#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Community Neonatal Liaison Nurse  Responsible to: Senior Charge Nurse /Paediatric/Neonatal Nurse Manager  Department(s): Community & Neonatal Unit / Nursing  Directorate: Women, Children’s & Support Services  Operating Division: Fife Acute Hospitals  Job Reference:  No of Job Holders: 1  Last Update (insert date): September 2023 |

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| 2. JOB PURPOSE |
| The post holder provides a family centred service to educate and prepare parents of babies who were born prematurely and/or have complex needs now ready to be discharged home.  The post holder will support these families in this transitional period from hospital to home and provide follow up care in the community.  Has shared responsibility for supervision of the assessment of care needs and the delivery and maintenance of optimal care outcomes in both hospital and community settings.  In partnership with all members of the multidisciplinary team, has a responsibility to ensure that the highest standard of personalised nursing care is delivered to babies and their families.  The individual is expected to motivate staff to provide high standards of care by acting as a role model. |

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| **3. DIMENSIONS** |
| The post is based in both the hospital and community settings.  The post holder’s Clinical base is within a 18 cot Special care baby unit (4 ITU cots, 2 HDU cots and  12 special care cots).  The patient group consists of babies requiring special care and their parents/carers in both hospital and community settings  The Women, Children’s and Support Services Directorate provides maternity, gynaecology and  acute paediatrics services to the population of Fife.  Services are provided across 2 main sites in Fife: Victoria Hospital in Kirkcaldy, Queen Margaret  Hospital in Dunfermline.  Clinics for all settings are held in community settings across Fife.  The Directorate has 350 WTE staff and an annual budget of £14.5 m.  Annual Activity figures are as follows  **Births**: 3200  **Maternity:** inpatients: 10,000 and new patients: 4728  **Gynaecology**: new outpatients: 6500 day case: 700 inpatients: 2500  **Neonatal Unit:** admissions: 400  **Paediatrics**: new outpatients: 900 ambulatory care: 6000 inpatients: 4300 |

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| 4. ORGANISATIONAL POSITION |
| PAEDIATRIC/NEONATAL Nurse Manager    SENIOR CHARGE NURSE (B7)    JUNIOR CHARGE NURSE (B6)    STAFF NURSE /STAFF MIDWIFE (B6)  COMMUNITY NEONATAL LIAISON NURSELEAD    STAFF NURSE (B5) **COMMUNITY NEONATAL LIAISON NURSE**    NURSERY NURSE (B4)    HEALTH CARE SUPPPORT WORKERS (B2) |

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| 5. ROLE OF DEPARTMENT |
| The Women, Children’s & Support Services Directorate provides maternity, gynaecology, neonatal & paediatric services for the population of Fife and delivers approximately 3200 women per year. Service provision includes pre-conceptual, ante, intra, post partum and neonatal care.  Gynaecological services provided include in and out patient care including medical, surgical and palliative care.  Neonatal and paediatric care (to age 18) includes intensive care service provision, inpatient medical and surgical care, ambulatory and outpatient care.  To provide a high quality safe and supportive environment within a defined department or area achieved by optimising the use of premises, equipment and other resources with the overall objective of establishing, maintaining and improving quality of care standards  Neonatal Services comprise of the following:   * 4 ITU cots, 2 HDU cots and 12 Special Care cots. * A community service providing neonatal care in the community/home setting. * An outpatient service on NNU for babies under 10 days old referred by the midwives in community for jaundice or poor feeding. Synagis clinics facilitated by NNU. * Follow up baby clinics - in children’s clinics area for all babies seen after discharge from NNU.   Neonatal care is delivered in both hospital and community settings with a specialist community nurse providing support for infants at home. |

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| 6. KEY RESULT AREAS |
| 1. Be active in neonatal and parent discharge preparation. Participate in the planning, education delivery and development of community neonatal care. 2. Liaise, advise, develop and maintain good relationships with all healthcare professionals, neonates and their families, fellow health and social professionals who are involved in neonatal community care. 3. Provide statistical information reporting all service provision given in the community to neonates. 4. Ensure the highest standard of conduct is maintained and acts as a professional role model in accordance with all directives and guidance from the NMC. 5. Promote the role by using evidence-based practice and continuously improve own knowledge, following NMC guidelines. 6. Follow and implement community guidelines/policies into practice, covering all aspects of neonatal community care, 7. Keep updated of current developments in neonatology, as well as the broader healthcare agenda that may impact on Neonatal Services 8. Work within, local, directorate and divisional policies and procedures to ensure that safe working practices are maintained for both patients in hospital and community settings. 9. Be responsible for ensuring the quality of patient care is assessed and implemented to continuously improve the standards of care provided to neonates and their families by participating in clinical audit. 10. Participate with the Neonatal Clinical Educator in educating new/junior staff with discharges. 11. To contribute to, and support, the provision of clinical practice for pre-registration and appropriate post-registration students to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided. 12. To ensure that on-going personal development needs, skills training, professional education and research are identified, recorded and monitored.      1. Responsible for maintaining and monitoring patient records within agreed standards and ensuring the quality of record keeping within area of responsibility. 2. Participate in the Clinical Risk Management System, Datix, by investigating, reporting and taking appropriate action on clinical incident. 3. Establish and maintain effective communications and relationships with statutory and voluntary agencies, which promote collaborative working and effective coordination in education delivery for all staff groups. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Community and Neonatal Liaison nurse is expected to have knowledge of all equipment used in the area however may not have daily clinical involvement.  **Highly Specialised**  Blood Gas Analyser  Neonatal Resuscitaire    **Specialised**  Portable Suction  Vital signs monitors  Oxygen Saturation  Neonatal Incubators  Electric Breast Pump  Portable Oxygen  Blood Glucose Analyser  Phototherapy units  Neonatal scales  Neonatal Hot Cots/heated mattress  **Generic**  Photocopier  IT equipment  Camera  Video conference |

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| **7b. SYSTEMS** |
| Computer & telephone literate  BadgerNet.  Trakcare  DATIX  Internet and Intranet |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will work independently as a lone worker; generating and managing own workload, whilst working closely with B6 Community Neonatal Liaison Nurse, other colleagues of all grades and disciplines across the division.  The post holder’s work is generated from the patients needs, the services within the division, legislation and performance indicators set by the Scottish Executive Health Department.  The post holder’s work is generated from babies who meet the criteria for early discharge home as defined by unit protocols and guidelines.    The post holder will be responsible to the Senior Charge nurse for clinical guidance and professional management, work review and formal appraisal of performance. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Clinically and professionally expected to make autonomous decisions on a daily basis, within the multi-disciplinary team.  The post holder in response to local and national guidelines will be expected to: -  Support future service developments within the directorate.  Respond quickly and effectively to situations as they arise.  The post holder is expected to make clinical decisions within agreed practice frameworks regarding the discharge of babies to the community setting, ensuring all care is evidence based.  The post holder is expect to manage own community caseload according to guidelines  Work is self-directed in the community setting.  Provide clinical and professional liaison to healthcare partners.  The post holder is expected to have knowledge of all guidelines regarding child protection and referral pathways. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Caring for premature babies/infants with complex needs as well as meeting the needs of the parents/carers in community.  Providing the highest standards of nursing care within the allocated resources.  Managing a highly complex wide-ranging workload frequently requiring meeting tight timescales within the rapidly changing healthcare environment.  Maintaining effective communications with a wide range of individuals and groups both within and out with the division within the multidisciplinary team.  Implementing change effectively.  Time management.  To have a high degree of personal motivation and have the ability to motivate, manage and develop community service provision.  To have an effective working relationship with all other areas across the Division.  Lone working. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will be expected to communicate and liaise with –  Internal:  The neonate, their relatives and the multidisciplinary team involved in the provision of care.  All grades of staff – patient care, allocation of work, workload issues  Charge Nurses, specialist nurses  Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control.  Staff Organisations  Senior Nursing Colleagues  Parent and public groups  External:  Social Services – regarding patient discharge, particular to child protection issues  Children’s community nurse team  Community health practitioners regarding discharge planning and community visits  Common service agencies regarding the provision of home oxygen  Parents/carers  General public  Voluntary/charitable agencies  VIP midwives |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Administer intra-muscular injections, Perform blood spot testing on neonates.  Keyboard and computer skills  Driving Skills  **Physical Demands:**  Physical manual handling of neonates.  Heavy equipment  Stand/walking for long periods of time  House keeping duties.  The post holder requires lifting and moving heavy boxes, training equipment, e.g. audio visual and clinical skills equipment, hand-outs to training venues across the organisation.  Carrying heavy/awkward equipment in the community setting. (up and down stairs in confined spaces)  Working in spaces/places with non adjustable heights.  **Mental Demands:**  This post demands a high level of organisational skills, time management and professional and personal leadership. It is essential that the post holder is able to manage a highly complex and wide range of activities while working to short timescale  Concentration required when checking documents/patient notes and calculating and administering drug dosages.  Concentration required when observing patient behaviours, which may be unpredictable.  Challenging inappropriate/poor clinical practice  The post holder must be able to focus on the task at hand and prioritise effectively.  Co-ordinating and managing a community caseload  Service changes, organisational changes.  Communication restraints (i.e.: communicating with people with a disability or with people from a non English speaking background.  **Emotional Demands:**  The post holder will assist, support and educate staff in communicating with distressed/anxious/worried parents, families and staff.  Communicating complex issues with the multi-disciplinary team  Caring for parents/families following receipt of bad news and supporting them  Supporting staff in the work environment.  Personal / interpersonal stressors.  Dealing with parents/carers/families with severely challenging behaviours  Dealing with child protection issues  **Working Conditions:**  Exposure to body fluids, blood, urine, stools, suction bags, catheter bags. Infections.  Exposure to substance misuse parents  Exposure to occasional verbal/physical aggression.  Exposed to a wide variety of care environments within the community setting.  Temperature/air quality of working environment  Ergonomics. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| First Level Registered Paediatric Nurse/Midwife with significant post registration experience, relevant experience of working within the NNU setting is essential  Educated to degree level.  Further education/evidence of CPD in area of speciality including study days/courses/post graduate certification  The post holder will possess team-working skills and have the ability to motivate others and promote the development of a culture within the directorate that is proactive to learning.  The post holder must possess excellent interpersonal and communication skills and be able to work using own initiative.  Effective time management skills.  Expert clinical practice.  Computer literate e.g. use of email, MS word/Power point  Skills in accessing electronic forms, information and research based evidence.  Ability to work across agency/organisational boundaries.  Ability to prioritise and change/adapt programmes at short notice.  Has the ability to travel within Fife. |

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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: |