

WOMEN AND CHILDREN'S DIRECTORATE
JOB DESCRIPTION

POST	Advanced Health Care Assistant (AHCA)
PAY BAND	Band 3
RESPONSIBLE TO	Children's Unit Manager and Matron for Children's Services
ACCOUNTABLE TO	Head of Midwifery/ Nursing for Women and Children's Division
BASE	Scunthorpe General Hospital, Scunthorpe
KEY RELATIONSHIPS	<p>Children and young people in Paediatric Assessment and Observation Unit and their parents/carers</p> <p>Children and Young People admitted to the Rainforest Ward and their parents/carers</p> <p>Registered Nurses on Disney Ward</p> <p>Paediatric Consultants and the paediatric medical team</p> <p>ECC and ECC Consultants</p> <p>Surgical Consultants and the surgical teams</p> <p>Generic Children's Community Nursing Team</p> <p>Children's Specialist Nurses</p> <p>Children's Outpatient Department</p> <p>Safeguarding Children Team</p> <p>Theatres</p> <p>Breastfeeding Support Midwife and Peer Support Workers</p> <p>Pharmacy</p> <p>Multi-Disciplinary team</p>

ABOUT US

The Humber Health Partnership is one of the largest acute and community Partnership arrangements in the NHS, seeing well over one million patients every year and managing a budget of over £1.3 billion.

Made up of two Trusts - Northern Lincolnshire and Goole NHS Foundation Trust (NLG) and Hull University Teaching Hospitals NHS Trust (HUTH) - our Partnership has significant ambitions and is committed to delivering world-class hospital and community services for the 1.65 million people we serve.

Together we employ nearly 20,000 staff. Our five main hospital sites are Diana, Princess of Wales Hospital, Scunthorpe General Hospital and Goole and District Hospital, for NLG and Hull Royal Infirmary and Castle Hill Hospital for HUTH.

As Teaching Hospitals working with the Hull York Medical School, we both lead and contribute to research in many areas - biomedical research, primary care, palliative medicine, cardiovascular and respiratory medicine, vascular surgery, cancer surgery and oncology.

We believe that by developing a diverse, inclusive, innovative, skilled and caring workforce, we can deliver excellent care to our patients and a great future for our employees, our Partnership and our community.

ABOUT THE POST

The Disney Ward cares for Children and Young People aged 0-16 years. We are a team of Paediatric and Adult Registered Nurses and AHCA's caring for Children and Young People with acute and chronic medical illness and needing emergency or elective surgery. We work in collaboration with the paediatric doctors and other specialties providing care 24/7 to Children and Young People in North East Lincolnshire, Northern Lincolnshire and the Lincolnshire Coast. You will be expected to support the registered nurses and medical/surgical teams on the ward to provide care to a small group of Children and Young People, escalating any concerns and undertaking any delegated duties.

Duties include: contributing to maintaining the safety of children on ward, monitoring and recording observations, assisting with feeding and hygiene needs for Children and Young People, simple diagnostic procedures and ward cleanliness and safety.

DUTIES AND RESPONSIBILITIES OF THE POSTHOLDER

PATIENT CARE

- To, under supervision, support the ward coordinator by providing high quality individual care to a small number of Children and Young People, maintain privacy and dignity at all times. Escalating any concerns you have.
- To participate in care planning for Children and Young People using the partnership model of Family Centred Care.
- To assist Children and Young People and their parents/carers to meet personal care and hygiene needs on the ward, ensuring privacy and dignity is maintained.
- To assist Children and Young People and their parents/carers with their nutritional needs, including feeding, supporting new mothers with breastfeeding; giving bottle feeds and administering other bolus enteral feeds.
- To assist in the assessment of breastfeeding, providing advice and education to breastfeeding mothers to ensure their wishes for feeding are listened to and respected. Always acting in the best interests of the infant.
- To assist a registered nurse with completion of strict input/output on the fluid balance chart for Children and Young People, as appropriate.
- To participate in pressure area risk assessments for Children and Young People. Take appropriate action as indicated.
- To encourage safe mobilisation of Children and Young People, promoting independence.
- To utilise safe moving and handling, to reduce the risk of injury to themselves and the Children and Young People.
- To provide support and information to Children and Young People and their parents/carers about the ward and their care at a time of recognised stress and anxiety.
- To support Children and Young People in hospital through play and activities, to reduce stress, anxiety and fear.

