

# Candidate Information Pack

## Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

**Join us and be a part of the team that is making Croydon proud.**



## Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

### Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
  - Work in partnership to best support our community's needs
  - Use resources wisely without compromising quality or safety

### Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
  - Organise our services to give people the best possible experience of care

### Respectful

- Be courteous and welcoming, and introduce ourselves
  - Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
  - Appreciate the contribution that staff from all backgrounds bring to our services

### Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
  - Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning• Make time for training and development and support research so people always receive the highest standards of care.



## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Children’s Community Senior Staff Nurse</b>
<b>DIRECTORATE</b>	<b>Integrated Women’s Children’s and Sexual Health</b>
<b>DEPARTMENT</b>	<b>Children’s Hospital at Home Team</b>
<b>BAND</b>	<b>Band 6</b>
<b>RESPONSIBLE TO</b>	<b>Band 7 Community Children’s Nurse</b>
<b>ACCOUNTABLE TO</b>	<b>Matron Children’s Planned Care</b>
<b>RESPONSIBLE FOR</b>	<b>Direct line reports</b>

### JOB SUMMARY

To independently case manage children with acute and long term healthcare needs between the primary, secondary and tertiary interface. (Case management will be supervised by the Band 7 Community Children’s Nurse as required)

To provide support and expertise to families and other agencies, facilitating delivery of nursing care.

To facilitate effective communication links between primary, secondary and tertiary healthcare providers, and the voluntary and statutory sectors.

To be a children’s nursing resource for families and professionals, providing one to one and group teaching sessions as required.

To have day-to-day clinical responsibility for the Children’s Hospital at Home Team caseload to meet the individual needs of children and their families, in the absence of senior colleagues.



## **MAIN DUTIES AND RESPONSIBILITIES**

### ***Professional Practice***

To be responsible for assessing, planning, implementing and evaluating care, liaising and referring as necessary.

To be responsible for all liaison, action and documentation required following nursing care interventions

To assist in the development of nursing policies and care strategies that will enable children to be nursed at home.

To provide a high standard of skilled nursing care to children within locally agreed standards of care.

To facilitate partnership in care through teaching, monitoring and supervising parents in nursing procedures which may be safely delegated to them, supporting and empowering parents to feel confident in their child's care.

To provide formal teaching sessions to parents, carers and support workers and other health professionals as required.

To maintain accurate records, both written and electronic, to promote continuity and partnership, in line with Croydon PCT record keeping policy and NMC record keeping guidelines.

To maintain a high professional standard of nursing practice and to keep professionally updated in all aspects of children's nursing.

To ensure that the teams equipment and supplies are stored, maintained and used in accordance with manufacturers and Trust guidelines related to medical devices.

To work collaboratively with the Clinical Team Leader and other team members to meet the PCT Clinical Governance agenda

To be the lead clinician within the team for a specified area of clinical practice relevant to the caseload, linking with specialist nurses to develop practice where appropriate.

To ensure confidentiality on all matters relating to parents and children and information obtained during the course of employment, and not release such information to anyone else other than those acting in an official capacity.

### ***Co-ordination***

To promote the work of the Children's Hospital at Home, working closely with primary, secondary and tertiary healthcare units.



To work collaboratively with tertiary and secondary units to facilitate coordinated discharge planning.

To promote a smooth transition of care between hospital and community settings

To participate in the recording of relevant information for monitoring contract activity, evaluation of team activities and other data.

To actively extend knowledge of the statutory and voluntary services available to children, young people and families and facilitate referrals as appropriate.

### ***Education***

To participate in the Trust's staff development and performance review scheme.

To participate in the supervision and professional development of junior team members.

To lead on planning and providing appropriate learning experiences for students and others allocated to the team for clinical placements.

To be involved in individual project work to meet team objectives and share information effectively with colleagues.

To keep self and team updated on clinical and professional developments in line with PREP and evidence based practice.

### ***Managerial***

To be responsible for the management and supervision of the nursing team in the absence of senior colleagues.

To be on-call for the caseload as required.

### ***Other Duties***

To achieve team cohesion, through being a responsive, reactive and flexible practitioner.

To be a flexible team player in the delivery of nursing care.

To be responsible for the health, safety and welfare of self and others in the working environment. To follow safe working practices and to comply at all times with the Trust's health and safety policies and procedures.

The post holder is responsible for ensuring that all people met during the course of the job are given equality of opportunity and are not discriminated against or disadvantaged.



To work within the guidelines set out in Trust policies and procedures and NMC Code of Professional Conduct and Scope of Professional Practice.

Undertake other duties, as may be reasonably required from time to time, as are consistent with the responsibility and scale of the post.

**NB:** This job description is a reflection of the current position and may change in emphasis or detail in the light of subsequent developments.



**GENERAL**

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
  - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
  - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
  - Ensure you are familiar and comply with local protocols and systems for information sharing.
  - Know the appropriate contact numbers and required reporting lines.
  - Participate in required training and supervision.
  - Comply with required professional boundaries and codes of conduct

**NOTE:**

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).



Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.

- 9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
- 11. Budget Holders are responsible for adherence to Standing Financial Instructions
- 12. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
- 13. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

**You are the difference –Staff Pledges**

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff "Hello my name is"

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can't help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

**Job Description Agreement**

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder : .....Date: .....

Line Manager: .....Date .....



**PERSON SPECIFICATION**

**Community Children’s Nurse**

**Band 6**

**Key: A = Application, I = Interview, P = Presentation**

HEADINGS	ESSENTIAL	DESIRABLE
<p><b>EDUCATION AND QUALIFICATIONS</b></p>	<p>RSCN/Child Branch / RN Child <b>A</b></p> <p>Current NMC registration <b>A</b></p> <p>Evidence of study at diploma or degree level</p>	<p>ENB 998/teaching qualification <b>A</b></p> <p>Post registration qualification 415/405 <b>A</b></p> <p>Specialist practitioner Community Children’s Nursing qualification</p>
<p><b>KNOWLEDGE AND UNDERSTANDING</b></p>	<p>Able to demonstrate understanding of professional and personal accountability in line with NMC code of professional conduct and scope of professional practice. <b>A I</b></p> <p>Able to demonstrate understanding of current issues, policies and frameworks affecting primary care and children’s nursing. <b>I A</b></p> <p>Knowledge and awareness of acute and community children’s nursing. <b>A I P</b></p> <p>Knowledge and Understanding of Clinical supervision. <b>I A P</b></p> <p>Working knowledge of Equal Opportunities <b>A, I</b></p> <p>Understanding of current child protection policy and procedures <b>A, I</b></p> <p>Knowledge and understanding of clinical governance. <b>I</b></p>	



	<p>An ability to work with others at team level. <b>I</b></p> <p>Evidence of professional updating. <b>A, I</b></p> <p>Awareness of current community health policy issues. <b>I</b></p>	
<b>EXPERIENCE</b>	<p>Experience of working in Children's community nursing <b>A, I</b></p> <p>Recent experience of working in acute children's nursing. <b>A I</b></p> <p>Discharge planning experience. <b>I, A</b></p> <p>Teaching and supervising of parents and colleagues. <b>I A</b></p> <p>Experience of child protection procedures. <b>I A</b></p> <p>Experience of facilitating professional development of other staff. <b>A I</b></p>	<p>Minimum 3 years experience at band 5. <b>A</b></p> <p>Special interest pertinent to Children's Community Nursing <b>A, I, P</b></p>
<b>SKILLS/ABILITIES</b>	<p>Ability to communicate effectively <b>I, A, P</b></p> <p>Ability to transfer nursing skills from hospital to home setting. <b>A I</b></p> <p>Ability to demonstrate initiative and make informed decisions. <b>I</b></p> <p>Ability to manage time effectively. <b>I, P</b></p> <p>Ability to apply research to promote practice within the</p>	<p>Skills in evaluation caseload activity against the operational/business plans <b>A,I</b></p> <p>Ability to promote the work of the Children's Hospital at Home, to assist in offering families and practitioners a choice about available health care <b>A, I</b></p>



	<p>Children’s Hospital at Home.  <b>A</b>          Ability to work independently and also as part of a team. <b>I</b></p> <p>Ability to be responsive/reactive and flexible in caseload management and team cohesion <b>I</b></p> <p>Ability to work as part of the primary and multidisciplinary healthcare teams <b>A I</b></p>	
<p><b>Other factors/special circumstances</b></p>	<p>Car driver/current UK licence</p> <p>Access to car for work purposes.</p> <p>Commitment to the philosophy of hospital at home.</p> <p>Ability to work flexibly within a seven day service including unsocial hours and ‘on-call’.</p> <p>Willing and able to adapt positively to changes in working practices.</p> <p>Ability to provide 24 hour joint visiting for terminal care</p>	

