

Job Description

Job Title:	School Nurse
Reports to (job title):	Clinical Team Leader, B&NES Child and Family Health
Line Manager to:	N/A

Job purpose

Specialist Community Public Health Nurses (School Nurse) work within B&NES Child and Family Public Health Service to lead and deliver high quality, pro-active health care and support for children and the 5-19 Healthy Child Programme. They will deliver health care support and advice as part of the Health Child Programme, to reduce health inequalities, safeguard children and improve outcomes.

Base

The SCPHN (School Nurse) will be based at one of the integrated B&NES Child and Family Health Bases outlined below:

St Martin's Hospital

First Steps, Twerton

Keynsham Children's Centre

Paulton Hospital

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Key responsibilities

- Understand the children and young people's public health agenda and work in partnership with other agencies to improve the health of school aged children across B&NES.
- Establish and maintain good working relationships with stakeholders and partner services, working collaboratively to support the provision of early universal access to information for health issues.
- Use clinical judgement and public health expertise to identify health needs early, determine potential risk and provide early intervention to prevent issues escalating.
- Use compassionate, evidence-based approaches, including MECC and Trauma Informed approaches.
- Manage an identified caseload of secondary and primary schools.
- Undertake population and school level health needs assessment to identify local need and deliver outcome-focused interventions aligned with the High Impact Areas of the Healthy Child Programme (0-19), promoting physical, mental and emotional health and wellbeing.
- Assess children's health needs to identify any deviation from normal development in line with Safeguarding Children policies and procedures, leading on Early Help support when required.
- Deliver drop-ins, health education sessions, needs-led interventions, information provision and signposting/introduction to other agencies to support and empower children, young people and families to take ownership of and manage their health care.
- Support transition, including delivering health reviews to all children at points of transition, following up identified needs and providing individual health needs assessments as required.
- Deliver young persons' sexual health service 'Clinic in a Box' in school and community settings, following completion of the appropriate sexual health training.
- Contribute to multi-agency early support assessment of children and young people, including safeguarding, SEND and Early Help Care Plans, taking on the lead professional role where appropriate.
- Support vulnerable children and those not in school, including children in care, young carers, young offenders, home educated or those not in education employment or training (Early School Leavers)
- Understand the requirements of clinical governance and safeguarding. Use this knowledge and skills to identify, assess and safeguard vulnerable children and families in line with policy and procedure.
- Refer and signpost service users to specialist interventions and services provided by other agencies according to integrated local pathways.

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- Work with families and offer support and interventions alongside other agencies to co-ordinate holistic, wrap around support for children, young people and families with acute, complex or ongoing needs.
- Actively seek service users' views, supporting work led by the Equality and Engagement Lead, and feed into service developments.
- Ensure a child centred service is delivered through active engagement with young people in the planning and delivery of the service, aligned to the Children and Young Peoples Participation Standards and 'You're Welcome' criteria.

Leadership and Communication skills

- Act as a resource for other members of the School Aged Health Service and use high quality and cost-effective standards for Specialist Public Health Nurse - School Nursing practice.
- Plan, develop and co-ordinate public health interventions for the school aged population, providing accurate data to support the Key Performance Indicators and engaging with business and service audit processes.
- Have a working knowledge of HCRG Care Group policies and procedures and implement them as appropriate. Participate in the development of new policies as required.
- Champion change within the School Aged Health Service, participating in teams to develop practice and pathways that improve care processes.
- Participate in 0 – 19 team meetings, engaging with the Quality, Care, Effectiveness and Safeguarding agenda and priorities.
- Comply with service delivery recording requirements to support the Key Performance Indicators and provide assurance of service delivery quality.

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Professional responsibilities

- Adhere to the Nursing and Midwifery Council (NMC) Code of Professional Conduct, maintain professional registration and exhibit excellence in Specialist Community Public Health Nursing practice standards.
- Participate in the orientation and induction of colleagues, visitors and other staff.
- Participate in training programmes for pre-registration nurses, SCPHN and others on community placements. Exhibit excellence in role model standards for SPCPHS practice for the supervision of learners and colleagues.
- Participate in clinical supervision and facilitate the same for other members of the School Aged Health Service.
- Take responsibility for identifying own professional developmental needs. Maintain compliance with quality and safety training ensuring adherence to policies and procedures.
- Use resources efficiently and effectively, supporting managers to identify budget variances and solutions.

Other Factors

- Physical effort: the post is based within one of the localities in B&NES and will involve travel across the Organisation's area, including lone working. Access to an appropriately maintained vehicle during working hours is required.
- Mental effort: The post may have an unpredictable workload pattern, frequent concentration required, and ability to deal with incidents.
- Emotional effort: the post may necessitate dealing with clients at distressing and emotional times, including safeguarding, bereavement, family breakdown and domestic violence.
- Working conditions: occasional unpleasant conditions, home visiting required. Occasional spillage of body fluids.

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Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company.

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Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

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Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities 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 environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance with the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

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Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company knowledge base.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy, and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

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Personal Specification

Essential

- Specialist Community Public Health Nurse (School Nurse) with current NMC registration.
- Current full driving license and use of a car during working hours
- Ability to provide mobile working
- Able to maintain factual, consistent, accurate, contemporaneous, comprehensive records.
- Experience of inter-agency and collaborative working.
- Excellent communication skills including effective communication with service users.
- Ability to demonstrate excellent written communication skills and to effectively communicate with all disciplines and statutory and voluntary agencies.
- IT literate e.g. use of email, web-based applications, electronic records
- Ability to work autonomously
- Work closely with team members and external parties to review client care and make recommendations for improved service delivery.
- Ability to work flexibly and respond positively to the changing demands and methods of working both individually and within a team.
- A good understanding of National Documents in relation to the agenda for Children and Young People's Public Health.
- A comprehensive knowledge of child health development.
- An understanding of the needs of children and young people.
- Ability to recognise own limitations and good time management skills.

Desirable

- Contraceptive and Sexual Health qualification
- Leadership qualification
- Experience of working within the community.
- Experience of innovative practice.

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- Experience of leading teams
- Experience as a qualified SCPHN (School Nurse)

Employee signature

Manager signature
