

## NHS Grampian

### Agenda for Change Job Description

#### SECTION 1

JOB IDENTIFICATION	
<b>Job Title:</b>	Community Children's Nursing Senior Staff Nurse
<b>Department(s):</b>	Combined Child Health
<b>Location:</b>	RACH
<b>Hours:</b>	8.5 hours per week
<b>Contract:</b>	Permanent
<b>Salary:</b>	Band 6 (£39,912 - £48,635)
<b>Job Ref:</b>	EG213474

**SECTION 2**

**Job Purpose** - the reason why the post exists. This should be a **brief statement**. It should not list all the tasks.

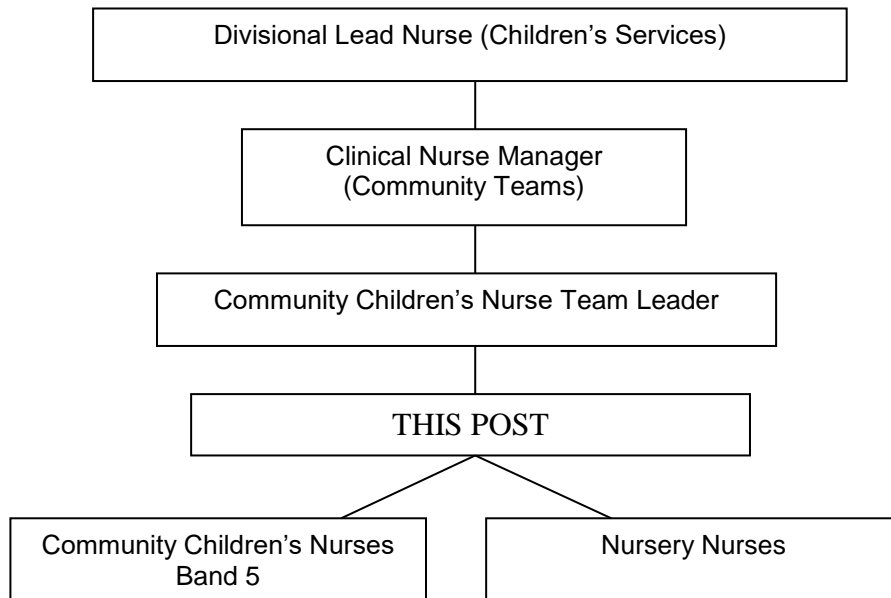
The Community Children’s Nurse will work as part of a generic Community Children’s Nursing team providing and supporting the delivery of high quality, holistic, family centred care for children with acute and chronic conditions within the community environment.

To be effectively involved in the assessment of children/young people’s holistic health care needs, the development and implementation of specific plans of care and the evaluation of individual interventions, and to work in partnership with the children/young people and their families by offering advice and emotional and practical support.

The post holder will work across NHS Grampian, and collaboratively with all statutory and voluntary agencies and to promote ‘joint working’ and high standards of care. The post holder will act as a team leader providing leadership and management of junior members of the team.

To provide expert and specialist advice, training and support to key partners within both the community and acute settings and work collaboratively and effectively with all other health care professionals and those allied to health.

**Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant)).



Please refer to appendix B(i) for definitions

1	<p><b>Communication and relationship skills</b></p> <p><b>Provide and receive complex, sensitive information concerning patient's condition, requires persuasive, reassurance skills. Some patients will have learning disabilities – Level 4 (a)</b></p> <ul style="list-style-type: none"><li>• Initiate and lead discussions with the patient, relatives and multidisciplinary team involved in the care. This includes providing and receiving sensitive/highly complex or contentious information and dealing with barriers to understanding with regard to diagnosis/prognosis, discharge planning, palliative care, complex care regimens, child protection issues and death and dying.</li><li>• Work with families and other health professionals providing end of life care to children requiring enhanced communications skills</li><li>• Inform, motivate and negotiate when required to encourage patients and families to comply with essential treatment</li><li>• Work closely with colleagues within primary care, social work, education and other external agencies to ensure robust communication networks and sharing of information</li><li>• Liaise with other Community Children's Nursing teams across Scotland to promote consistency in service development and delivery</li><li>• Contribute to and be part of committees and steering groups both at local national level by acting as a representative or link nurse for particular specialities</li><li>• Access interpreting services as appropriate and support all staff in overcoming language barriers</li><li>• Demonstrate professional accountability and a working knowledge of national data protection legislation</li><li>• Utilise excellent verbal and written communicating s skills in liaison with all members of the multidisciplinary team involved both directly and indirectly in the provision of care</li></ul>
2	<p><b>Knowledge, training and experience</b></p> <p><b>Professional knowledge acquired through degree supplemented by diploma level specialist training, experience, short courses – Level 6</b></p> <ul style="list-style-type: none"><li>• Registered first level nurse on Part 8 or 15 of the register</li><li>• At least 4 years post registration experience in paediatric nursing</li><li>• Experience of joint working</li><li>• Budget Management Skills</li><li>• Team Management</li><li>• Experience of working with children with complex needs</li><li>• Leading and influencing skills</li><li>• Caseload management experience</li><li>• Excellent communication skills</li></ul>

