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**JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Staff Nurse  Responsible to: Nurse Team Leader  Department Child Development Centres  Directorate: Children and Young Peoples Community Nursing Service  Operating Division: Preventative and Primary Care  Job Reference: SN/CDC  No of Job Holders: 4  Last Update: 19/11/21 |

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| 2. JOB PURPOSE |
| * To support the CDC Team Leader in managing a diverse caseload of children under 3 years with developmental and complex health needs in the community. * To support the child's nursing, social, educational and emotional needs, and work with parents to deliver a plan of support to promote their child’s optimum development. * To liaise closely with the multi-agency team to coordinate assessments and individual support plans. * To work across different sites in the service and provide care and support in homes and the community. |

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| **3. DIMENSIONS** |
| * Based within a Child Development Centre for pre-school children with additional support needs and their families, you will be a member of a multi-disciplinary team. * You will support the Team Leader and the wider team in delivering individual support plans for children on the CDC caseload in the centres or the community. * You will act as a mentor for student nurses and participate in the teaching of all learners in accordance with their objectives. * You will facilitate less experienced and/or more junior staff to develop their professional skills, and perform as key worker to a group of children. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| * To provide a safe, supportive environment for pre-school children with additional support needs. * To support and empower parents to be an advocate for their child and help them to reach their optimum health and development. * Carry out assessments and deliver support and specific strategies to enable the family to support their child’s developmental goals. * Offer support for children with a high complexity of needs and work closely with other services to coordinate care. * To provide a learning environment for Student Nurses, other learners and volunteers. |

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| 6. KEY RESULT AREAS |
| Fulfil the role of key worker for allocated children and their families, and to manage a caseload under the direction of the Team Leader.  * Recognise and record the significance of the observations that contribute to the ongoing assessment, planning, implementation and evaluation of the care the child is receiving. * Work within and support the work of staff within the team in accordance with:   -NMC Code of Conduct  -Local and National Guidance  -Infection Control Policy   * Deliver nursing care procedures as required in line with local and national guidance and ensure competencies are maintained. * Work within the Scottish Governments GIRFEC framework. * Communicate information effectively and maintain clear and concise documentation. * Review and evaluate the efficiency of policies and report to the relevant line manager matters affecting best practice and clinical governance issues. * Maintain own professional development and training in accordance with professional requirements and Turas appraisal. * Act as a mentor to students and contribute to an effective learning environment. * Support the induction of new staff. * Support clinical governance measures and participate in engagement and audit processes. * Administration of medicines as prescribed in line with SSUMP. * Promote effective Risk Assessments and Risk Management and work within Health and   Safety legislation. |

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| 7a. EQUIPMENT AND MACHINERY |
| * Safe use and working knowledge of all the equipment being used within a children and young people’s community setting.  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. 3. Laptop / computer use in line with DSE regulations. 4. Use of height adjustable trolley, tables, and weighing scales, hoists and moving and handling equipment. |
| **7b. SYSTEMS** |
| * Recording personally generated observations in child’s nursing records. * Liaising with multi-disciplinary/agency teams & parents to compile agreed shared information, assessments and care plans. * Communication with parents & professionals in person and by letter writing, telephone and e-mail, MS Teams and Near Me. * Assist in meeting the nursing needs of the children and their families in the centres, home or other community setting. * Develop and implement therapeutic programmes for each child in consultation with other disciplines and agencies. * Use a range of development assessments with the children * To promote and develop effective team working and parent participation in the coordination of care given. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| 1. The post holder will work autonomously within the CDC team under the direction of Team Leaders 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. * Work is assigned by the Team Leader but is generated by the family and child’s needs on a day-to-day basis. * Personal & professional development is undertaken through objective setting and annual Turas appraisal by Team Leader. * To attend courses, seminars and conferences to meet the requirements of professional registration and ongoing development and learning.. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Take the lead in addressing situations that may be detrimental to the child’s health   and wellbeing.   * Advise on the promotion of health and prevention of accidents and illness. * Prioritising care & nursing needs of each child and implementing these as effectively   as possible on a day-to-day basis.   * Report all accidents/incidents to your line manager, completing the relevant forms.  1. To depute for Team Leader in their absence. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Working with children who display challenging behaviour. * Being a key worker for allocated children and providing support, information and counselling to parents can demand a lot of time and be mentally and physically exhausting. * Recognition of parameters in an uncertain and changing role * Unpredictability of children and behaviour. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * To utilise strategies to communicate effectively with children with complex needs and learning difficulties at their level of understanding and support their parents in methods of communication. * To develop and maintain good working relationship with parents/carers and other family members. * Facilitate good communication and team working in the CDC service. * To communicate effectively within the multi-disciplinary/agency team, demonstrating a high level of interpersonal skills. * Communicate to Team Leader regarding service improvement and areas for development. * Daily communication within the core team. * Communicate with external agencies Social Work and Education and third sector organisations. |

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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 periods per shift. Examples being wound dressings, changing medical devices, and floor play activities. 2. Moving and handling spending time on the floor, on low stools, and handling children of varying weights. 3. Use and handling of equipment and supplies where required.   Mental   1. Concentration on assessments with children and families, observations, meetings and Multi-disciplinary communication.  * Planning workload and activities within geographical area. * Teaching student Nurses and other learners.  1. Problem solving within the CDC team and deputising for the Team Leader as required. 2. Concentration on clinical procedures. 3. Updating nursing documentation and writing up assessments, support plans and reports.   Emotional   1. Communicating with and supporting children / young people and their families who are distressed/anxious/worried. 2. Dealing with complex family situations, such as parental learning disability/ mental health issues and social difficulties and wellbeing and child protection concerns. 3. Potential exposure to verbal aggression due to client group.   Environmental   * Exposure to body fluids PPE and cleaning materials. * Lone working in the community. * Demands and intensity of working with children requiring a high degree of medical and nursing needs. * Unpredictable environments and situations – home visits. * Requirement to travel in the community and across different sites in the CDC service. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * Registered Nurse (RN) Child Branch / Learning Disability or Registered Sick Children’s Nurse (RSCN) * Evidence of acute or community post registration experience. * Excellent communication and interpersonal skills. * Ability to work on own initiative and prioritise own workload * Time management skills. * IT skills * NMC Registration: - RSCN, RNC, RGN, RNLD * Consolidation period in a clinical/childcare setting following registration. * Knowledge of child development with a keen interest in learning disabilities and behavioural management. * Awareness of current issues in health care children’s nursing and evidence of continuing professional development. * Ability to work within a multi-disciplinary/agency team and be flexible and support change management and service improvement. |

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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: |