



**OXLEAS NHS FOUNDATION TRUST
JOB DESCRIPTION**

JOB TITLE:	Community Staff Nurse – Paediatric Continence
Team	within Universal Children’s Service 0-19 years
GRADE:	Band 5
DIRECTORATE	Children & Young People
HOURS OF WORK:	Core hours of 9 am - 5 pm full time. Occasional requirement for extended hours 8 am - 7 pm. 3 days a week fixed (22.5 hours a week).
RESPONSIBLE TO:	Acting Head of Public Health Community Nursing
(Line manager)	(5- 19 years)
ACCOUNTABLE TO:	Director of C&YP
(RESPONSIBLE FOR:)	
LIAISES WITH:	
	Young People, parents, carers and families Special school team Oxleas C&YP services Oxleas Adult services Safeguarding Named Nurse and Advisors Children’s Centres Schools and Nurseries GPs Children’s Social Care Local Authority services and Early Help practitioners C&YP services in other boroughs Voluntary agencies
BASE:	Designated Oxleas bases traveling to other sites as required

Overview of the Post

The post holder will provide specialist evidence based assessment, treatment and follow up to children and young people with bladder and/or bowel dysfunction.

To deliver the 5-19 Healthy Child Programme and to support children with continence issues using goal based outcomes. To improve and promote the health of all school age children and young people and thereby improve the health of the population. Through:

- Helping children and young people to realise their potential in health and education
- Ensuring all children and young people have access to a high quality service that is local, responsive and informed by evidence of good practice by offering and managing a comprehensive nursing service to their assigned school population

Key Task and Responsibilities

- Support a 0-19 experience for pre-registration nursing students
- To support schools in paediatric continence issues with children & young people
- To deliver paediatric continence clinics in Bexley and Greenwich

Management and Leadership responsibilities

- To work according to the Trust Values, 6C 's' and Trust Nursing Strategy to ensure high quality, responsive patient focussed care is delivered to all children and families
- Comply with the Trusts policies, guidelines and procedures
- Assist with the investigation of complaints
- Participate in and attend staff meetings / forums
- Actively contribute in working parties and service development opportunities
- Participate in Personal Development Plans and Individual Performance Reviews
- Undertake training necessary to ensure own development and updating
- Attend mandatory training sessions as required by Oxleas

Clinical

- To deliver the key touch points contacts, within required timescales, according to service model to meet KPI's.
- To assess the health needs with individual children
- Undertake, design and evaluate any health promotion sessions individually and in groups within the clinic setting and record on RIO

- To collate relevant information by liaising with all agencies for school aged children in mainstream and special units and to refer children with on-going health needs to relevant professionals
- To complete care plans/Rio forms and outcome contacts to monitor and review children with special and additional needs in mainstream school to support reporting for KPI's
- To liaise with schools, parents and other agencies, regarding health issues, to ensure that children are able to progress to their full potential
- Under the guidance of the Child Protection policies and procedures and with support from the school nurse, act as a health resource for the school aged child at child protection case conferences and core group
- Where children do not respond to local treatment plans, refer these children on to the appropriate professional, having consulted the parent/carer. Complete RIO forms/templates to facilitate reporting of service KPI's
- To arrange and participate in relevant programmes promoting the role of the nurse to children, parents and wider school community
- To advise pupils, parents, teachers and staff about matters relating to health
- To work within limits of confidentiality
- Collect and interpret information in order to decide on safe and appropriate actions
- Participate in promoting the service locally and nationally

Plan and organise own work

- **Plan** and organise own work by assessing and targeting needs
- Undertake health promotion sessions for parents and schools
- **Support** national and local health promotion campaigns
- Participate in clinical and child protection supervision according to Trust protocols
- **To** maintain a diary which accurately reflects daily work and mileage

Research

- To initiate and undertake audits, and interpret and report on their findings
- Contribute to service development ensuring that all care is evidence based, and implementing agreed changes.

