



Job description and specification



SCPHN School Nursing Band 6



JOB DESCRIPTION

**JOB TITLE: SPECIALIST COMMUNITY PUBLIC HEALTH NURSE
 SCHOOL NURSING**

BAND: BAND 6

RESPONSIBLE TO: TEAM LEADER

KEY RELATIONSHIPS: OPERATIONAL LEAD

Internal	External
Own Team Line Manager Operational Lead	GP Collaborative Care Schools Commissioners Children and Young People Education staff including school staff Access and Attendance officers Educational Psychologist and education admissions office for Barking and Dagenham and other localities. Parents/carers Health staff including School Nursing staff from other localities, hospital consultants, GPs and other medical staff. Social service personnel within the locality and other localities. Police Interpreting service Other statutory and voluntary agencies.

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.



Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will be a Registered Nurse (RN12-NMC) and hold a Specialist Community Public Health Nurse Qualification (School Nursing branch) responsible for patients allocated to them and will assess, manage, plan and deliver care, including being professionally and legally accountable.

1. To work as part of a School Nurse Team and line manage Community Staff Nurses, Community Nursery Nurses and Support Staff and to coordinate and delegate work as appropriate
2. To identify and assess the health needs of school aged children and families in need.(HCP) To work in partnership with Primary Care, Education, Children's Services, Voluntary Sector and any other appropriate agencies, to deliver integrated programmes of care, using the Common Assessment Framework where appropriate. (Every Child Matters, DOH, 2004)
3. Work within Barking and Dagenham's Safeguarding Children's Board, prioritising attendance at Case Conferences, reviews and planning meetings.
4. To be responsible for the provision of case conference reports and court reports as required, contributing to safeguarding of all children
5. To provide a continuum of support according to need, improving outcomes for children by reducing health inequalities, supporting the national strategy set out in the Children's Plan (DCSF 2007)
6. To be the principal point of contact for a caseload of schools within area. To develop and deliver cooperative working arrangements with these schools that support healthy outcomes for children
7. To promote and enhance health and wellbeing to children and their families through assessment, implementation of individualised health strategies and evaluation of care. (Choosing Health, Ch 1, Para 17, 2004)
8. To identify and assess children 5-19 with complex health needs, offering an enhanced integrated service within the multi agency arena, 'enhancing equality and opportunity for them', (Aiming High for Disabled Children, 2007)
9. The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will supervise pre-registration students. They will have a commitment to collaborative working and actively supporting and liaising with other health and social professionals and agencies.



Key Responsibilities:

1. To provide clinical practice leadership to the team members by acting as educator, facilitator, role model, mentor and preceptor.
2. To assist and facilitate a flexible team approach to meeting with the health needs of the local school age population working with members of the team to identify areas of service development which meet identify needs and government targets.
3. To enable the team to develop and adapt in order to meet future health needs.
4. To facilitate the team to be reflective practitioners and to deliver effective research and evidence based services
5. To support the team to work towards achieving the service and clinical governance team.
6. To support the Modern Matron and Assistant Director of Children and Young Peoples Division as required in the recruitment of staff and to assist in the orientation and induction of new members of staff as required.
7. To act as mentor, preceptor to newly recruited/qualified staff, rotational staff and staff on foundation degree courses as required.
8. To undertake appraisals ensuring that all teams members have a personal development plan.
9. To undertake assessment of clinical competence of registered nurses, nursery nurses and support workers as required with appropriate documentation/tool.
10. To co-ordinate the prioritised cover for absent colleagues and vacant caseloads within the team highlighting potential difficulties to the Modern Matron.
11. To undertake auditing, monitoring and evaluating the service ensuring professional standards are set and maintained with the team
12. To ensure that each school within the team caseload has "named nurse".
13. To co-ordinate holistic and equality of care in the provision of services to the school age population i.e. to those attending school within the caseload area and those living within that area but not attending school
14. To build alliances, to achieve health gain as a key contact with the GP's, primary care practitioners and other allied statutory and voluntary agencies regarding issues relating to the team or the service they provide.



Clinical Duties

All parents and children should have access to, and understanding of relevant evidence based health and wellbeing information.

The post holder will be expected to:

- Ensure that the School Nursing Team delivers to the outcomes of the every child matters agenda in order to improve health outcomes for children and achieve Barking and Dagenham's key targets
- Coordination of immunisation sessions within Patient Group Directive Guidelines and associated data collection
- Coordination of National Child Measuring Programme in Year R and Year 6 and associated data collection
- Demonstrate specialist skills by critically analysing, assessing and managing the health needs of complex family situations and safeguarding to reduce health inequalities
- To highlight the changing needs of the population through health profiling and manage the delivery of the School Nursing Service as required to meet the changes
- To undertake home visits in line with the Lone Working policy
- To undertake the Common Assessment Framework and act as the Lead Professional for a family as appropriate
- To work in accordance with the Trust policy and guidelines regarding child protection as set out in the Child Protection Manual; the London Child Protection Procedures; and local identification and Tracking procedures (Every Child Matters) i.e. To attend child protection case conferences, core groups, network meetings, legal meetings, planning meetings, strategy meetings and professional meetings as required and also to follow the identification and Tracking procedures as applicable.
- Demonstrate partnership working with all agencies particularly Children's Services, Education and the Voluntary sector, to enhance integrated working and robust communication networks
- To submit activity and statistical returns etc. as requested by the Trust.
- To undertake and use health profiling as a means of identifying health needs of individuals and groups within the school community are appropriately met, evaluating the outcome of service interventions.
- To identify children/young people who have inclusion difficulties because of their health, development, behaviour, or social disadvantage (Children in Need, 1989 Children Act) and to work with teachers, parents/carers and others as appropriate to minimise the effect of these difficulties.



- To identify, refer and support children/young people with special health and educational needs and to contribute where appropriate to the Statementing process as part of the Education Act 1996, and the Special Educational Needs and Disability Act 2001. To advise school staff about the care that such children/young people require, liaising with other health professionals as appropriate.
- To work in accordance with the Trust policy and guidelines regarding child protection as set out in the Child Protection Manual; the London Child Protection Procedures; and local identification and Tracking procedures (Every Child Matters) i.e. To attend child protection case conferences, core groups, network meetings, legal meetings, planning meetings, strategy meetings and professional meetings as required and also to follow the identification and Tracking procedures as applicable.
- To participate in community public health nurse led services.
- To submit activity and statistical returns etc. as requested by the Trust.

Professional Duties

- To actively maintain and increase knowledge base and to develop the school nursing service through evidence based practice. Assisting the Assistant Director for Child and Family Services in ensuring that the school nursing service delivery is clinically effective.
- To undertake mandatory training as required.
- To maintain an updated record of training sessions attended and learning experiences/outcomes.
- To receive clinical supervision and child protection supervision in accordance with Trust standards of practice.
- To undertake and participate in the appraisal and personal development plan system to enable a focus on personal and professional development.
- To maintain accurate contemporaneous school nursing documentation in accordance with Trust standards of practice.
- To attend School Nursing Forums and Team meetings and to attend other meetings as requested by the Modern Matron and/or Assistant Director Child and Family Services to promote the role of the school nursing service.
- To participate in the education and training of pre and post registration nursing students/learners
- To be aware of Trust policies/protocols/guidelines/standards



- To maintain NMC registration and to comply with the Code of Professional Conduct for the Nurse, Midwife and Health Visitor.

Leadership

1. To participate in the development of an effective team and the development of productive working relationships throughout the Trust.
2. To actively promote integrated health professional working internally and externally.
3. To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
4. To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols and guidelines.
5. To participate in the audit process, linking in with the clinical governance agenda.
6. To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Clinical Skills

1. To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
2. The post holder will have Current Effective Status on the Nursing and Midwifery Council (NMC) – Registered Nurse (RN12).
3. Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes.
4. To be responsible, and accountable, for service delivery to clients/patients.
5. To be able to assess and develop plans of care to meet the complex needs of patients with a variety of conditions. This includes chronic, acute and palliative care within own competencies, recognising own limitations and seeking advice when necessary. This will include continuously evaluating and acting on outcomes.
6. To be able to initiate referrals to other health professional specialist services and agencies.
7. To provide patients and relatives with information and education thus ensuring they have meaningful choices that promote dignity, independence and quality of life.
8. To ensure practice is supported by research, evidence based practice, literature and peer review.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.
3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.



Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

1. To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
2. Ensure students are actively supported to enable them to achieve their learning needs.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.
7. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

For HR Use Only:

Date of template: 1 January 2015

Version: 1

For Manager Use Only:

Date last reviewed: Insert date job description approved by panel

Date to be reviewed: Insert date job description to be reviewed by manager

Signed:.....
(Manager)

Dated:

Signed:

(Employee)

Dated:.....



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Guidance

- Information already listed in the person specification should remain.
- All rows that are marked with a * and highlighted in yellow can have information added to them.

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
RGN	✓		Application Form Interview Assessment
Specialist Community Public Health Nurse-School Nursing	✓		Application Form Interview Assessment
Evidence of continuing professional development	✓		Application Form Interview Assessment
Willing to undertake further training as required	✓		Application Form Interview Assessment
Experience			
Working within a school nursing team	✓		Application Form Interview Assessment
At least two years post qualification experience	✓		Application Form Interview Assessment
Evidence of working with children and young people	✓		Application Form Interview Assessment
Knowledge			
An awareness of NHS	✓		Application Form



Plan, NSF and clinical governance priorities			Interview Assessment
Knowledge and understanding of Child Protection Procedures.	✓		Application Form Interview Assessment
Understanding of the Professional Code of Practice	✓		Application Form Interview Assessment
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Excellent interpersonal skills	✓		Application Form Interview Assessment
Ability to work autonomously	✓		Application Form Interview Assessment
Excellent and accurate record keeping	✓		Application Form Interview Assessment
Ability to prioritise workload	✓		Application Form Interview Assessment
Able to use evidence and research in practice	✓		Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview

