

## Job Description & Person Specification



Job title: Neonatal Nursery Nurse/Nursing associate

Band: 4

# Job Description

## 1. General Information

Job title: Neonatal Nursery Nurse/Nursing associate

Band: 4

Department: Woodland Neonatal Unit

Division: Women's and Children's Services

Reports to: Senior Sister/Nurse in charge

Accountable to: Neonatal matron

DBS Clearance required: Yes, Enhanced

2. **Key relationships:** Neonatal matron, Neonatal Nursing Team, Neonatal outreach Team, Senior Sister/Charge Nurse, Multi-Disciplinary Team, Patients/Relatives/Carers, Midwives, neonatal consultants, Children's Safeguarding Nurses, Ward Clerks, Health care Assistants, Newborn Hearing Screeners, student nurses, Neonatal education team, Clinical practice facilitator, maternity ward clerks, stores, facilities, estates

## 3. Job Summary

The Neonatal Unit provides care for premature babies and/or sick newborn babies that require admission to the unit. The Transitional Care Unit provides care for a wide range of newborn babies who are medically stable and predominantly well but require additional observation, treatment and support; more than that which is usually provided within the usual post-natal care pathway.

The role of the Nursing Associate/Nursery Nurses on both the Neonatal Unit and the Transitional Care Unit will be to work independently under the leadership of Registered Nurses, working within the sphere of nursing and care and within all aspects of the nursing process.

The postholder will be working in both neonatal and transitional care unit to provide wholistic family centred care for Special Care infants under supervision of Nurse Team Manager or nurse in charge, actively support breastfeeding initiatives and to educate, support and encourage parents to care for their babies and facilitate timely discharge.

## 4. Primary duties and areas of responsibility

The neonatal unit and Transitional Care Unit provide essential service 24 hours per day throughout the year. Staffing will therefore be adjusted and set according to the needs of the service. The post holder will play a key role in ensuring continuity of service as per standards agreed by the Trust.

The post holder will rotate between working day and night shifts including bank holidays and weekends. The post holder will:

- Practice in accordance with the NMC Code of professional conduct (NMC, 2018) as well as the Trust Policies Procedures and Guidelines.

- Under leadership and direction of the Registered Nurse ensure that all patients have appropriate individualised, clinical assessments.

- Communicate effectively and work in partnership with patients, their relatives/carers, nursing colleagues and members of the multi-disciplinary team to ensure care is delivered in an accurate and efficient manner.

- Support the Nurse in charge(NIC)/Ward Manager to maintain/improve and develop high standards of patient care, and thereby ensuring that the patients are treated with privacy, dignity and respect.

- Support the nurse in charge/Ward Manager in actively implementing initiatives, outlined within the Trust's local Nursing and Midwifery and Patient Involvement & Experience Strategies.

- Support the NIC/Ward Manager in ensuring that nursing practice reflects current clinical developments, evidence based guidance and is based on sound nursing audit and research, identifying opportunities for the promotion and participation in such activities and assists in the setting and monitoring of standards. .

- Maintain clear, accurate and effective record keeping such as feed charts and observation charts. Carrying out and recording physiological observations, reporting any deviation from the norm to the nurse in charge.

- Ability to work flexibly to suit the needs of service delivery and able to move in areas of need such as paediatric and COVID-19 related staffing issues, according to staff skill set.

- Administer oral medicines safely and in a timely manner guided by organisational medicines management policies.

- Act as a good role model at all times and maintain a professional manner at all times.

- Work within Health & Safety Regulations ensuring both personal and client safety, adhering to Trust policies at all times.

- Actively participate in audit/research where appropriate.

- To be aware of and comply with all relevant and locally agreed policies such as Clinical Operations Policy for the Transitional Care Unit and Neonatal Unit, including the admission criteria and the workflows.

- Under the supervision of the Senior Neonatal Sister/Nurse in charge, to take responsibility for a defined group of babies and give appropriate nursing care to those babies at the direction of the nurse in charge.

- Be able to organise own workload, including liaising with the Neonatal Unit/Transitional Care Unit and the post natal ward midwives, as appropriate.
- Assist in admission of an infant , ensuring that correct documentation and data entry, where appropriate, is completed in a timely manner
- Perform appropriate blood tests on babies appropriately and safely, maintaining excellent infection control procedures.
- Review the effectiveness of the nursing care provided and initiate any action that may be required
- Promote/encourage breastfeeding by offering support and encouragement, assisting with positioning of baby and assessment of feed taken. If parents wish to bottle feed provide information on sterilization and preparation of feeds.
- Use any equipment necessary for the baby's care correctly, after its safe use has been explained and demonstrated. If appropriate to have achieved a formal competency in the use of that equipment.
- Assist doctors in doing procedures as appropriate
- Be able to evaluate parental difficulties and advise accordingly or refer to nurse in charge.
- Be able to recognise Safeguarding Children issues and act according to Trust policy.
- Assist members of the neonatal, midwifery and medical teams in emergency situations as directed by them.
- Able to care for babies requiring nasal prong oxygen and alert doctors for sudden deterioration or clinical change in patient's condition.
- Advise parents on the preparations needed at home prior to the baby's discharge from the ward including basic life support, sudden infant death advice, car seat safety and immunization information.
- Actively support timely discharge from the service by ensuring that: - the discharge process is commenced at an early stage, - there is timely liaison and referral with the Neonatal Community team - the appropriate documentation is complete - TTO medication is ordered and is available - Out-patient referrals are made
- Help to maintain a safe healthy environment to promote good infection control and health and safety at work.
- Maintain patient confidentiality at all times as per Trust policy and act in accordance with Trust Information Governance requirements

