

JOB DESCRIPTION

POST: Neonatal Staff Nurse

LOCATION: Regional Neonatal Intensive Care Unit (RNICU)

BAND: Band 6

REPORTS TO: Lead Midwife

RESPONSIBLE TO: Head of Midwifery

Job Summary / Main Purpose

The post holder will:

- Be a skilled and experienced practitioner able, to assess, provide care, advice and support to babies and their families.
- Take responsibility for the effective and efficient organisation of the Neonatal High Dependency Unit (HDU) and Special Care Baby Unit (SCBU).
- Participate in developing joint action plans, protocols and pathways to ensure continuous quality improvement of the neonatal service.
- Committed to engaging in Nursing Supervision and reflective activities.
- Using the Belfast Trust's Personal Contribution Framework, develop, personal and professional knowledge and skills
- Act as a sign off mentor/assessor, able to monitor and assess learners.
- Co-ordinate shifts and allocation of staff in response to clinical demands, in consideration with the knowledge and skills competence of staff available in the HDU and SCBU.

Main Duties / Responsibilities

1.0 Clinical Management/Leadership

1. Assessment, planning, implementation and evaluation of programmes of intensive care, high dependency care and special care, working in partnership with parents and carers.
2. Provide expert advice and support for parents and carers.
3. Co-ordinate nursing activities and clinical care in the HDU and SCBU to ensure smooth operational management. Ensure staffing levels are adequate and skill mix

meets the care requirements of the babies and parents/carers.

4. Take active steps to promote health of baby and parents/ carer.
5. Facilitate and encourage parents/carers to take an active role in the care of their baby, where appropriate, develop plans that enable parents/ carers to gain skills and confidence to enable them to provide direct care to their baby.
6. Work collaboratively with other professions and agencies to ensure the needs of the baby and family paramount, especially in relation to discharge planning and ongoing support arrangements.
7. Maintain appropriate records, adhering to Nursing and Midwifery Council, Belfast Trust and Neonatal Unit Guidelines on record keeping.
8. Ensure accuracy and precision is maintained at all times in the administration of all forms of medications and treatments.
9. Be a credible role model, demonstrate good practice and maintain Local, National and Professional Standards.
10. Attend Child Protection Case Conferences, as required. Prepare written reports and present at case conferences under the guidance of Sister-in-Charge/Unit Manager.
11. Promote and monitor good practice through direct observation to ensure that a high standard of Infection Prevention and Control is maintained.
12. Ensure that equipment provided by the Belfast Trust is safe and effective; report any defects to ensure on-going safe patient care.
13. Liaise with the Medical staff and Sister-in-Charge regarding RNICU potential admissions, transfers or discharges.
14. Undertake delegated management responsibilities as identified by the Sister-in-Charge or Unit Manager, for example, requisitioning stores, arranging short-term sickness cover. The post holder may be required to act as a link nurse for one of the following: breastfeeding, audit, risk assessment, infection control, COSHH, procedure group, safeguarding, or other activity.
15. Assist in the checking of controlled drug. Adhere to the DHSS&PS Guidelines for the Safe Handling, Administration, Storage and Custody of Medicinal Products.
16. Adhere to all Belfast Trust Policies including, for example:
 - (a) Health and Safety at Work Order
 - (b) Fire Precautions
 - (c) Reporting of Sickness and Absenteeism
 - (d) Confidentiality
 - (e) Hospital Disaster Plan
 - (f) Infection Control
 - (g) COSHH
17. Have knowledge of the Belfast Trust's Complaints Policy. Undertake discussion with the complainant, and inform the Sister-in-Charge or Unit Manager of the situation and resolution plan.
18. Participate in audit systems to ensure that views of the families who use our service influence the on-going development of a high quality service.
19. Develop and work towards the implementation of the Belfast Trust's Strategy for Nursing and Midwifery within the Neonatal Unit under the leadership of the Unit Manager.

2.0 Clinical Effectiveness

1. Works independently, refer to senior medical/nursing team when appropriate. Practice efficient time management, prioritise activities to ensure babies receive optimum, timely care.
2. Take personal responsibility for establishing and maintaining good working relationships with families and colleagues, ensuring that attitudes are appropriate, non-judgemental and professional.
3. Co-ordinate the safe transfer of babies to and from the Neonatal Unit.
4. Establish and maintain effective communication and create an environment that encourages open communication and trust.
5. Take a lead role in providing advice/information to parents/carers on all aspects of health promotion – for example nutrition, sleeping positions smoke free atmosphere and safety in the home. .
6. Make effective use of resources within the Neonatal Unit.

3.0 Education and Training

1. Provide mentorship to Midwifery, Paediatric and Neonatal students for an allocated period providing written and verbal assessments.
2. Have a working knowledge of current student programme requirements, practice assessment strategies and relevant changes in education and practice for the student they are assessing and meet requirement of annual update.
3. Continue to update and develop own clinical/theoretical knowledge relating to the speciality and other areas of nursing to ensure care is innovative, research based and of a high standard.
4. Maintain own records/ portfolio of continuing professional development in order to meet prep requirements.
5. Support and motivate newly qualified neonatal nurses during their preceptorship period in the assessment, planning, implementation and evaluation of care for ill babies.
6. Initiate and promote parenting skills in a variety of ways tailored to the individual baby's needs.
7. Competent in the use of equipment used with in the unit and maintain regular updates in accordance with the Belfast Trust and Neonatal guidelines.
8. Undertake Neonatal Life Support course and maintain, 4 yearly registration with the Resuscitation Council UK.
9. Through the Belfast Trusts Personal Contribution Framework self-evaluate, identify own training needs and agree development plan with Sister-in-Charge/Neonatal Practice Educator/Unit Manager in order to maintain expertise, knowledge and develop new skills.
10. Participate actively in meetings, study sessions, working groups and similar to achieve outcomes which have a positive effect on the service and own personal development.

4.0 Communication:

1. Communicate directly with parents/carers, on a daily basis, to discuss their baby's progress and discuss any planned procedures.
2. Empathise with parents/carers and their families and give support when bad news is delivered.

3. Provide clear, concise written statements when required, for example: clinical/non clinical incident, complaints, safeguarding reports and summaries under the guidance of the Sister-in-Charge /Unit Manager.
4. Ensure all written documents are completed and adhered to Nursing & Midwifery Council and Belfast Trust guidelines.
5. Use keyboard skills to update electronic record systems (NIMATS and Badgernet) with details of a baby's care and discharge. Communicate with and inform Health Visitor, General Practitioner and Community Midwife and Nurse of the same.
6. Discuss and negotiate proposed treatment with medical staff, acting as an advocate for the baby.
7. Liaise with medical staff, dietician, physiotherapist, occupational therapist, speech and language therapist, pharmacist, Health Visitor, General Practitioner and other allied healthcare professionals when required.
8. Liaise with social workers regarding any baby and their family circumstances, which cause concern to the nursing and/or clinical team. For example:- special domiciliary care requirements, families in need and those with a complicated social history, challenging lifestyle choices (drug and alcohol abuse).

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Information Governance

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT

Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

PERSONNEL SPECIFICATION

JOB TITLE AND BAND: Neonatal Staff Nurse Band 6

DEPT / DIRECTORATE: Regional Neonatal Intensive Care Unit, SHWCH

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience Qualifications Registration	<i>On part 1 of the NMC register (adult or paediatric branch of the NMC register) Must have 405 course or Certificate in Neonatal studies or equivalent. At least 1 year specialist knowledge and practical skills consolidation in a neonatal intensive care setting, post completion of neonatal course.</i>	Shortlisting by Application Form
Other (e.g. Driving etc.)	<i>Evidence of satisfactory attendance and ability to meet the demands of the post. Flexible with regard to working arrangements to</i>	Shortlisting by Application Form, Interview

	<i>facilitate the demands of the post.</i>	and References
Knowledge, Skills, Abilities	<p><i>Applicant must demonstrate the ability to communicate assertively, effectively and sensitively with patients and clients and across a range of workplace situations.</i></p> <p><i>Applicants must demonstrate the ability to take responsibility for their own personal and continuous development.</i></p> <p><i>Applicants must demonstrate the ability to identify, challenge and report potential risk / clinical risk situations.</i></p> <p><i>Applicants must demonstrate full understanding of the NMC Scope of Professional Practice and Code of Conduct.</i></p> <p><i>Applicants must demonstrate the ability to effectively organise and plan their work.</i></p> <p><i>Applicants must demonstrate analytical ability to assess situations and make informed decisions based on experiential knowledge and skills in neonatal care.</i></p> <p><i>Applicants must demonstrate the ability to work effectively as part of the multi – disciplinary team.</i></p> <p><i>Applicants must demonstrate numeracy understanding and ability.</i></p> <p><i>Applicants must demonstrate knowledge and practical application of emergency neonatal management.</i></p>	<p>Shortlisting by Application Form</p> <p>and</p> <p>Interview / Test</p>

DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
---------------	-----------------	-----------------------------

Experience Qualifications Registration	<i>Have completed or be willing to undertake mentorship training. Have completed or willing to undertake the NLS course.</i>	Shortlisting by Application Form and Interview
Other (e.g. Knowledge, Skills, Abilities)		Shortlisting by Application Form And / Or Interview / Test

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.