

Neonatal Coordinator

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| Department: | Health & Community Services | |
| Section: | Women's, Children's & Family Care Group | |
| Reports to: | Ward Manager | |
| JE Ref: | HCS1223.1 | |
| Grade: | NM05 | JE Date: 23/08/2023 |

Job purpose

Neonatal Coordinators are senior neonatal nurses and midwives with advanced knowledge and skills in neonatal clinical practice. They have professional accountability to efficiently assess, plan, implement and evaluate the care of neonates with a range of conditions, ensuring high quality evidence-based care is consistently achieved. They will work as part of the multi-disciplinary team to provide a friendly service for babies and their families that is responsive, flexible, and striving to deliver excellence.

They are also responsible for being in charge during a shift, supervising and supporting colleagues.

Job specific outcomes

1. Maintain up to date awareness of developments within neonatal practice, by acquiring knowledge and skills in reading, interpreting, and evaluating research to pursue continuous professional development.
2. Coordinate the overall multi-disciplinary team to identify, report and escalate issues of concern to the Ward (Unit) Manager/Lead Nurse relating to clinical safety, identified risks and compromise in care.
3. They will be highly visible in their clinical area, being responsible for effectively prioritising, delegating, co-ordinating and managing all aspects of their shift within their clinical area, while offering support and guidance to colleagues.
4. Perform clinical tasks & risk assessment on neonates which includes but is not limited to urinalysis, physiological measurements, blood sugar testing, infant feeding, venepuncture, cannulation, swabs, stool samples, sputum specimens and record accurately on EPR/PEWS and escalate concerns as appropriate.
5. Act as an advocate for babies and their families, providing them with information and directing them to the relevant support services where appropriate.
6. Responsible for the safeguarding and welfare of all babies and their families within their care and contact. While being aware of and complying with all safeguarding policies and procedures.
7. Ensure that all neonatal care is documented, and that all relevant documentation is completed accurately and within agreed timescales in line with NMC and Health &

Community Services standards. As well as be aware and compliant with of all relevant Health & Community Services policies, procedures and clinical guidelines and escalate any concerns/breaches.

8. Responsible for taking a pro-active approach to risk management, raising learning points through DATIX, working with colleagues to reduce risk in all areas of service delivery in line with clinical governance.
9. Communicate complex and sensitive information effectively to carers, and other staff, overcoming any barriers to understanding and providing support during distressing or emotional events.
10. Have a comprehensive understanding of medication safety principles, including the principles of administration, storage, and handling of medicines. They will also engage in discussions with families, pharmacists, and other healthcare professionals to ensure accurate and up to date information regarding medicines.
11. Accountable for establishing, maintaining, and respectfully challenging/taking appropriate action when care falls below the expected standards. Ensuring that appropriate models of effective clinical supervision are established, maintained, and embedded into clinical practice for all staff.
12. Exhibit professional behaviour and attitude being a positive role model for colleagues, children/young people, and their families, acting in a manner which illustrates respect for privacy, dignity, and confidentiality.
13. Work alongside the Ward (Unit) Manager in the continual review, development, and improvement of neonatal services by leading in quality auditing processes as well as the development of future policies, procedures, and clinical guidelines.
14. Contribute to all relevant human resources procedures fairly and effectively. This will include assurance around developing practice through performance, review and appraisal and managing poor performance, in line with HCS policies.
15. In the absence of the Ward Manager take responsibility for deploying staff in line with the roster policy which will be reflective of the skill mix and acuity levels. This includes full compliance with the roster calendar and effective coordination of planned absences to enable proactive coordination of staffing shortfalls and the ability to take corrective actions as appropriate.
16. Undertake scheduled and emergency flight transfers with babies needing off-island treatment at UK tertiary centres with other members of the multi-disciplinary team

Statutory responsibilities

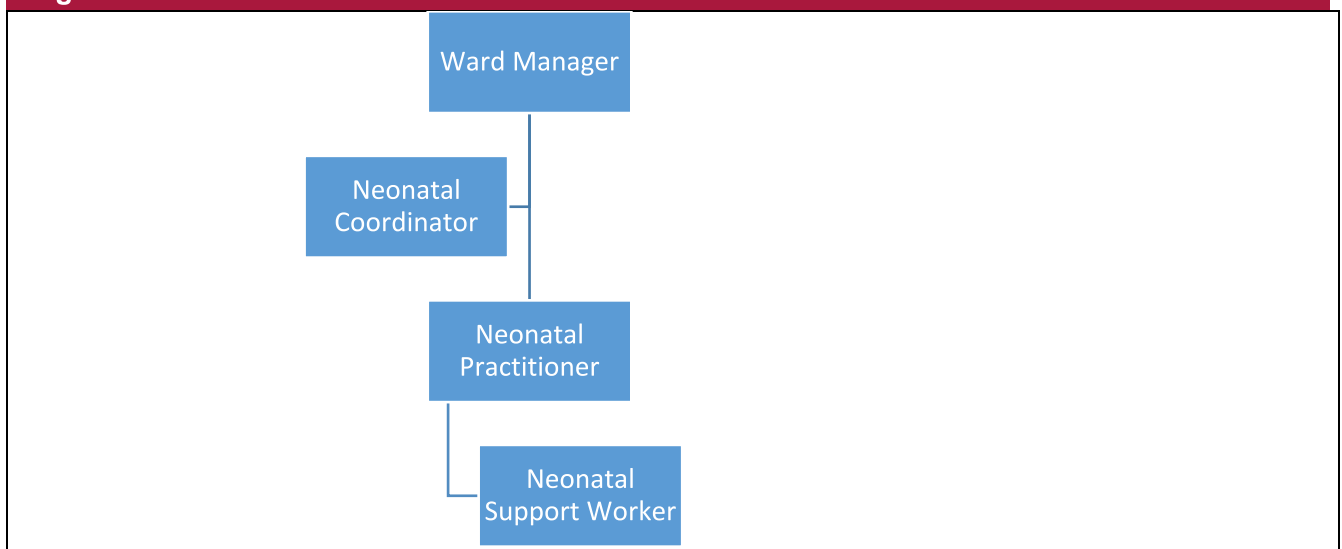
Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time. This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|--------------------------------------|---|---|
| Qualifications | <p>NMC Registered</p> <p>Nursing and or Midwifery Degree/equivalent</p> <p>Neonatal Life Support</p> <p>Neonatal Specialty Qualification</p> <p>Safeguarding Level 3 Qualification</p> | <p>Clinical Skills qualifications e.g., BFI, cannulation & venepuncture.</p> <p>Teaching and assessing qualification.</p> <p>Leadership course.</p> |
| Knowledge | <p>Recognising the limits of scope and authority within role.</p> <p>Knowledge and understanding of healthcare associated neonatal issues.</p> <p>Accepts responsibility and accountability for their own practice.</p> <p>Understands the principles of confidentiality.</p> <p>Commitment to self-development; must have evidence of recent professional development.</p> <p>Awareness of professional responsibilities</p> <p>Knowledge of child protection and safeguarding</p> | |
| Technical / Work-based Skills | <p>Proficient use of Microsoft Office applications e.g. Word, Excel, PowerPoint, Outlook.</p> | |

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| | <p>Ability to engage with people and motivate and support them.</p> <p>Calm under pressure able to use initiative and make decisions within their scope of practice.</p> <p>Understanding of hospital environment and DATA systems e.g., electronic patient record systems.</p> | |
| General Skills/Attributes | <p>Good level reasoning skills and ability to problem solve.</p> <p>Organised with effective time management; adaptable and self-motivated.</p> <p>Ability to present effectively both verbally and written.</p> <p>Strong team player who can adapt to change.</p> <p>Ability to identify stress in self and others and to take effective action to manage the situation.</p> | |
| Experience | <p>Proven post registration experience in neonatal practice.</p> <p>Broad experience of engaging with service users, motivate and support them to high standards.</p> <p>Experience of taking the lead with babies with complex needs</p> | <p>Evidence of leadership</p> <p>Experience of implementing, managing, and achieving changes in clinical practice.</p> <p>Evidence of effective staff coordination and running a ward / department.</p> <p>Flight and/or road medical transfer experience.</p> |

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| | Demonstrates clinical outcome measures for service users | |
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.