

# King's College Hospital NHS Trust

## JOB DESCRIPTION

**Title:** Modern Matron  
Paediatric Liver

**Grade:** 8a

**Reports to:** Head of Nursing

**Accountable to:** Head of Nursing

**Close working relationship with:** Clinical Lead for Paediatric Hepatology

The post holder must be an RN (Child) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors.

## JOB SUMMARY

- To be responsible for the professional leadership of the Paediatric Liver ward nursing team, Paediatric Liver Clinical Nurse Specialists and Paediatric theatre recovery team, demonstrating a supportive and flexible leadership approach and a proactive, responsible attitude so as to promote confidence in the team and the service.
- To be influential in the delivery of high quality care and patient experience
- To lead on the nursing contribution to audit and research within the Paediatric Liver service
- To represent and promote the service at national and international levels
- To develop the Paediatric Liver service in partnership with the Consultant hepatology team and in accordance with the business plan

## PRINCIPAL RESPONSIBILITIES

### Clinical

- To maintain clinical credibility by acting regularly as a clinical practitioner in own area of expertise
- To be highly visible, accessible and approachable to staff, parents and the public to ensure that open and honest communication channels are created and sustained.
- To work with the Head of Nursing to implement policy in relation to the standards of care being delivered across defined clinical areas and instigate remedial action if necessary.
- To identify, in partnership with the clinical lead, areas for development specific to the service and assist in implementing any required changes to practice

- To ensure effective safeguarding policies are in place and practice is in line with national recommendations. Ensure that staff in the clinical areas promote the well being of children and young people and safeguarding them from actual or potential harm and as necessary report concerns under the Trust safeguarding/child protection policies.
- To work with the multidisciplinary team and education staff to assess the clinical skills required to deliver a safe and high quality service, identifying any deficits in this and developing programmes to address these issues.
- To ensure that patients follow agreed pathways of care and have appropriate follow up arrangements in place.
- To act as a resource for staff to provide expert advice
- To be fully aware of local and national policies and strategies pertinent to the paediatric liver service and ensure where appropriate they are implemented.
- To actively participate in developmental projects and advise on further resources inside and outside the Trust as appropriate.
- To lead on infection control initiatives ensuring that all staff within the department comply with Trust and NHS policies.
- To lead on patient experience, monitoring parent satisfaction within the department whilst working closely with the Patient Advice and Liaison Service (PALS) and complaints and legal services departments
- To promote the principles of family centred care coupled with creating the health care setting as a child friendly environment

### **Management and Leadership**

- To assist in the resolution of any conflicts within the clinical area, resolving informal complaints locally and assisting in the investigation of and response to formal complaints as required
- Responsible for appraisal and personal development of the nursing teams. To act as a coach/ mentor for relevant members of staff.
- To line manage and support the liver clinical nurse specialists to develop autonomous, nurse led initiatives
- To investigate accidents and incidents; identify and implement corrective action where necessary, in conjunction with the Head of Nursing.
- To take responsibility for the ward budget and monitor expenditure keeping within agreed limits.
- To deploy nursing staff and physical resources appropriately. Reviews the duty rota and negotiates skill mix levels ensuring that they most appropriately meet service needs
- To actively participate in annual health and safety assessments and ensure Divisional Action Plans are developed to address risk areas.

- To assist in the production of information required for the performance scorecard.
- To lead on recruitment for the department supported by sisters/charge nurses, ensuring timely recruitment and appropriate selection of staff. To assist in identifying and implementing appropriate retention initiatives.
- To provide appropriate guidance and support to staff in line with the Trust's disciplinary and sickness procedures. To lead in the implementation of HR policies in the department and participate in formal procedures as requested by the Head of Nursing.
- To represent the Paediatric Liver service at appropriate Trust wide groups and to actively participate in the Modern Matrons' Forum.
- To attend national and international meetings and conferences to share expertise through publications, posters and presentations, to promote the service
- To negotiate and supervise the implementation of environmental standards within the clinical area and proactively identify areas for improvement and implement remedial action as necessary.
- To support the Head of Nursing to implement nationally and internationally recognised indicators of standards for children's services
- Facilitate effective communication ensuring awareness of Divisional, Trust and NHS initiatives, supporting staff discussion and responding to feedback.
- To ensure compliance with the Trust's Equality and Diversity Policy, supporting the delivery of the Trust's Race Equality Scheme and the Trust's duty to positively promote race equality and equality of opportunity for disabled people ensuring services are responsive to the needs of equality groups.

### **Education and research**

- To promote the development of the educational environment by actively contributing to the educational development of all qualified and unqualified staff.
- To work collaboratively with the paediatric education team to design relevant and effective training and development programmes in line with Trust priorities and needs of the paediatric liver service
- To promote the development of an evidence-based approach to clinical care.
- To actively encourage nursing participation in audit and research
- To ensure nursing representation at local, national and international conferences where appropriate.
- To participate in quality audits to improve patient care delivery and develop tools to improve the quality of the service

## **Personal Professional Development**

- To adhere to NMC Professional Code of Conduct at all times.
- To act up for Head of Nursing as required.
- To provide cover for Child Health Modern Matron colleagues as required
- To ensure clinical and administrative policies and procedures are adhered to.
- To maintain clinical competence and credibility.
- To take personal responsibility for own professional growth and to develop agreed action plan with the Head of Nursing.

## PERSON SPECIFICATION

### Modern Matron – Paediatric Liver

Requirements	Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• RN (Child)</li> <li>• Teaching/Mentorship course</li> <li>• Evidence of post registration education at degree level.</li> <li>• Commitment to achieve Masters level in a relevant subject</li> <li>• IT training at intermediate level eg EDLC or equivalent experience</li> <li>• Leadership or management qualification</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience in a senior role</li> <li>• Experience of working in partnership with multi-disciplinary team.</li> <li>• Demonstrable experience of managing change within a clinical environment.</li> <li>• Knowledge of current developments in nursing</li> <li>• Ability to both influence and work across professional boundaries.</li> <li>• Experience of developing nursing staff.</li> <li>• Experience of managing a clinical team including human resources management.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<p><b>Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Demonstrable commitment to and expertise in Paediatric nursing</li> <li>• Well-developed verbal and written communication skills including presentations</li> <li>• Influencing skills.</li> <li>• Highly developed interpersonal skills with meticulous attention to detail.</li> <li>• Evidence of managerial skills.</li> <li>• Experience of developing policies and procedures</li> <li>• Able to command respect of multi-disciplinary team.</li> <li>• Knowledge of standard setting and audit process.</li> <li>• Sound knowledge and ability to implement Trust safeguarding/child protection policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

<p><b>Other requirements</b></p> <ul style="list-style-type: none"><li>• Flexible to meet service needs</li><li>• Work under pressure to meet deadlines</li><li>• Able to work collaboratively across organisational and professional boundaries, recognising changes in circumstances and to incorporate them into practice.</li><li>• Demonstrates awareness of priorities, deals with workload, adapts to changing requirements, and uses initiative</li></ul>	<p>✓ ✓ ✓ ✓</p>	
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