

Job Description: Clinical Site Co-ordinator

Reports to: Clinical Team Leader



Job Summary

The post holder will provide leadership and management of the care team to ensure effective delivery of care for children and young people with life limiting and life threatening conditions across both Naomi House and Jacksplace.

Key Responsibilities:

- To lead the provision of a very high standard of care and support for all children, young people and their families attending Naomi House and Jacksplace.
- To provide clinical leadership to staff at Naomi House and Jacksplace over a shift period.
- To liaise fully with the Clinical Team Leaders/Care Managers and other Site Co-ordinators.
- To support the Clinical Team Leader in the line management, development and support of a team of nurses and carers.

Managerial Responsibilities

- To lead and coordinate the day-to-day provision of care to the children, young people and their families in both houses on any clinical shift.
- To be responsible for ensuring an holistic assessment is completed for all children and young people to enable up to date care plans incorporating all necessary risk assessments.
- To allocate staff appropriately on each shift to ensure effective use of resources.
- To ensure excellent and timely communication with the Clinical Team Leader in house or on call and to escalate any concerns appropriately.
- To line manage staff as delegated by the Clinical Team Leader, participating in appraisals and day to day staff management.
- To provide support and supervision to staff and students in the care team, across both hospice settings.
- To work in partnership with the hospice multidisciplinary team as well as any other agencies involved in the care, to ensure the delivery of seamless services.
- To maintain an up to date knowledge of organisational policies and ensure that these are adhered to across all areas of work with children, young people and families.
- To assist in promoting the economic, efficient and equitable use of resources.
- To ensure that Health and Safety requirements are met and that risks to service users and staff are assessed and action taken to minimise these.

Clinical Responsibilities

- To deliver a high standard of individualised holistic care and support to children, young people and their families, promoting empowerment, advocacy and partnership.

- To ensure that clinical documentation is up to date and adheres to record keeping standards.
- To manage staffing and allocate resources across both hospices according to assessed acuity on each shift.
- To support the Practice Education team to embed evidence based nursing care.
- To monitor standards of care, participating in audit and required actions.
- To maintain agreed governance processes through incident reporting and risk assessment.
- To communicate effectively with all members of the hospice multidisciplinary team, as well as any other agencies involved in the care and support of referred children and young people.
- To recognise the need for psychological support and work appropriately alongside the Family Support Team.
- To maintain an up to date knowledge and awareness of issues around the safeguarding of children and young adults, ensuring effective communication across multidisciplinary agencies and adherence to agreed safeguarding policies.
- To be aware of the safety needs of children, young adults and families and other staff and to comply with:
 - The Children Act 2004
 - DoH – No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse
 - Health and Safety at Work Act 1974
 - NMC codes and guidelines

Personal Responsibilities

- To be responsible and proactive in personal professional development by:
 - Maintaining awareness of current developments in palliative care for children, young people and families.
 - Maintaining clinical skills identified in the Competency Framework.
 - Ensuring timely revalidation with the NMC

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Protection Policies, including PPE use, cleaning and decontamination of the environment and equipment in order to protect their own health and that of service users, other employees and visitors.

This job description does not attempt to describe all the tasks and responsibilities of the post, but rather illustrates with examples the main role of the post-holder. It is therefore subject to alteration and development and will be reviewed jointly with the post-holder and Director of Care.

Person specification

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Criteria 1: Qualifications			
REGISTERED NURSE with valid up to date registration with NMC.	X		A
RSCN/RN Child		X	A
Education to degree or Masters level		X	A
Evidence of ongoing professional development.	X		A
Leadership qualification/training		X	A/I
Criteria 2: Experience			
Relevant experience of caring for children/young people with highly complex care needs and disability.	X		A
Experience of holistic assessment and individualised planning of care.	X		A/I
Experience of effective collaborative working with professionals from other agencies and disciplines.	X		A/I
Experience of working with children/young people with palliative care needs.		X	A/I
Experience of child protection and vulnerable adult procedures, report writing and conferences.		X	A/I
Experience of clinical audit.		X	A/I
Experience and good understanding of clinical supervision and reflective practice.	X		A/I
Criteria 3: Skills			
Competent clinical skills based on current best evidence, to include: medicine management; IV therapy; symptom management; respiratory support including invasive and non-invasive ventilation; nutritional care/enteral feeding; neurological care/seizure management.	X		A
Ability to gather information quickly and communicate appropriately	X		I
Ability to manage own time and workload effectively.	X		I R
Ability to support and supervise junior staff.	X		A/I/R
Enhanced communication skills including: Makaton, Augmentative and Alternative Communication (AAC), PECS.		X	A
Criteria 4: Knowledge			

Requirement	Essential	Desirable	Assessed by
Assessed by: A = Application I = Interview R = References			
Knowledge and experience of various physical and mental health conditions associated with children, young people with life limited diagnosis and palliative care.	X		A
Knowledge of relevant guidance/NMC/local policies to support clinical practice. Clear understanding of professional accountability.	X		A/I
Understanding of the impact on the child or young person of living with a disability and on families caring for a child with complex needs.	X		A/I
Good understanding of safeguarding children policies and procedures- with safeguarding experience including Child in Need, Child Protection, Looked after Children.	X		A/I
A working understanding of Clinical Governance and Care Quality Commission standards.		X	A/I
Criteria 5: Interpersonal Skills			
Ability to cope with stressful situations and support staff in this	X		I/R
Personal grief/loss resolved sufficiently to perform and cope in an environment that has likely exposure to bereavement concerns	X		I
Willingness to work flexibly and adapt to changing service needs.	X		I/R
Able to work independently, and as part of a multi-disciplinary team.	X		I/R
Drive for improved outcomes for children, young people and families.	X		I/R
Enthusiasm, professionalism, positivity and good work ethic.	X		I/R
Ability to cover full 24 hr shift patterns including weekends and Bank Holidays.	X		I
Criteria 6: Values			
An understanding of the principles of equal opportunities as it relates to staff and children/young people, and able to demonstrate personal commitment to challenging discrimination and promoting equalities	X		I/R
Able to demonstrate behaviours which meet Trust values: <ul style="list-style-type: none"> • People focus • Openness • Pride • Ambition • Resourcefulness 	X		A/I/R