

## JOB DESCRIPTION

<b>Job Title:</b> Nursing Associate - Pediatrics
<b>Base:</b> Stoke Mandeville Hospital
<b>Agenda for Change banding:</b> 4
<b>Hours of Work:</b> 37.5
<b>Details of Special Conditions:</b> None
<b>Managerial Accountability &amp; Professional Accountability:</b> Ward Manager/Team Lead

### MAIN PURPOSE OF THE POST

To assist the health care team in providing a friendly child centred environment for children, young people and families

Ability to work without direct supervision, at times delivering care independently in line with the child or young person's defined plan of care, within the parameters of practice of the role and always acting within the limits of your training and competence.

To exercise autonomy within your given area of responsibility, being accountable for your work and reviewing the effectiveness of your actions.

To follow and demonstrate the Buckinghamshire Healthcare Trust Values, Expected Behaviours and Core Values of Compassion in Practice (NHS Commissioning Board Dec 2012), and adhere to the NMC Code of Conduct

## **Main duties and responsibilities**

1. To provide direct patient care to an allocated group of children or young people, including undertaking all required patient observations reporting any results outside of normal parameters to the nurse in charge or your named supervisor.
2. Promote, monitor and maintain a healthy, safe and secure environment for children, young people patients, and their families
3. Establish and maintain effective communication with children, young people and their families
4. To ensure that all patient care is documented, and that all relevant documentation is completed accurately and within agreed timescales in accordance with NMC standards for records and record keeping.
5. Communicate with children and young people and their families about their care and what is expected to happen and answer any general enquires signposting them to facilities should this be required.
6. To follow the treatment plan for children and young people and administer medication where appropriate and within scope of professional practice
7. To maintain confidentiality about the child/young people's admission and treatment at all times
8. To be fully aware of the uses, safety precautions and handling of equipment in the department
9. Liaise with community teams, health visitors, nurses, social workers and other health professional regarding the child or young person as appropriate
10. To act as an advocate for the child and family ensuring the provision of appropriate care, information and support services.
11. To assist the healthcare team in providing safe and effective support to the child/young person and their families ensuring that the patient journey is a positive experience.
12. Actively participate in clinical supervision and teaching
13. Promote and adhere to infection control policies.
14. To support and undertake any projects/audits initiated by the Trust or Unit.
15. To complete annual mandatory training and other training opportunities relevant to role.
16. Maintain own professional development and mandatory training identifying learning needs in relation to specialist area of practice.

OUTSTANDING CARE

HEALTHY COMMUNITIES

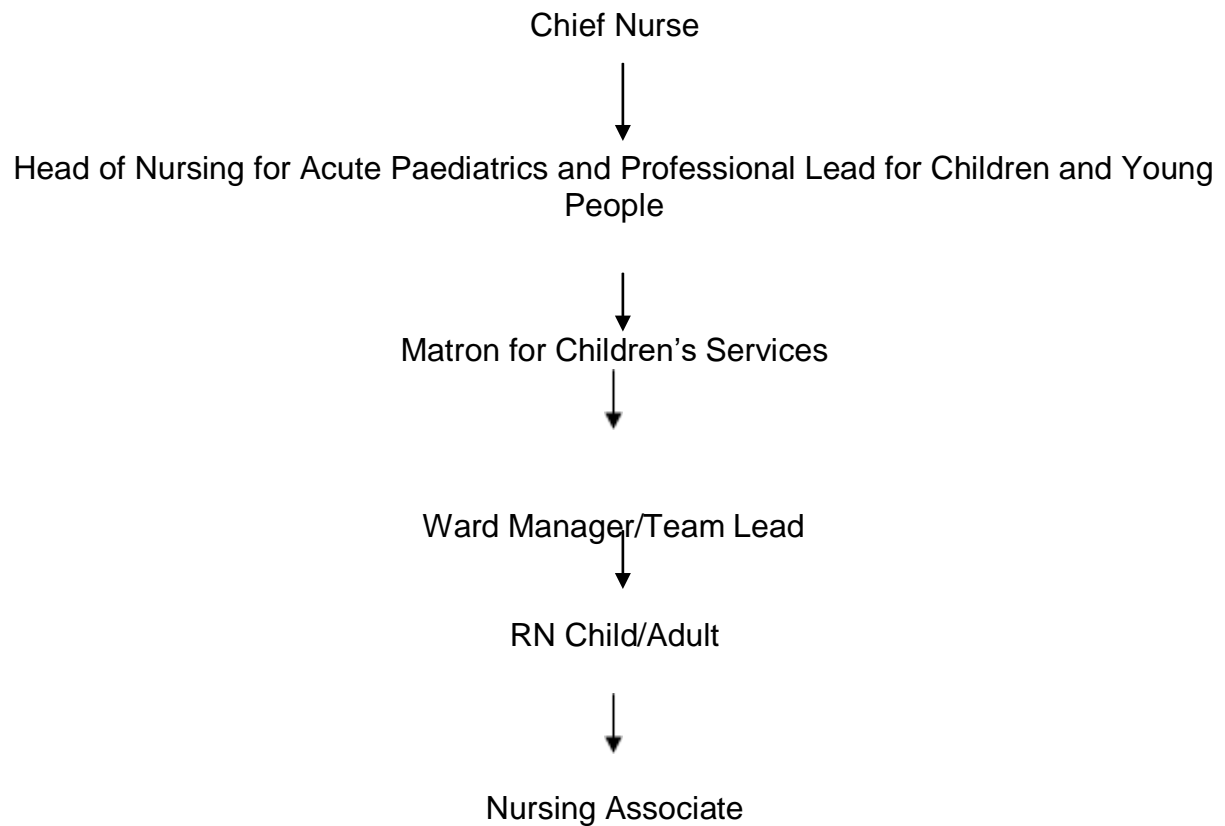
AND A GREAT PLACE TO WORK

17. To participate in the annual performance review process identifying own objectives and produce a personal development plan in conjunction with your manager
18. Ensure that continuous professional development is undertaken in accordance to NMC code and conduct and also for revalidation of NMC registration

### **Safeguarding**

19. All Trust staff have a responsibility for safeguarding children, young people and vulnerable adults which includes;
  - an understanding of relevant Trust Policies
  - ensuring that any safeguarding child or vulnerable adults' concerns are both recognised and acted on appropriately
  - attendance at mandatory safeguarding children & adults training and updates at the competency level appropriate to their role and in accordance with the Trust's safeguarding training guidance
  - participate in safeguarding meetings for children and young people when appropriate
20. May supervise and assist with the induction and ongoing development of Apprenticeship staff and other support staff, acting as a role model
21. Acts as an advocate for the child/adolescent. Promote their rights using the principles of the United Nations Convention on the Rights of the Child, in particular Article 12 – the right for a child to say what they think and be listened to by adults when they make decisions that affect them.
22. Assists the team leader in rota planning and monitoring and documenting all leave, for example annual leave, sickness, study, absenteeism
23. To have a broad knowledge of and adhere to all Trust policies, procedures and circulars. Be especially familiar with and updated on:
  - Health and Safety Policies
  - Moving and Handling Issues
  - Infection Control Policies
  - Fire Precautions and Procedures
  - Storage and Administration of Medicines-Policies and Procedures
  - COSHH
  - Risk Assessment
  - Complaints Management
  - Incident Reporting

## ORGANISATION CHART



## Trust Values



### Health and Safety at Work Act

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### Confidentiality

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 1998, the Confidentiality: NHS Code of Practice and Trust policy on confidentiality and Data Protection are applied to patient, staff and Trust business/information.

### Equal Opportunities

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### Managing Risk: Maintaining skills and learning from problems

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:-

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take appropriate action as set out in the Trust's policies and procedures.

### Governance

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

**Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Records Management: NHS Code of Practice and Trust policy. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

**Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

**Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expense using the online system. Details of allowances can be obtained from the Human Resources Department.

**Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

**General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.