

Candidate Information Pack

Including Job Description & Person Specification



Croydon Health Services provides integrated NHS services to care for people at home, in schools, and health clinics across the borough as well as at Croydon University Hospital and Purley War Memorial Hospital.

CUH provides more than 100 specialist services and is home to the borough's only Emergency Department and 24/7 maternity services, including a labour ward, midwifery-led birth centre and the Crocus home birthing team.

Purley War Memorial Hospital (PWMH) in the south of the borough offers outpatient care, including diagnostic services, physiotherapy and ophthalmology services run by Moorfields Eye Hospital, alongside an onsite GP surgery.

Our experienced staff take care of people of all ages across the borough of Croydon.

We are a very close-knit and friendly organisation where everyone of our 3600 members of staff is valued. We strongly believe that our employees are our greatest asset.

Join us and be a part of the team that is making Croydon proud.



Our values

We will always be **professional**, **compassionate**, **respectful** and **safe**.

Professional

- Set ourselves very high standards and share best practice
- Keep our uniforms smart, and be professional and consistent in our approach
- Work in partnership to best support our community's needs
- Use resources wisely without compromising quality or safety

Compassionate

- Treat everyone as we would want to be treated ourselves
- Demonstrate kindness, dignity, empathy and compassion
- Make time for the people we are caring for, to understand their needs and wants
- Organise our services to give people the best possible experience of care

Respectful

- Be courteous and welcoming, and introduce ourselves
- Value the diversity and needs of everyone
- Always involve people in decisions about their care, listening to and respecting their wishes
- Appreciate the contribution that staff from all backgrounds bring to our services

Safe

- Be open and honest in everything we do, sharing what we do well and admitting our mistakes, to constantly improve our care
- Protect the confidentiality of those in our care and show sensitivity to people around us
- Feel free to raise concerns so we are always learning
- Make time for training and development and support research so people always receive the highest standards of care.



JOB DESCRIPTION

JOB TITLE	Specialist Public Health Practitioner School Nursing
DIRECTORATE	Integrated Women's, Children and Sexual Health
DEPARTMENT	Children's Universal Services
BAND	6
RESPONSIBLE TO	Operational Lead for School Nursing
ACCOUNTABLE TO	Clinical Service Lead
RESPONSIBLE FOR	<i>n/a</i>

JOB SUMMARY

To work as part of a team delivering the Healthy Child Programme (HCP) to the school aged population in Croydon. The practitioner will work in partnership with all Children's Universal Services team members, service users, professional networks and stake holders to provide Commissioned Services to meet Key Performance Indicators. This is achieved through effective assessment, delegation, case/ work load management, monitoring of care standards, leadership and the performance management of team members. The practitioner will also be expected to take a lead in one of the high impact areas.

MAIN DUTIES AND RESPONSIBILITIES

1. To work in partnership with team members, service users, Croydon Health Service (CHS) staff and all stake holders in promoting the health and well-being of Children, Young People aged 5-19 years, and their families. This will be achieved through effective delegation, work load management, monitoring of care standards, leadership and the performance management of team members
2. To identify and monitor health needs of a given population using profiling tools and facilitate the implementation of evidence based health care. The practitioner will work in line with Working Together, 4, 5, 6 School Nursing Model and the Healthy Child Programme and all policies that promote and safeguard children 5-19 years and their families
3. To assess client needs, using the Assessment Framework and Risk Assessment tools as appropriate and plan, implement and evaluate evidenced based care given
4. To work in partnership with the Clinical Service Lead (CSL), Practice Educator and multidisciplinary teams in the development of innovative clinical practice in line with the Healthy Child Programme and the 4, 5, 6 School Nursing Model and specifically within your high impact area.



5. To manage a designated work load and skill mix team, in line with CHS policies, guidelines and standards, including the development and performance management of team members
6. To maintain a high professional profile and role model for nursing and health care services within CHS
7. To act as an advocate within a multi-disciplinary framework for families and children to promote the best outcomes for their health and well being
8. To adhere to the London Child protection Procedures and CHS safeguarding procedures
9. To actively promote immunisation programmes
10. To assess the needs and support families require where there is a chronic illness or disability and to advise on care in cooperation with other agencies
11. To report all incidents and accidents involving clients and staff
12. To attend all statutory and mandatory training and be aware of responsibility in the event of an emergency
13. Support Clinical Service Lead and team to achieve universal and targeted commissioned services

Core Dimensions of Role

Core 1: Communication

1. To record work activities in line with local policies, procedures and standards and maintain effective systems of communication ensuring adequate recording takes place on all aspects of care
2. To overcome barriers to understanding, modify and use communication skills to provide and receive sensitive and appropriate information concerning an individual's condition or situation
3. To lead team meetings, educational forums and briefing sessions e.g. hand over, journal clubs, network and case meetings
4. To provide positive constructive feedback and ensure the appropriate changes with colleagues and service users
5. To report and manage complaints, errors, concerns and any other untoward occurrences in line with policies, procedures and standards
6. To ensure, monitor and promote confidentiality on all matters relating to individuals obtained during the course of work or otherwise
7. To promote facilitate, and role model excellent working relationships with and among the team, Trust staff, acute sector, Social Services, user groups and Voluntary organisations
8. To monitor and promote the concept of team work, respect and support colleagues and manage any differences in a professional and confidential manner.



