

## JOB DESCRIPTION

# CHILDREN'S NURSE

<b>REPORTS TO:</b>	Children's Nurse Manager
<b>LINE MANAGES:</b>	Not applicable
<b>LIAISES WITH:</b>	Locality Nurse Managers, Clinical Audit Lead, Head of Family Support Services, Professional Development Lead
<b>LOCATION:</b>	'Pepper' Paediatric Team
<b>HOURS:</b>	Part-time (30 hours)

### JOB SUMMARY

- Participate in delivering a service of specialist palliative care nursing for children and their families within their own home.
- Establish effective working relationships with community paediatric teams and other relevant specialist services.
- Act as a resource for professionals and non-professionals involved in palliative care within the community.
- Promote the philosophy of IRGH within the local community.

### General

Iain Rennie Grove House Hospice Care (IRGH) is a registered charity offering specialist and supportive care and advice for patients with cancer and other life threatening illnesses. Our Hospice at Home nursing service now cares for over 1,000 patients a year and has earned a national reputation for excellence. IRGH is continuously developing and improving its services and has ambitious plans for the future.

### KEY TASKS

Some tasks may be delegated but the Iain Rennie Hospice at Home Pepper Children's Nurse remains responsible for ensuring that they are carried out satisfactorily.

### Professional/Clinical

- Demonstrate clinical excellence and a consistently high standard of nursing practice in the field of paediatric palliative care nursing.
- Advise and support children and their families at home, maintaining an approach that incorporates physical, psychological, social and spiritual aspects of care, in accordance with the IRGH philosophy.
- Provide supportive 'short breaks' in child's home or other appropriate settings.

- Promote the highest possible standards of individualised care, symptom control and bereavement support through a process of ongoing assessment, planning, implementation and evaluation.
- Ensure the provision of a bereavement service to meet the specific needs of children and young people and their parents, incorporating close liaison with the Family Support Team and other local services available.
- Develop and maintain effective liaison with paediatric community nurses, support services and all other agencies involved in paediatric palliative care.
- Assume responsibility for developing effective working relationships with those Primary Health Care Teams caring for sick or bereaved children.
- Provide advice and support for specified Primary Health Care Teams at their request.
- Demonstrate a research based approach to nursing and participate in on-going IRGH research.
- Work in consultation with the Children's Nurse Manager and Director of Nursing in setting 'standards of care'.
- Work in consultation with the Children's Nurse Manager and Director of Nursing to develop suitable approaches to audit child/family care and contribute to the Children's Hospice UK Quality Assurance.
- Maintain accurate records of child/family care.
- Regularly attend and contribute to team/hospice meetings and recognise the importance of 'peer support'.
- Follow all agreed procedures and statutory regulations related to the custody and administration of drugs.
- Demonstrate a willingness to share in the care of sick and bereaved adults if required.
- Act in accordance with IRGH and statutory Safeguarding Children policies and procedures.
- Ensure all risks associated with care delivery, relevant to the care setting, are regularly assessed and managed effectively. All incidents to be reported promptly following set policy and procedure.
- Maintain awareness of the diversity and multi-cultural nature of IRGH catchment area.
- Maintain accurate patient records.

### **Managerial**

- Receive and disseminate information related to paediatric palliative care, through attendance at team and hospice meetings and through liaison with other relevant professionals.
- Assist in maintaining patient statistics by keeping up to date patients' notes and administrative records.
- Maintain records of equipment borrowed and returned.
- Participate in the agreed methods of 'off duty' planning, providing a 24 hour IRGH service for children, their families and Primary Health Care Teams.
- Participate in the ongoing system of Individual Performance Review.
- Deputise for the Children's Nurse Manager as required.
- Participate in the development, implementation and evaluation of IRGH policy as required.
- Represent IRGH externally as required.
- Represent the Pepper Foundation and IRGH as agreed with the Director of Nursing/ Children's Nurse Manager.
- Effectively allocate, support and monitor the work of other members of the IRGH team, including 'bank nurses' and volunteers, in close association with the Locality Nurse Managers.

## **Educational**

- Liaise with the Professional Education Lead, Children's Nurse Manager and the Director of Nursing to ensure that an ongoing programme of paediatric palliative care education is available to all IRGH nurses.
- Disseminate relevant research findings to IRGH nurses.
- Participate fully in Clinical Supervision meetings at both individual and peer group level.
- Participate fully in the orientation/mentorship of new staff/volunteers.
- Demonstrate ongoing personal and professional development in accordance with own IPR.
- Regularly read and update personal knowledge of Paediatric Palliative Care Nursing, including national reports and guidance.
- Supervise and teach trained staff and volunteers within IRGH and within the community as appropriate.
- Participate in mentoring and teaching students who are gaining practical experience with IRGH.
- Offer an educational service to local schools and youth groups in consultation with the Professional Development Lead and the Director of Nursing.
- Maintain annual mandatory training requirements.

## **Personal/Professional**

- Maintain and improve professional competence by attending training courses, study days and conferences, as appropriate.
- Participate in annual appraisal and personal development planning meetings.
- Attend relevant meetings as appropriate.

## **Health & Safety**

- Take all measures to ensure the safety of staff, patients, volunteers, customers, supporters and visitors in accordance with the organisation's Health and Safety Policy.
- Have an understanding of the fire regulations and action to be taken in the event of fire.
- Report any accidents or incidents in the department, recording adverse incidents as appropriate.
- Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Infection control policies and guidance must be followed by all staff.
- All staff must adhere to the Safeguarding Children Policy and Procedure.

An enhanced Criminal Records Bureau (CRB) Disclosure will be required for this role.

In all areas, the post-holder will have the support of the Children's Nurse Manager and other Heads of Departments.

IRGH believes in providing appropriate training and development for all staff and the postholder will be encouraged to attend appropriate courses, both internal and external. A comprehensive induction programme is provided.

The post holder will carry out her/his duties according to the philosophy of IRGH, acting at all times in such a manner as to justify public trust and confidence and to safeguard the interests and confidentiality of individual patients and their families.

IRGH is a no-smoking organisation.

The post-holder should at all times be aware of the confidential nature of the work of IRGH.

This job description will be reviewed as part of the post holder's annual appraisal.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
First Level Sick Children Registered Nurse	Y	
Degree Level		Y
Diploma in Palliative Care		Y
ENB 998 and 931/285 or equivalent	Y	
Evidence of continuous personal and academic development	Y	
<b>Experience</b>		
Proven paediatric palliative care experience with relevant qualifications and experience of working at Bands 5/6 or equivalent	Y	
Experience of working with young people who transition to adult services		Y
<b>Knowledge &amp; Skills</b>		
Basic computer skills	Y	
Excellent written and verbal communication skills	Y	
Presentation skills		Y
Good organisational skills	Y	
Good decision making skills	Y	
Advanced assessment skills	Y	
Proven teaching skills and community experience		Y
Sound knowledge of symptom control	Y	
<b>Personal Qualities / Other</b>		
Car owner and driver	Y	
Excellent interpersonal skills	Y	
Good team member	Y	
Flexible and adaptable to a variety of tasks	Y	
Ability to prioritise effectively	Y	
Uses initiative	Y	
Commitment to IRHH mission and aims	Y	
Ability to maintain confidentiality	Y	