Portsmouth Hospitals University NHS Trust

Job Description

Title: Neonatal Staff Nurse

Band: Band 5

Staff Group: Nursing and Midwifery

Reports to: Ward Sister/Charge Nurse

Job Purpose:

1. Ensuring high quality nursing care is coordinated and delivered using a family focused model of practice.
2. Work as part of a cohesive multidisciplinary team ensuring patient care is delivered smoothly and efficiently.
3. The expectations within this job description will be achieved through hands-on clinical practice, education and training and research.

Key Responsibilities

Clinical/Professional

- Promote and set high standards of nursing care and maintain the delivery of quality care within the trust policies, protocols and guidelines.
- Provide and deliver a high standard of evidence based nursing care through the assessment, planning, and evaluating of individual patients needs based on evidence. Initiate and co-ordinate care in the clinical area for a specified groups of patients.
- Recognise and respond to a change in patient status undertaking first line interventions within scope of practice and refer on to the appropriate clinician as required.
- Actively promote safe and effective working practices to prevent harm to the patients within your care and take part in safety audits to maintain high quality standards.
- Communicating and working with the multidisciplinary team to improve quality of care, and informed clinical decisions. Promote innovation and share any new ideas to improve patient care.
- Participate in the allocation of workload and ensure efficient bed management and effective patient flow.
- Coordinate care for a clinical area once deemed competent to do so.
- Liaise, report and document any relevant nursing/patient needs with other health care professionals with on-going responsibility for patient care, communicating changes as they occur.
- Ensuring that accurate and timely patient records are maintained.
- Implement the trust 'values and beliefs' ensuring they are embedded into everyday practice and evaluate their impact on the patients' experience.
- Engage and interact with carers/family encouraging them to be actively involved in patient's care planning care as outlined in the ward/unit philosophy.
- Ensure concerns raised by patients and their families are escalated and dealt with in an open, honest and transparent way, in line with trust policies, procedures and Duty of Candour legislation.
- Maintain and continually develop in-depth specialist knowledge of nursing practice relevant to the individual

clinical area.

- Achieve competence in the use of medical devices/equipment by accessing training and maintain these.
- Promote health education within the clinical area and advise patient, family, and others in health promotion issues, making every contact count. Promote the health and well-being of staff, patients and their carers.

Management/Leadership

- Report, escalate and manage patient safety events and clinical emergencies as detailed in Trust-wide and local protocols and procedures.
- Be proactive in the prevention and management of complaints (formal and those via Patient Advice and Liaison Service) and when they occur investigate and respond in a timely manner.
- In conjunction with other team members, participate in quality monitoring and improvements via involvement in the Portsmouth Bundle.
- Manage the discharge and transfer of patients by using the SAFER discharge bundle and other discharge policies to ensure a seamless transition from hospital to home or other community care services.
- Comply and promote compliance with Trust policies and guidelines e.g. Health and Safety, Clinical Risk and Infection Control.
- Take appropriate action to address unexpected changes and situations, informing the Senior Sister/Charge Nurse or other if unable to resolve.
- Contribute to the clinical area non-pay budgets to ensuring good housekeeping and economic use of resources.
- Delegate duties and tasks to un-registered staff, students/trainees and other staff as appropriate. Bands 1 to 4 as appropriate.
- Demonstrate an awareness of and compliance with health and safety regulations/procedures that apply to staff, patients, and visitors within Trust premises.
- Work closely with partners i.e. Carillion, resolving any issues regarding cleanliness, provision of food and maintenance of the environment. Ensure staff are aware how to escalate when issues cannot be resolved.

Research* and *Education

Research

- Contribute to a research culture within the nursing team to identify current knowledge and deliver evidence based care.
- Support local research teams, contribute to local department multidisciplinary audits.
- Liaise with the relevant research nurse to ensure patients are identified to take part in clinical research studies and research is delivered safely on the ward.
- Embed in the team culture the concept of recruitment to clinical trials which is a national performance indicator.

Education

- Ensure staff under the post holder's leadership has an annual personal development review and set achievable objectives. Feed agreed development opportunities into the department training plan.
- Create a culture for learning and development that will sustain person-centred safe and effective care. Encourage team open-ness so that an evidence based approach is utilised and applied to nursing care.
- Supervise, assess, mentor student nurses and support all Health Care Professionals, junior staff including bank and agency staff in an associate/buddy role until undertaking a qualified mentor role following recognised training.
- Encourage a culture where students receive quality placements supported by mentorship and teaching from the multi-professional team.