	<ul style="list-style-type: none"> <li>• Experience of working with children in a wide variety of settings</li> </ul>
3	<p><b>Analytical and judgemental skills</b></p> <p><b>Complex facts or situations requiring comparison of a range of options - Level 4</b></p> <ul style="list-style-type: none"> <li>• On a daily basis make autonomous decisions regarding patient care within clinical/professional guidelines and as part of the multidisciplinary / interagency team</li> <li>• Be expected to advise junior staff with regard to clinical decision making and take responsibility for assessing and advising patients and relatives in every situation</li> <li>• Advise on treatment options and recommend specific management in conjunction with specialist nurses, hospital medical staff and General Practitioners</li> <li>• Show ability to act as a specialist health resource for key partners within the acute and community setting and provide expert nursing assessment, analysis and judgement skills to them in order to ensure provision of an equitable service.</li> <li>• Show enhanced levels of judgement around the timely introduction of partner agencies including hospice and respite care facilities for children and families</li> </ul>
4	<p><b>Planning and organisational skills</b></p> <p><b>Plan and organise activities such as staff rota, workload and staff meetings – Level 2</b></p> <ul style="list-style-type: none"> <li>• On a daily basis plan and co-ordinate the care of patients within the caseload in an efficient manner taking into account the geographical areas to be covered and time constraints thus ensuring adequate staff levels for each working day</li> <li>• Support the Team Leader in ensuring mandatory training is achieved across the entire team to include moving and handling, cardio-pulmonary resuscitation, control of infection, fire safety and the administration of IV medications</li> <li>• Support manager in implementing new ways of working and achieving change management</li> <li>• Preparation of off duty rotas with reference given to planned leave ensure adequate cover across the teams</li> </ul>
5	<p><b>Physical Skills</b></p> <p><b>Highly developed physical skills, accuracy important : manipulation of fine tools, materials – Level 3 (b)</b></p> <ul style="list-style-type: none"> <li>• Show highly developed clinical skills in caring for complex needs children, this may include use of syringe pumps, feeding machines,</li> </ul>

	<p>and infusion devices</p> <ul style="list-style-type: none"> <li>• Be expected to undertake the moving and handling of patients during the course of visiting in the home / community both when caring for children and demonstrating care to carers</li> <li>• Working with children with additional support needs, who are difficult to manoeuvre due to their disability</li> <li>• Have daily contact with body fluids and frequently other environmental hazards</li> <li>• Be a car driver and have access to a car for work purposes</li> <li>• Basic skills to use information technology to operate such systems as e-KSF'</li> </ul>
6	<p><b>Responsibilities for patient/client care</b></p> <p><b>Assess, develops and implemtns nursing care programmes in the community – Level 5 (a)</b></p> <ul style="list-style-type: none"> <li>• Make autonomous decisions regarding patient care within clinical/professional guidelines and as part of the multidisciplinary / interagency team</li> <li>• Be expected to advise junior staff with regard to clinical decision making and take responsibility for assessing and advising patients and relatives in every situation</li> <li>• In conjunction with the CCN Team Leader deploy staff to ensure correct skill mix</li> <li>• Be responsible for the effective use of resources available</li> <li>• Evaluate and make decisions on a range of complex scenarios associated with staff management and clinical or non-clinical emergency situations</li> <li>• Show ability to act as a specialist health resource for key partners within the acute and community setting and provide expert nursing assessment, analysis and judgemen skills to them in order to ensure provision of an iequitable service.</li> </ul>
7	<p><b>Responsibilities for policy and service development implementation</b></p> <p><b>Follows policies, makes comments on proposals for change and contributes to development for community protocols – Level 1-2</b></p> <ul style="list-style-type: none"> <li>• Follows policies in own role, may be required to comment / implement policies and propose changes to practices, procedure for own area</li> <li>• Attend national forums, raising awareness of CCN team in Grampian, bringing new ways of working to the table and supporting team developments</li> </ul>

