

# JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN  
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

<b>JOB TITLE</b>	Children and Young People's Bladder and Bowel Service Associate Practitioner
<b>BAND</b>	4
<b>RESPONSIBLE TO</b>	Modern Matron for the Integrated Children's Community Teams & Specialist Nurses
<b>ACCOUNTABLE TO</b>	Assistant Director, Community Specialist Children's Health Services SEE
<b>BASE</b>	Rayleigh Clinic
<b>HOURS OF WORK</b>	25 hours

## ROLE SUMMARY

- The Children and Young People's Bladder and Bowel Service Associate Practitioner ('CYBBSAP') is a member of the Integrated Children's Community Nursing Service providing specialised and skilled nursing care for children with continence conditions in the community.
- The CYBBSAP will be required to work closely with the Children's Community Bladder and Bowel Nurses to ensure there is a consistent model of paediatric continence provision with continuous training and development maintained to facilitate a high quality level service provision in the community.
- To support and promote effective working relationships across Community sectors to enhance and increase the delivery of patient care within the community via the prevention and reduction of hospital attendance and accident and emergency attendance for children with continence conditions and/or bladder/bowel dysfunction.

## KEY RESPONSIBILITIES

- The CYBBSAP will provide evidenced based nursing care and support to children and young people and their families with continence needs and/or bladder or bowel dysfunction.
- The CYBBSAP will be responsible for the assessment of care needs, implementation and evaluation of programmes of care without supervision and will be required to teach non-registered nursing staff, educational professionals, and parents/families/carers.
- The CYBBSAP will contribute to the clinical direction and future development of the

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Children and Young People's Bladder and Bowel Service (CYBBS).

- To facilitate clinical audit and actively participate in the development of clinical governance relevant to the CYBBS.
- To facilitate innovation and service development within the CYBBS.
- Ensure guidance and direction for development of the CYBBS is in line with the Trust strategies i.e. Trust Strategic Direction and Nursing Strategy.
- Facilitate the placements of students and their training and education programmes as part of the rotation through integrated targeted services.

### **Operational Responsibilities**

- To ensure the timely and accurate completion of staff records, clinical activity and other data required by the Trust to maintain administrative efficiency.
- To be aware of the particular hazards of the home /community clinic environment and assist with undertaking risk assessments escalating concerns as they arise.
- To be responsible for working in a safe manner in line with the Trust Health & Safety policies and for bringing any health and safety issues/hazards to the attention of the Clinical Lead/Modern Matron, or Assistant Director accordingly.

### **Staff Management**

- To ensure the CYBBS is co-ordinated to include the co-ordination of annual leave and study leave arrangements, sickness/absence cover.
- To participate in the appraisal process and identify development needs as appropriate.
- To participate in a personal development programme identified following an individual performance review in accordance with the revalidation process.
- To act as a mentor to students during placement within the targeted services rotation programme.
- To participate in programmes for students seconded for community experience and other health service personnel with specific regard to the role and responsibilities of the CYBBSAP role.

### **Financial Management**

1. To ensure resources are adequately monitored and utilised by the CYBBS.
2. To provide accurate statistical information appropriate to policy e.g. hours worked, visits made, mileage travelled and telephone calls and plan the workload for a designated area or clinic in conjunction with the CYBBS colleagues, being economical in time and mileage whilst meeting the priorities of patient care.
3. To participate in service delivery of evidenced based care pathways and clinical policies in order to optimise service delivery within allocated resources and planned future service provision.

### **Communication and Working Relationships**

- To keep up to date with current evidenced based practice, ensuring regular updating of own professional needs and to participate in relevant conference and study sessions appropriate to role.
- To act as always in accordance with Trust policies
- To develop understanding and co-operation between community services and other interlinked agencies including voluntary organisations.
- To maintain high professional standards in all aspects of practice at all times, to keep professionally updated by attendance at study days, seminars, lectures, in-service training and educational courses relevant to incontinence and bladder/bowel dysfunction in order to enhance and develop evidence-based practice/care to children and young people and their carers.
- To be aware of the relevant research findings and to apply these to clinical practice where appropriate and to participate in research programmes as and when necessary to utilise and promote evidence based practice.
- To act as a resource for other professional staff and participate in the education of student nurses and other health service personnel with specific regard to the roles and responsibilities of the CYBBS.
- To provide accurate electronic records via SystmOne of all children and young people in order to promote continuity of care.

### **Information Systems**

- To monitor and evaluate activity levels and standards of performance, collating relevant statistics and information.
- To facilitate clinical audit and actively participate in the development of clinical governance relevant to the CYBBS.
- Provide evidence to support commissioning quality measures/targets as necessary and contribute to service evaluation and review to assess the clinical caseload and develop initiatives to enhance service efficiency and productivity.

### **Responsibility for Patient/Client Care**

- To implement evidenced based programmes of care for management of children and young people with continence conditions and to monitor effectiveness accordingly.
- To support and enable parents/carers as partners in care.
- To act as a point of contact and provide specialist training and education to support other health care professionals/non health care professionals for children and young people with continence conditions .
- To establish effective and efficient working relationships with primary and secondary care, paediatric services and other agencies to provide a cohesive, seamless service

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provision.

- To assess and identify individual needs, plan and implement a programme of care for the specialist management of children with continence problems and evaluate outcomes in regard to toilet training education and containment product provision.
- To advise, encourage support and monitor care at home, educating parents in the care of their child as appropriate and also to teach children/young people self-care when appropriate.
- To assess the need and initiate where applicable requirements for aids/products/equipment and continually evaluate their use and suitability and ensure relatives/carers are properly trained and competent.
- To be aware of and be responsible for the escalation and reporting of safeguarding issues as they arise and in a timely manner directly in line with the safeguarding policy.

### **ADDITIONAL DUTIES**

In addition to the above duties you will also be expected to perform the below key activities in line with your job role:

- Complete mandatory training in line with Trust policy and procedures.
- To participate in the staff appraisal process and to undertake for any staff you manage.
- To keep yourself updated on all matters relating to Trust policy.
- To provide management supervision where appropriate.
- You will be expected to work collaboratively with key partner organisations, service users, carers, clinicians and other practitioners within the multi-disciplinary team in delivering services; providing a 7-day a week, 24-hours a day service for 365 days a year working shifts, where appropriate and operationally required.

# OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

## PEOPLE FIRST

### (O)(U)(R) PURPOSE

We **care** for people, every day.  
What we do **together**, matters.

### (O)(U)(R) VALUES

We **CARE**  
We **LEARN**  
We **EMPOWER**

### (O)(U)(R) VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

### (O)(U)(R) STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

## ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

## NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

## DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

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## **EQUAL OPPORTUNITIES STATEMENT**

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

## **NO SMOKING POLICY**

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

## **INFECTION CONTROL**

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

## **HEALTH AND SAFETY**

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

## **GENERAL DATA PROTECTION REGULATION 2018**

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be:

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

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All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

## **INFORMATION ASSET OWNERS AND ADMINISTRATORS**

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following:

- What information assets are held and for what purpose within your team.
- How information is created, amended or added to over time.
- Who has access to information and why.
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function.
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities.
- Ensure that policies and procedures are followed.
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management.
- Ensuring that information asset registers are accurate and up to date.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

"Confidential Information" includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.



This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust's Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called "Whistleblowers Act").

## **RISK MANAGEMENT**

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

## **SAFEGUARDING DUTY**

"It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role".

## **INFORMATION TECHNOLOGY**

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

## **CHANGES TO THIS JOB DESCRIPTION**

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and/or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

**Date post holder in receipt of job description .....**

**Signature of post holder .....**

**Signature of line manager .....**