- Communicate clearly and appropriately with patients, relatives, colleagues, including responding to queries, answering phones, taking messages and passing on verbal and written information.
- Use of communication skills to overcome language barriers and barriers to understanding
- Encourage parents to participate in all aspects of baby care, to enable them to take increasing responsibility for their baby's physical and emotional needs and teach parents all the practical skills they need to become confident in caring for their baby, by example and explanation.
- Have an understanding of Risk Management and report risk management issues to appropriate personnel.
- Ensure efficient use of resources and limit wastage.
- Assist in the implementation of the Baby Friendly Initiative and support parents on their choice of feed
- Take responsibility for own professional development, supported and facilitated by the Trust and the neonatal practice development team.
- Attend mandatory and clinical based study days in accordance with the Trust and Neonatal Unit requirements
- Ensure all their actions put patient safety first by accessing training and supervision appropriately before carrying out any new tasks
- Provide a suitable learning environment for students.
- Provide support and supervision to learners.
- Assist in the orientation of new starters to the clinical area

## **VALUES**

The post holder will uphold and display Trust values of Commitment, Care & Quality. The duties and responsibilities outlined in this job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager.

This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.

Author: Elvira Baker

Date: September 2023

## Person specification

**Job Title: Neonatal Nursing associate/Nursery Nurse**

**Band :4**

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Education and Qualification</b>	<p>Registered Nursing Associate on the NMC register.</p> <p>Educated to a minimum level 5 Foundation degree level specific to nursing associate practice.</p> <p>NNEB or Equivalent CACHE certificate/BTEC diploma</p> <p>Care Certificate.</p> <p>GCSEs Grade A-C in Maths and English or equivalent.</p> <p>Evidence of commitment to professional development</p>	<p>QCF in Care / Health and Social Care Level 2/3 or equivalent experience.</p> <p>Qualification or evidence of additional appropriate courses</p> <p>Safeguarding children training</p> <p>Holds recognised breast feeding course certificate</p> <p>Holds recognised training certificate to teach parents basic life support</p>
<b>Knowledge</b>	<p>Meet the requirements of the Standards of Proficiency for Nursing Associates (NMC, 2018).</p> <p>Excellent interpersonal and communication skills.</p> <p>Knowledge IT skills appropriate to the role.</p> <p>Ability to work well in a team.</p> <p>Ability to work on own initiative.</p> <p>Ability to organise and prioritise own workload.</p> <p>Able to recognise own limitations in the context of the Nursing Associate role.</p> <p>Knowledge of when to seek advice and refer to a registered health or care professional.</p>	<p>Knowledge on Badgernet EPR</p>

	<p>Ability to participate in reflective practice and clinical supervision activities.</p>	
<b>Experience</b>	<p>Relevant nursery nurse/nursing associate experience</p> <p>Experience of working in teams under appropriate supervision as part of a multi-disciplinary team.</p> <p>Experience of providing and receiving complex, sensitive information.</p> <p>Previous experience of working with children or babies in a healthcare setting.</p>	
<b>Skills</b>	<p>Ability to take part in reflective practice and clinical supervision activities.</p> <p>Ability to organize and prioritize own delegated workload</p> <p>Ability to deal with non- routine and unpredictable nature of workload and individual patient contact.</p> <p>Ability to communicate effectively (written, verbal and non- verbal communication) with patients/relatives and carers and all members of the multi-disciplinary team.</p> <p>Ability to develop effective and appropriate relationships with people, their families, carers and colleagues.</p> <p>Ability to support, supervise, assess and act as a role model to Nursing Associate students, other learners and health care support workers as required within the clinical setting.</p>	

<b>Personal Qualities</b>	<p>Forward thinking and progressive work ethos</p> <p>Good team player</p> <p>Flexible to meet service needs</p> <p>Motivated and enthusiastic</p> <p>Role model Trust Values</p>	
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## Additional information

- The duties and responsibilities outlined in the job description although comprehensive are not definitive and you may be required to perform other duties at the request of your manager .
- This job description is designed to reflect duties currently incorporated in this post. These may change in the light of changes in the service provided by the Trust. Any such changes will be fully discussed with the post holder.
- It is the responsibility of all staff to be aware of the risks in their working environment and to ensure that all working practices are undertaken in such a way that risks are minimized. All staff must report risks in line with Trust policy and take the necessary action to ensure that colleagues, patients, and visitors are not exposed to unnecessary or avoidable risk.

<b>Dignity &amp; Respect</b>	The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of sex, age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief and sexual orientation.
<b>Values Based Appraisals</b>	All staff employed within the Trust will be expected to participate in the annual values based appraisal process for themselves and any staff accountable to them.



<b>Rehabilitation Of Offenders Act</b>	Under this Act, offences which are 'spent' need not be revealed to a potential employer. However, there are some occupations which are exempt from the Act. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, all employees of the Trust are not protected by the Act and therefore employees and applicants do not have a right not to reveal 'spent' convictions if asked. Further information can be found via: <a href="https://www.gov.uk/government/organisations/disclosure-and-barring-service">https://www.gov.uk/government/organisations/disclosure-and-barring-service</a>
<b>Health Clearance</b>	All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract.
<b>Professional Registration</b>	Staff undertaking work which requires professional registration are responsible for ensuring that they are registered with the appropriate professional body and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time on request.
<b>Work Visa / Permits / Leave To Remain</b>	If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.
<b>Confidentiality / Data Protection / Freedom of Information</b>	Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

## Our commitment to you

West Hertfordshire Teaching Hospitals NHS Trust is committed to recruiting the best person for the job, based solely on their ability and individual merit as measured against the criteria for the role; through a process that is fair, open, consistent, and free from bias and discrimination.

We are committed to being a diverse and inclusive employer and foster a culture where all employees are valued, respected and acknowledged. All applicants will be considered for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We particularly welcome applications from Black, Asian and Minority Ethnic communities, people with disabilities and/or long-term health conditions and LGBT+ community members. We have policies and procedures in place to ensure that all applicants and employees are treated fairly and consistently. We are proud to be accredited as a Disability Confident Employer, with a

number of active staff networks. Staff network members create a positive and inclusive work environment at West Hertfordshire Teaching Hospitals NHS Trust by actively contributing to the Trust's mission, values and efforts specific to inclusion.

We ask all applicants to tell us about their personal information to help us monitor our processes and ensure that we treat everyone fairly.



## Staff benefits and rewards

### Supporting you

- Our Employee Assistance Programme (EAP) is a free service for staff provided by Vita Health. It's here to help you manage all of life's events 24/7 365 days a year.
- We have a spiritual care team offering support to people of all faiths.
- The Trust offers health and wellbeing days which includes free massage and relaxation treatments, in addition to fitness classes.

### Annual leave

- You get 27 days on starting, 29 days after 5 years and 33 days after 10 years' service (excludes bank holidays).
- If you already have NHS service, then we will honour this in terms of your annual leave entitlement.
- We have a range of flexible working options across the Trust including part-time hours and home working.

### Discounts

- You can order bikes and safety accessories with our Cycle to work scheme staff benefit.
- Discounted childcare at our onsite Busy Bees nurseries.
- Free eye tests.
- £2 subsidised onsite meals at Watford.
- Free quarterly health checks, massages, and fitness classes.
- Discounted gym memberships including Anytime Fitness and Nuffield Health.

### **NHS Pension**

- One of the UK's best pension schemes, the NHS pension offers an excellent package of benefits. Visit: [www.nhsbsa.nhs.uk/pensions.aspx](http://www.nhsbsa.nhs.uk/pensions.aspx) for more information on NHS Pensions.

### **Maternity/Paternity Pay & Shared Parental Leave**

- Female staff with at least one years' service can benefit from up to a year's leave, 8 weeks of which are full pay, then 18 weeks at half pay plus Statutory Maternity Pay.
- The Trust also provides two weeks paternity leave for partners at full pay, for those with at least one years' service. Further information outlined in the policy.

### **Development Opportunities**

- The Trust offers over 300 online courses that staff can undertake either at home or in the workplace.
- Staff may be eligible for funding to undertake an apprenticeship or a foundation degree, or undertake courses provided by the University of Hertfordshire or an alternative course provider.
- The Trust has a Coaching Network and trained coaches within the Trust are matched with staff of all disciplines to provide a powerful development opportunity.

### **Staff Recognition**

- The Trust recognises its staff through Long Service Awards, Stars of Herts Awards and through an Annual Stars of Herts event.

### **Library**

- The library staff are committed to providing an efficient service, offering the latest and most appropriate collections, along with a study environment supported by advice and guidance on finding information.
- Staff can ask the library to search for information, evidence and publications.

### **Staff Networks**

- The Trust has an equality and diversity staff network providing support for staff. This includes Disability, Carers, BAME and LGBT+ networks.
- The Trust recognises several trade unions and works in partnership with Unison, Unite, BMA and RCN to name a few.

- The Trust has a range of peer support networks which include Wellbeing Champions and Mental Health First Aiders.

### **Temporary Staffing via Bank**

- A fantastic opportunity to gain additional experience and keep your skills up to date
- Flexible shift patterns
- Competitive weekly pay and access to 'NHSP Stakeholder pension' for eligible members

### **Schwartz Centre Rounds**

- A forum where all staff (clinical and non-clinical) can come together regularly to discuss the emotional and social aspects of working in healthcare.
- Helps staff to feel more supported in their jobs and allows them the time and space to reflect

### **Engagement Events**

- Annual engagement events at West Hertfordshire Teaching Hospital include, Well Fest All Stars Awards Night, Afternoon Tea's and much more.