

Job Description

Job Title	Paediatric Clinical Co-ordinator
Department	Day Unit and PACU
Reports to	Day Unit Manager/ Paediatric Programme Coordinator

Overall Purpose of Job

To provide exceptional patient care in an environment where quality, respect, caring and compassion are at the centre of all we do.

The Paediatric Clinical Co-Coordinator is responsible for directing and overseeing the paediatric population on a day to day basis.

Key Responsibilities and Deliverables

- The post holder will be familiar with and adhere to *The Professional Scope of Practice Framework (An Bord Altranais 2000.)*
- The Coordinator for Paediatrics is accountable for the management and coordination of all paediatric nursing services within the Post Anaesthesia Care Unit (PACU) and Day Unit.
- Analyzes workloads and skill requirements to meet patient care needs and works staffing to levels to match the requirements
- Delegates appropriate tasks to appropriate personnel, consistent with legal and professional guidelines and departmental standards.
- The candidate will coordinate and provide effective leadership within a multidisciplinary team on a day to day basis.
- The Paediatric Coordinator will include clinical and educational focus within the team and facilitate and deliver quality patient care by effective and efficient management of resources
- The person will demonstrate professional leadership and clinical expertise, and will advance current paediatric nursing practice in accordance with ABA guidelines.
- The Paediatric Coordinator will provide support and direct the professional development of all nursing staff within the department in line with current and future service demands with the support for the Paediatric Programme Coordinator
- Promotes a positive work environment that demonstrates caring by accessibility of safe equipment and adequate supplies.

Managerial Responsibilities:

- The timely identification and communication of any issues to the Day Unit Manager and Paediatric Programme Coordinator.
- Efficient recording of all necessary documentation.
- Effective management of complaints at a local level
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication process.
- Participate in all ward and hospital nursing communication processes {ward meeting/staff forums}
- Responsible for assignment of patient load taking into account the skill mix of staff.
- Roster Management for Paediatric Lists based on requirements for the service line

Interrelationships

- Maintains good working relationships with other departments and with physicians, Patients, families and outside agencies.
- Demonstrates the ability to delegate tasks and responsibilities taking into account staff ability.....
- Participates in ongoing consultation and collaboration with physicians and other care providers to maximize patient outcomes and unit specific goals.
- Demonstrates willingness to assist co-workers whenever needed
- Communicates daily/weekly with Day Unit Manager and Paediatric Programme coordinator as required.

Personal / Professional Responsibilities:

The post holder is expected to

- Attend in a timely manner all mandatory education sessions
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing at UPMC Beacon Hospital.
- Identify potential and beneficial topics for nursing research
- Utilise all practical opportunities to educate the patient and their families.
- Attend *appropriate* study days/courses.
- Be a preceptor and or supervisor to students/newly appointed paediatric staff
- Participate in t performance reviews of all paediatric nurses with their Clinical Nurse Manager.

The post holder will partake in the Quality Management process with the Paediatric Programme Coordinator thereby contributing to:

- The identification of quality/policy/guideline issues
- Participates in unit-based and interdepartmental QI activities
- The evaluation of current practices to best practice
- The setting of standards utilising structure, process and outcome
- All hospital, regional and national audit processes
- The Hospital Wide Accreditation Cycle
- Health Promotion initiatives.

Educational Responsibilities:

Under the direction of the Paediatric Programme Coordinator the post holder will:

- Contribute to the identification of training needs pertinent to the clinical area.
- Identify and contribute to the continual enhancement of learning opportunities in the clinical area.
- Participate in the clinical induction of all new paediatric nursing and support staff.
- Develop leadership ability in order to act as an effective role model.
- Assume responsibility for own learning and development needs.

Other Duties and Responsibilities

- Attends all required in-services.
- All employees are expected to remain flexible to meet the needs of the hospital, which may include floating to other departments to assist as the patient needs fluctuate
- May be required to be on standby and work extended shifts in situations deemed necessary by a designated Executive Director and/or Nursing Director.
- Utilizes effective time management skills.
- Expected to attend staff meetings, read emails and other postings relating to paediatrics.

Person Specification

Qualifications	<ul style="list-style-type: none"> • An Board Altranais Registered Children's Nurse license in good standing • Or An Bord Altranais Registered General Nurse with at least 4 years experience
Experience (Amount and Type)	<ul style="list-style-type: none"> • Minimum of 4 years post registration experience • Have completed a degree or a post graduate nursing course • Ability to demonstrate leadership and organisational skills
Job Specific Competencies and Knowledge	<ul style="list-style-type: none"> • Demonstrate effective leadership and management capability through delivery of efficiency within all specialist services relating to the paediatric programme at UPMC Beacon Hospital • Actively strive to develop and enhance multidisciplinary communication, collaboration and team work across the paediatric programme. • Provide a high level of professional and clinical leadership built on evidence based practice thus ensuring the service implements best practice. • Develop and participate in quality improvement programmes aimed at the development and monitoring of nursing standards. • Ensure the principles and practices of Risk Management are adhered to in the Peri-operative/ Peri-anaesthesia environment and relevant healthcare setting. • Promotes staff equality and actively listens to voiced concerns and deals with them appropriately • Ensure systems are in place to deal with any emergency within the department. • Participate in change management initiatives that will enhance the Paediatric Programme with direction for the Paediatric Programme Coordinator • Plan duty rosters suitable to service needs • Demonstrate flexible approach – to internal rotations, rostering e.g. night duty, theatre on call, attitude to work • Organize and deliver formal and informal education sessions for all nursing staff that may deal with the paediatric population at UPMC Beacon Hospital • Participate in Performance reviews of Paediatric staff • Participate in the management process necessary for paediatric staff with additional needs of failing to perform to the required standard set out. • Ensure ongoing assessment, planning, delivery and evaluation of standards of clinical practice. • Ensure there is a proactive approach to mentorship within the department. Assist in implementing staff development programmes necessary for service delivery.

Personal Competencies	<ul style="list-style-type: none"> • Identify own professional development needs and liaise with Paediatric Programme Coordinator and Day Unit Manager to achieve these • Candidate must possess teaching abilities, leadership qualities, professional judgment, critical thinking and problem solving abilities, and a sense of professional development. Must demonstrate multi-tasking ability. • Seek out educational programmes which will enhance and develop professional and clinical expertise based on clinical research where available • Utilise clinical database and paediatric journals to maintain up to date research and new developments within paediatrics • Utilizes effective time management skills
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This job description is intended to be an outline of the areas of responsibility and deliverables at the time of its writing. As the Hospital and the post holder develop, this job description may be subject to review in light of the changing needs of the Hospital.

Job Description received by employee

Signature

Date