- With the Senior Sister/Charge Nurse ensure student mentors and sign off mentors within the clinical area are up-to-date with NMC standards, including annual updates and undertaking triennial reviews.
- Responsible for ensuring that ward/department staff undertake essential training.
- Ensure there are processes in place for the orientation of new/temp staff and preceptorship for junior nurses.
- Expectation to complete neonatal foundation and Qualified in Specialty (QIS) and NLS training if not already achieved.

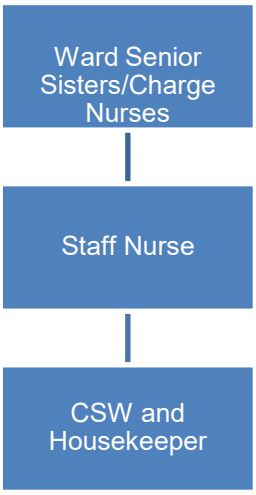
Communication and Working Relations

- Communicate highly sensitive and complex information with empathy ensuring that information is understood.
- Communicating and co-operating with other wards and departments, promoting and maintaining good working relationships within own clinical area and across the organisation, giving accurate information as required and keeping everyone informed of any untoward incidents.
- Deal with interpersonal conflict and escalate to senior nurse to assist with resolution of any adverse situation/incidents. Comply and promote compliance to Trust policies e.g. Harassment and Bullying.
- Work collaboratively within a multi-disciplinary team and participate in the induction of temporary staff to ward policies and routine.
- Communicate complex/sensitive information with empathy and respect ensuring understanding.

Working Conditions and Effort

- May be frequently exposed to distressing circumstances e.g. if working with patients who are terminally ill and their families and/or exposed to other conditions.
- Occasional/frequent exposure to unpleasant or highly unpleasant working conditions e.g. bodily fluids, smell, etc.

Organisational Chart



Other

This job description does not purport to cover all aspects of the job holder's duties but is intended to be indicative of the main areas of responsibility

---





Person Specification

Qualifications

Essential

- Current with NMC and any other relevant post registration qualifications
- BSc Degree in relevant field
- Post Reg. qualifications for specialty area (QIS)
- Evidence of recent CPD

Desirable

- Experience in a critical/high care environment in an acute care setting
- Computer literate, knowledge of patient administration system
- Managing resources and contributing to departmental budget
- Evidence of developing policy, guidelines and managing resources
- An awareness of research and evidence based practice relevant to clinical area

Experience

Essential

- Experience of working in a neonatal setting

Desirable

- Clinically competent at Band 5.

Skills & Knowledge

Essential

- Good communication and interpersonal skills
- Teaching and mentoring skills
- Team building skills
- Ability to prioritise workload, instruct and direct others
- Organisational skills and able to work as part of a team
- Able to support development of others
- Articulate and knowledgeable of current professional nursing issues
- Health promotion
- Advocacy skills
- Strong customer service skills
- Flexibility (To work within Neonatal Community Outreach Team, Practice Education Team, Research Team or other Link nurse roles)

Desirable

- Ability to adapt to change within working situation
- Intravenous Therapy Skills
- Mentors Course

Working Together For Patients with Compassion as One Team Always Improving

Strategic approach (clarity on objectives, clear on expectations)

Relationship building (communicate effectively, be open and willing to help, courtesy, nurtures partnerships)

Personal credibility (visibility, approachable, back bone, courage, resilience, confidence, role model, challenge bad behaviour, manage poor performance, act with honesty and integrity)

Passion to succeed (patient centred, positive attitude, take action, take pride, take responsibility, aspire for excellence)

Harness performance through teams (champion positive change, develop staff, create a culture without fear of retribution, actively listen and value contribution, feedback and empower staff , respect diversity)

Job holders are required to act in such a way that at all times the health and well being of children and vulnerable adults is safeguarded. Familiarisation with and adherence to the Safeguarding Policies of the Trust is an essential requirement for all employees. In addition all staff are expected to complete essential/mandatory training in this area.

Print Name:

Date:

Signature: