NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION
 | Job Title | Community Children’s Nurse |
| Department(s)/Location | Women and Child Health  |
| Number of job holdersRequired | 3.7 wte  |
| JOB PURPOSETo participate as a team member within a Community Children’s Nursing Team. Promoting and maintaining safe, high quality and effective nursing care for children, young people and their families within the community setting, based on the values of the clinical group within the clinical governance framework. To be responsible for the assessment, development and implementation of effective programmes of care delivery with on ongoing supervision of junior staff. To maintain own personal and professional development encouraging innovation and practice development in conjunction with team members. To contribute to the continuing development of clinical practice and in the absence of the team manager to ensure effective operation of the service. |
| ORGANISATIONAL POSITION  Senior Nurse– CYPCCN/ Homecare Co-ordinators**Community Children’s Nurse (this post)**HCSW  |
| 1. SCOPE AND RANGE (please complete as appropriate to specific area)

To provide high quality nursing care for the child/ young person and their family/carer, meeting their individual healthcare and social needs within the community environment.  To facilitate safe and effective discharge from hospital by providing support and education for children, young people and their family’s / carers. Environment of Care* The Community Children’s nursing team working in conjunction with Specialty Nurses, to provide outpatient and ambulatory care for children and their families throughout Tayside.

To include:* The post holder contributes to budgetary responsibility by undertaking routine weekly stocks and supplies ordering. Liaison is required with supplies and sterile services department.
* Contribute to the budget by an awareness of and an influence on stock supplies and care of equipment.
1. **MAIN DUTIES/RESPONSIBILITIES**

**Care Delivery** * To maintain confidentiality of information regarding patients and families.
* Contribute to the application of a range of interventions and technical skills appropriate to a variety of conditions and specialties – Medical, Surgical, and other specialty services.
* Collaborate with patients/clients/significant others to provide care packages reflective of individuals’ social, cultural and spiritual needs.
* Maintain effective communication pathways to ensure appropriate information is shared and patients needs are met, maintaining patient records within agreed standards, and arranging multi-disciplinary meetings.
* Engage in activities to share experiences, give and receive clinical support.
* Contribute to public protection by participating in and maintaining Trust Health & Safety, Quality Assurance, Infection control and risk management strategies.
* Utilise health promotion strategies to support / advise patients / clients, identify and assess health promotion needs.
* Demonstrate effective decision making within the context of their current role.
* Demonstrate knowledge of effective professional working relationships, role boundaries and autonomy.

**Management / Leadership*** Demonstrates ability, without supervision, to co-operate, organize, prioritise and manage a patient caseload to ensure that the interests of patients / clients are met in a rapidly changing situations / environments.
* Establishes and maintains collaborative working relationships with public, health care workers and other agencies.
* Demonstrates the ability to initiate, plan and lead multi professional / multi agency care planning / review meetings for the child and family
* Contributes to and influences practice development initiatives within the clinical area and TUH.
* Enhances the working environment through teamwork, mutual respect and support of others.
* Motivates and encourages self and others to achieve team and organizational goals.
* Maintains safe environment for patients, public and staff utilizing quality assurance, risk management strategies and local and national policies, standards and guidelines.
* Participates in management and evaluation of change to improve quality of care.
* Contribute to the effective use of staff, equipment and financial resources.
* Contribute to and influence recruitment and selection of carers
* To lead and supervise new / junior staff / learners and support workers who are providing care to patients and act as a source of advice to ensure safe and effective care and that their educational needs are met.
* In the absence of the Band 6 or 7 , take charge of the team for the management of standards of care and the daily responsibilities, including work allocation, deployment and supervision of staff, to ensure smooth running of the team.

**Education & Continuing Professional Development*** Actively participates in clinical support activities provided by the organization (Preceptorship / Mentorship / Clinical Supervision)
* Identifies own professional development and educational needs through reflection and Individual Performance Review, developing individualized training / development programme.
* Demonstrates ability to critically appraise level of competence, identify areas for further development.
* Provides ongoing evidence of competence through maintenance of personal professional portfolio.
* Facilitates partnership with patients, carers in the provision of information and education. Identifies the health promotion needs of individuals providing comprehensive, current health care information.
* Participates in teaching of patients, parents / carers and colleagues.
* Contributes to creating and maintaining a supportive teaching and learning environment.
* Participates in the development of policies, protocols and guidelines.

 **Quality / Research and Development*** Demonstrates ability to utilize research to update and improve clinical care.
* Utilizes research skills to critically appraise practice and current care regimes.
* Applies current, up to date knowledge to clinical practice.
* Participates in Trust and local clinical governance initiatives / activities.
* Demonstrates ability to identify and utilize information technology effectively.
* Contributes to creating an environment where research, quality and clinical audit are valued by all staff.
* To work within an ethical and legal framework utilizing defined policies, procedures, standards and protocols of the department, organization and NHS Tayside to promote safe effective evidence based practice and contribute to quality improvement.
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|  COMMUNICATIONS AND RELATIONSHIPS* Engages in effective communication with patients, carers, health and social care workers, other relevant departments / agencies utilizing a wide range of media such as Email, telephone, verbal and written communication and overcome any difficulties in communication with people involved such as language barriers, clinical conditions e.g. children with complex neurological conditions and effectively manage complaints and incidents.
* Demonstrates ability to manage written and verbal information taking cognisance of local and National Policies.
* Actively encourages team cohesion, promoting co-operative and effective working relationships.
* Actively encourages care cohesion and communication between primary, secondary and tertiary centres.
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| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB* Registered Children’s Nurse, on part 1, 8 or 12 of the UK NMC register with previous post registration experience.
* Experience within the acute and / or a community setting would be advantageous.
* Evidence of relevant continuing professional development is essential.
* Ability to demonstrate a commitment to community nursing.
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| 1. SYSTEMS AND EQUIPMENT

