JOB DESCRIPTION

POST: Registered Nurse (Children’s)

GRADE: Band 6

ACCOUNTABLE TO: Head of Inpatient Services

RESPONSIBLE TO: Team Leader

BASE: Helen House

DBS CHECK: Enhanced & Barred

JOB SUMMARY:
- To act as a professional role model and to contribute to the provision and maintenance of high standards of care.
- To contribute to the day to day running of the House.
- To support and deputise for the Team Leaders as required.
- To be involved in dealing with unexpected occurrences, providing nursing cover and taking appropriate action in an emergency situation.
- To contribute to the planning and provision of training and education for staff within the House, under the direction of the Learning and Development Team.

MAIN DUTIES AND RESPONSIBILITIES:

Clinical Practice

- Setting, monitoring and maintaining excellent standards of nursing care in conjunction with the Multidisciplinary team, liaising with other members of the team as appropriate to ensure continuity of care is maintained.
- Assess, plan, implement and evaluate programmes of care, actively seeking evidence based practice that will support clinical outcomes, as appropriate.
- Storing, checking and administering drugs in accordance with the Helen & douglas House policies and NMC standards.

- Caring for children having IV therapy through a range of access devices, and SC therapy, after appropriate training, supervision and assessment of competence in the clinical area.

- Working with minimal supervision whilst recognising own strengths and limitations, asking for help and support as required.

- Promote effective oral, written and I.T. communication, documentation and records with all members of the multi-disciplinary team.

- Recognise and develop skills required to enhance the care of patients at the House.

- To be willing to adapt to varied care settings in negotiation with the patients, in line with House Policy e.g. trips to cinema or other places of interest.

- Learning to use specialised equipment in order to plan and provide individualised recreational activities, e.g. spa, sensory equipment, computers.

- With support, gain experience in supporting families and less experienced staff, leading up to and after the death of a young adult, including caring for the patient in the chilled bedroom for the days following death.

- To develop the role of “Contact Worker”, by supporting a small group of families and taking the lead in their annual care reviews.

- To be prepared to work independently offering outreach support to individual children if the need arises, under the supervision of the House Managers.

- Share responsibility for the smooth running of the House in providing a suitable and safe environment for the holistic well-being of patients, families, visitors and staff, including preparing the house for admissions and maintaining the “home” environment.

- Contribute to a climate where team members openly question and appropriately challenge their own and others practice, and where decision-making can be openly debated and discussed.

- Maintain current registration with the NMC. To ensure that your statutory professional updating and educational requirements are maintained and provide proof of renewed registration when due.

- Demonstrate a commitment to research based practice and clinical excellence.

- Negotiate an area of clinical interest, with the Team Leader, and to be active in developing your own expertise and learning resources for other staff, within a Link Nurse role.

- Attend staff / team meetings as required and frequently as possible.

- Adhere to the NMC and HDH organisational codes of conduct at all times.

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Promote a positive image of the House and the charity, and participate, as required, in external teaching or promotional sessions.

Management

- Develop and maintain effective working relationships with all members of the Multi-Disciplinary Team to ensure collaborative and holistic working practices.
- As required, take on full role of shift co-ordinator, utilising the varied skills of the multi-disciplinary team.
- Participate in the yearly performance review of designated staff.
- Ensure at all times that the quality of patient care is maintained to agreed standards and to participate in the audit process and action audit information, in order to improve service delivery.
- Contribute to the development of evidence based standards, guidelines, protocols, policies and audit.
- Ensure the efficient and effective use of supplies, provisions and equipment, and be aware of budgetary issues.
- Provide effective orientation of new bank and agency staff, students and volunteers, valuing their contributions.
- Be able to prioritise and delegate work appropriately and support others in developing their skills in this area.
- With the necessary training, mentoring other Care Team members and students.
- Act as a role model.
- Support the ethos and philosophy of Helen & Douglas House charity.

Education:

- Contribute towards achieving and maintaining a healthy clinical learning environment for all involved in the care of the patients at Helen & Douglas House, sharing knowledge and experience.
- Attend mandatory training sessions, as required by the organisation.
- To disseminate information gained from study leave with other staff members.

Professional and Personal Development:

- Actively participate in own regular appraisal process and be responsible for own professional development, including identification of own individual needs and professional development needs, and plan to achieve these.
• Actively participate in the development of a research based culture.

• Participate in regular clinical supervision.

• Recognise the need for and seek personal support using formal and informal support mechanisms as appropriate.

• Be aware of current trends and developments in nursing, respite and palliative care.

• Undertake additional training and assessment as required in order to play a full role within the House.

**Helen & Douglas House General Responsibilities:**

Every employee is required to:

• Adhere to and comply with organisational policies, procedures and guidelines at all times.

• Implement Risk Management strategies (including reporting, registering risk and learning) - taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.

• Comply with the organisational policy on confidentiality, information governance and the Data Protection Act 1998 as amended relating to information held manually or on computerised systems.

• Respect the confidentiality children, young adults and staff and volunteers at all times.

• Promote and protect the privacy and dignity of children and young adults at all times.

• Comply with the requirements of the organisational Safeguarding Policy, and at all times during the course of employment act in such a way as to promote the wellbeing of children and other vulnerable people.

• Be accountable and responsible for following the Health and Safety Guidelines including the House Fire Policy and all other House policies and procedures; being proactive in the identification, reporting and management of hazards.

• Ensure compliance with Care Quality Commission (CQC), organisational and local House policies and guidelines, The Health & Social Care Act 2008 (Regulated Activities) Regulations 2014 by everyone concerned.

• To maintain current registration with your professional body. To ensure that your statutory professional updating and educational requirements are maintained and provide proof of renewed registration when this is due. To abide by your profession’s published Code of Conduct; any breach of this Code of Conduct will be regarded as a disciplinary offence.

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• Helen & Douglas House is fully committed to the principles and practices of equal opportunity and diversity. It recognises that the success of a business depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business and provide care. This principle is implemented in line with the provisions of the Equality Act 2010 which provides freedom from discrimination on the basis of ‘protected characteristics’, namely age, disability (which includes mental health and people diagnosed as clinically obese), race, religion or belief, sex, sexual orientation, gender reassignment (people who are having or who have had a sex change, transvestites and transgender people), marriage and civil partnership, and pregnancy and maternity.

• Implement Health and Safety regulations – through risk assessment. Maintaining a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves, reporting any accidents or faults in line with organisational policy, and fully participating in health and safety training.

• Maintain high standards of infection prevention and control practice throughout the performance of duties and in accordance with Helen & Douglas House Infection Prevention and Control Policies and Procedures.

• Comply with the requirements of the Disclosure and Barring Service Policy in relation to the undertaking of regular DBS checks, presentation of associated certificates, and immediate notification of any situation which may affect competence or professional registration.

• To promote a positive image of the House and the charity, and participate, as required, in external teaching or promotional sessions.

• Participate in personal professional training and development, appraisals and attend all relevant mandatory training courses as required.

• Take part in service or departmental evaluation as required.

• Embrace the volunteer culture which exists in the organisation

*The post holder must act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.*

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties, such as link roles, and/or hours of work as may reasonably be required, commensurate with your general level of responsibility with the organisation, at your initial place of work or at any other of the Trust’s establishments.

*Our working premises are no smoking areas*

Band 6 Nurse HH April 2019
# PERSON SPECIFICATION

**Job Title: Band 6 Registered Nurse**

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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Essential criteria Assessed by</th>
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<tr>
<td><strong>Qualifications</strong></td>
<td></td>
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<tr>
<td>• RN (Child)</td>
<td>• Teaching in the workplace qualification</td>
<td>✓</td>
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<td>• R.S.C.N</td>
<td>• Palliative care qualification</td>
<td>✓</td>
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<tr>
<td>• Evidence of on-going continuing professional development linked to demonstrable clinical competencies</td>
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<td><strong>Experience</strong></td>
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<td>• Demonstrable post registration experience of working with children with complex and acute care needs</td>
<td>• Experience of palliative care</td>
<td>✓ ✓</td>
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<td>• Experience of working on own initiative and organising and prioritising own and workload of others as shift co-ordinator (delegation of tasks, setting and monitoring standards, motivating, giving feedback)</td>
<td>• Experience of working with non-verbal people</td>
<td>✓</td>
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<td></td>
<td>• Experience of conducting appraisals with staff</td>
<td>✓</td>
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<table>
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<tr>
<th>Skills</th>
<th>Knowledge/understanding</th>
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<td>• A skilled communicator, able to adapt communications with a wide range of people and situations, such as patients with specific communication needs, situations of high emotion or conflict, communicating complex information appropriately.</td>
<td>• Ability to demonstrate an understanding of the needs of children with life-limiting conditions</td>
<td>✓</td>
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<td>• Able to complete written or IT based documentation to clear and comprehensible standards</td>
<td>• Knowledge of Principles of Safeguarding and Child Protection issues</td>
<td>✓</td>
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<td>• Ability to cope with pressure which may arise from competing demands, frequent interruptions and requests and/or emergencies</td>
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<td>✓</td>
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<td>• Computer literate • Evidence of innovative and evidence-based practice</td>
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### Personal attributes/abilities

