

**Job Description**

<b>Job Title</b>	<b>Registered Children's Nurse and General Nurse</b>
<b>Department</b>	<b>Day Unit</b>
<b>Reports to</b>	<b>Nurse Manager</b>
<b>Date</b>	<b>January 2014</b>

**Overall Purpose of Job**

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

To provide professional nursing skills in assessing, planning, implementing and evaluating the nursing care for assigned patients.

**Key Responsibilities and Deliverables**

- Provides direct care to assigned paediatric patients and adult patients.
- Takes the nursing history, summarises data, and states nursing diagnoses and patient care needs.
- Observes and records signs, symptoms, and behaviours, including the physiological status of a child as per age group and or adult; presents the assessment of changes, the proposed revision of interventions, and desired outcomes.
- Follows policy for activating an individualised plan of care for newly admitted child or adult.
- Delivers designated nursing interventions to assigned patients that are consistent with the stated medical plan of care.
- Performs admission, discharge and transfer procedures and assists others with paediatric and adult patients' activities and care.
- Executes physician's orders for all assigned patients safely, and properly administers medications and treatments.
- Notifies appropriate nursing and medical staff to changes in the paediatric and adult patients' status.
- Independently performs duties and assumes responsibility for care of assigned paediatric and adult patients.
- Performs techniques and routines in the specialty service area.
- Performs or assists others to perform proper aseptic techniques, isolation procedures and infection control measures.
- Documents nursing care in all assigned patient records.
- Maintains patients' privacy and confidentiality of information and records at all times.
- Educate parents and guardians on any aspects of care required.
- Evaluates care given including the patient response.
- Reassesses and documents the proposed revision of interventions and desired outcomes.
- Demonstrates ability to assess parent/guardian and patients' understanding of and compliance with instructions and health care teaching.
- Reviews documentation of instructions, teaching topics and patient response with the Nurse Manager.
- Adheres to internal controls established for department.
- Performs related duties as required.

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- Be aware of the hazards which can occur within the ward setting, i.e. electrical and chemical transport and initiate preventative measures.
- Reviews documentation of instructions, teaching topics and patient response with the Nurse Manager.
- Adheres to internal controls established for department.
- Performs related duties as required.

### **Clinical Responsibilities**

The post holder will be familiar with and adhere to The Professional Scope of Practice Framework (An Bord Altranais 2000).

The post holder will ensure:

- The child/adult and family needs are individually assessed.
- A care plan and evaluation process is planned and implemented.
- The parents/guardian, families/significant others are involved as appropriate.
- Patients are cared for in the optimum clinical environment, adhering to all nursing and hospital wide policies and guidelines.
- Full nursing participation in and supervision of patients' meal and special dietary requirements.
- Visiting time policies are adhered to.
- Delegation is appropriate to the skill level and knowledge of the individual to whom the task is delegated.
- Documentation is recorded in a professional, legible and timely fashion.
- The child is accompanied by a parent or staff member at all times to any other area in the hospital.
- The nurse will adhere to the Child Protection Policy and Code Pink Policy to ensure the safety of a paediatric patient and visitor at all times.

The post holder will partake in the Total Quality Management processes thereby contributing to:

- The identification of quality/policy/guideline issues.
- 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.
- At all times the nurse will be the child's advocate.

### **Managerial Responsibilities**

- The timely identification and communication of any issues to the Nurse Manager.
- Demonstrate a confidence and competence in all hospital policies and guidelines.
- Efficient recording of all necessary documentation.
- Effective managements of complaints.
- Monitoring of all risk management processes.
- Maintaining an effective interdisciplinary communication processes.
- Efficient utilisation of pay and non-pay resources.
- Deputise for the Nurse Manager as appropriate.
- Participate in all ward and hospital nursing communication processes.

### **Personal & Professional Responsibilities**

The post holder is expected to:

- Attend in a timely manner all mandatory education sessions.
- Be responsible for own education and professional development.
- Maintain a professional portfolio.
- Ensure their professional and personal persona positively reflects the profession of nursing and 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 and courses.
- Be a preceptor and or supervisor to students and newly appointed staff.
- Participate in their performance review with their Nurse Manager.
- Achieve a PALS certificate within 1 year of commencement of employment.

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### **Educational Responsibilities**

Under the direction of the Nurse Manager the post holder will:

- Develop teaching skills and participate in the planning implementation of orientation and teaching programmes for student and or junior nurses in the clinical setting.
- Provide feedback to Nurse Manager in the compilation of proficiency assessments for student nurses in the clinical setting.
- 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 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**

- Utilises effective time management skills.
- Maintains professional appearance and dress code.
- Complies with guidelines for absence or tardiness.
- Attends staff meetings, reads email and other postings.
- 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.
- Wears identification badge when working.

## Person Specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ An Bord Altranais Registered Childrens' Nurse licence in good standing</li> <li>▪ An Bord Altranais Registered General Nurse licence in good standing.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ 1 year Medical/Surgical Ward experience preferred.</li> <li>▪ 2 years paediatric experience preferred.</li> </ul>
<b>Job Specific Competencies and Knowledge</b>	<p><b>Teamwork</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate ability to work as part of a multi-disciplinary team.</li> <li>▪ Demonstrate motivation and an innovative approach to job.</li> </ul> <p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate effective communication skills including the ability to present information in a clear and concise manner.</li> <li>▪ Demonstrate an understanding of change management.</li> <li>▪ Demonstrate the ability to communicate effectively with family and child as appropriate.</li> </ul> <p><b>Planning and Organising</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate evidence of effective planning, organising and time management skills.</li> <li>▪ Demonstrate flexible approach – to internal rotations, rostering, night duty, theatre on call, attitude to work.</li> <li>▪ Ensures all the equipment and area is prepared and set up for paediatric patients to be accepted to a ward.</li> <li>▪ Ensures that equipment is maintained in safe working order.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate evidence of recent and relevant experience in the specialised area and in an acute hospital setting.</li> <li>▪ Demonstrate knowledge of new developments in specialised area.</li> <li>▪ Demonstrate knowledge of national strategies where appropriate to nursing care.</li> <li>▪ Effectively assesses paediatric patient's level of pain using the appropriate pain scales and follows procedure for administration of pain relief (as per hospital policy) at all times.</li> <li>▪ Is aware of and has read the Child Protection Policy and will abide by same.</li> </ul> <p><b>Patient/Customer Focus</b></p> <ul style="list-style-type: none"> <li>▪ Demonstrate a focus on quality.</li> <li>▪ Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</li> </ul>
<b>Personal Competencies</b>	<ul style="list-style-type: none"> <li>▪ All posts in UPMC Beacon Hospital require a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required by their manager or hospital management.</li> </ul>

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:

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Signature

\_\_\_\_\_  
Date

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Name (Block Capitals)