Job Description Nurse (Band 6 equivalent) 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 Leader 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.
- 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 service.
- 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

- 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

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.