

# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION**

**Job Title:** Staff Nurse**Department(s):**  Neonatal Unit, Aberdeen Maternity Hospital**Hours:** 37.5**Band:** Band 5**Salary:** £30,229 -£37,664 per annum**Contract:** Fixed term (11 moths 29days) |

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| 1. **JOB PURPOSE**

**Role Context**To deliver under supervision, a comprehensive, specialised care to all neonatesBe involved in the assessment, planning, implementation and evaluation of nursing care of sick or pre-term infants admitted to the neonatal unit. Gain knowledge of care of critically ill infants under supervision of a neonatal nurse. Provide support for families. Participate in shift rotation to ensure 24 hour provision of nursing care.Supervision and teaching of all grades of staff and learners. Monitor standards of care of all grades of staff and learnersGain knowledge of care of infants requiring stabilisation and intensive care. Gain experience in caring for sick and preterm infants and undertake specialist training as identified in Personal Development Plan. Gain knowledge of care of infants during transportation and assist with transfers when necessary.Role PurposeThe prime purpose is, under supervision, deliver care to the neonate and supporting mothers and families to enable them to understand their baby’s illness. The jobholder will develop knowledge and skills in line with best practice and research evidence, thus ensuring the best quality of care possible.The jobholder will be responsible for the care of neonates not requiring intensive care, and will work with minimal supervision in these areas. Periodically, he/she will work in the intensive care area under supervision of a senior neonatal nurse; once specialist qualifications and experience have been obtained the post-holder will work with minimal supervision. Recognition of the importance of efficient management of resources, as well as being aware of and complying with all NHS Grampian policies and that of their own professional bodies. |
| Women’s & Children’s DirectorateCharge Nurse Neonatal Unit Practice Education Facillitator Student Midwives / Nurses. Midwives/Staff Nurses, Auxiliary nurses,Receptionist, Medical Students.Multi-professional Team**STAFF NURSE**Nurse Manager Director of Nursing.**3. ORGANISATIONAL POSITION****Reports to locally:** Senior Charge Nurse**Accountable to:** Clinical Nurse Manager. |
| **4. SCOPE AND RANGE.*** The neonatal unit is a tertiary referral centre covering a large geographical area including Orkney and Shetland.
* It has a 35-cot capacity including 15 intensive care / high dependency cots.
* The average yearly admission rate is 800-900 babies.
* Pre- and post-surgical care is provided with the exception of cardiac surgery.
* As a teaching faculty, the unit caters for student nurses, midwives, medical students and those undertaking the specialist neonatal intensive care course.
* The staff nurse will be required to work flexibly.
* She/he will work on a shift basis, under supervision of the Charge Nurse, and will be responsible for an allocated number of babies.
* Participation in the mentorship programme is also a requirement.
* It is expected that the post holder will work towards and undertake specialist training appropriate to the patient’s needs.
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| **5. MAIN DUTIES/RESPONSIBILITIES.****CLINICAL FUNCTION:*** Develop and maintain a sound knowledge base relevant to neonatal care.
* Assist mothers in their chosen method of feeding their baby.
* Demonstrate ability to critically appraise own level of competence, identifying areas for future development.
* Implement care under the direction of the NNU clinical guidelines.
* In collaboration with the family and the multidisciplinary team, assess, plan, deliver and evaluate neonatal nursing care that reflects individual physical, social, cultural and spiritual needs.
* demonstrate effective decision making within the context of current role and personal objectives.
* Utilise health promotion strategies to support/advise parents and families.
* Ensure that care is taken to safeguard babies and families at all times.
* Develop and maintain own clinical competence.

**MANAGEMENT FUNCTION*** Under minimal supervision, demonstrate ability to organise and prioritise workload within own working area.
* Maintain collaborative working relationships with the multidisciplinary team and the general public.
* Within own working area, demonstrate and apply knowledge of clinical governance clinical effectiveness, and risk management.
* Manage resources effectively.
* Co-ordinate with the Senior Charge Nurse to arrange cover for absences / annual leave

EDUCATION * Demonstrate a commitment to continuing professional development.
* Participate in personal development and performance planning.
* Participate in clinical support activities and orientation of colleagues and learners.
* Participate in teaching of parents and carers.

EVIDENCE-BASED PRACTICE* Contribute to the development of the philosophy of shared governance within the neonatal team.
* Demonstrate an awareness of current developments in neonatal practice.
* Be receptive to new developments in the provision of neonatal care.

