

NEONATAL GUIDELINES ADOPTION SUPPORT NURSE

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- Work with doctors, nurses, and midwives to review and update neonatal care guidelines.
- Make sure local guidelines match national and network standards.
- Help share new guidelines with staff and support training and awareness.
- Keep accurate records of reviews, actions, and progress.
- Report on progress and support governance meetings to show compliance.
- Play an important part in improving care for babies and families through clear, consistent guidance.

Job Description

Job title:	Neonatal Guidelines Adoption Support Nurse
Grade:	6
Site:	Princess Royal Hospital
Accountable to:	Lead Consultant for Guidelines and Neonatal Matron
DBS required:	Enhanced

About the Department

The Neonatal and Maternity Services at The Princess Royal Hospital, Telford provide high-quality care for newborns and their families across a range of clinical settings. The service works in close partnership with the West Midlands Perinatal Network to ensure consistent, safe, and evidence-based standards of care.

As part of the Trust's ongoing commitment to clinical excellence, this temporary post has been created to support the review, adoption and implementation of Neonatal Network guidelines. The successful candidate will work collaboratively with clinical teams, consultants, and Maternity Guidelines lead to ensure timely alignment of local guidance with national and network standards.

Main Duties

Guideline Review and Adoption

- Review Neonatal Network guidelines within the scope of neonatal and maternity services.
- Identify areas requiring local adaptation and facilitate discussions with consultants, senior nurses, midwives, and governance staff.

- Ensure local guidelines align with network and national standards and reflect current best evidence.
- Maintain accurate records of guideline reviews, actions, and timelines.

Implementation and Monitoring

- Support the dissemination and implementation of approved guidelines across the neonatal team.
- Track progress against agreed timelines, escalating barriers or delays to the Lead Consultant for Guidelines.
- Support engagement and awareness activities to ensure staff are informed of updates and changes to clinical guidance.

Communication and Liaison

- Liaise effectively with consultants, nursing and midwifery teams, and multidisciplinary colleagues.
- Participate in neonatal guideline and governance meetings, providing progress updates and assurance.
- Support communication and staff engagement regarding new or updated guidelines.

Governance and Assurance

- Contribute to neonatal governance meetings and guideline review groups.
- Prepare assurance summaries and reports for submission to governance committees.
- Maintain comprehensive and accurate records to support audit and compliance processes.

Working for Our Organisation

At Shrewsbury and Telford Hospitals Trust, we are committed to delivering safe, effective, and compassionate care. You will join a dedicated team who are passionate about continuous improvement and collaboration across neonatal and maternity services.

This post provides an exciting opportunity to influence the consistency and quality of neonatal care through structured guideline adoption and governance support.

Main duties and responsibilities

The postholder will:

- Work with the Lead Consultant for Guidelines to coordinate the review and adoption of Neonatal Network guidelines.
- Collaborate with multidisciplinary teams to identify required local adaptations.
- Support communication, education, and dissemination of updated guidance.
- Provide progress tracking, documentation, and assurance reporting.
- Escalate any risks, delays, or barriers to guideline adoption.

- Contribute to governance and assurance meetings to demonstrate progress and compliance.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Registered healthcare professional (NMC, GMC, or equivalent) 	<ul style="list-style-type: none"> • Postgraduate qualification or specialist neonatal training
Experience	<ul style="list-style-type: none"> • Experience working within neonatal care • Experience collaborating with multidisciplinary teams 	<ul style="list-style-type: none"> • Experience in clinical governance, quality improvement or audit • Involvement in guideline development or review
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of neonatal clinical practice and standards • Knowledge of clinical governance and evidence-based practice • Excellent organisational and administrative skills • Strong verbal and written communication • Ability to manage competing priorities and meet deadlines 	<ul style="list-style-type: none"> • Familiarity with Neonatal Operational Delivery Networks • Awareness of national neonatal standards and policies • Experience supporting policy or guideline implementation • Presentation or staff education experience

Other	<ul style="list-style-type: none"> • Self-motivated and able to work independently • Collaborative and proactive approach to problem-solving • Commitment to high standards of patient safety and quality • Attention to detail and accuracy in documentation 	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;

- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution

and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

