

Job Description

Job Ref:	24-071
Job Title:	Senior Specialist Nurse Child Development Team
AfC Pay Band:	Band 7
Number of hours:	37.5
Division:	Women's and Children
Department:	Community Child Development Team
Location:	Kipling Unit, Conquest Hospital and Scott Unit, Eastbourne District General Hospital, Parkview Community Hub Bexhill & CDC OPD EDGH
Accountable to:	Assistant Director of Nursing, Women and Children's Clinical Unit
Reports to:	Clinical Services Manager

Job dimensions & responsibility for resources	
Budgetary & Purchasing, Income generation	<p>Budget / Delegated Budget managed : N/A Authorised signatory for: £1000</p> <p>Other financial responsibility: Budgetary awareness, careful use of Trust resources</p>
Staff	<p>Staff (wte): 11 Staff who report to the postholder. Approx - 8 Community Child Development Team: Professional Healthcare and Admin Staff</p>
Information Systems	Conversant with Outlook, Knowledge of System One

Job purpose	<p>To support the AFN in the Women's and Children's Clinical unit in the daily operational management of the Community Child Development team.</p> <p>To develop an integrated team approach making best use of individual skills, so creating a strong functioning team.</p> <p>To provide leadership and support to staff working within the defined team, contributing to both the strategic and Trust Clinical strategy.</p>
-------------	--

	<p>To support and participate in the functioning of the community child development team including day to day supervision, appraisal, recruitment, absence management, mentoring and training.</p> <p>To lead, manage, supervise and support a range of administrative and professionally qualified staff.</p> <p>To work as part of a multi-disciplinary team in assessing and supporting children with additional needs 0-18 years.</p> <p>To identify and coordinate specialist services for families and children with additional needs within the community.</p> <p>To act as an accessible, flexible point of contact for families and children with additional needs as well as staff from health, education, statutory, non-statutory and voluntary agencies as required.</p> <p>To support and teach those undergoing training in Nursing or Paediatric Community Modules.</p>
Department Structure TBC	

Communications and Working Relationships		
With Whom:	Frequency	Purpose
Families, Carers,	as required	To carry out assessment / care plans
Manager	as required	Management supervision, work planning, advice and support
Education department staff, children's disability teams, voluntary agencies, government funded agencies	as required	To negotiate provision of care, to give information that will facilitate families' access to services/benefits
Nursing and Medical staff	As required	To share information and plan assessment and care
Children's Social Care	As required	To share information and plan assessment and care

Key duties and responsibilities

- 1.1 Early identification of children with additional needs through close multi disciplinary liaison and communication with Acute services, Paediatricians, Children's Community Nursing teams, Health Visitors, School Nurses, GPs and tertiary centres
- 1.2 To demonstrate enhanced communication skills, recognising individual barriers to understanding. The post holder will also require enhanced interpersonal skills to be able to provide ongoing support to families experiencing high levels of stress, and communicating highly sensitive, condition related information to parents and families.
- 1.3 To support in the diagnostic process in line with national competency frameworks for neurodevelopment, working in line with nursing competency frameworks. To demonstrate the ability to continue professional development within the speciality field of practice keeping an up-to-date portfolio of specialist practice. To work closely with the MDT team, contribute to neurodevelopmental assessments by undertaking a structured developmental history/ observation, contribute to MDT discussions and provide feedback to service users on the outcome of the assessments.
- 1.4 To have knowledge of CG128, contributing to elements of the guidance within scope of practice.
- 1.5 To support the paediatrician leading the sleep clinic service (for children with a neurodevelopmental condition and associated sleep initiation/ maintenance difficulties). Duties will include undertaking sleep reviews and adjusting dose of medication under guidance by the paediatrician where required.
- 1.6 To support the Matron in the day-to-day line management, leadership and development of the Child Development Team. To directly line manage some groups of the nursing team, providing appraisal, supervision, oversight of core training and wellbeing support.
- 1.7 To provide support to parents/families at and around the time of diagnosis. To ensure the effective service delivery for individual children and their families. To co-ordinate and contribute to the multi-agency assessment of children with additional needs within the community, home, school and hospital settings. To use analytical skills to interpret complex information. collaborative working across other members of the community paediatric team, is essential. Wider collaboration with members of other teams contributing to the care of children with neurodisabling conditions (e.g. community nursing/ bowel and bladder/ epilepsy teams) and external stakeholders (education, voluntary sector, parent/ carer forum) is vital, as part of our service transformation work.
- 1.8 To lead in essential quality improvement projects aligned with service objectives and provide updates regularly on progress through governance frameworks.
- 1.9 To lead on policy and SOP development within area of expertise and to contribute to other policies, guidelines etc within the division.
- 1.10 To chair and co-ordinate multi-disciplinary meetings.
- 1.11 To work in partnership to empower and enable children, young people and their families to address their own health and wellbeing needs.
- 1.12 To provide evidence-based specialist advice, training and support for families and

members of the multi agency team within the community and hospital setting

- 1.13 To protect the health and wellbeing of the child with additional needs by maintaining an enhanced awareness of child protection issues, acting within the local children's safeguarding guidance, policy and procedures always.
- 1.14 To attend safeguarding and core group meetings and to prepare reports which may have a sensitive/emotive content which may bring the post holder into conflict with others.
- 1.15 To lead on in induction, training, mentorship/supervision and education programmes for community, school and hospital staff/students as required
- 1.16 To help develop health promotion/education training and advice for all those involved with the child with additional needs.
- 1.17 To work within the NMC code of professional conduct, and to be active in enhancing own professional knowledge, and through supervision and appraisal, to maintain continuing professional development to ensure the provision of high quality, evidence-based practice.
- 1.18 To work closely with other members of the wider team to ensure clinical time is protected and enhanced by way of reducing nursing admin roles.
- 1.19 To maintain contemporaneous, confidential accurate records, and maintain an electronic diary for the purpose of planning and recording service provision. To provide written reports to form part of the child's assessment process
- 1.20 To be responsible for the management of own caseload, including effective time management, and the ability to prioritise according to the needs of the service and service users.
- 1.21 To develop, implement, evaluate and improve practice on the basis of research, evidence and evaluation.
- 1.22 To be the lead for compliance and regulatory elements of the role. This includes but is not limited to the CQC, H&S executive.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the

band, including project work, internal job rotation and absence cover.

Working Environment:

Driving	X	Lifting		Verbal aggression	
Use of PC/VDU	X	Physical support of patients		Physical aggression	
Bending/kneeling	X	Outdoor working		Breaking unwelcome news to others	
Pushing/pulling		Lone working	X	Providing professional emotional support	x
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	
Repetitive movement	X	Contact with bodily fluids		Involvement with abuse cases	
Prolonged walking/running		Infectious materials		Care of the terminally ill	
Controlled restraint		Noise/smells		Care of mentally ill & challenging patients	
Manual labour		Waste/dirt		Long periods of concentration i.e. hours	X
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the post holder receives satisfactory clearance from the Disclosure and Barring Service.

Person Specification

Job Title: Senior Specialist Nurse Child Development Team		Grade: Band 7	
Department: Child Development		Date: March 2024	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Degree level Registered Nurse Child or LD	AI	Public Health qualification	AI
Current NMC registration	AI	Health Education qualification	AI
Degree / post graduate diploma qualification	AI	Specialist qualifications in child development	AI
Mentorship qualification	AI	Safeguarding children and families experience.	AI
Evidence of continued professional development to Masters level or equivalent level of specialist knowledge and experience in child development	AI		
Experience			
Experience of working with families and children with additional needs	AI	Experience of group and one to one teaching	AI
Experience of multi agency working	AI	Ability to demonstrate up-to-date knowledge of current government and local targets and how these translate into local practice	AI
Planning and organising own caseload	AI		
Experience working with children with learning and/or physical disabilities	AI	Recent evidence based practice	AI
Experience of managing and supporting staff	AI	Experience of Developmental assessment/assessment of children with Autism Spectrum Disorder	
		Experience working with children with learning and/or physical disabilities	
		Experience in supporting managing challenges with sleep.	AI
Skills / Knowledge / Abilities			
Good keyboard and IT skills including knowledge of Microsoft Office – Word	AI		

and Outlook			
Specialist knowledge of Child Development	AI		
Up to date knowledge and understanding of current child protection policy, procedures and guidance	AI		
Specialist knowledge of policies and service availability for children with additional needs	AI		
Enhanced and highly developed communication/negotiation skills	AI		
Understanding of clinical governance and risk management	AI		
Ability to work independently and manage own work effectively	AI		
Other			
Reliable work record	AIR		
DBS clearance	T		
Evidence that personal behaviour reflects Trust values	AIR		

Managers Signature

Date

Postholder's signature

Date