- To monitoring and recording vital signs on the PEWS observation chart.
- To monitor and record other observations, including feed chart, pain assessment chart, naso-gastric tube record.
- To escort Children and Young People and their parents/carers to other departments as appropriate, in line with the safe intra-hospital transfer guideline.
- To be aware of and contribute to supporting Children and Young People at risk of abuse or harm, escalate any concerns you have to the ward coordinator and liaise with the Safeguarding Children Team.
- To undertake simple diagnostic procedures on the ward.
- To assist the multidisciplinary team with cannulation and the collection of blood samples and other samples for laboratory testing.
- Participate in Health Promotion for Children and Young People and their parents/carers on the ward.

COMMUNICATION

- Communicate with Children and Young People and their parents/carers with courtesy and compassion, providing reassurance and empathy for the individual needs of children and their parents/carers. Escalating to the ward coordinator if more support is needed.
- Assess communication difficulties of children and their parents/carers. Ensure appropriate action is taken to ensure children and parents/carers are fully informed and participate in decisions about care and treatment. Escalating to the ward coordinator if more support is needed.
- To maintain an effective line of communication with the multi-disciplinary team, the ECC and theatres.
- Update electronic and paper records in line with Trust guidelines; promoting information governance security.
- Liaise with the multi-disciplinary team to ensure safe and discharge.
- Report any incidents, accidents, concerns, near misses or complaints to the ward coordinator. Complete DATIX incidents reports as needed.
- Be sensitive to the confidentiality of personal information in and around the nurse's station and other communal areas of the ward. Communication of a personal and private nature should be made discretely.
- Be respectful in all communications within the multi-disciplinary team, acting with courage when needed.
- Answer the telephone with 'Hello my name is', take appropriate messages and refer the caller to the ward coordinator as necessary.

OTHER RESPONSIBILITIES

- Be responsible for maintaining and promoting the tidiness and cleanliness of all ward areas, including the equipment room and storerooms. Take appropriate care of furniture and equipment.
- Be aware of the cost of equipment and clinical consumables and take responsibility for safe and appropriate use.
- Assist in ensuring beds and equipment is cleaned between uses to highest infection control standards.
- Adhere to infection control policy and procedures demonstrating an understanding of universal precautions and good hand hygiene.
- Keep up-to-date with all Mandatory Training and other ward specific training and

competencies.

- Support and help registered nurses in the development and orientation of other Health Care Assistants, learners and students within the team
- Be of smart appearance, and wear the correct uniform in accordance with the Trust Uniform and Dress Code policies.

WELL BEING & CULTURAL RESPONSIBILITIES

- Be safe: ensure your safety and the safety of those you care for.
- Look after other members of the team, be kind and thank someone if they have done a good job.
- Be a good role model, positive, encouraging and caring.
- Be flexible and demonstrate an understanding of your colleagues, their attitudes, behaviours, strengths and limitations.
- Be inclusive, listen to, value and respect each other.

In all aspects the post holder must act in a professional manner to uphold the Northern Lincolnshire and Goole NHS Foundation Trust Values, Policies and Procedures.

OUR VALUES



Our values have been created in partnership with our most valuable asset – our employees. Our values set out a clear statement of our purpose and ambition which is to provide the very best in patient care, all of the time. We

recognise that without the shared values driven responsibility that each and every person in our teams have, we could not provide excellent services to the patients that we care for. Crucially we recognise that looking towards the future, we must continue to create a culture that enables and drives our collective values and behaviours as an absolute fundamental foundation for both our staff and the patients that we serve.

ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring adequate resources are available for you to discharge your responsibilities.

Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours, by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.