglia catchment. We have a busy time ahead of us but this means there are some great opportunities for our staff."



### **Job Description**

Post Title:	Paediatric Staff Nurse
Work base:	Emergency Department
Reports to: Professionally	Paediatric Sister
Accountable to:	Chief Nurse
Band:	Band 5 Registered Nurse

### **Job Summary**

The post holder will provide nursing assessment and care on a day-to-day basis, working collaboratively with all colleagues and disciplines to ensure a high standard of care. The post holder will be based in the Emergency Department.

### **Main Duties and Responsibilities**

#### **1. Clinical**

1.1 Assess, plan and evaluate individualised programmes of care for patients in partnership with the patient, their carers and the multi-disciplinary team using a family centred approach to care.

1.2 Provide skilled evidence based care to patients and their families, and, in accordance with care planned, recognises the diverse needs of patients and their families.

1.3 Evaluates the effectiveness of interventions and updates documentation to take account of any changing need of the patient.

1.4 Be confident and competent in all areas of nursing practice, enabling delivery of nursing care to include pre-operative assessment; cannulation; and administration of



IV drugs.

1.5 Assess risks to children and families that need to be managed in relation to their health and wellbeing within the scope of nursing practice. Be able to recognise vulnerable children and adults and to respond to ongoing specialities.

1.5 Play an active role in health promotion activities supporting and assist in the health education of patients and their families.

1.6 Participate in audit for clinical practice and assist with data collection for research.

1.7 Take responsibility for safeguarding and compliance with the requirements of the Data Protection Act 1998 and the Mental Capacity Act 2005.

1.8 Exercise compassionate counselling skills and act in an advisory and guiding role in all aspects of nursing care for both patients/clients and members of the team.

1.9 Play an active role in ensuring hygiene and cleanliness including disseminating good practice; participating in audits; benchmarking; raising awareness of service users; challenging colleagues and working as a link nurse if appropriate.

1.10 Ensure accurate and clear records are kept according to NMC Guidelines for Records and Record Keeping.

1.11 Comply with the NMC code of Practice

## **2. Management**

2.1 Supervises, monitors and evaluates the delivery of care administered to patients within their care.

2.2 Provide leadership for the junior members of team

2.3 Ensure that all contacts with patients/clients and internal or external customers are handled in a sensitive and competent manner.

2.4 Be aware of issues within nursing practice in the wider context of NHS, eg Clinical Governance.

2.5 Participate in orientation and development of new staff.

2.6 Ensure all incidents, complaints and grievances are dealt with in accordance to Trust policies.

2.7 Demonstrate an awareness of the needs of individual team members and give support and guidance where necessary.

2.8 Facilitate motivation and innovation amongst junior staff, encouraging a positive attitude toward change.



2.9 Ensure effective communications within the multidisciplinary team.

2.10 Participate in the ongoing review and evaluation of the service.

### **3. Organisational**

3.1 Comply with the Trust's Health and Safety guidelines in providing a safe environment for staff, patients/clients and their families.

3.2 Take part in highlighting potential risks through Risk Management system.

3.3 Participate in implementing corrective action in response to complaints.

3.4 Take an active role in collection of statistics and undertaking audit of nursing practice.

3.5 Comply with the NWAFT policies and procedures, reporting problems to senior staff and taking appropriate action if circumstances arise which could be detrimental to safe standards of practice.

### **4. Educational**

4.1 Act as an effective role model.

4.2 Set clear objectives for students, untrained and junior staff to achieve a good standard of care and provide adequate supervision until competent.

4.3 Be proactive in identifying own educational/development needs with line manager and local education provider.

4.4 Maintain personal records of professional development as required for revalidation.

4.5 Take part in in-service training where appropriate.

### **5. Other**

5.1 To comply with the roles and responsibilities as defined in the Trust's Health & Safety Policy.

5.2 Ensure all data collection and processing undertaken is consistently accurate and timely and complies with The Trust Data Quality Policy and local procedures.

5.3 Undertake any other similar duties in line with the key purpose of the job.

### **Review**

This job description is intended to be a fair and representative summary of the main duties and responsibilities of the role. As such it is not exhaustive. It will be subject to regular review between the post holder and manager and may be amended to reflect



the needs of the service, in line with the reasonable requirements of the job profile/grade and KSF outline for the post.



