

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Community Children's nurse	
<b>DIVISION:</b>	Women & Children	
<b>SALARY BAND:</b>	Band 6	
<b>RESPONSIBLE TO:</b>	CCN Team Leader	
<b>ACCOUNTABLE TO:</b>	Team Manager / Senior Matron Child Health	
<b>HOURS PER WEEK:</b>	37.5	
<b>LOCATION:</b>	Site Specific: Hampstead	
<b>MANAGES:</b>	<b>Directly:</b>	
	<b>Indirectly:</b>	
<b>JOB SUMMARY:</b>  <p>The Child Health Department forms part of the Integrated Children's services at the Royal Free Hampstead NHS Trust. The Community Children's Nursing Service was established in 1992 and has expanded over the years to meet the varying needs of the local child population.</p> <p>The team provide acute and ongoing care and support to children and families in their homes or any other community setting enabling children to continue their normal activities and prevent possible admission to hospital.</p> <p>CCN's also co-ordinate healthcare services and develop packages of care for children with complex needs and for those with lifelong and life limiting needs involving other agencies where necessary.</p> <p>The Post holder will work as part of the Community Children's Nursing Team contributing to the assessment, planning, implementation and evaluation of evidence based care to children/ young people, their families and carers, and work in a collaborative manner with other agencies to ensure a seamless service for the children. As a senior member of the team the band 6 CCN's will support and mentor band 5 community nurses, HCA's and student nurses.</p>		

Date of the JD review: November 2017

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- ☐ ☐ **Welcome** all of the time   ☐ ☐ Confident because we are clearly **communicating**  
☐ ☐ **Respected** and cared for   ☐ ☐ **Reassured** that they are always in safe hands

### CLINICAL RESPONSIBILITIES

- Be able to work autonomously and also as part of a team.
- To provide efficient, effective and evidence based nursing care to children, young people within their community settings.
- To perform nursing procedures to a high standard in accordance with the Royal Free Clinical Practise Guidelines and policies.
- To support the A&E Liaison Nurse by undertaking some of the responsibilities to check children's attendance to A&E and flag up concerns.
- To participate in child protection procedures including attendance at case conferences.
- To be responsible for highlighting and identification of child protection concerns to the team leader/ child protection lead and auctioning concerns through child protection procedures.
- To participate in writing reports for case conferences and to attend child protection supervision in line with Trust policies and procedures.
- To maintain confidentiality and safekeeping of records.
- To be competent in the recognition and management of life threatening emergencies in children and be able to carry these out at home.
- To participate in discharge planning meetings for children, liaise with primary / secondary and tertiary health care teams and facilitate early discharge.
- To organise workload in line with clinical priorities.

### RESPONSIBILITY FOR PATIENTS

- To participate in the assessment, planning and provision of skilled nursing care in negotiation with the child and their families / carers.
  - To work in partnership with parents and other carers, empowering them to safely care for their child within the community setting.
  - To support children and their families by linking with the statutory, voluntary and associated services available on a individual basis.
  - To make onward referrals to other agencies, as deemed appropriate, relevant to the child's needs.
  - To liaise closely with the MDT both in the community and the hospital settings to provide a holistic approach to meeting the needs of the child and the family.
  - To act as an advocate for children/young people and their families.
  - To ensure safe and effective transfer of patients to adult services.
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- To teach children and their families using evidence based practise ensuring that the teaching is relevant and up to date. Ensure teaching programmes are tailored to meet the needs of the family.

- To promote healthy lifestyles by using opportunities to deliver health education and to participate in relevant local events.

## **RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To assist in the development of nursing policies and individualised care plans, allowing children to have their care delivered outside a hospital setting, and support the parents/ carers to deliver that care where appropriate.
- To report clinical and non-clinical incidents in line with Trust and departmental risk management policies.
- To undertake risk assessments of both clinical care and the environment and be able to act upon any concerns.
- To develop policies with non paediatric colleagues, which facilitate smooth transition to adult services.
- To ensure all policies within the paediatric community service are up to date, reviewed 3 yearly and readily available on the freenet.
- Participate in the governance of the department in areas including risk management, research and audit activities.
- To adapt, and quickly respond to changes in service, patients or departmental need.

## **RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- To assess the need for equipment within the home, facilitate supplies and provide training for parents and carers in the safe and effective use. Ensure the equipment which is loaned is maintained and serviced in accordance with guidelines from the Medical Devices Agency.
- To be responsible for the care and safe handling of equipment and accessories in the area of work.
- To ensure all equipment purchased is in line with Trust procurement procedure.
- To ensure rotas are robust and meet the needs of the service, taking into consideration annual leave and study leave.
- To ensure pay and non-pay expenditure is kept to a minimum whilst maintaining a high standard of patient care.

## **RESPONSIBILITY FOR LEADING AND MANAGING**

- To participate in appraisal and performance review meetings, working with the team leader to develop band 5 nurses and HCA's.
- To act as a role model and resource to others in clinical and professional matters.
- To attend team meetings and clinical supervision as required.
- To co-ordinate the day to day workload in the absence of the team leader.
- To act upon complaints immediately and in conjunction with the Team leader and trust procedures.
- To participate in formal and informal teaching and training of health care workers, student nurses,
- To ensure good practise and professionalism is demonstrated at all times by leading by example.
- To support succession planning to ensure the service continues seamlessly.

## **RESPONSIBILITY FOR INFORMATION RESOURCES**

- To facilitate early discharge by liaising effectively with the discharging hospital, primary health care teams and other agencies where appropriate.
- To attend psychosocial meetings (when required) on the paediatric wards and facilitate communication between the wards and the community team.
- To act as a resource for all staff within paediatrics and the Trust.
- To work closely with other senior nurses within Children's services to ensure that a communication and responsibility pathways are clear.
- To establish strong working links with other key colleagues in the team by using knowledge in relevant meetings.
- To ensure all patient information is up to date, reviewed yearly and available on the website.

## **RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To take responsibility for own evidence based practice through regular literature review.
- To attend mandatory and other relevant study days, as discussed with your line manager. To identify your own training needs.
- To participate in the orientation of new starters.
- To participate in the education of nurses and doctors in both formal and informal settings.
- To co-ordinate the mentorship of nursing students during their community placements.
- To promote health education and participate in relevant local events.
- To contribute to the development of policies and evidence-based practice.
- To contribute to nursing research by ensuring good clinical practice is adhered to and auditing national guidelines.
- To be aware of and work in accordance with NICE guidelines.
- To pursue a programme of continuous education to achieve and maintain expertise for the post.
- To pass on skills to others so that the service needs can be met during periods of planned and unplanned absences. To be pro-active in succession planning.
- To undertake a yearly SDR with the Matron and to undertake SDR's on junior staff within the team under the guidance of the Matron.

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.

- To ensure that the ward /clinical environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

## **Health and Safety at Work**

### **The post holder is required to:**

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.
- To comprehend and adhere to all Health and Safety regulations (including COSH).

## **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

## **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

## **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union

membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).

To demonstrate an understanding of and adhere to the trust's child protection policies.

### **No Smoking**

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder.