JOB DESCRIPTION

JOB TITLE: Staff Nurse

CLINICAL UNIT: Surgical/Medical Paediatrics

BASE: The Portland Hospital for Women and Children

MANAGED BY: Modern Matron (Paediatrics)

ACCOUNTABLE TO: Children’s Service Manager/Chief Nursing Officer

HOSPITAL PROFILE

Internationally renowned for clinical excellence, The Portland Hospital is the only independent hospital in London and 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 Paediatric department has been consistently growing over the past few years, almost doubling since 2008. We have 45 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 of the children who are admitted to our hospital. The ratios for care on the wards are 4:1 Patients:Nurses during the day and 3:1 overnight unless patients require 1:1 care.

JOB SUMMARY

• The post holder, once initially trained as required, will be responsible and accountable for the assessment of required care needs and the development, implementation and evaluation of holistic care for children on the post surgical and general medical ward
• To communicate effectively at all levels within the multi-disciplinary team
• To promote a progressive attitude to the continual improvement of patient care through research, evidence based practice and the developmental of additional clinical skills in the speciality
• To assist in the safe, effective and efficient management of the department with allocated resources
MAIN DUTIES AND RESPONSIBILITIES

CLINICAL

- To ensure that each child is assessed and that their care is planned, implemented and evaluated in negotiation with the patient’s family, and that this is accurately documented
- Provide care with a developing clinical understanding of the therapies and drugs used within paediatrics and be competent in their administration
- Understands the correct use and assembly of required equipment, understand safety precautions and ensure appropriate cleaning of equipment
- To be competent in the administration of medication, including intravenous routes
- Maintaining and monitoring levels of stock to ensure there are adequate levels of supplies
- To ensure clinical practice is evidence based or peer reviewed
- To develop defined skills in communicating complex and sensitive information effectively to patients, carers and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events and seeking advice or guidance where necessary
- To develop open and trusting relationships with other members of the multidisciplinary team, other departments and community services as necessary
- To be competent in the use of all relevant HCA International IT systems ensuring that all data is entered both accurately and timely, in accordance with HCA International policy

MANAGERIAL

- To act as a role model for nursing and ensure quality care is given
- Under the supervision of the Sister/Charge Nurse assists in ensuring the safety of the ward and the risk management process by actively participating in clinical risk and quality issues, including the reporting and management of clinical incidents
- In conjunction with the staff, everyone must 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 Sister/Charge Nurse
- To participate in events and publications that promote The Portland Hospital and children’s nursing service
- 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 Sister/Charge Nurse assist in their development
- To contribute towards sharing good practice
- To participate in informal and formal teaching
- Supervise and orientate learners, temporary staff and staff new to the clinical area
- Maintain own professional development and mandatory training
- Teach parents the clinical skills that they may be required to care for their child within another clinical setting or at home
- 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 childrens 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 to 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 ward and assist the senior team in the unit’s growth and activity

KNOWLEDGE AND UNDERSTANDING

Essential

• Experience working as a Children’s Nurse
• NMC Registered with a valid RN1/RNA and/or RN8/RNC (or equivalent)
• Basic/Intermediate Paediatric Life Support
• Understanding of Safeguarding issues
• Excellent written and verbal communication
• Competent with computers and able to use clinical systems
• Excellent verbal and written communication skills
• Excellent clinical governance and experience with audits
• Ability to work within a team and independently

Desirable

• Knowledge and experience working as a Children’s Nurse working with complex surgical or long-term general medical patients
• Teaching and mentoring experience
• Supervision and management 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 ward and The Portland Hospital. Any proposed amendments to reflect or anticipate changes to the post will be amended in consultation with the postholder.