Core 2: Personal and People Development

1. To keep up to date on clinical, public health and professional developments and disseminate knowledge with users and team members
2. To evaluate the application of own knowledge and skills against SCPHN competencies
3. To be responsible for own professional development, undertaking an annual appraisal and Professional Development Plan with Manager
4. To work with Clinical Service Leader (CSL) and team members to provide learning experiences and environments for self, colleagues, students and others allocated to the team for clinical placement within and outside the workplace and in line with the NMC Code of Professional Conduct
5. To actively participate in the development and delivery of training / education programmes, reflective practice and the development of required new skills for staff
6. To act as a role model and resource, providing mentorship and supervision to selected members of staff

Core 3: Health, Safety and Security

1. To take responsibility for the Health, Safety and Security of self and others, and complies with Croydon Health Services Health and Safety Policy e.g. Non-smoking policy
2. To ensure confidentiality on all matters and information relating to individuals, and ensure records are handled and stored by self and others according to Croydon Health Services Policies, Information Sharing Guidance and the Data Protection Act
3. To work within the Croydon Health Services Professional Liability Policy for Nurses
4. To recognise risks and adhere to the London and Croydon Health Services Safeguarding Children Policies
5. To identify and report areas of risk and complete appropriate documentation.
6. To supervise and support others, in relation to risk assessment, errors, incidents and accidents in line with local policies, procedures and standards
7. To act on alerts and ensure that equipment used during the course of work is, safe, maintained and stored in accordance with manufacturers, Croydon Health Services guidelines
8. To recognise and challenge own and others limitations in decision making and practical work and ensures that complex clinical, professional and managerial issues are addressed by the team leader/manager

Core 4: Service Provision

1. To contribute to the development, implementation of local and national policies. Promoting an understanding of ongoing changes and developments within service provision / business plan, identifying gaps in provision of care and effective management of resources, ensuring Manager/CSL/Croydon Health Services are informed as necessary



2. To initiate, promote, facilitate and monitor new ways of working within own and multidisciplinary teams e.g. via working groups and audit
3. To line manage and supervise the practice of team members directly and indirectly
4. To lead on clinical issues and ensure the development of specialist practice relevant to caseload
5. To promote and contribute to the development of a culture that is open to change and innovation managing change resistance if needed.
6. To actively contribute and respond to public health, service users and health promotion need. Promoting the expert patient programme and patient / client empowerment
7. To identify, undertake and develop for self and others new competencies and skills as service needs change and evolve managing risk and ensuring governance
8. To actively participate in the recruitment and retention of staff

Core 5: Quality

1. To actively participate in the development, management and evaluation of Croydon Health Services Governance Plan
2. To share results of research to inform own/ others clinical practice, using evidenced based practice to provide care and challenge unacceptable practice
3. To participate in and co-ordinate reflective practice and clinical supervision sessions, leading as required
4. To recognise, respect and promote different roles within the team
5. To undertake, participate, co-ordinate audits/surveys in areas relevant to practice to facilitate high quality evidence based service delivery
6. Promotes a culture that is committed to innovation and quality improvement.

Core 6: Equality and Diversity

1. To ensure one's own actions support and promote equality and diversity in the workplace, challenging and managing the behaviour of others where appropriate
2. To take necessary action when the behaviour of others undermines/abuses the rights of other individuals
3. To adhere to the NMC code of professional conduct
4. To ensure individual are not discriminated or disadvantaged and are given equal access to care and support in a professional manner supporting and managing team to do the same

GENERAL

1. To work in accordance with the Trust's Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.



2. To ensure that Croydon Health Services Trust's policies and procedures are adhered to.
3. To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures.
4. To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
5. To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
6. To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of healthcare associated infections (HCAIs). The prevention and control of HCAIs must be embedded into everyday clinical practice and applied consistently.
7. All clinical staff hold responsibility for ensuring they have sound knowledge of standard infection control precautions and that no omission on their part or within the sphere of their responsibility is detrimental to the interests or safety of their patients, visitors and colleagues. Clinical staff must keep their infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required.
8. To comply with the Trust's Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:
 - Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
 - Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
 - Ensure you are familiar and comply with local protocols and systems for information sharing.
 - Know the appropriate contact numbers and required reporting lines.
 - Participate in required training and supervision.
 - Comply with required professional boundaries and codes of conduct

NOTE:

- A child is someone under the age of 18 (this would include unborn children).
- A vulnerable adult is 'someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via 'What's New'.



9. To work within the relevant Professional Bodies Code of Professional Conduct and Scope of Professional Practice.
10. Budget Holders are responsible for adherence to Standing Financial Instructions
11. Managers are responsible for adherence of maintaining expenditure within budget and addressing deviations from budget
12. To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

You are the difference –Staff Pledges

All staff are expected to demonstrate a considerate and respectful attitude.

I will always introduce myself to patients and other staff “Hello my name is”

If I see that someone looks like they need help, assistance or they look lost – I will always – Can I help you?

If I can’t help you I will always ensure that I refer you to someone who can

If I see behaviour that is inappropriate I will feel empowered and supported to always challenge it

This job description is not an exhaustive document, but is a reflection of the current position. The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs.

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder :Date:

Line Manager:Date



PERSON SPECIFICATION

JOB TITLE: Specialist Public Health Practitioner School Nursing

BAND: 6

DEPARTMENT:

DATE: March 2019

	Essential	Desirable	How assessed
QUALIFICATIONS TRAINING/ EDUCATION			
Registered Nurse	✓		Application and at Interview
Specialist Community Public Health Nurse (School Nursing)	✓		
Evidence of a professional updating including a post registration training programme	✓		Application and at Interview
Mentorship		✓	
Leadership qualification		✓	
PHSE accreditation		✓	
RELEVANT KNOWLEDGE & AWARENESS			
Knowledge of national and local strategies pertaining to the school health service including Pan London guidelines, Public Health Agenda, HCP (5-19) and 4, 5, 6 model	✓		Application and at Interview
Demonstrate knowledge of the Children Act, Working Together and London Child Protection Procedures	✓		Application and at Interview
Awareness of current issues relating to teenager's sexual health and contraceptive needs, and the associated risk factors.	✓		Application and at Interview
Up to date and comprehensive knowledge on child protection procedures and partnership working	✓		Application and at Interview
Understanding evidence based practice, audit and clinical governance	✓		Application and at Interview



Understanding of professional and personal accountability in line with the standards laid out in the NMC Code	✓		Application and at Interview
Awareness of best practice in the development and delivery of health promotion programmes	✓		Application and at Interview
Knowledge of equality and diversity policies in the workplace and service provision.	✓		Application and at Interview
Evidence of on-going Continuing Professional Development (CPD) programmes to maintain knowledge and skills for National Standards for specialist practice within public health.	✓		Application and at Interview
Additional training and experience in the emotional health and well-being of adolescents.		✓	Application and at Interview
EXPERIENCE			
Experience of delivering health promotion programmes	✓		Application and at Interview
Experience of supporting school staff and pupils to manage complex health needs.	✓		Application and at Interview
Experience of analysing and interpreting health needs profiles and using them to inform practice.	✓		Application and at Interview
Experience of facilitating group work		✓	Application and at Interview
Experience of providing sexual health advice to teenagers		✓	Application and at Interview
SKILLS, ABILITIES, APTITUDES			
Able to prioritise and manage changing priorities	✓		Application and at Interview
Ability to work efficiently as a team member and as a lone practitioner across clinical settings	✓		Application and at Interview



Demonstrate the ability to work in partnership with young people, their parents and carers, and other health professionals	✓		Application and at Interview
Good communication and interpersonal skills, including an ability to build rapport and establish good one-one relations with young people and colleagues Ability to remain calm when faced with difficulties and challenges.	✓		Application and at Interview
Ability to facilitate change and develop the skills of staff within a generic school nursing team	✓		Application and at Interview
Good written communication skills and an ability to maintain accurate and clear records	✓		Application and at Interview
Computer literate	✓		Application and at Interview
Able to work independently and to demonstrate the ability to make decisions	✓		Application and at Interview
Leadership skills, sufficient to manage a small team		✓	Application and at Interview
Knowledge of electronic records system		✓	Application and at Interview
OTHER FACTORS			
Ability to work flexibly to meet the needs of the service	✓		Application and at Interview
Willingness to learn new skills, to adapt positively to changes in the working practices and patterns and develop new ideas and approaches to school nursing	✓		Application and at Interview
NMC registration	✓		Application and at Interview
Car owner and driver and have a valid UK drivers licence	✓		Application and at Interview
Previous experience of working as a Band 6 school nurse		✓	

This post is subject to a DBS Disclosure at an enhanced level