The Community Children’s Nurse is expected to have the knowledge and skills necessary to use all equipment or, to take action to learn, within the community.Examples of equipment and machinery used**Information Technology** Duty rostering systems e –rostering/ SSTS ICEEmisClinical Portal Intranet **Moving and Handling Equipment within the home and social environment**Hoists and equipment for the safe handling of children.Electrical beds / cots / bedsides / home tractionWheelchairs / splints / crutches / mouse chair / car seat **Near Patient Testing** Monitoring vital signsBlood Glucose monitoring Capillary bloodsCentral linesUrine testing Weight and Heighs**Medical Devices** PCA  Oxygen saturation monitorInfusion pumps / syringe driversSuction machinesHome NebuliserOxygen concentrators/ cylindersFeeding pumps**Treatments** Central Line care  Oxygen therapy / Chemotherapy / drug therapiesNebulisersInvasie / Non-invasive ventilation ( BIPAP / CPAP)Sleep studies24 hr BP monitoringNursing care - variety **This is not an exhaustive list****Responsibility for Records Management**All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| PHYSICAL DEMANDS OF THE JOB**Physical skills:**To participate in developing condition specific skills for the service provision  Administer oral, rectal, inhaled, intravenous and or intra-muscular injections, syringe pump  and infusions.Insertion /Care and Management of feeding devices- Nasogastrics / Jejuenal tubes, Gastrostomy /Jejenostomy tubes.  Administration of medication or feed.Insertion of urinary catheters.Wound dressing, removal of sutures.Stoma care – Tracheostomy / Gastrostomy and sizing of tubesCare of children in traction and plasters in their home.Teaching and education of new cares / skills to parents / carers Resourcing community aids.**Physical Demands:**Patient movement with use of mechanical aids, manoeuvre patients within confined areas of their home.Push wheelchairs Travelling / walking for the majority of shift.**Mental Demands:**Concentration required when checking documents / patients notes and calculating drug dosages, whilst subject to frequent interruptions from patients / relatives / team members.Concentration required when observing patient and family behaviours in the home, which maybe unpredictable.Travelling / weather conditions / unfamiliar locations. **Emotional Demands:**Communicating with distressed / anxious/ worried patients / relatives / carersCaring for children and young people with complex neurological conditions.Caring for the terminally ill.Caring for patients and parents / carers following receipt of bad news.Dealing with staffing issues, staff complaints and poor performance.Dealing with child and parents issues and complaints.Caring for highly dependant children.Supporting parents / carers. **Working Conditions:** Exposure to: examples being, body fluids, faeces, catheter bags. Exposure to: verbal aggression, from relatives, children and adolescents in their own homes. Lone working – personal safety in the community  |

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| DECISIONS AND JUDGEMENTS* Recognizes situations which may be detrimental to the health and well being of the individual and take appropriate action.
* Positively contribute to an environment which promotes learning and professional development, supporting staff and colleagues.
* Advises on the promotion of health and prevention of illness.
* Demonstrates effective skilled clinical practice utilizing a sound knowledge base incorporating research and best available evidence via continuos professional development.
* Demonstrates and develops effective team working, functioning in a multi-professional environment, utilizing effective communication skills.
* Assess, plan and evaluates care in partnership with the child and family / carers / multidisciplinary team ensuring accurate written records are maintained.
* Contributes to the clinical governance framework by ensuring standards are met following the appropriate guidelines, policies and procedures.
* Participates in research and audit processes as appropriate ensuring high quality services are delivered.
* Contributes to the development of individuals within an effective performance appraisal system.
* Contributes to the monitoring, control and use of resources.

The Registered Nurse will be responsible to the Community Co-ordinator for clinical guidance and professional management, work review and formal appraisal of performance.The Registered Nurse has responsibility for managing a defined caseload working within professional guidelines.The Registered Nurse will regularly allocate, co-ordinate and assess the work of the team and individuals using their own initiative. The Registered Nurse will be responsible for the assessment, monitoring, evaluation and interpretation of patient condition and early detection of deterioration using critical judgement and reasoning and responds appropriately.Deputises in the management of the team in the absence of the Team Leader. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOBEffective management and prioritization of competing demands within an unpredictable environment.In the absence of the Team Leader provide cover to ensure the effective resource management of the team.Total care of patients physical / emotional needs.Sourcing equipment is challenging.Matching expectations and needs of the child and family to resources available.The prioritizing of support services to the needs of the child and family.  |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job description applies. |