



## KEY WORKER FOR CHILD DEATH

### INFORMATION FOR CANDIDATES



## ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



# OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

## Our Vision:

“To provide excellent care for the communities we serve”

## Our Values:



# OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

# OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

# COLLEAGUE BENEFITS

## GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

## FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

## HEALTH AND WELLBEING

### PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

### PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

### HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

## LEARNING AND DEVELOPMENT

### COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

### LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

### ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

### APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job





## JOB DESCRIPTION

<b>Job Title</b>	<b>Key worker for Child Death</b>
<b>Band</b>	<b>6</b>
<b>Directorate</b>	<b>Service Delivery Directorate</b>
<b>Accountable to</b>	<b>Paediatric Matron</b>
<b>DBS Required?</b>	<b>Enhanced</b>

## JOB OVERVIEW

A Child Death Review (CDR) is the statutory process for understanding why children die and learning from child deaths in England. It happens for every child death regardless of the cause.

The process includes immediate actions to be taken after a child's death, a local review of a child's death by those who were involved in the child's care and treatment in a CDR meeting followed by an independent review by the Child Death Overview Panel (CDOP).

Parents should be allocated a Keyworker, to support them through the review. They are a single point of contact for parents, sharing information and helping them access any services and support they might need.

This role will cover Children and Young People that die under the care of SATH. There will be exceptions, agreed by the SaTH, Community and Neonatal Teams, including:

- Children who die unexpectedly in the Community, but who are then brought to SaTH. In these cases the Keyworker would normally be the Shropshire, Telford & Wrekin (ST&W)
- Specialist Nurse for Child death, or by Powys LHB as appropriate for location. Infants and children that are within the criteria for a PMRT (Perinatal Mortality Review Tool) review. The SaTH Perinatal Team Keyworker would take on this role.

### **Key Relationships**

- Paediatric Matron for Children's Services at SaTH
- Lead Paediatrician for Child Death
- Paediatric Governance Leads
- ST&W Integrated Care System Specialist Nurse for Child Death
- ST&W Integrated Care System Designated Doctor for Child Death
- SaTH Keyworker for Perinatal Death

### **Main Responsibilities**

#### **Professional**

- To contribute to the development, implementation and delivery of Child Death Reviews for children and young people within Shropshire, Telford & Wrekin.
- To follow and use the National Child Mortality database Keyworker toolkit throughout the process.
- Make and maintain contact and support for bereaved parents within the recommended timeframes and until the CDR process is complete, using the parents' preferred method of contact where possible.
- Provide bereaved parents with all relevant information and assist their understanding of the CDR process and how they can be involved. This can be achieved using the template letters and regular contact via their preferred method
- Facilitate bereaved parents to think about and voice any questions, concerns or other feedback.
- Represent bereaved parents at the CDR meeting, bringing their questions, concerns or feedback for those present to discuss
- Inform bereaved parents if there are any delays to the process and, using their preferred method of contact, let them know that the meeting has taken place.
- Ensure that a plain English letter and summary of the meeting is sent to bereaved parents within a month of the meeting taking place. This should address any questions, concerns or other feedback the parents provided
- Offer the opportunity for bereaved parents to meet to discuss the outcome of the meeting
- Arrange follow-meetings for the parents with the lead clinician if needed to discuss any medical issues. Through out the process, provide signposting to further bereavement support
- To Facilitate and support visiting for families.
- Ensure that families have had the appropriate safeguarding and support network referrals.

#### **Managerial**

- Support the oversight of The Child Death Process, and participate in and provide feedback from quality assurance initiatives, clinical audits, risk assessments and patient/family feedback to identify areas for development and improvement within the current service.

- Ensure efficient and effective use of resources
- Involve Families where possible in the design, improvement and evaluation of services.
- Review current processes and guidelines ensure that the care delivered is safe and effective.
- Attend Child Death Reviews as an advocate and voice for the families.

### **Leadership**

- Support Ward based staff in their knowledge and understanding of the Child Death Process.
- Participate in team meetings to discuss/share feedback to contribute effectively to service development.

### **Training, Education and Development**

- Maintain own learning, complying with Trust Statutory and Mandatory training requirements.
- Identify additional training/professional development needs, utilising allocated CPD funds as required.
- Ensure annual appraisal remains up to date, outlining any training needs/requirements and job objectives/goals.
- Support the Paediatric Clinical Practice Educator Nurse in the delivery of education around The Child Death Process.
- Provide regular updates to the Nursing and Medical team regarding any new processes or guidelines.
- Attend and contribute to the 3-4 monthly paediatric departmental Mortality Meetings

### **Use of Information**

- Ensure confidentiality in all matters relating to patients and information obtained during the course of employment in accordance with Data protection, Caldicott and Freedom of Information Acts.
- Ensure the maintenance of accurate and up to date patient records in line with NMC guidelines for Records and Record Keeping.
- Use of Electronic communication systems, personal computer systems and normal office equipment.





## PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.



# QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• BSc or equivalent Registered Children's Nurse</li> <li>• Recognised Teaching qualification</li> <li>• Evidence of Continuing Professional Development</li> <li>• Palliative care qualification or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable evidence of working at Masters Level.</li> <li>• Communication course</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Knowledge of support services available to support bereaved families</li> <li>• Knowledge of local and national agendas relating to Child Death.</li> <li>• Evidence of managing change</li> <li>• Evidence of clinical audit methods</li> <li>• Skills and knowledge relevant to clinical practice</li> <li>• Recent/relevant experience in supporting families through bereavement.</li> <li>• Experience of managing staff.</li> <li>• Proven ability to teach and train staff at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Service Development</li> </ul>

## SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Empathetic and sensitive to the families they support</li> <li>• Good self awareness</li> <li>• The ability to set personal/ professional boundaries.</li> <li>• Good written and verbal communication skills</li> <li>• Ability to promote change</li> <li>• Ability to work independently and prioritise own workload</li> <li>• Committed to development of self and others</li> <li>• Ability to work in part of a multi-disciplinary team</li> <li>• Leadership skills/organisational skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Project management skills</li> <li>• IT skills including word processing, spreadsheets, database and access to internet</li> <li>• Networking skills</li> </ul>

## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Ability to travel between sites</li> <li>• Ability to travel to home</li> </ul>	

## 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; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

# INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. 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; and
- 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 colleagues; and
- 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; and
- 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 AND CYBER SECURITY

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.

- Confidentiality and Security - Your attention is drawn to the confidential 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 - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. 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, to protect yourself and the Trust from any possible 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 continuous personal development including, 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; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

## SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

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

- you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

# 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 is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is 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.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

# EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

# NO SMOKING POLICY

The Trust is a no smoking/e-cigarette/vaping organisation except for designated external areas, in accordance with Trust Policy.

## MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.







## The Royal Shrewsbury Hospital

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Minicom: 01743 261213

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The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

Getting to The Royal Shrewsbury Hospital

## The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital