

Job Description

Job Title: Children's Palliative Nursing Associate

Responsible to: Matron

Accountable to: Director of Care

Job Purpose:

To provide and ensure a high standard of holistic care to children and young people with life limiting/life threatening conditions. To deliver child-focused, family centered palliative and end of life care, alongside other members of the interdisciplinary team. To assess, implement and evaluation care needs.

Main Duties:

1. Work in accordance with the NMC Code of Professional Practice and Scope of Professional Practice remaining professionally and legally accountable.
2. Act as an advocate for children and young people, and their families.
3. Always remaining professional, acting as a role model to other team members whilst maintaining professional boundaries.
4. Implement, in conjunction with parents and carers, a plan of care to meet the identified needs of children in your care.
5. To work as part of a multidisciplinary team using resources efficiently
6. Assist in maintaining and developing high standard of care, by awareness of individual needs, following defined nursing care plans and working within related policies and procedures.
7. Safely undertake procedures to meet the child's nursing needs for which you have attained competence.
8. The post holder will provide nursing care to children and young people with a range of complex health needs, life limiting or life-threatening conditions
9. Deliver complex interventions to support children with complex health needs, such as tracheostomy and ventilators, gastrostomy, jejunostomy and suctioning, with appropriate training and where applicable under the supervision of a registered nurse or allied healthcare professional.
10. Prioritise and manage own workload, recognising where elements of care can safely be delegated to other colleagues.
11. Maintain clear and contemporaneous paper and electronic records in line with Acorns Policy
12. Report any deterioration, concerns to the child or young persons condition to the nurse in charge.
13. To safely administer medicines to children in line with Acorns medicines management policies
14. Maintain confidentiality in all matters relating to children and their families.

15. Maintain standards and ensure clinical governance is central to the function of the service.
16. Provide health education information to the child and family, to promote a healthy lifestyle and where appropriate address public health issues.
17. Completion of annual appraisals– fulfilling own responsibility for appraisal process and agreed personal development/ training plan.
18. To report incidents, near misses and potential complaints in line with Acorns policy and procedures.
19. To empower children, young persons and their relatives to make decisions about their care and to exercise choice.
20. To promote communication with the children young people, encouraging them to express their wishes and concerns to their best ability (this may include non-verbal, electronic or alternative communication methods).
21. Work autonomously and as part of a team to deliver care
22. To promote and contribute to effective team working.

Education:

1. Maintain and improve your own professional competence by keeping up to date with clinical developments, and by attending in-house and external training sessions.
2. Assist in the education and practical training of colleagues, students and trainees.
3. participate in research and audit relevant to development and delivery of the service.
4. Successfully complete required competences as defined by Acorns.

Medicine Management


There will be a responsibility for ensuring the safe and accurate administration of medications to patients, following prescribed treatment plans and relevant protocols. This includes verifying medication orders, preparing and administering medications according to established guidelines, and monitoring patient responses. There will also be responsibility for maintaining accurate records of medication administration, managing medication storage, and ensuring compliance with legal and ethical standards related to medication handling and patient safety. Additionally, there will be responsibility for the education of patients and their families about proper medication use, potential side effects, and adherence to prescribed regimens.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It is everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE)

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when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.


Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
 2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
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3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Person Specification: Children's Palliative Nursing Associate

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > Registered Nursing Associate on the NMC register 	
Experience	<ul style="list-style-type: none"> > Previous experience of working with Children with palliative and end of life complex needs > Previous experience of working within a health/care setting > Relevant experience of working independently and as part of a team > Able to evidence CPD 	
Skills and Ability	<ul style="list-style-type: none"> > Understanding the scope of the Nursing Associate role in the context of the multidisciplinary team and the organisation and how the role will contribute to service development > Relevant knowledge related to best practice guidance for the care of patients and their families > Ability to communicate with members of the public and health care providers > Knowledge of when to seek advice and escalate to the appropriate professional for expert help and advice > IT awareness and ability to use IT systems competently > Excellent interpersonal and communication skills > Prioritising workload 	
Other	<ul style="list-style-type: none"> > Ability to demonstrate knowledge of safeguarding procedures and policies for adults and children > Understands the importance of following procedures and treatment plans > Understanding of health and well-being in relation to health promotion and prevention. 	
Behaviours	<ul style="list-style-type: none"> > Positive attitude to service development and Children's Palliative Care > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success 	

Terms and Conditions of Employment



Job Title:	Children's Palliative Nursing Associate
Responsible To:	Matron
Accountable To:	Director of Care
Location:	Black Country Hospice, Walstead Rd, Walsall WS5 4NL
Salary:	Acorns Pay Level C
Notice:	8 weeks
Hours:	37.5 hours per week
Holidays:	27 days plus statutory bank holidays
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.