- A self-starter, able to work independently with minimal supervision as well as a able to motivate and manage a team
- Ability to problem solve

### Other requirements

- Flexible and reliable approach to working hours including ability to work shifts to cover a 24 hour service

Not on ISA Barred list from working with children/adults (In house roles only)
- UK driving licence

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<th>Code: A/F – Application form, I/T – Interview/Test, R – References</th>
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**Expectations of shifts/cover etc.**

Staff in Helen & Douglas House who work either full or part time are expected to work the full complement of shifts over the 7 day working week. This includes rotation onto the night duty. For us to be fair and equitable to all staff, we don’t have staff working fixed days or shifts unless this has been contractually negotiated or for specific health reasons. The expectation is for staff to work 2 weekends per 4 week rota, a share/mix of early and late shifts, and if full time up to 5 nights per 4 week rota. We operate a self-rostering format which is overseen by one of the senior nurses to ensure equity.

**The core shift times are:**

- Early shift – 07.30 – 15.00
- Late shift – 14.00 – 21.30
- Night shift – 21.00 – 08.00

This allows for handover between 07.30 and 08.00; 14.00 and 15.00, and 21.00 – 21.30.

We do change/adjust our shift times to accommodate for trips out etc. and to meet the individual needs of our patients. On occasions we may work twilight or early bird shifts.

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Effort Guidance
Band 6 Registered Nurse

Physical Effort
As we are expected to coordinate regularly we could be realistically expected to:

- Every shift there is the need to be involved in manual handling manoeuvres with patients weighing between 15 and 100 kilos, a minimum of 4-6 times on average.
- The procedure is likely to include rolling and holding an individual who may not be able to cooperate due to their physical condition and/or communication barriers, taking between 10 and 20 minutes to complete.
- There is a need to assess each individual to ensure the correct specialist equipment, such as slings and hoists, are used on each occasion.
- Assist with bathing/showering of patients at least 2 times per shift
- Hoist a patient in and out of the Jacuzzi 3-4 times a week

If not coordinating
- Hoist a patient 5–6 times a shift
- Assist a patient with bathing once a shift
- Push a patient in their wheelchair, weighing in excess of 70kg (+ Chair), once a week at least 1km out doors
- Strap a patient into Minibus once a week
- Move 1 heavy wheel chair a shift for a minimum of 10 metres
- Spend in excess of an hour assisting a patient with extreme feeding difficulties
- at a PC for 4-5 hours once per month and at least half an hour per shift
- Moving bulky mattresses weighing greater than 15kg and beds at least twice per week
- Putting away and restocking of equipment at least once a week.

Mental effort
- As you will be expected to shift coordinate regularly i.e. 3–4 times per week you could be expected to:
- Spend at least 4 hours per week adjusting rota’s and dealing with staffing issues
- 1 hour per shift taking phone calls
- 1 – 2 hours on the phone dealing with other professionals
- At least once a week fill in an incident form
- Required to assess, plan and evaluate patient needs every shift with regular intercessions to deal with while coordinating shift
- At least 5 times per shift for approximately an hour each, dispense and administer drugs and manage drug stocks
- Spend 15 minutes per day de briefing staff
- 2 – 3 times a month attend meetings as an active participant
- Regularly support Band 5 staff to take charge of shifts

Emotional effort
- Daily discuss intimate subjects with patients
- Weekly discuss advance directives and end of life issues
- Daily deal with emotional patient’s, relatives and staff
- Once a month handle difficult or aggressive patients or relatives
- Provide informal and formal support for colleagues.
- Once/twice a year, participate in the appraisal of identified members of the care team.
- At least quarterly, deal with grieving family members

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- Up to twice a year, take calls from distressed members of the public
- Deal with the press or media as required
- Be prepared at all times to receive and deal with distressing news, phone calls and face to face situations
- Always be an ambassador for HH & DH
- Care for dead/ dying patients and family --- quarterly

**Working conditions**
- 2 – 4 times a day deal with human excrement, foul body fluids
- Daily handle foul linen and clothes
- Twice a week perform challenging procedures, including prolonged and extensive dressing changes, sometimes up to 4 hours, and invasive procedures, e.g. urinary and rectal catheters, rectal douches, NG tubes, Gastrostomy tube replacement and tracheostomy care.