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Hello

**Student Paediatric Nurse Recruitment 2025 – Application Pack**

We are currently inviting final year Paediatric Students to apply for Band 5 Paediatric Nurse positions within NHS Fife. We are recruiting for posts in Acute Service. This pack contains some useful information about different parts of the service. You will also find:

* Flying Start information,
* Terms and Conditions of Service

**How to apply**:

Please visit the NHS Scotland Recruitment Website www.apply.jobs.nhs.uk where you will be directed to complete an online application. Search under the reference number which is **205590** you will also be able to access Job pack.

**Please do not apply for any other NHS Fife Paediatric Nurse vacancy as we intend to recruit all newly qualified Paediatric Nurses through this process**.

Completed applications should be submitted no later than **16th February 2025**

Any questions: Please e-mail Fife.studentnurse@nhs.scot



NHS Fife

Support Programme for Newly Qualified Practitioner (NQPs) 2018/19

Overview

Year-long NHS Fife professional support programme for Newly Qualified Nursing, midwifery and Allied Health Practitioners.

## The Objectives

* Who: Newly Qualified Nursing, Midwifery & AHP Practitioners
* What: A year-long rolling programme to support NQPs in their first year of practice and provide direction for the completion of their Flying Start.
* Allocation of a work-based Flying Start facilitator throughout the programme
* Ring-fenced time to reflect on current learning and practice
* Allows practitioner the ability to identify areas for development
* Peer review
* Allows the NQP the scope to recognise learning opportunities
* Encourages reflective practice and the development of a professional portfolio.
* Allows the NQP the scope to discuss the level of support needed in the workplace
* Why:
  + To promote the values and ethos of NHS Fife as an innovative and supportive organization.
  + To impact on recruitment and retention.
  + To encourage current staff to act as leading and supportive role-models.
  + To assist NQPs to recognize their new role and responsibilities as a register practitioner.
  + To prepare the NQP for their first PDP/eKSF and embed within their practice, life- long learning.
  + To support the completion of Flying Start within an appropriate timeline
* Where: Venues throughout NHS Fife ,Victoria, Queen Margaret and Stratheden Hospitals)
* When: Four workshops throughout the year.
* Ideally practitioners will attend all 4 workshops in sequential order
* (Where a practitioner misses a workshop they must attend the *missed workshop* the following year before they can achieve their completion certificate)

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#### JOB DESCRIPTION

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| JOB IDENTIFICATION |
| Job Title: Registered Nurse Child Branch Band 5    Responsible to: Senior Charge Nurse  Department(s): Paediatric Department  Directorate: Women, Children & Clinical Services Directorate  Operating Division: Acute Division  Job Reference:  No of Job Holders:  Last Update (insert date): 10/12/24 |

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| 2. JOB PURPOSE |
| With guidance and support from the Senior Charge Nurse, Charge Nurse and Specialist Nurses the post holder will have responsibility for the assessment of care needs and the development, implementation and evaluation of programmes of care. Ensuring a high standard of holistic care to children and their families is delivered. The post holder will provide professional leadership to nursing staff and work within the Board and Directorates Protocols, Policies and Guidelines. |

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| 1. **DIMENSIONS**   **Women, Children and Clinical Services**  Total budget: c£71m  Total staff: c895 WTE  Women & Children’s Services includes:   * Obstetrics & Gynaecology * Paediatrics & Neonates   Services are provided across three main sites in Fife: Victoria Hospital in Kirkcaldy, Queen Margaret Hospital in Dunfermline and St Andrews Memorial Hospital, St Andrews.  Activity figures are as follows:  Gynaecology: New outpatients 6500 Day cases 700 Inpatients 2500  Obstetrics: Women booked 3350 Inductions 1094 Births 2900  Neonatal Unit: Admissions 400  Paediatrics: New outpatients 900 Ambulatory care 6000 Inpatients 4300  Clinical Support includes services for the following specialties:   * Laboratories(Fife-wide) * Radiology (Fife-wide) * Therapies and Rehabilitation |
| 4. ORGANISATIONAL POSITION | |
| Head of Midwifery  Clinical Nurse Manager  Director of Midwifery  Service Manager  Senior Charge Nurse    Staff Nurse B6    **Staff Nurse B5**      Nursery Nurse/ Play Specialist B4  HCSW | |

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| 5. ROLE OF DEPARTMENT |
| The WCCS Directorate provides gynaecology, maternity, neonatal & paediatric services for the population of Fife and delivers approximately 2900 women per year. Service provision includes preconception, ante, intra, post partum and neonatal care.    Gynaecological services provided include inpatient and outpatient 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. Specialist outpatient services and outreach clinics. |