Communication and Record Keeping

- To establish and maintain good relationships with children, young people and parents/carers to listen to and respond to their needs and act as an advocate where appropriate
- To be the named professional liaising between schools and other agencies involved with the health of the school aged child delegating to colleagues appropriate tasks
- Maintain legible, accurate and contemporaneous records, which are dated and signed according to Trust policy
- To follow Trust and service mobile working guidelines, completing and utilising RIO diary and record keeping functions
- To complete the RIO diary and outcome contacts, for advance planning of work, communication with colleagues, confirmation of contacts, completed and to support reporting to KPI's
- To follow and comply with lone worker "Start and end of day" procedures to ensure own and colleagues safety.
- To complete RIO forms/templates and care plans, as required to provide a comprehensive record of health assessments and care delivered, and to facilitate reporting of service KPI's
- Present complex issues in a professional manner e.g. Court Statements
- To identify and facilitate resources required to ensure equitable service to a diverse population e.g. sign interpreters
- Deal with telephone messages, accurately record and respond appropriately
- Promote Oxleas 0-19 services to User groups and interested independent organisations e.g. Presentations using available resources
- To use negotiation skills in group management: e.g. children with health needs, classroom settings.
- To provide written reports and referrals to appropriate agencies
- To interpret the needs of clients in a multi-agency context, where issues of consent and confidentiality cause conflict

- Use a variety of communication skills, where English is not the first language or where understanding is limited
- To communicate effectively with colleagues within Oxleas, and partner agencies, to ensure timely, effective and coordinated care for families

On Call/Unsocial Hours

Core hours are 9 am - 5 pm, full time. There may be occasional requirement to contribute to extended service hours of 8 am - 7 pm.

The following statements are mandatory for all job descriptions:

Terms and Conditions

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

Confidentiality

The Post holder must maintain the confidentiality of information about patients, staff and other health service business in accordance with Trust Policy.

Risk Management

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

Infection Control

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

Equality, Diversity and Human Rights

The Post holder will treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, religion, nationality, ethnic origin, social background, sexual orientation, marital status, disability, HIV/Aids status, criminal background and Trade Union status. The Trust has a Policy for Equality and Human Rights and it is the responsibility of all staff to ensure that this is implemented.

Health & Safety

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

Professional and NHS Codes of Conduct

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff

must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

Safeguarding

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

Financial Management and Control of Resources

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

Customer Care

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

Personal/Professional Development Planning/Mandatory Training

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

No Smoking

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

TRUST MISSION AND VALUES

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**OXLEAS NHS FOUNDATION TRUST
PERSON SPECIFICATION**

JOB TITLE: Community staff nurse – Paediatric Continence Team

DEPARTMENT: Children & Young People Directorate

GRADE: Band 5

Education/Qualifications	How measured Application / Interview
<ul style="list-style-type: none"> Registered General Nurse/Paediatric nurse Current NMC registration Mentor development /998 Evidence of continued professional development 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>
Experience	
<ul style="list-style-type: none"> Experience of public health approaches in community Multi-disciplinary / agency working Experience and/or understanding of monitoring and evaluation Experience /knowledge of children's continence 	<p>A / I</p> <p>A / I</p> <p>I</p> <p>A/I</p>
Skills/Abilities/Knowledge	
<ul style="list-style-type: none"> Ability to work as part of a team Aware of the issues affecting young people and the impact on their health Ability to work autonomously Good communication skills and inter personal skills Ability to work in partnership with statutory/voluntary organisation Ability to use Trust electronic record keeping systems and other IT systems Awareness of current NHS strategy and local initiatives Ability to change practice in response to national guidance and local priorities Application of Safeguarding procedures Support students in clinical placements Flexible to meet the needs of the service Commitment to the concept of diversity and equal opportunities Ability to work in a sensitive, confidential and non-judgemental manner with young people in an equal opportunities framework Experience of delivering medical training and presentations to groups 	<p>A / I</p> <p>A/I</p>
Effort and Environment	

<ul style="list-style-type: none"> • Effective interpersonal skills including the ability to work with people at different levels of the organisation and negotiation skills • Required to carry boxes of health promotion material to and from venues • Daily use of VDU equipment e.g inputting data, record-keeping • Front-facing role which exposes the practitioner to distressing , emotional conditions regularly e.g child safeguarding, mental health • May be exposed to unpleasant working conditions e.g child excrement, head lice • Home Visits may also be required. • Driving to different clinics 	I
Other Requirements Current driving licence	

NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.

Signed by Line Manager

Signed by Post Holder

Print Name

Print Name

E = Essential

D = Desirable