#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Registered Children’s Nurse/Paediatric Staff Nurse Band 5  Responsible to (insert job title): Senior Staff Nurse/Ward Manager, Senior Charge Nurse  Department(s): Paediatrics  Directorate: Children’s, Women’s and Diagnostic Services  Operating Division:  Job Reference:  No of Job Holders:  Last Update (insert date): 115th June 2023 |

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| 2. JOB PURPOSE |
| As part of a multidisciplinary team the post holder will have responsibility for assessment of care needs and the development of programmes of care, and/or the implementation and evaluation of these programmes ensuring the delivery of high quality care to patients.  In the absence of the ward manager or deputy provide cover to ensure safe, effective and person centred operation of the ward. |

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| **3. DIMENSIONS** |
| * Staff Management/Supervisory responsibilities, on a shift basis of children's wards/services consisting of: * 1A 10 bedded Children’s Assessment Unit (CAU) * 1B 23 to 26 beds Children’s Inpatient ward for general paediatric medical, surgical and specialty care with designated high dependency care and infectious disease beds * 1C Children's Out-patient department * Paediatric Emergency department and Neonatal unit |

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| 4. ORGANISATIONAL POSITION |
| Ward Manager/ Senior Charge Nurse  Senior Staff Nurse Band 6  **Registered Children’s Nurse/Paediatric Staff Nurse Band 5 (this post)** |

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| 5. ROLE OF DEPARTMENT |
| To provide a high quality, safe and supportive environment in order to care for children as patients and their families within the paediatric setting in accordance with safe, person centred evidence based best practice, Quality Improvement, the Safer Patient Scottish Paediatric Programme (SPSPP) and the European children's charter (EACH) for children in hospital. |

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| 6. KEY RESULT AREAS |
| 1. Responsible for the assessment of care needs and the development, implementation and evaluation of programmes of care in relation to health and well being needs. 2. In the absence of the Senior Charge Nurse band 7/6, take charge of the department for the management of the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth and safe running of the service. 3. To maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient health and well being needs are met. 4. To monitor standards of care within the defined local and national guidance and legislation both within the children's wards and Children's, Women's Urology and Sexual Health Services and to ensure adherence to, and delivery of, a high quality service. 5. To lead and supervise junior staff/students who are providing care to patients and act as a source of advice to ensure their educational needs are met. 6. To undertake teaching of registered and non-registered nursing staff, including basic and post-basic students, and participate in the implementation of staff personal development plans within the Knowledge and Skills Framework (KSF) guidance to facilitate ongoing development. 7. To lead supervise and support patients/parents/carers/family members in their learning of specific tasks/procedures to be able to ensure a family centred approach to care. 8. To organise own workload to ensure that the interests of patients health and well being needs are met. 9. Responsible for maintaining patient records within local and national guidelines (NMC and NHS Ayrshire and Arran policies). 10. To maintain departmental stock levels, through ordering of stores, ensuring the economic use of all resources. 11. To develop the role by using evidence-based best practice and continuously improve own knowledge, skills and competencies in accordance with KSF post outline. 12. Participate in clinical audit and research within the ward area to ensure continuous development of evidence based best practice as required. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Staff Nurseis expected to have a knowledge of all equipment used in the area however may not have daily clinical involvement.  Very specialised:  CPAP  Saturation monitoring  Sweat testing  pH Monitoring  Assisted ventilation  Specialised:  Phototherapy units  Blood Glucose monitoring  Vital signs monitors  Generic:  Nebulisers  Hoists/  Baxter pump, Syringe pump, Feed pump  Incubator  Computers/printers/photocopiers |
| **7b. SYSTEMS** |
| Computer skills - electronic communications i.e. obtaining results  Maintenance of patient records  PAWS (Paediatric Advanced Warning Scoring)  Glasgow Coma Scale  Meningococcal scoring  Drug withdrawal scoring  Patient administration, discharge details  Stock/non stock ordering |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The Registered Children’s Nurse/Paediatric Staff Nurse will be responsible to the Senior Charge Nurse for clinical guidance and professional management, work and formal review of performance in accordance with KSF outline for specified post.  Workload will be assigned by the Senior Charge Nurse Ward Manager or Deputy however the Registered Children’s Nurse/Paediatric Staff Nurse will have responsibility for managing defined workload within professional guidelines.  The Registered Children’s Nurse/Paediatric Staff Nurse will delegate/allocate work to the team in the absence of senior staff. |

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| **9. DECISIONS AND JUDGEMENTS** |
| Assessment of patient condition to establish any change.  Analysis of patient condition and subsequent planning and benefit of the care provided.  Contribute to effective discharge planning.  Give nursing support during inter hospital/specialist unit transfers.  In the absence of the Senior Charge Nurse band 7/6 allocation of work and deployment of staff. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Achieving a balance between the demands of direct patient care within existing resources.  In the absence of the Senior Charge Nurse band 7/6 provide cover to ensure the effective operation of the ward.  Maintaining up-to-date clinical skills, knowledge and competencies.  Liaison with parents/carers.  Care of the dying child and bereaved family.  Collaboration with multi-disciplinary/multi-agency teams to ensure appropriate and effective patient care.  Involvement in child protection issues.  All paediatric receiving and admission areas - 24hours per day, seven days a week with little or no knowledge of the condition of patients on presentation. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Internal:  The postholder will be expected to communicate and liase with the patient, their relatives and the multidisciplinary team involved in the provision of care to meet health and well being needs  Junior and support nursing staff – patient care, allocation of work, workload issues  Other relevant departments within the Children's, Women's and Diagnostic Services e.g. Estates, Supplies, Organisational and Human Resources, Fire Officer, Infection Control team  Staff Organisations  Others  External:  Discharge planner  Social Services – regarding patient discharge  Other relevant external agencies – regarding patient care |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions  Insertion of urinary catheters/nasogastric (NG) tubes  Removal of sutures.  Oxygen administration  Collection of specimens  Specialist infusions  **Physical Demands:**  Patient movement with use of mechanical aides, manoeuvre patients  Push trolley’s, wheelchairs, beds  Stand/walking for the majority of shift  Standing for prolonged periods of time whilst NG/Gastrostomy feeding  **Mental Demands:**  Concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members  Concentration required when observing, recording and reporting patient behaviours which may be unpredictable  Retention and communication of knowledge and information  Supervising/mentorship to new staff and students  **Emotional Demands:**  Communicating with distressed/anxious/worried patients/relatives  Caring for the child with palliative needs or who is terminally ill  Caring for patients following receipt of bad and distressing news  Supporting colleagues in the work environment  Dealing with Child protection issues  Dealing with sudden infant deaths  Children with emotional health and wellbeing needs  **Working Conditions:**  Exposure to body fluids, faeces, emptying bed pans/urinals, catheter bags (indicating how frequently this is undertaken ie daily, several times each shift)  Exposure to verbal aggression adhoc |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| First Level Registered Nurse RSCN/RN Child branch  Active in seeking out new learning experiences in relation to paediatric knowledge and skills and competencies relating to children's health and well being needs  Keen to develop team working skills with ability to work using own initiative  Effective listening and interpersonal skills  Time management skills |