

# Band 5 NQN Rotation & Development Post Children's Directorate

## Nursing and Midwifery

### Job Description and Person Specification



# About us

We provide care for the residents of three diverse London boroughs. Most of our 7,800 permanent staff live in Barking and Dagenham, Havering and Redbridge and the majority are from black, Asian and minority ethnic groups. We also provide healthcare services to people in south west Essex, and specialist neurosciences services to the whole of the county.

Our services include all the major specialties of large acute hospitals and we operate from two main sites - King George Hospital in Goodmayes and Queen’s Hospital in Romford. We have two of the busiest emergency departments in London – more than 300,000 people visited our A&Es in 2023. We also provide outpatient services at Brentwood Community Hospital, Barking Community Hospital, Loxford Polyclinic, and Harold Wood Polyclinic.

We’re pleased to be leading the way in [reducing the time our patients](#) wait to get the treatment they need. The Elective Surgical Hub at King George Hospital is one of eight to be [accredited as part of a national scheme](#); the Care Quality Commission has raised the ratings for [urgent and emergency care](#) at Queen’s and King George hospitals; and [data released by NHS England](#) showed that the Trust was the most improved in 2023 for reducing waits for emergency care.

We are particularly proud of our regional Neurosciences Centre; Radiotherapy Centre; Hyper Acute Stroke Unit; and dedicated breast care service at King George Hospital. We’re also part of the [North East London Cancer Alliance](#).

**OUR VISION:** TO PROVIDE OUTSTANDING HEALTHCARE TO OUR COMMUNITY, DELIVERED WITH PRIDE

## OUR PRIDE VALUES

- PASSION
- RESPONSIBILITY
- INNOVATION
- DRIVE
- EMPOWERMENT

## Job Description

**Job title:** Band 5 Newly Qualified Children' Nurse Rotation & Development

Programme

**Band:** 5

**Hours of work:** 37.5 hours per week

**Location:** Tropical Lagoon Children's Ward, Neonatal Intensive Care Unit, Paediatric

Emergency Department

**Specialty/department:** Children's Directorate

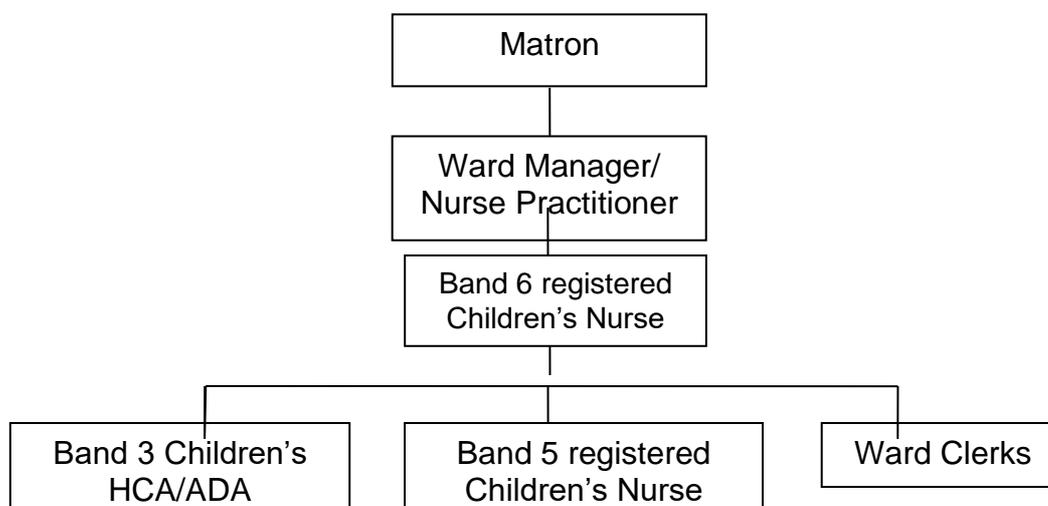
**Accountable to:** Divisional Nurse – Children's directorate

**Responsible to:** Ward Manager/Matron

### 1. Job purpose

The post holder is responsible for assessment of care needs of patients, planning programmes of care, implementation and evaluation of these programmes without direct supervision. To assist with education and supervision of learners. At times expected to being in-charge of the ward / shift and to supervise and co-ordinate other staffs as appropriate, develops self and others professionally.

#### Organisational Position



## **2. Relationships**

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

### **Internal Relationships**

- Divisional Nurse for Childrens Directorate, Matrons and senior nursing team in Childrens Directorate
- Members of the multidisciplinary team including the Medical teams, Allied Health Professionals, Play team, Managers, HR colleagues
- Broader teams outside of children's services eg Maternity and gynaecology, ED, Theatres and recovery, Imaging, adult wards/services
- Children's community nursing team, Clinical Nurse Specialists, Safeguarding Children and Vulnerable Adults team, CAMHS, Children's Social Care
- Corporate teams

### **External Relationships**

- Health visitors, social workers, school nurses, community nursing teams
- Children, young people and their families/carers
- Visitors and members of the public, volunteers, work experience students

## **3. Job summary**

This is an exciting opportunity for an 12-month rotational post, where you will gain invaluable experience and develop specialist skills from three different areas within the children's directorate. At the end of your rotation, you will have the opportunity to apply for a permanent role in the area of your preference. This is a substantive position, therefore if you are unsuccessful in securing your first-choice placement, then another department will be offered to you. This process can be discussed further with your line manager(s), practice development team and Matrons.

To be a safe and effective practitioner able to provide high quality care to patients and support to relatives. To work within the multi-disciplinary team to provide continuing care to a group of patients from admission to discharge in the department. To participate in the teaching and supervision of junior staff and student learners as required. To maintain own personal development with support.

## **4. Behavioural qualities**

- To be inclusive, promote equality and diversity, and challenge discrimination.
- To be kind and treat people with compassion, courtesy and respect.
- Be empowered to make improvements to the way care is delivered and the way services are run.
- Foster strong teamwork and take care to understand what matters to patients, service users, residents and staff.
- To be optimistic and ambitious and are not afraid to step out of our comfort zone when working with others.

- To be consistent in the way we communicate our views, being respectful and honest to all who we are talking to.

## **5. Clinical / operational responsibilities**

To deliver a high standard of evidence-based care to a specified group of patients.

2. To adhere to NMC Code of Professional Conduct and standards for registration at all times.
3. To maintain confidentiality at all times.
4. To support patients, relatives, carers and friends and where appropriate involve them in the care of the patient.
5. To be fully involved in the health education of patients and relatives, identifying each opportunity to promote a healthy lifestyle.
6. To liaise effectively with all members of the multi-disciplinary team to ensure the relevant information regarding the patient's needs/condition are communicated to them (including handover), and that any instructions from them regarding the patient's care/condition are acted upon.
7. To adhere to the Trust policy on valuing equality and diversity in the workplace, which incorporates the patients/visitors' and staff
8. To acknowledge personal limitations in patient care and seek advice from senior staff members.
9. To rotate to other clinical areas within the department as required or as identified as a personal development need in the appraisal process.
10. To be involved with department audit/essence of care/observations of care.
11. To report adverse incidents which occur in the department as per policy and assist in the investigation of such incidences as necessary.
12. To maintain up to date and comprehensive records of care in accordance with NMC, legal and Trust requirements.
13. To demonstrate effective communication and customer care skills with patients and their relatives/carers, thereby acting as a positive role model for nurses and other staff
14. To act as a practice supervisor to undergraduate students following 6 months of registration as mandated in the NMC code.
15. To participate with the monitoring of standards of hygiene and cleanliness in the department and report as necessary.
16. To ensure effective admission/discharge of patients to the department liaising with other hospital departments as appropriate.
17. To observe a general duty of care for the health, safety and well-being of self, work colleagues, visitors and patients within the hospital, in addition to any specific risk management associated with this post.
18. To manage an agreed workload with support from colleagues and senior staff as appropriate.
19. To exercise leadership where appropriate.
20. To ensure all Trust and local policies, protocols and procedures are adhered to by self and colleagues at all times.
21. To take responsibility for your own learning, discussing your specific learning needs with your preceptor and PDN team, work towards the achievement of knowledge and the required outcomes and competence.
22. Ensure you know the whereabouts of the Resus trolley and the relevant safety procedures for your area.

## **6. Policy, service, organisational and professional responsibilities**

Establish good communication skills with all team members and in particular ensure that courtesy and politeness is shown to the patients at all times. Ensure patients are communicated within a non-prejudicial way and the patients are fully involved in the discussions held about them. Be prepared to act in the interest of the patient at all times.

- To promote a professional image at all times ensuring all patients are afforded privacy and dignity regardless of race or gender but with sensitivity towards their cultural need.
- To take all measures to ensure the safety of patients. To report all accidents/incidents promptly to the Sister/Charge Nurses, also completing the relevant administration.
- To participate in the development of the role of the nurse to achieve progressive standards of care and personal development of the nurse.
- To participate in the clinical governance programmes that enhances the service improvements of the area.
- The post holder must at all times respect patient confidentiality and in particular the confidentiality of electronically stored data in line with the requirements of the Data Protection Act (1993).
- The post holder must be aware of the individual responsibilities under the Health and Safety at Work Act and report as necessary any untoward accident, incident or potentially hazardous environment.
- The post holder must act as a good role model in promoting health and safety and security, e.g. with good hand washing technique.

## **7. General**

- As a registered nurse, the post holder must comply with the NMC Code of professional conduct for Nurse and ensure their staff do the same.
- All staff are responsible for the continual compliance with CQC standards and outcomes.
- The postholder must be aware of, and work in line with, our Trust's Safeguarding Adults and Children procedures.

## **8. Personal development**

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

## **9. Mandatory Trust responsibilities**

### **Amending the job description**

As the organisation evolves, there may arise a need to adjust the tasks and /or the responsibilities of the postholder. This will be done in consultation with the post holder with the aim of mutually agreeing to any reasonable changes.

### **Confidentiality**

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with “Caldicott principles”.

### **Data protection**

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust’s fair processing notice is on our [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

### **Leaders’ agreement**

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust ‘Leaders’ Agreement’.

### **Policies and procedures**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust’s Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

### **Safeguarding children and vulnerable adults**

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust’s Safeguarding Adult and Children Procedures.

## **Health and safety**

Under the Health & Safety at Work etc. Act (1974), it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, commensurate with their role, to maintain a safe environment and particularly by reporting promptly any incidents, defects, risks or potential hazards.

You must co-operate with Management in discharging its responsibilities under the Health and Safety at Work etc Act 1974 and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees, others and visitors.

## **Sustainable development and our health and wellbeing**

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to “continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments.”

All staff are required to support the Trust’s Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

## **Infection control**

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

## **Smoke free**

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes (“vaping”) may be used outside hospital buildings.

**General**

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

**Equal opportunities policy**

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust's equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

**Date: 06/02/2024**

**Prepared By:** Holly Parsons – PDN for Children's Directorate

## Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
<b>Education/ Qualifications</b>	RSCN, RN (Child Branch) qualification and registration with NMC		Application Form Interview
<b>Skills/ Abilities</b>	<p>Communication skills</p> <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Written</li> <li>• Listening</li> </ul> <p>Able to work within a diverse environment.</p> <p>Able to work well under pressure, demonstrating a calm and resilient approach.</p> <p>Able to motivate self and work as an effective team member.</p> <p>Able to demonstrate a high standard of clinical skill.</p> <p>Able to demonstrate safeguarding children knowledge, able to recognise concerns, escalate them appropriately and ensure other ward staffs do the same in line with Trust policy.</p> <p>Knowledge of clinical governance agenda</p>	Member of external national forums e.g. RCN children's forums.	Application Form Interview
<b>Experience/ Knowledge</b>	A collaborative team member who role models excellent care and compassion both within and outside the Trust for Children's Nursing.		Application Assessment Interview

<b>Personal Qualities</b>	Motivated and enthusiastic, Polite and courteous manner that inspires Confidence. Ability to communicate effectively. Excellent collaborative team leader and player. Excellent role model and ambassador both within and outside the Trust for Children's Nursing		Application Assessment Interview
---------------------------	--	--	----------------------------------