

# Candidate Information Pack



# Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis  
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

# Our vision is

**To be exceptional.** In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

## **Respect, Compassion and Inclusion**

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



**Being accountable**  
over staying  
comfortable



**Listening**  
over always  
knowing best



**Succeeding together**  
over achieving alone

## JOB DESCRIPTION

**Post Title:** Staff Nurse

**Department:** Children's Day Care Unit

**Responsible to:** Ward Sister

**Grade:** Band 5

**Hours:** 37.5 (Hours/Part-time hours can be negotiated)

### **Job Summary:**

To assist senior nursing staff in the management of the unit, maintaining standards of nursing practice and to promote the philosophy of child and family centred care.

The successful candidate will complete a 3 month rotation on the general paediatric ward. (Children's Inpatient Ward)

### **Key Result Areas & Performance:**

1. As a member of the nursing team participate in maintaining good working relationships and promote good communication with Child/families and members of the multidisciplinary team.
2. To assist in maintaining the health and safety requirements of all children and young persons, carers, visitors and staff.
3. To be an active member of the ward team, contributing ideas to improve / maintain efficiency within the area and utilise resources effectively.
4. Is familiar with national and agreed Division / Trust policies and procedures and will apply them in his / her practice.
5. Reports any accidents / untoward incidents / unsafe practices involving children / carers and / or staff to the Clinical Nurse Manager / Head OF Children's Nursing in line with Trust policy.
6. Will be required to undertake training and demonstrate competency following this with all equipment introduced to the practice area, so they can be used appropriately and safely in line with Trust policy.

7. Participate in and contribute to meetings relevant to your role and practice area.
8. To participate in the assessment of performance of students and untrained staff
9. To utilise evidence based findings when delivering nursing care.
10. To safely administer medications , adhering to local / Trust policy, and to monitor / report side effects
11. To actively contribute towards a happy and therapeutic environment and to work / liaise with the multidisciplinary team
12. To be responsible for his / her own professional development including the Scope of Professional Practice and participate in the Knowledge and Skills Framework and Personal Development Review (PDR).
13. Is responsible for maintaining complete, legible up to date records of nursing care in line with NMC (2002) guidelines
14. To utilise clinical supervision and reflective practice to provide high quality care to children / families /carers
15. Having undertaken the appropriate training, act as a Practice Assessor for Diploma / Degree students on the ward.
16. To actively participate in the Unit teaching through demonstration and direct supervision.
17. To actively support and promote the involvement of parents / carers in the delivery of care by working together in partnership.
18. To understand your role and responsibility in Child Protection, identifying and referring children and families in need / at risk.
19. To attend and participate in the in-service multidisciplinary training programme as well as the Trust Mandatory training including Basic life support, Manual Handling / Health and Safety.
20. Ensure confidentiality at all times, only relating confidential information obtained to those acting in an official capacity.
21. To be aware and take appropriate action in regard to cardiac arrest, fire and major incident.

22. Practice family centred care in conjunction with National Service Framework, Clinical Governance and Essence of care.
23. Take up opportunities to expand your role as relevant to your area of practice.
24. To demonstrate basic competency in I.T. skills and complete electronic discharge training within 3 months of employment.
25. Ensure that registration with professional body is maintained.

## Work force

To support the team with the induction and orientation of new and junior staff. To act as a facilitator for students in learning and assess their learning needs whilst on placement on the Children's Day Care Unit, in conjunction with other members of the nursing team.

## Financial

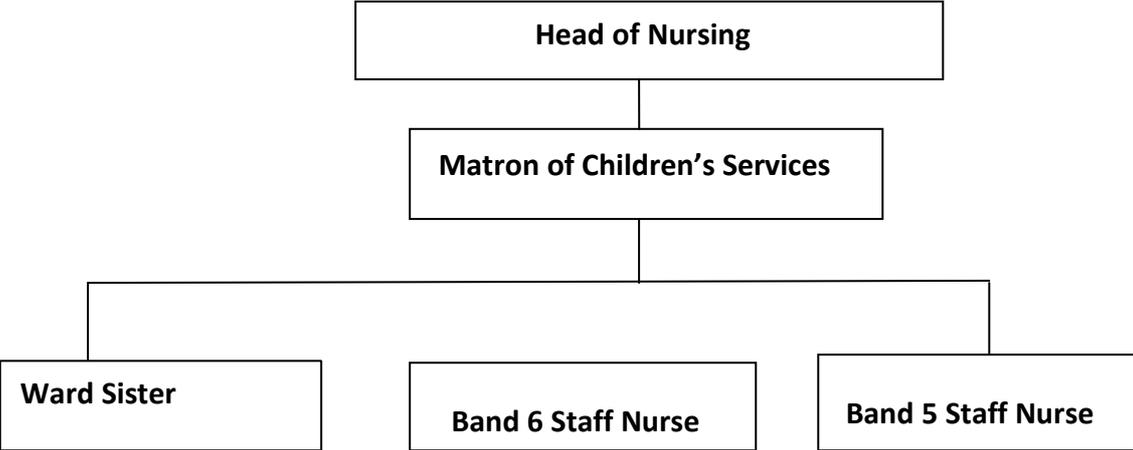
This post does not carry any direct financial responsibility in relation to budget management. However the post holder would be expected to ensure materials are utilised in such a manner to minimise waste.

## Partnerships

### □ Communications and Relationships

The post holder would be expected to develop effective working partnerships with all members of the multidisciplinary teams in both the hospital and community setting. This would include play specialists, pharmacists, liaison health visitors, safeguarding leads, community children's nurses and other specialist nurses.

## Structure Chart



## **General Information**

### **Why Join Us?**

#### **Learning and development opportunities to enable you reach your potential**

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

#### **Feel supported by a positive culture**

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

#### **Recognition and career progression**

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

#### **Access excellent benefits and enjoy your social life**

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

## **Review of this job description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

## **Confidentiality**

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

## **General Data Protection Regulation 2018**

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

## **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

### **Strategic Risk Management Committee.**

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding**

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

