

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: Senior Children's Community Nurse

Department: Children and Young People's Directorate

Responsible to: Lead Nurse CCNT

Grade: 6

Hours: 37.5 hrs per week

Job Summary:

To work as an autonomous practitioner with responsibility for helping lead a team of Nurses to provide high quality, specialist nursing care to children in their own homes.

To provide continuing responsibility for the assessment, development, implementation and evaluation of nursing care for patients.

To work collaboratively with other local health care professionals/providers to maintain high quality care and promote practice that is family centred.

To continue to develop and maintain close links between Community and Hospital based services.

To be responsible for providing support to junior members and students, by developing their skills and providing mentorship through their practice placements.

Key Result Areas & Performance:

1. Clinical

- To initiate appropriate work, accepting referrals and be able to work autonomously with the child and family in the community setting.
- To regularly attend and liaise with acute hospital colleagues to enable timely and safe discharge from hospital and appropriate follow-up in the community setting, to prevent hospital attendance and re-attendance.
- To provide a holistic, autonomous and clinical nursing service using evidence based practice. To carry out initial assessments/home visits and plan, implement and evaluate nursing care for all patients for whom he/she has continuing responsibility. To provide advice contributing to the well-being of the patient and participate in health promotion. (eg burns advice)
- To ensure medical needs and instructions are carried out in accordance with nursing and midwifery council guidelines and ensure accurate record keeping (RIO system used for client records). To create reports for specific formal meetings such as child protection case conferences. A regular requirement to use score computer software in order to create oxygen saturation reports.

- To carry out specialist procedures in the community settings eg administration of intravenous antibiotics and chemotherapy, care of central venous access devices, changing of tracheostomy and naso-gastric tubes
- To assemble and demonstrate the use of specialised equipment in the home eg suction machines, saturation monitors. To be familiar with safe manual handling practices and implement these within the home setting
- To use clinical judgement and expertise in assessing and implementing change during clinical visits eg assessment of respiratory condition and management of any changes
- To use clinical knowledge and expertise in deciding appropriate administration of drugs, route to be administered and dose of the drug, within a set of defined parameters prescribed by medical colleagues e.g. in the end of life care setting.
- To use clinical knowledge
- To teach, support and guide patients and those with parental responsibility in relative nursing procedures and to help them carry out effective nursing care.
- To be familiar with practices regarding the management of hazardous/biological substances and follow trust policies regarding their disposal.
- To be chemotherapy competent, or working towards competence and safely deliver care in the community for children and young people with cancer with the guidance of the paediatric oncology nurse lead.
- To provide an out of hours on call service for children and families at end of life.

2. Research

- To undertake research, surveys, audits in connection with own work.
- To ensure that clinical nursing practice is research based.
- To assist the lead nurse and team leaders with updating or writing new care plans, policies, guidelines and competencies.

Work force

- To manage client caseload and have the ability to work autonomously.
- To delegate work and support junior members of staff according to their knowledge and expertise. Act as a professional role model and mentor at all times.
- In the absence of the Team Leader assume responsibility for the effective running of the Team.

Financial

- To demonstrate accountability in the use and management of all resources including financial.

