

RAINBOWS HOSPICE FOR CHILDREN AND YOUNG PEOPLE JOB DESCRIPTION

Job Title: Band 6 nurse with an interest in Long Term Ventilation
Band: Band 6
Responsible to: clinical lead for long term ventilation
Accountable to: Executive nurse
Hours: full time on a rota basis to cover a 24 hour period including weekends and nights

Principle Purpose

To provide a high standard of nursing care in a family led environment. This will be achieved by:

- Empowering families and community care packages to be competent and confident to meet the LTV and nursing care needs of the child or young person in preparation for going home.
- Leading a team of nurses and care team members on a day to day basis in the care of children and young people who have long term ventilation needs who are receiving step down care at Rainbows.

Specific Responsibilities

- Managing a team of nurses and care team in working with children and young people with long term ventilation needs and their families. This includes all aspects of staff management including carrying out staff appraisals
- Liaising with other professionals in the hospice, from the discharging hospitals and receiving community teams.
- Ensuring staffing is adequate to provide a safe provision for step down children within the hospice.
- To teach and educate families and community care package staff in safe delivery of respiratory and nursing care for the child or young person taking into consideration risks responsibility and accountably within the community setting.
- Promote a positive learning environment and contribute to a meaningful educational experience for all new starters/learners through induction supporting clinical competency assessments in order to achieve and maintain clinical competence in long term ventilation.
- To support and mentor nurses and members of the care team, acting as a role model in delivering high standards of evidence based, needs led care to children, young people and their families in all aspects of care but focusing on long term ventilation.

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Key Responsibilities

Clinical

- To assess, plan, implement and evaluate nursing care of children and young people with long term ventilation needs working in partnership with them and their parents/guardians.
- Liaise with the consultants and respiratory teams at the hospital as well as the community teams in planning and providing care for the child or young person.
- To ensure all procedures are carried out in accordance with local and national policies.
- To participate in standard setting, quality assurance and audit in order to maintain and promote high standards of care.
- Support the governance framework of Rainbows by contributing to the review and development of Hospice policies and procedures.
- Promote the hospice values and behaviours establishing good communication links with children, young people, their families and staff.
- To ensure accurate and contemporaneous record keeping and observe confidentiality of such records at all times.
- To take personal and professional responsibility for administration, storage and return of all medications in accordance with Rainbows' Policy and the NMC Code of Drug Administration.
- To participate in Hospice events and marketing campaigns such as Open Days and Remembrance Days where appropriate.
- To ensure the support of families whilst in the Hospice including siblings when they visit the hospice.
- To provide clinical support to the main hospice and their staff as needed and directed by the clinical leadership team.

Management

- To manage a team of staff and identify training and development needs through the appraisal process.
- To ensure team working principles are always embraced in the workplace.
- To support the senior leadership team in their roles and promote the vision, mission and values of the Hospice.

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- To provide support, guidance and leadership to staff on shift in particular with regard to long term ventilation and additional skills.

Education

- To value and utilise skills of other team members, being aware of personal/professional strengths and weaknesses, sharing and learning new skills willingly.
- To attend all training sessions and staff meetings as required.
- To attend study days and conferences as agreed with the clinical lead for long term ventilation, Lead Nurse for Education, Training & Development, and feeding back reports to all team members.
- To provide clinical teaching to parents, other staff members, outside agencies and students.
- To act as a mentor to new staff and students, teaching and assessing in accordance with documented policies of Hospice and Universities involved.

Professional

- To comply with the NMC Code of Professional Conduct for Nurses and Midwives.
- To ensure Revalidation is carried out in a timely manner with your line manager.
- To maintain standard of conduct/physical appearance, in line with the Hospice Dress Code, in order to retain public confidence.
- To promote and maintain good team work.
- To adopt a positive and reflective approach to personal and professional development, participating constructively in annual appraisal process and actioning objectives.
- To maintain confidentiality of children, young people and families at all times, and respect confidentiality of all aspects of Hospice and staff affairs.
- To maintain professional development by keeping up-to-date with current research and developments within the field of palliative care and neonatology, ensuring this development is recorded.

Training and Development

- To attend staff development programmes, training courses, conferences and study days as deemed necessary.

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- To attend compulsory staff meetings.
- To maintain own professional portfolio and keeping updated with developments and evidence-based practice within given field of expertise.
- To undertake specific training for specialist pieces of equipment and remain updated.
- To take responsibility for attendance at mandatory training sessions as deemed necessary by the organisation.

Data Compliance and Confidentiality

- In line with national legislation, and Rainbows policies, must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies
- To comply with all Rainbows policies and procedures on Data Protection, Confidentiality and Information Security.

Behaviours and Values

- To promote, uphold and demonstrate the Rainbows values.
- To work actively and positively as part of the wider hospice team, demonstrating a desire and ability to build relationships with colleagues across all teams
- To be able to manage time and projects effectively and efficiently and respond to shifting priorities and workloads with ease.
- To be proactive in seeking out support and finding new ways to encourage supporters to participate in our activities.
- To act always in a professional manner, respecting the needs of colleagues and co-workers, working collaboratively to ensure a harmonious work environment and following our code of conduct at all times.

Safeguarding Children and Vulnerable Adults

- To comply with Hospice and Leicester City LSCB Policy, Procedures and Practice
- To follow hospice policy regarding the management of safeguarding concerns.
- To access mandatory safeguarding training and demonstrate competence at the required level.

Equality, Diversity and Rights

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Rainbows Hospice for Children and Young People is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to take action to ensure that staff and volunteers employed by Rainbows Hospice are culturally aware and treat every person with dignity, respect and fairness, in a way that is sensitively responsive to differences and similarities. Unlawful discrimination and other forms of exclusion have no place within Rainbows Hospice.

Responsibilities;

- To support equality, diversity and rights of all including children, young people and their families, staff and volunteers.
- To actively promote the consultation of children/young people and families and their involvement and participation in decision making.
- To work to the Hospice Equality and Diversity Policy.

Health and Safety

- To carry out duties placed on employees by the Health and Safety at Work Act 1974.
- To comply with Health and Safety Policy.
- To take reasonable care for the Health and Safety of themselves and others whom may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- To not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the pursuance of any of the relevant statutory provisions.
- To be aware of and adhere to current policies regarding infection control at all times.
- To manage the fire panel and co-ordinate evacuations of the building as necessary

General

- To maintain a high standard of personal hygiene and presentation.
- To act at all times in a professional manner, respecting the needs of colleagues and co-operating to maintain a harmonious working environment.
- To carry out any reasonable duties as requested by your line manager or senior manager.

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This job description is subject to amendment and may be changed from time to time.

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