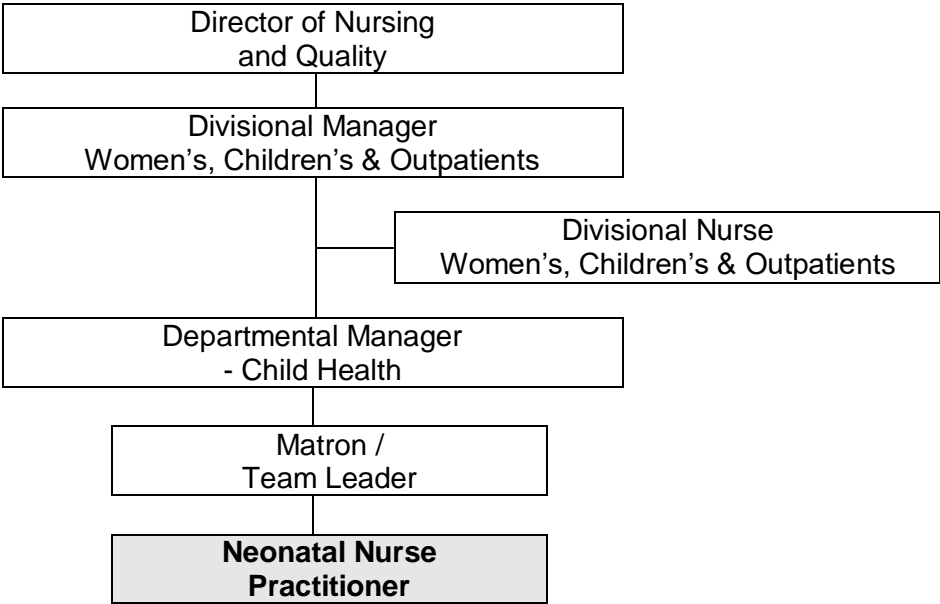


JOB SPECIFICATION

JOB TITLE: Neonatal Nurse Practitioner

GRADE: Band 5

ORGANISATION CHART:



JOB PURPOSE:

The Neonatal Nurse Practitioner will work as a member of the Neonatal Unit delivering quality, evidence-based care to the neonate.

After appropriate skills assessment the post holder will take charge of the unit in the absence of more senior staff. The role also involves equipment and stock care and maintenance.

They will be responsive to the needs of parents using a family centred approach.



JOB DETAILS

Job Title:	Neonatal Nurse Practitioner
Hours of Work:	as per contract
Department/Ward:	Neonatal Unit
Division:	Women's, Children's and Outpatients
Base:	Royal Bolton Hospital

Managerially Accountable to: Departmental Manager, Children's Services

Professionally Accountable to: Divisional Nurse, Women's, Children's & Outpatients

Reporting to: Matron / Team Leader

Clinical Practice

1. Act as babies' advocate in promoting, and delivering the highest standard of nursing care, ensuring all fundamentals of care are addressed, and current, relevant policies and procedures are adhered to.
2. Using evidence-based practice, assess babies' physical, psychological and spiritual needs, create care plans, implement and evaluate nursing care involving parents/carers, as appropriate.
3. Write reports, record observations and maintain care plans, including electronic data storage; and other appropriate records, accurately, legibly and concisely.
4. Monitor babies' condition and report observations to relevant health professionals, carrying out nursing interventions as needed.
5. Keep parents/carers informed, when appropriate maintaining patient confidentiality
6. Manage a group of babies, as allocated by the manager/shift leader.
7. Comply with Trust policy for management and administration of medicines.
8. Undertake clinical skills, as per Trust Policy, relevant to role and neonatal care, as follows;
 - Manage the nutritional needs of the baby
 - Manage the thermoregulation needs of the baby
 - Administer phototherapy
 - Management of the oxygen dependant baby.
 - Perform capillary blood sampling.
9. Collaborate with the multi-disciplinary team and other service providers; ensure care is baby and family centred, effective and efficient.
10. Incorporate health education into parent/carer exchanges whenever possible.
11. Engage with parents/carers in avoiding and resolving complaints.

12. Address child protection issues following the approved procedures.

Organisation and Leadership

1. Assist in planning duty rotas to ensure appropriate skill mix and maximum use of manpower and resources, and that expenditure is contained.
2. Take charge of the ward/unit in the absence of more senior staff, supervising the work of more junior staff as needed.
3. Report and record all untoward incidents and participate in any investigations when requested.
4. Allocate duties to less experienced staff, in line with their individual levels of competence.
5. Assist in managing sickness absence.
6. Take an active part in team working, innovation and practice development.
7. Contribute to the Corporate Vision by assisting in achieving 'Investors in People' and 'Improving Working Lives' objectives.

Communication

1. Attend departmental and divisional meetings to ensure an awareness of developments within the area of practice.
2. Assist in maintaining an effective communication network; written, verbal and electronic, informing senior staff of all matters outside your role/sphere of competence; cascading information to more junior staff.
3. Liaise with other service providers to support the efficiency of the unit.
4. Meet and welcome attendees and familiarise them with the area. Be proactive in establishing positive communication and relationships with the public.

Infection control

1. Comply with policies for the correct disposal of clinical and other waste, sharps, and soiled linen.

2. Clean and disinfect equipment as needed.
3. Help to prevent the spread of infection by adopting infection control measures appropriate to the situation, and participate in educating staff, parents and carers.
4. Maintain high standards of own hand hygiene.
5. The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

Staff Development

1. Assist with induction programmes for newly appointed staff and contribute to ensuring an effective learning environment for all staff.
2. Participate in appraisal and KSF review. Maintain a KSF Portfolio of Evidence
3. Support colleagues' development, including clinical supervision. Assist in teaching and assessing student midwives and nurses, providing written reports on progress.
4. Comply with and facilitate preceptorship and mentoring for all new learners, ensuring support to all newly qualified staff
5. Develop and maintain an area of special interest, to contribute to the expertise of the team, and assist in developing ongoing programmes of improvement.
6. Explore and support new ways of learning e.g. e-learning and work based learning projects.

Evidence Based Care, Quality and Standards

1. Keep up-to-date with current trends within specialty and ensure practice is evidence based. Be involved and assist with innovation in care/service delivery, where evidence identifies the need.
2. Participate in setting and evaluating standards in care delivery.
3. Complete documentation on untoward incidents, produce reports as requested by line managers, and take part in Clinical Audit review.
4. Comply with, and contribute to, quality standards and guidelines, and take part in Clinical Governance and Research and Development initiatives.

5. Maintain a professional approach to staff, babies, parents, visitors and colleagues. Treat all equally; and with dignity and respect.
6. Use Information Technology, to improve and inform practice.

Legal and Professional Responsibilities

1. Adhere to Trust and departmental policies and procedures.
2. Assist in maintaining a safe environment for yourself and others, taking reasonable care to avoid injury and co-operate with the Trust to meet statutory requirements.
3. Provide statements regarding untoward incidents, as requested by line manager.
4. Maintain registration and nursing/midwifery competencies, and comply with NMC code of Professional Conduct and related documents.
5. Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
6. Keep up-to-date with legal matters that may arise during course of duty.

Health, Safety and Security

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- Ensure Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.
- The post holder must comply with all relevant policies, procedures and training in relation to fire safety and attend fire safety training on an annual basis.

Confidentiality

- All information relating to patients and staff gained through your employment with this Trust is confidential.

Training

- Managers are required to take responsibility for their own and their staff's development.
- The post holder must be willing to undertake all relevant training specific to the Neonatal speciality.
- All employees have a duty to attend all mandatory training sessions as required by the Trust.
- The post holder must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.
- The post holder must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.
