

Job Title:	Mainstream Staff Nurse
Reports to (job title):	Team Leader – 0-19
Line Manager to:	n/a

## Job purpose

The Band 5 School Nurse is a registered general nurse working as part of the public health nursing team in providing preventative and supportive health care to children, young people and their families. The post holder works with a public health focus under the supervision of a Specialist Community Public Health Nurse (SCPHN) with a defined population. As part of the public health nursing team the post holder collaborates with a wider multi-disciplinary and inter-agency team in offering public health services to the community. The work takes place in a variety of settings, including home, clinic and community venues

## Base

Our Healthy Family Teams support our Surrey-wide service, and you will be based at one of our Office Hubs across Surrey with the opportunity for hybrid working.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## Key responsibilities

- Delivery of the healthy child programme at four levels as delegated by the Specialist Community Public Health School Nurse.
- Ability to recognise health needs for individual clients and situations in relation to the health of children, young people, individuals and families, sometimes in complex situations, identifying situations where referral for support from Public Health Specialist is necessary.
- Undertake health assessments in schools.
- Prepare for, attend and participate in relevant case conferences and inter-agency meetings as delegated by the Specialist Community Public Health nurse (SCPHN). Undertaking health needs assessments and care planning as appropriate.
- Support the SCPHN in providing specialist targeted support to meet the needs of children identified as at risk or with complex needs and ensure Partnership plus plan in place.
- Support the SCPHN to identify, prioritise and implement programmes of support in response to the public health needs of the school age population.

- Ability to use relevant equipment and discuss measurements outside normal expectations with SCPHN prior to joint planning of appropriate monitoring and referral.
- Undertake full assessment of individual public health needs and provide support or onward referral as appropriate. Specifically; sexual health, smoking and weight management.
- Offer advice and support to children, young people and families in accordance with evidence based practice.
- Act as a mentor to junior members of staff.
- Organises delegated workload to meet priorities of client care.
- To provide a skilled, effective and evidence based school health service to a cluster of schools
- To undertake LAC health assessments in line with inter-collegiate guidance
- Deliver and monitor school and community based drop-ins
- Support Pre-Registration Students undertaking placements within the team
- Undertake any other work delegated by the Band 6 School Nurse
- Any other function commensurate with competencies and job role.

## 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. 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.

## 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 within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **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 intranet.

## 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.

## Personal Specification

### Essential

- Registered Nurse
- Child Protection awareness.
- Knowledge of national and local policy in Children's Service and Public Health.
- Experience of working with children and young people.
- Understanding of child and adolescent development.
- Ability to apply theory to practice.
- Knowledge and application of clinical governance.
- Delivery of evidence based practice.
- Reflective practitioner.
- Commitment to continuous professional development.
- Able to communicate by written, oral and electronic means applying those skills to new settings.
- Ability to work alone and part of a multi-disciplinary team.
- Good presentation and facilitation skills.
- Evidence of, or commitment to service development.
- Experience of working with other agencies.
- Excellent IT skills and able to use electronic client record such as SystemOne or Emis
- Ability to work on own initiative and self motivated.
- Experience of delivering group sessions either face to face or virtually

### Desirable

- Evidence of recent study at degree level
- Knowledge of Family planning and sexual health
- Understanding of the Healthy Schools

Other requirements: Full UK Driving Licence with a car insured for business use.



# Job Description

Employee signature

---

Manager signature

---