**PROFESSIONAL ISSUES*** Comply with all NHS Grampian and Directorate policies and practices.
* Comply with the policies relating to Child Protection taking cognisance of the UN Convention on the Rights of the Child and the Children (Scotland) Act.
* Maintain a safe standard of storage and administration of drugs in accordance with NHS Grampian.
* Practice in accordance with the NMC code of Professional Conduct and Code of Practice.
* Ensure that all written documentation is clear, concise and timely, and complies with the NMC standards for Records and Record Keeping.
* Attend neonatal resuscitation programmes (NRP) and yearly updates.
* Attend a yearly fire lecture.
* Attend a moving and handling training programme and be conversant with local policies.
* Be conversant with NHS Grampian infant security policy.
* Be aware of any stresses and anxieties encountered by your colleagues and be able to offer support as necessary
 | **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED*** Implement health and safety, infection control, risk management, and clinical governance strategies, and integrate in practice.
* Ability to work on own initiative
* Good negotiation skills.
* Deal competently with complex and sensitive issues.
* Good and effective communication skills
* Good Influencing, and listening and skills.
* Diplomacy and trust building.
* Team player.
* Knowledge of resource management.
* Critically appraise skills.
* Willing to undertake further study related to specialty
* Good mentorship and teaching skills.
* Promote an environment that encourages staff development.
* CPD
* Knowledge and compliance of all NHS Grampian and NNU policies and guidelines.

 * Knowledge of NMC Code of Conduct, Code of Practice, (Midwives Rules), Standards for Record and Record Keeping and Administration of Drugs.
* Dealing with complex and contentious information
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| 1. **SYSTEMS AND EQUIPMENT.**
* Knowledge of the current cleaning and re-assembly of all machinery/equipment used including; syringe and infusion pumps, cardiac monitors, pulse oximeters, blood glucose machine all phototherapy equipment, and incubators.
* Setting up and use of breast pumps, awareness of recommendations for correct storage of expressed breast milk.
* Understand and recognise the different types and strengths of the phototherapy equipment and their safe and correct use.
* Recognise the different types of infusion pumps used in the NNU, their storage, capabilities, setting up and safe and correct maintenance.
* Awareness of the importance of daily checking and calibrating of all blood glucose machines and their safe and correct method of use.
* Having some computer literacy to access the internet/intranet from PC’s located in the workplace, and be able to communicate via the e-mail system to help maintain and extend knowledge.
* Use of electronic data bases such as NHS Mail, Badger Neonatal net, Datix, SSTS
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| **7. DECISIONS AND JUDGEMENTS.*** Work within agreed policies and recommendations as outlined by NHS Grampian and the

neonatal unit.* Be accountable for optimal use of resources.
* Work with minimal supervision within allocated clinical areas.
* Be responsible for daily planning of care within allocated clinical areas.
* Work towards being responsible for supervision of less experienced staff / students.
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| **8. COMMUNICATIONS AND RELATIONSHIPS*** Communicate effectively and sensitively with babies, families, relatives and carers.
* Communicate effectively and sensitively with families and carers when difficult issues such as neonatal abstinence syndrome, child protection issues or abusive family situations arise.
* Act as baby’s advocate.
* Maintain effective and supportive communications within neonatal nursing team and with other professionals.
* Contribute to creating an environment which fosters open communication and trust with families and colleagues.
* Liaise with health care professionals and other disciplines from within and outwith the organisation to support quality patient care.
 | **KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED*** Effective communication skills
* Good interpersonal skills
* Good negotiation skills
* Effective Influencing skills
* Good leadership and relationship building.
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| **9. PHYSICAL DEMANDS OF THE JOB.*** Ability to work in a sustained busy environment.
* Work with unpredictable work levels on a daily basis.
* Ability to cope with stressful clinical situations at any given time.
* Resilience.
* Cope with potentially fraught situations involving parents/visitors or general public.
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB*** Maintaining a healthy work-life balance.
* Dealing with extremely emotional situations while maintaining a professional demeanour.
* Day/night rotation.
* Able to work for long periods in potentially high stress environment

**11.KEY RESULT AREAS*** Develop clinical practice and skills in the care of the sick newborn and preterm infants.
* Develop and Maintain clinical practice and skills to include care of the critically ill neonate.
* Develop and maintain clinical practice and skills to include stabilisation and transfer of the ill neonate either within the hospital environment or during transportation to another area for ongoing care.
* Develop clinical practice and skills including undertaking the neonatal special & intensive care course.
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| **12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB*** Current appropriate registration with NMC. E.g. RN – Child Branch, RSCN (or RN – Adult Branch with appropriate transferable skills) -essential
* Specialist neonatal qualification – desirable
* Experience of practice in neonatal / paediatric nursing - desirable
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| **PERSON SPECIFICATION** |
| **POST/GRADE**: Staff Nurse / Band 5**LOCATION:** Aberdeen Maternity Hospital**WARD/DEPARTMENT**: Neonatal Unit |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. |
| **GENERAL REQUIREMENTS** |
| **Factor** | Essential | Desirable |
| Qualification & Experience | a) Registered Nurse Child / RSCN/Adult – NMC Good general communication skills - Able to communicate with a wide range of people including parents and other health professionals | Mentorship / Teaching qualification or experience Previous experience of neonatal nursingNeonatal Nursing Qualification |
| Circumstances & flexibility | Ability to work flexibly including rotation to night dutyAble to work for long periods in potentially high stress environment |  |
| Particular requirements of the post | Ability to work well within a team. Ability to use computer systems. Previous experience working with families / high stress areas. | Experience with hospital child care / substance misuse / social serves  |
| Level of Disclosure check required | PVG |  |