8	<p><b>Responsibilities for financial and physical resources</b></p> <p><b>Maintain stock control and act as an authorised signatory in procurement, orders supplies – Level 2 (c)</b></p> <ul style="list-style-type: none"> <li>• Be responsible for the effective use of resources available</li> <li>• Be responsible for ensuring maintenance of stock supplies and timely ordering, storage and management of these stocks</li> <li>• Act as an authorised signatory in PECOS procurement</li> </ul>
9	<p><b>Responsibilities for human resources</b></p> <p><b>Day to day supervision: clinical/professional supervision/ day to day management of other staff and students – Level 3 (a)</b></p> <ul style="list-style-type: none"> <li>• Assess and evaluate staff performance utilising the local appraisal tool</li> <li>• Be familiar with local and national child protection policies / guidelines and implement them appropriately</li> <li>• Provide junior staff with teaching / shadowing opportunities</li> <li>• In conjunction with the CCN Team Leader deploy staff to ensure correct skill mix</li> <li>• Identify staff development and training needs and ensure professional education and research needs are identified and met</li> <li>• Be responsible for ensuring staff training in the use of equipment</li> <li>• Participate in the training and supervision of staff in extending skills and knowledge required for specific health needs</li> </ul>
10	<p><b>Responsibilities for information resources</b></p> <p><b>Records personally generated information and maintains patient / client records (1)</b></p> <ul style="list-style-type: none"> <li>• Be proficient in all record keeping including both written and electronic data to ensure accurate patient documentation.</li> <li>• Outlook email systems</li> <li>• Be aware of the procedure for reporting accidents, hazards and incidents via DATIX and will report any occurrences in a timely manner to the Team Leader</li> <li>• May be required to audit local record keeping of all staff in the team and feed back audit results to Team Manger</li> </ul>
11	<p><b>Responsibilities for research and development</b></p> <p><b>Undertake surveyers or audits, as necessary to own work 1 (a)</b></p> <ul style="list-style-type: none"> <li>• Identify staff development and training needs and ensure professional education and research needs are identified and met</li> <li>• Participate in and promote attendance at regional / national events in order to further knowledge and share best practice</li> <li>• Be responsible for ensuring staff training in the use of equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the training and supervision of staff in extending skills and knowledge required for specific health needs</li> <li>• Participate in mentorship and preceptorship</li> <li>• Be aware of current research within the CCN field of practice and disseminate evidence within the team.</li> <li>• Be responsible for ensuring optimal standards of care are provided through clinical audit and research</li> <li>• Work within governance arrangements to support audit of practice locally nationally and internationally</li> <li>• Regularly participate in a range of local/national audits, responding to recommendations and take responsibility for developing and implement local action plans</li> </ul>
12	<p><b>Freedom to act</b></p> <p><b>Accountable for own professional actions, not directly supervised, manages caseload in the community – level 4</b></p> <ul style="list-style-type: none"> <li>• On a daily basis plan and co-ordinate the care of patients within the caseload in an efficient manner taking into account the geographical areas to be covered and time constraints thus ensuring adequate staff levels for each working day – delegate duties to staff</li> <li>• Organise patient care in relation to the community context, i.e. prioritise and plan care, access resources and supplies, plan itinerary, complete documentation and liaise with the multi – disciplinary team.</li> </ul>
13	<p><b>Physical effort</b></p> <p><b>Kneels or crouches to dress wounds / manoeuvres patients / lifts equipment, bathe patients – level 4 (c)</b></p> <ul style="list-style-type: none"> <li>• Required to move and handle complex patients with reduced mobility for a variety of reasons</li> <li>• Show expertise in the use of lifting equipment ensuring others in team are appropriately trained and competent in their use</li> <li>• Be aware of risk around moving and handling procedures and adhere to local and national policies</li> </ul>
14	<p><b>Mental effort</b></p> <p><b>Frequent concentration, works to schedule of visits 2 (a)</b></p> <ul style="list-style-type: none"> <li>• Requires to give intense concentration to the checking of documents / patient notes and calculating drug dosage, while subject to frequent interruptions imposed by the community environment</li> <li>• Demonstrates advanced problem solving skills and the ability to make autonomous decisions when under pressure</li> </ul>

