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**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Community Children’s Nurse  Responsible to: Nurse Manager  Department(s): Children and Young Peoples Community Nursing Service  Operating Division: Children’s Services, Fife Wide Health & Social Care Partnership  No of Job Holders: 3  Last Update (insert date): April 2023 |

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| 2. JOB PURPOSE |
| * Responsible for the delivery of high quality nursing care to children and young people with acute / chronic / complex health care needs in the community.  1. To manage and organise a defined caseload, carrying clinical responsibility for a group of children / young people and their families. Acting as a liaison and resource within the multi-disciplinary and multi-agency team.  * The post holder will be responsible for implementing specialist nursing skills, knowledge and expertise in the care and management of children and young people on their caseload. |

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| **3. DIMENSIONS** |
| * Client group is children and young people with a variety of health care needs, ranging from 0 – 16 years of age. This age can increase to 18 /19 if the young person has complex additional health needs and still attends full time education.  1. The post holder will visit children, young people and their families not only in their own home environment, but in a variety of community settings including schools, nurseries and the children’s ward within the boundaries of Fife. |

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| 4. ORGANISATIONAL POSITION |
| Structure with Logos |

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| 5. ROLE OF DEPARTMENT |
| * The Community Children’s Nursing (CCN) Team is a division within the Children and Young People’s Community Nursing Service.      1. The Community Children’s Nurses support children / young people, families and carers at home and in the community, to prevent unnecessary hospital admission. 2. Community Children’s Nurses promote effective discharge planning to avoid prolonged hospital admission and encourage safe discharge. 3. Referrals are mainly from primary, secondary or tertiary centres, but also from any health professional / parents and other agencies such as social work or education. 4. The CCN team provide a Monday to Friday service. |

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| 6. KEY RESULT AREAS |
| * Be responsible for the ongoing assessment, development, implementation and monitoring of health care for children and young people in the community with additional healthcare needs.  1. The post holder works autonomously planning own day to day workload, being able to prioritise and schedule caseload accordingly. 2. Provide clinical expertise and knowledge to families and other professionals. 3. To co-ordinate discharge planning from hospital to home for children, young people and neonates with nursing needs in the community e.g. tracheostomy / enteral feeding. 4. To communicate effectively with children / young people / parents / carers / multi-agency and multi-professional teams within and outside of Fife. 5. To coordinate and monitor medical supplies and equipment for children / young people in the community. 6. Maintain accurate up to date clinical records in accordance with divisional / national policies, good practice and patient confidentiality. |

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| 1. Have an awareness of the professional work of staff within the team in accordance with:  * NMC The Code * Division Policies * National guidance documents * Evidence based practice * Child Protection Processes  1. To be responsible for and ensure own practice and professional development is in line   with the above documents.   1. Contribute to the development and implementation of policies / guidelines / training programmes with a particular focus on improving the quality of practice in the community setting for children and young people and their families. 2. Teach children / young people and their families and carers to competently carry out specific nursing care and procedures at home. In accordance with approved teaching guidelines. 3. Teach within associated health, education and third sector agencies ensuring that specific aspects of nursing care and procedures are delivered in accordance with approved teaching guidelines. 4. To act as a mentor and assessor to students undertaking pre and post registration courses and to orientate new members of staff to the wider team. 5. To participate in research and clinical audit as directed by the Nurse Manager. 6. Work within all Health and Safety policies and guidelines.  * Ensure Equality and Human Rights policies are followed and respected. |

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| 7a. EQUIPMENT AND MACHINERY |
| * To have a working knowledge of all the equipment being used within children and young people’s community nursing.  1. To be responsible for the safe use of client related equipment. 2. To teach parents and families in the use of specific pieces of equipment in the home in accordance with approved guidelines and manufacturing instructions. |
| **7b. SYSTEMS** |
| * To maintain accurate patient records in written format and on database.  1. To have IT knowledge and skills, in order to accept laboratory results, access patient information, send emails and order supplies. 2. To contribute timely and accurate data to assist in the monitoring and evaluation of the Community Children’s Nurse Team. 3. Contribute to CCN / specialist nursing workforce planning tool. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Work is generated by Primary, Secondary and Tertiary healthcare establishments / Education and 3rd Sector agencies.  1. The jobholder works autonomously within the generic community children’s nursing team and is accountable for their own professional actions. 2. The standard and quality of work is reviewed through own professional codes of conduct and Division Policies.  * Personal and professional development is undertaken annually through objective setting and PDP process. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder will make clinical and professional decisions on a daily basis.  1. The jobholder will assess and interpret acute changes in the child / young person’s condition and take appropriate action.  * The jobholder determines when to refer to other health care professionals and statutory and voluntary services and other agencies.  1. Organising and planning own workload and that of new staff to the team when required. 2. Clinical judgement regarding the child’s safety at home, e.g. Child protection. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Supporting children / young people and their families with life limiting conditions, terminal illness or multiple complex health and social care needs. * Working with children and families who have complex medical needs in the community without direct medical support.  1. Maintaining the quality of service within the existing resources. 2. Flexible approach required when going into a family’s home environment. Working with these families at the same time as ensuring the child is safe and happy can be challenging. 3. Acting as an advocate for the child when they cannot communicate their needs to you. 4. High level of child protection, child well being issues. 5. Lone working / working autonomously in the community. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * To establish good relationships with children, young people, parents and professionals. Communication will take place through face to face, on the telephone, electronically or written correspondence.   Internal Contacts   1. Line Manager and working colleagues – attendance and contribution at team meetings re clinical, service and policy issues 2. Administrative staff 3. GP’s / Hospital Consultants / Community Paediatricians/ Nurse Practitioners 4. Health Visitors / Head Teachers – discussions could be around concerns of a child protection nature 5. Hospitals – Specialist Nurses regarding individual patients / ward Staff and discharge planning department   External   1. Statutory agencies such as social work, education – attendance and contribution at multi agency meetings about a child / young person’s care needs 2. Voluntary agencies 3. Networking with other community children’s nurse teams and Nurse Specialists locally and nationally |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical   1. A combination of standing, walking and kneeling for several short periods per shift. Examples being wound dressings, changing medical devices, the transferring of supplies to a community building / setting.   Mental   1. Concentration on child / young person and family assessments. 2. Planning workload within geographical area. 3. Concentration on clinical procedures 4. Updating nursing documentation.   Emotional   1. Communicating with and supporting children / young people and their families who are distressed / anxious / worried 2. Dealing with difficult family situations, such as their coping abilities. 3. Exposure to verbal and physical aggression due to client group. 4. Dealing with the death of a child / young person and supporting family.   Environmental   1. Exposure to body fluids, faeces. 2. Working in isolation. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Registered Nurse (RN) Child Branch or Registered Sick Children’s Nurse (RSCN)  1. Evidence of substantial acute and community post registration experience. 2. Excellent communication and interpersonal skills. 3. Ability to work on own initiative and prioritise own workload. 4. Ability to work under pressure, lone working and ability to travel throughout Fife. 5. Time management skills. 6. IT skills |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |