JOB DESCRIPTION

JOB TITLE: Paediatric Nurse Educator

CLINICAL UNIT: Paediatric Department

BASE: The Portland Hospital for Women and Children

MANAGED BY: Paediatric Nurse Education Manager

ACCOUNTABLE TO: Children’s 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

JOB SUMMARY

- To be a highly visible role model of clinical education, an expert practitioner and change agent promoting a learning environment on all Paediatric wards and provide practical, clinical training and support, to Paediatric Staff; undergraduate students and non trained clinical staff
To develop clinical education within the Paediatric Department by working in collaboration with the senior nursing team and to liaise with the Learning and Development department to access relevant training for staff

- Assist with the induction and preceptorship of all new staff
- Ability to work rotational shifts (if required)

**MAIN DUTIES AND RESPONSIBILITIES**

1. **Education**

- A minimum of 80% of total hours will be working in the clinical areas to support qualified nurses, mentors, assessors and students in an educational capacity to ensure high quality, evidence based care is provided to all patients
- Provide supervisory expertise to Nurses in Paediatric care underpinned by theoretical knowledge and practical experience within the Paediatric Department
- In conjunction with the Paediatric Nurse Education Manager, plan and facilitate training in the clinical area. Develop coaching skills to support professional development in all clinical areas
- Facilitate other staff in delivering teaching
- To act as an expert role model in the development and implementation of innovative practice
- Contribute to developing clinical competencies for all staff in partnership with Senior Nurses and ward staff and ensure staff have completed relevant competencies to enable safe practice
- Contribute to the assessment of nurses undertaking pre and post registration courses
- To maintain an up to date knowledge base, ensuring personal academic credibility and practical skills ability
- Maintain a database of staff training, including feedback sheets for all staff worked with
- To maintain an electronic diary detailing own daily work plan

2. **Communication**

- To remain professional at all times, demonstrating politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- Be aware of different communication and management styles demonstrating the ability to adapt accordingly, while maintaining staff and patient confidentiality
- Plan and deliver, informal and, formal teaching sessions to staff, patients, relatives and members of the multidisciplinary team in the clinical areas
- Write and maintain accurate, legible progress reports for registered nurses, and health care assistants
• Provide feedback when reviewing performance and in collaboration with the ward sister/charge nurse and the individual staff member, agree a plan of action to address their learning needs and any performance issues

• Develop an awareness of the cultural diversity and learning styles of all staff and adapt teaching accordingly

• Develop and maintain effective working relationships with all members of the multi professional team and key people within the organisation

• Contribute to an environment of mutual support for all team members, promoting team building and high morale

• Provision of support, feedback and assistance for all levels of staff

• To have an active email account and use this as one of the methods of disseminating information to the ward teams

• Role model use of HCA’s intranet and internet to staff

3. Clinical Practice

• To act as an expert role model in clinical practice and provide expert clinical advice to staff, patients and relatives

• Act as the patient advocate, promoting patients’ cultural needs and personal beliefs. Ensure patient dignity and confidentiality is maintained at all times

• To ensure that Safeguarding issues are managed effectively and appropriately by relevant agencies and that staff fulfil their obligations in relation to their responsibilities in this area

• Assess and monitor documentation and record keeping for care delivered to all patients to promote clinical effectiveness in accordance with NMC guidelines

• Ensure all staff are complying with infection control standards

• Apply up to date knowledge and skills to operate, maintain and problem-solve medical devices

• Apply specialist knowledge and skills to deliver a holistic plan of care for patients with complex medical conditions

• Promote a high clinical profile and take responsibility for maintaining own clinical competence with a relevant knowledge base

• Monitor and evaluate paediatric nursing practice in accordance with local and national guidelines

• Develop others to use tools to improve the quality of the service and co-ordinate clinical services across the ward or department
• Be responsive to changing needs within the practice area in relation to local and national requirements

4. Professional responsibility

• Contribute to the setting of specific objectives for nursing education in accordance with the objectives and business plan of the Portland Hospital and HCA overall

• Keep professionally and clinically updated to ensure the provision of a quality service and to meet the requirements of the NMC code of practice and re-registration

• Participate in Individual Performance Reviews and negotiate your Personal Development Plan to meet personal and professional objectives

• Critically reflect on own performance through peer/ team network and clinical supervision

• Ensure all nursing practices in clinical areas are carried out in accordance with HCA policies and guidelines

• Have a commitment to professional organisations relating to paediatric nursing

5. Management

• Provide leadership, motivation and vision to contribute to the development of paediatric nursing

• In partnership with the senior nursing team conduct training needs analysis in line with the education strategy

• Participate in meetings as required

• In partnership with manager, plan and organise work load

• In partnership with managers, contribute to the recruitment and retention initiatives for nursing staff within the Paediatric Department and participate in the interview process as required

• To facilitate and participate in clinical incident reporting utilising the Datix system effectively

• Facilitate the process of change in the clinical area

• Demonstrate awareness for equal opportunities for all staff

6. Research and Audit

• Contribute to the audit of all education, training and development provisions

• Monitor and audit clinical standards of practice within paediatric nursing and action audit information to achieve agreed standards under the direction of the senior nursing team

• Work collaboratively to promote and participate in multi professional audit and quality initiatives in accordance with the, National Service Frameworks and DOH guidelines
- To review, develop and implement multi professional policies and guidelines on all aspects of nursing care as required

- Be aware of current research and recommend innovations for clinical practice

**KNOWLEDGE AND UNDERSTANDING**

**Essential**

- Registered Nurse, RN Child /RSCN
- Extensive Experience and proven skills in Paediatric nursing
- Education to degree level or equivalent knowledge
- Experience of formal, informal teaching of nurses
- Mentorship in Practice or equivalent with excellent leadership skills
- Competent in tracheostomy care and gastrostomy care, IV access , central line access
- Valid APLS or EPLS
- Level 3 safeguarding children training undertaken within the last 12 months
- Evidence of applying current research to practice
- To have actively supervised and assessed staff at all levels in clinical practice
- Experience in change management and positive change agent
- Ability to work within a team
- Ability to prioritise and meet deadlines
- Knowledge of quality, standard setting and audit
- Ability to work effectively under pressure and meet deadlines/ effective time management for self and others
- Quality measurement/standard setting/audit
- Articulate with advanced written and verbal communication skills
- IT skills – understanding of Microsoft Office including Excel and Powerpoint
- Evidence of continuing professional development
- Excellent presentation skills
- Excellent interpersonal skills with a flexible approach
- Ability to practice within the scope of the NMC Code of Professional Conduct
- Sufficient to fulfil the duties of the post with any reasonable adaptations

**Desirable**

- Experience working with Neuro-Rehab patients
- Education to masters level
- Formal management training

**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.

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

Employee:

I agree that the attached job specification has been discussed with me and that I understand my primary responsibilities within this role.

Name: _______________________
Signature: ____________________
Date: ________________________

Manager/HR:

Name: _______________________
Signature: ____________________
Date: ________________________