## Our values

Following feedback from staff, public and patients at our three hospitals we have agreed our shared values for the Trust. From a long list of values, staff selected the most important ones.

How our staff live to these values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

The Trust board will monitor and review how the Trust performs against the values on a regular basis, to ensure we provide the best possible patient care.



We  
put patients first



We are  
caring and compassionate



We  
work positively together



We are  
actively respectful



We seek to  
improve and develop

## Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form three clinical divisions:-

- Division of Emergency & Medicine
- Division of Surgery
- Division of Family and Integrated Support Services

The clinical divisions are key to our service delivery and are led by a triumvirate comprising of a Divisional Director, Divisional Head of Nursing & Divisional Director of Operations.

## Your responsibilities to the Trust, our patients and staff

It is the Trust's aim to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act in accordance with policies specific to your job role, which are covered at induction.

## Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and



maternity, race, religion or belief, sex or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

### **Health & Safety**

You have a responsibility to consider yourself and anyone else that could be affected by the things you do, or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, in order to maintain the health, safety and welfare of employees or others who may be affected.

### **Data Protection**

You are to maintain the highest standards of data protection and confidentiality at all times, ensuring that person identifiable data is held securely (including password protection and encryption) and that data held and entered onto Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance in accordance with the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

### **Data Quality**

It is your responsibility to ensure that any data collection required is accurate, timely, complete and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

### **Customer Care**

You are required at all times to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. In order that you understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

### **Values**

How our staff live and work to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

### **Infection Control**

You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective





equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at annual appraisal.

### **Smoking Policy**

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Safeguarding the welfare of children and vulnerable adults**

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

### **Mandatory Training**

You are required to attend for mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line managers support at the next available opportunity.

### **Raising issues of Concern**

If you have any concerns about practice or processes within the Trust you should raise this with you line manager. If you do not feel able to raise concerns directly you should access the Trust's safe haven procedures for raising issues of concern in confidence.



## Our Trust

Our Trust runs three main acute hospital sites and provides outpatient and radiology services at two community hospital sites – serving a diverse community of 700,000 patients across both city and rural areas



**Peterborough City Hospital** is a state-of-the-art, purpose-built facility which was completed and opened in 2010. It has 635 inpatient beds and patients are cared for on modern wards with either single, ensuite rooms or in 3 and 4-bedded areas, each with its own bathroom. The hospital has a Haematology/Oncology unit, including a recently-expanded radiotherapy suite, an Emergency Centre with a separate children's emergency department, a dedicated Women's and Children's Unit, a Cardiac Unit with a Respiratory Investigations facility and full diagnostic imaging facilities.



**Hinchingbrooke Hospital** is located at Hinchingbrooke Park in Huntingdon. It has 304 general and acute inpatient beds. The hospital also has an Emergency Department, a Maternity Centre and dedicated facilities for private patients. Its Special Care Baby Unit and children's services are currently provided by Cambridgeshire Community Services NHS Trust. Also on site is a Treatment Centre with 21 beds for day cases, along side 25 cabins in the procedure unit.



**Stamford and Rutland Hospital** is located in Stamford, Lincolnshire, and has a 22-bed inpatient ward which is primarily used for our older, medical patients. The hospital also provides a range of outpatient clinics from newly-redeveloped facilities that opened in 2017. In addition, it has a Minor Injuries Unit, a day-case surgery facility and an MRI scanning suite, a chemotherapy and lymphodema suite and is also the base for the Trust's Pain Management services.



The Trust also runs outpatient and radiology services at **Doddington Hospital**, near March in Cambridgeshire (left) and **The Princess of Wales Hospital** in Ely, Cambridgeshire (right). The two community hospital buildings are run by Cambridgeshire Community Services. NWAngliaFT employs 45 staff members in clinical and admin roles across the two sites.



## **Staff Surveys**

We are proud of our staff engagement scores from the national staff survey which, in 2018 (published February 2019). Overall, the Trust consistently scored above or in line with the national average across all ten themes, with a response rate of 38% (2180 responses out of a usable sample of 5710). Significant improves were made when compared to 2017 scores, for example:

- 74% of staff said there were frequent opportunities for them to show initiative in their role
- 81% of staff said they know who the senior managers were in our Trust
- 65% of staff said they look forward to going to work
- 61% of staff agreed they have adequate materials, supplies or equipment to do their job

We undertake quarterly 'Have your say' staff surveys as a regular temperature check, and to hear the views of all our staff.

All grades are able to give their views as representatives on our Staff Council, which meets regularly. The Council also arranges social events for the Trust throughout the year.

## **Staff Briefings**

Our Chief Executive and executive directors host monthly face-to-face senior staff briefings. Additional face-to-face briefings are undertaken as required .e.g. CQC briefings. Divisions also host local staff briefings.

## **Trust Intranet**

The Trust has developed a new single Intranet, which all staff can access from all sites providing access to latest news, updates, guidance, clinical and non-clinical publications and corporate governance.

## **Staff Governor**

All staff can also put themselves forward for election as a Staff Governor of our Foundation Trust. We have seven Staff Governors who sit alongside our Public Governors on the Council of Governors. We have three Staff Governors representing the workforce at Peterborough City Hospital; three at Hinchingbrooke Hospital; and one at Stamford and our community hospitals.

Once employed by the Trust you will automatically be classed as a staff member of the North West Anglia NHS Foundation Trust – this means that you will be able to vote for a staff governor to represent you at the Trust's Staff Council, and on the Trust's Council of Governor.

## **Staff Awards**

Staff nominate colleagues in our monthly staff wards programme. Five of the eight categories are linked to our Trust values. In addition, members of public are asked to nominate their annual NHS heroes. This awards programme culminates in our Annual Outstanding Achievement Awards presentation. In addition, staff can use an



internal “Good to Outstanding” thank you card to recognise staff in a timely and appropriate manner to acknowledge those who go above and beyond.

## Training and Development

The Trust has dedicated Learning and Education Centres, including libraries at both Peterborough City Hospital and Hinchingsbrooke Hospital sites. The Learning Centres provide multiple educational events for both clinical and non-clinical staff, examples include:

### Clinical Training

ATLS  
ALS  
GIC  
NLS  
EPLS  
HMIMMS  
PILS and ILS  
MRCP PACES

### Non-Clinical Training

Quality, Service Improvement & Redesign  
Resilience & Stress Management  
Managing Change  
Change & Me  
Mental Health First Aider Training  
Effective Manager  
Growing Your Potential  
Vision to Reality  
Our Conversations Matter

The Division recognises the needs and benefits of having a strong commitment to the education and continuing professional development (CPD) of its staff. Staff are supported with study leave and an individual study leave budget of £750 per annum per person for clinical staff. In addition, each department within the Division holds education sessions tailored to the specialty and shares learning via Divisional Governance Meetings, Clinical Business Unit Meetings. Staff also have the opportunity to attend Trustwide knowledge sharing events at the Cautionary Tales Forum. These are hosted by the Trust’s Medical Director and will focus on one or two key cases and are open to all staff.

## Our Good to Outstanding programme

Our ‘Good to Outstanding’ Programme (G2O) has developed from listening events, in 2015 at Peterborough and Stamford hospitals, and ‘I Care’ & ‘Living Our Values’ events at Hinchingsbrooke Hospital. From these events the ideas were distilled into five workstreams.



Outstanding  
Health and Wellbeing



Outstanding  
People



Outstanding  
Patient Care



Outstanding  
Leadership



Outstanding  
Communications

Staff are encouraged to read the latest details on the actions and next steps in our special staff G2O magazine and discuss with colleagues how they can play their part in contributing to the workstream actions.

## Informal Visits

Applicants are welcome to arrange an informal visit to the Division prior to completion of the shortlisting process, though such a visit does not form part of the formal recruitment process.



Any candidate wishing to arrange a visit should contact: [insert details]

Candidates who are shortlisted for interview may be entitled to reimbursement of travelling expenses incurred to attend for interview.

For applicants from outside the UK, travelling expenses will be paid from port of entry only. Expenses will not be paid to shortlisted candidates who withdraw their application or refuse an offer of employment on grounds which the Trust considers inadequate.

### **Find out more about us**

Find out more on our website [www.nwangliaft.nhs.uk](http://www.nwangliaft.nhs.uk)

Twitter jobs: [@NWAFT\\_jobs](https://twitter.com/NWAFT_jobs)

Facebook jobs: [North West Anglia NHS Foundation Trust recruitment](#)

LinkedIn: [North West Anglia NHS Foundation Trust](#)