Partnerships

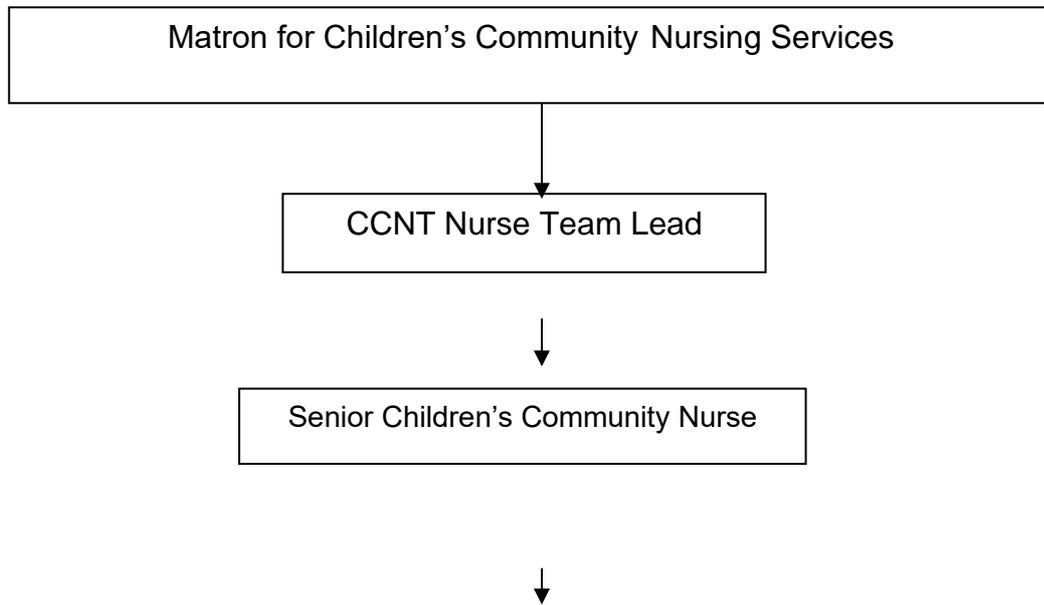
- **Communications and Relationships**

- To participate in working parties in order to propose changes to policy, procedure and guidelines within child health.
- To liaise, make and receive referrals from other disciplines and make decisions regarding client treatments/outcomes without direct supervision from team leader.
- To co-ordinate activities with other professionals and agencies eg Team Around the Child meetings, Discharge Planning Meetings
- To assess care needs and liaise with other professionals in order to assist them to develop a care package and to provide clinical/professional advice relating to this.
- To attend discharge planning meetings on NICU and paediatric wards to assist future nursing needs of patients and provide seamless care from hospital to the community setting. To be involved in the providing and receiving of delicate and sometimes complex information during these meetings. To negotiate communications with families and carers around complex issues regarding management of care in the community, including bereavement support and managing difficult situations.
- To be responsible for the demonstrating of safe use of expensive and complex pieces of equipment. To be responsible for ensuring that medical supplies are ordered from an agreed list in order that the team remain within budget.
- To assess patients' needs and initiate all requests for nursing aids or equipment. To be responsible for re-evaluating their use and suitability and in the training of their correct use.
- There is a requirement for the post-holder to work a share of weekends and public holidays sometimes being the main named point of contact to the team via bleep. Also to be part of an out of hours on call rota for children at end of life.

General

- To participate in teaching Nurse Learners and all other students as appropriate who visit.
- To provide a high standard of professional conduct and nursing care at all times in accordance with the NMC.
- To attend relevant meetings, courses, seminars and keep professionally up-to-date.
- Any other duties considered relevant to the post.

Structure Chart



General Information

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 Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Records Management Policy. 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 Code of Confidentiality Policy.

All staff has 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 Data Protection Act.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System 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 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 has 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.

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 Children

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

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the NHS Values

Respect and dignity. We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion. We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives. We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients. We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts. We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • RSCN/RN Child diploma level or equivalent • Evidence of continuing professional development • Significant experience within the field of Children's nursing 	<ul style="list-style-type: none"> • Community Specialist Practitioner • Units of study and practice within a Community Children's Nursing Team or working towards a degree with relevant community related modules.
Experience	<ul style="list-style-type: none"> • Broad experience of nursing sick children in the hospital/community setting • Demonstrate a sound knowledge of paediatrics in the community • Demonstrate a good knowledge of recent developments in paediatric care • Good understanding of Safeguarding issues and policy framework • Understanding of audit process and research methodologies 	<ul style="list-style-type: none"> • Experience in Teaching • Previous experience of research/audit/benchmarking
<ul style="list-style-type: none"> • Knowledge and Skills 	<ul style="list-style-type: none"> • Able to assess and interpret highly complex events/conditions, with the ability to make judgements and recommendations regarding management of care in the community • Ability to prioritise and delegate work effectively • Able to work alone and in a team • Ability to demonstrate use of initiative both interpersonally and clinically • Basic computer skills 	<ul style="list-style-type: none"> • Ability to influence others

	<ul style="list-style-type: none"> • Excellent verbal and written communication and record keeping skills • Ability to communicate complex and highly sensitive information • Hand-eye coordination. Manipulation and dexterity e.g. using port-a-cath needles, obtaining peripheral bloods, changing tracheostomy and gastrostomy tubes. • Car driver 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Good team player • Good attendance record • Ability to motivate self and inspire others • Confident • Sensitive to the needs of individuals • Awareness of equality and diversity 	<ul style="list-style-type: none"> • Able to be flexible about working hours