# NHS GRAMPIAN

## PERSON SPECIFICATION

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. Shortlisted candidates **MUST** possess all the essential components as detailed below.

	<ul style="list-style-type: none"><li>• Have good observational skills and the ability to actively retain and effectively communicate pertinent information</li><li>• Constantly manage competing priorities</li><li>• Possess navigational skills taking into consideration time constraints and workload pressures</li></ul>
15	<p><b>Emotional effort</b></p> <p><b>Frequent highly disression or emotional circumstances - Level 4 (b)</b></p> <ul style="list-style-type: none"><li>• Working at maintaining good professional relationships with parents / are to ensure good two way communication.</li><li>• Supporting parents /cares whose child has a chronic and/or terminal illness.</li><li>• Within this working environment the nurse will provide support to bereaved parents.</li></ul>
16	<p><b>Working conditions</b></p> <p><b>Frequent unpleasant, occasional conditions including smell, noise dust/body fluids, faeces, vomit, emptying bed pans and urinals, catheter bags 4 (b):</b></p>

**POST/GRADE: Community Children's Nurse Band 6**

**LOCATION/HOSPITALS: Royal Aberdeen Children's Hospital**

**WARD/DEPARTMENT: Community Children's Nursing**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First level nursing qualification with strong experience of working in a paediatric nursing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified on Part 8 or 15 of register</li> <li>• Neo-natal qualification</li> <li>• Community Children's Nursing qualification at degree or diploma level</li> <li>• Post graduate nursing teaching qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 2 year post reg experience of working with babies, children and young people</li> <li>• Evidence of child protection awareness and training</li> <li>• Experience of supporting junior members of staff</li> <li>• Experience of developing protocols and guidelines</li> <li>• Experience of managing a ward or own caseload</li> <li>• Ability to prioritise workload and delegate as required</li> <li>• Experience of working across a wide range of disciplines and the multidisciplinary team</li> <li>• Excellent clinical skills across a variety of settings</li> </ul>	<ul style="list-style-type: none"> <li>• Post registration working as a Community Children's Nurse</li> <li>• Experience of nursing in a community environment</li> <li>• Experience of working within a neo-natal unit</li> <li>• Experience of supporting or leading change management</li> <li>• Evidence of having worked at Band 6 level providing leadership</li> </ul>
<b>Special Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate effective role modelling skills.</li> <li>• Evidence of teaching ability</li> <li>• Excellent interpersonal skills</li> <li>• Can demonstrate knowledge of a wide range of general paediatric skills</li> <li>• Ability to negotiate and advocate for children and families</li> <li>• A genuine motivation to provide the highest standards of care to children and families</li> <li>• Evidence of a strong ability to provide child and family centred care</li> </ul>	<ul style="list-style-type: none"> <li>• A current awareness of national and local developments in the field of Community Children's Nursing</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Open and outgoing personality.</li> <li>• Flexible, adaptable and reliable</li> <li>• Outstanding communication and interpersonal skills</li> <li>• Aware of own limitations</li> <li>• Sense of humour</li> </ul>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• Keyboard and computing skills</li> <li>• Moderate lifting req</li> <li>• Car driver</li> </ul>	
<b>Particular Requirements of the Post</b>	<ul style="list-style-type: none"> <li>• Need to prioritise non clinical work load.</li> <li>• Self motivation in role development</li> </ul>	

**MAJOR RISKS IN DOING THIS JOB**

*Please indicate the major risks the job holder could face in doing this job e.g. lifting patients/objects, working with hazardous substances, dealing with violence and aggression.*

*If there are no major risks for the job holder please tick this box*