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| 6. KEY RESULT AREAS |
| Clinical  1. At all times act as a professional role model in accordance with all directives and guidance from the NMC. 2. Responsible for the assessment of care needs and the implementation and evaluation of programmes of care for patients to ensure high level of quality of care. 3. In conjunction with the Charge Nurse set, monitor and evaluate standards of care within defined policies, procedures and guidelines within the Trust and Directorate .to ensure the delivery of a high quality service. 4. Maintain effective communication with patients relatives and significant others. 5. To report to the Paediatric Charge Nurse all issues that will enable the quality of patient care to be maintained. 6. To be an advocate for the children and their families. 7. To implement agreed local and national clinical policies and guidelines. 8. Recognise situations that may be detrimental to the health and well-being of individuals. 9. Promote the health of children and families through appropriate support and education. 10. To develop the role by using evidence based practise and continuously improve own knowledge, following Clinical governance guidelines. 11. To participate in clinical audit and research programmes within the ward area to ensure continuous development of evidence based practise. 12. Responsible for maintaining patient records within agreed standards and ensuring the quality of record keeping within area of responsibility.   13. In the absence of the Charge Nurse assume responsibility for the management of daily operational responsibilities in the paediatric department including, work allocation, deployment and supervision of staff to ensure smooth running of the department.  14. To participate in leading, supporting, counselling and appraising junior staff to ensure development needs are identified and a cohesive multidisciplinary team approach is maintained.  15. To undertake teaching of qualified and unqualified nursing staff, including basic and post basic students, and participate in the implementation of staff personal development plans to facilitate and meet ongoing development needs.  16. To take a leading role in specific areas of ward development. |
| **7a.** **EQUIPMENT AND MACHINERY.** |
| The Registered Nurse Child Branch is expected to have a working knowledge of all equipment used in  the area however may not have daily clinical involvement. Examples are: Hoists, Braun pumps,  Syringe drivers, Blood glucose monitors. BP machines, Cardiac monitors. Resuscitation equipment.  Infusion lines, |
| **7b. SYSTEMS** |
| Computer literate.  DATIX intranet.  Trackcare  PatientTrack  Training schedules, staff statistics.  Maintenance of patient’s records.  TURAS |

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| 8. ASSIGNMENT AND REVIEW OF WORK. The Registered Nurse Child Branch is responsible to the Charge Nurse for clinical guidance and  support.  Professional management, work review and formal appraisal of performance .will be undertaken  by the Clinical Coordinator / Charge Nurse/ Senior staff nurse  The Registered Nurse Child Branch will delegate /allocate work to the team in the absence of the  Charge Nurse. |
| **9. DECISIONS AND JUDGEMENTS** |
| Assessment of more complex decision making, including managing staff.  Deployment of staff.  Prioritising of work loads within the area.  Assessment of patients condition to establish any change  Analysis of patient condition and subsequent planning of care.  Prioritising of workload within the paediatric areas. |

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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.  Maintaining up to date clinical skills and knowledge.  Develop policies and procedures in planning care.  Dealing with demands / needs of other staff members.  Dealing with members of the public in potentially difficult situations.  Maintaining protocols within a stressful environment.  In the absence of the Charge Nurse provide cover to ensure the effective and safe operation of the paediatric department. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder communicates regularly with the patient and their relatives to devise plans of care. * The post holder regularly communicates with the ward manager and other members of the multidisciplinary team. * Infection Control. * Other relevant departments within the division. * Social services. * Other relevant external agencies. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills.**  Male / female catheterisation.  Intravenous cannulation / venepuncture  Drug calculation and administration  Assist with lumber puncture  Naso/oro gastric feeding  Collection of specimens.  IV Additives.  Ability to carry out vital signs and patient observation.  Administer sub cutaneous injections and or intra muscular injections, syringe drivers and pumps.  **Physical Demands**  Stand/walking for the majority of the shift  Manual handling of patients  Manage patients / relatives with challenging behaviour.  Carrying and transporting equipment to other areas.  Escort duties –internal external as required.  **Mental Demands**  Retention and communication of complex information regarding patient care  Recognise and act upon situations that may be detrimental to the health and well being of the individual.  Concentration required when, calculating and administering medication.  Concentration required for most of the shift.  Constant interruptions.  Working in a stressful area.  **Emotional Demands.**  Supporting staff in the working environment.  Communicating with upset relatives.  Caring for children and their families following distressing emotional events.  Identifying / managing emergency situations  Caring for terminally ill patients.  Child protection cases.  Performance of last offices.   Working conditions.Exposure to verbal physical abuse / aggression. Exposure to body fluids several times in a shift.  Working in extreme temperatures on a daily basis. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| A level of English language competency and good communication skills necessary to perform the  Role safely and effectively.  Registered Nurse Child Branch.  Previous experience working in paediatric department.  Educated (or working towards degree)  Effective communication and documentation skills.  Effective listening and interpersonal skills.  Ability to manage time effectively. |

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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: |

RECRUITMENT AND SELECTION STANDARDS



PERSON SPECIFICATION FORM

Post Title/Grade**: Registered Nurse Child Branch Band 5**

**PAEDIATRIC DEPARTMENT ACUTE DIVISION**

Date:

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Acute paediatric experience. Scale on banding depends on experience gained | Clinical experience in acute paediatric nursing medical/surgical /orthopaedic | Application form and interview |
| **Qualifications/**  **Training** | Registered Nurse Child Branch | Educated to Degree level | Application Form.  NMC PIN Number |
| **Knowledge** | Up to date knowledge of paediatric nursing which is evidence based | Up to date portfolio of relevant study in paediatrics | Personal profile |
| **Skills** | A level of the English language competency and communication skills to perform this role safely and effectively | Excellent communication and organisational skills | Application form  Interview |
| **Aptitude** | Ability to work on own initiative and as part of a team | Contribute to the clinical learning environment | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Pleasant, caring individual. Provide family centred care.  Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife |  | Interview |