JOB TITLE: Neonatal Unit Staff Nurse - BANK

DEPARTMENT: Children’s Services

REPORTS TO: Neonatal Unit Matron

ACCOUNTABLE TO: Maternity and Neonatal Services Manager

HOSPITAL PROFILE

Internationally renowned for clinical excellence, The Portland Hospital is the only independent hospital in the UK entirely dedicated to women and children. Our inpatient and outpatient specialties reflect this, providing clinical expertise in Paediatrics, Obstetrics and Women’s Health.

The hospital has been consistently growing over the past few years, almost doubling since 2008.

Our Paediatric wards hold 56 inpatient beds + 11 day case and are equipped with the latest technology to provide advanced medical and surgical care, including a Paediatric Intensive Care Unit which reflects the acuity and complex nature of the children who are admitted to our hospital. The Portland Hospital has a large number of international Paediatric patients, often funded by relevant embassies.

The Portland Hospital is the only fully private maternity hospital in the UK. The hospital provides for both consultant-led and midwifery-led deliveries, having an 18 bedded ward and 6 cot neonatal unit to facilitate this. Alongside this there is a 12 bedded Gynecology and Women’s Health in-patient ward. The Portland Hospital also has a large outpatient department for all areas of its clinical expertise, to facilitate continuous care or simpler procedures.

The culture at The Portland Hospital is to provide support, an inspiring environment and positive ways of working to ensure everyone has a better day. This is accomplished through our core set of ‘Positively Portland’ values that all employees will work to:

Greetings, Respect, Teamwork, Initiative, Responsibility and Acknowledgement

DEPARTMENT PROFILE

The Portland Neonatal Unit consists of 6 cots, 3 of which are Intensive Care and 3 Special Care. The unit serves the maternity department which carries out approximately 2,000 deliveries a year with women attending for delivery from throughout the UK and abroad. The caseload ranges from premature infants, infants with congenital and surgical diagnosis to infants requiring short term nursing support. Most will remain within the unit, with a small number of infants with cardiac and complex surgical diagnosis being transferred to Harley Street Clinic for further treatment.

Admissions are emergency and planned for babies 30 weeks and over with current plans to reduce the admission criteria to 28 weeks in 2014. This is a unique service which is renowned for delivering
high quality care. All Neonatal Consultants covering care within the unit have NHS contracts to ensure best practice. Staffing ratios are high and parents receive a service that is excellent, supported by the latest technology and equipment.

**JOB SUMMARY**

- To assess, plan, deliver and implement a high standard of nursing care whilst responding to individual needs.
- To provide management and leadership to all junior staff
- To participate in education programmes.
- To participate in setting and maintaining of standards of care for children’s services
- To develop and maintain positive Consultant relationships
- To promote and enhance patient focused care by assessing areas of risk in relation to patient safety and implementing initiatives to improve patient experience

**KEY RESPONSIBILITIES**

**Clinical practice**

- As a member of the nursing team, ensure high standards of nursing care are met and maintained
- Assess, plan and deliver care, based on research and evidence based current practice
- Ensure all organization policies are adhered to by self and others
- Work within the agreed nursing procedures providing safe care for patients
- Ensures holistic family centred care is provided to all users of the service
- Support and act as role model for junior staff, promoting a learning environment
- Ensure support for junior and senior colleagues in the cost effective provision of care, including manpower resources and appropriate use of clinical and non clinical supplies
- To carry out all duties in accordance with personnel policies and procedures pertaining to staff
- To understand and comply with the control of drugs act regulations administering IV drugs when certified under “extended role of the nurse” within NMC regulations
- Ensure appropriate and timely referral of children requiring the services of external agencies, including social services and child protection advisors
- To provide nursing advice to support and facilitate high quality, individualised care to newborns and their families without supervision, in collaboration with the multi-disciplinary team.
- Work with the unit sister in the management of the clinical area. This will involve dealing with complex situations and having to take appropriate action in emergency or unforeseen situations.

**LEADERSHIP**

- To share best practice and drive improvement in patient care
- To work with the unit Sister to nursing team to support the delivery of key agenda items such as the Clinical Services Framework for Excellence, Integrated Governance Strategy and “All of Us” principles
- Take an active role in maintaining effective communication with all the multidisciplinary team, children and carers
- Ensure all clinical and legal documentation is completed and are both accurate and legible
EDUCATION

- Promote health education to children and their carers
- Promote family centred care and a developmental approach to children from the neonate onwards
- Supervise and participate in the training of nursing staff allocated to the unit
- Encourage innovation by all staff and personally be up to date in all matters relating to nursing practice
- Maintain a ward atmosphere which is conducive to learning

QUALITY AND PATIENT SAFETY

- To act as a role model for neonatal nursing and ensure quality care is given.
- Under the supervision of the Neonatal Matron and unit sister, assist in ensuring the safety of care within the Neonatal Unit and the risk management process by actively participating in clinical risk and quality issues, including the reporting and management of clinical incidents.
- Contribute to developing and maintaining a unit philosophy and model of care.
- To actively participate in the unit framework of clinical governance with the support of the ward sister.
- To demonstrate a commitment to education, and under supervision participate in audit and research.

EDUCATIONAL

- To be a resource for students and other junior colleagues, and with the support of the area Sister assist in their development.
- To contribute towards sharing good practice within the neonatal setting.
- Supervise and orientate learners, temporary staff and staff new to the clinical area.
- Maintain own professional development and mandatory training.
- Provide preparation talks and orientation to the neonatal unit to prospective parents, as required.
- Work closely with the senior team members in the development of new clinical policies and the educational delivery of these as appropriate.

PROFESSIONAL

- To maintain confidentiality surrounding neonatal admissions and treatment at all times.
- To demonstrate a professional approach to work and act in accordance with both HCA International Code of Conduct and NMC Code of Conduct at all times and to ensure that team members do likewise.
- To promote the corporate image of The Portland Hospital to all individuals, groups and organisations, both within the organisation and the community at large.
- To ensure that all patient care is documented, all the relevant documentation is completed accurately within agreed timescales using approved HCA International documentation, in line with NMC, CQC and local standards.
- To order tests and clinical investigations as directed using HCA International IT systems and access results as appropriate ensuring that the correct results are documented.
- To meet PREP requirements and identify own learning needs ensuring own professional development is maintained by keeping up to date with practice developments and undertake further academic qualifications as relevant to the role and service requirements.
- To be aware of the operational/service delivery plans for the neonatal service and assist the senior team in the services growth and activity.
KNOWLEDGE AND UNDERSTANDING

Essential

• Demonstrable knowledge and a minimum of 2 years post registration experience
• NMC Registration with valid RGN / RM / RN (Child). First level degree or diploma in neonatal practice (QIS)
• ENB 405 / R23 / A99
• Evidence of on-going professional development.
• Basic Adult and Newborn Life Support
• Understanding of Safeguarding issues
• Excellent written and verbal communication skills
• Competent with computers and able to use clinical systems
• Knowledge of clinical governance and evidence of experience with audits
• Ability to work within a team and independently

Desirable

• Teaching and mentoring experience
• Demonstrates evidence of applying current research to practice

PERSONAL

• Caring but assertive
• Ability to lead and use one’s own initiative
• Flexible
• Able to work to pressure
• Punctual with good time management
• Reliable
• To have an awareness and understanding of cross cultural needs

HEALTH AND SAFETY

In carrying out these duties the employee is required to take responsible care to avoid injury or accident which may be caused by work. These duties must be performed in accordance with the HCA International/The Portland Hospital Health and Safety Policy, which is designed to secure safety in working practice and in handling materials and equipment.

ADDITIONAL INFORMATION/POLICIES

The post holder will have access to confidential information, which may only be disclosed to parties entitled to receive it. Unauthorised disclosure is a disciplinary offence in accordance with the HCA International Confidentiality and Security Agreement.

The Portland Hospital is a regulated organisation and as such, all post holders must have their criminal record checked. You will be asked to declare any criminal convictions during the application process and if you are the preferred candidate for the post an enhanced CRB record check will be made by HCA International.
All staff have a responsibility to prevent and control infection with The Portland Hospital. This ensures compliance with local Prevention and Control of Infection Policies and all other relevant policies including dress code and MRSA screening.

HCA International and The Portland Hospital are a non-smoking organisation. Smoking is not allowed on any of its premises.

The Portland Hospital is a dynamic organisation; therefore this job description maybe subject to change in accordance with the service provision of the PICU and The Portland Hospital. Any proposed amendments to reflect or anticipate changes to the post will be amended in consultation with the post holder.