

Job Title:	SCPHN School Nurse
Reports to (job title):	Healthy Family Team Leader
Line Manager to:	XXX

Job purpose

School Staff 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 Healthy Family Team Leader) 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.

This post is responsible for

- Delivery of the healthy child programme at four levels as delegated by the Specialist Community Public Health School Nurse
- Day to day operational line management of the School Staff Nurses and Support Staff, including appraisals, performance, management supervision, sickness and absence.
- Day to day caseload management of work for School Staff Nurses and Support Staff – helping them to plan, prioritise, evaluate and delegating and allocating work as appropriate.
- Appropriate delegation of work to Healthy Family Support Workers and others in the multidisciplinary team
- Proving supporting work to members of the Integrated Team with activities and decision making
- Act as a mentor to pre-registration and post registration students as appropriate and be involved in organizing allocation of student nurses
- Participate in preceptorship of junior/new members of the team.
- To work in collaboration with health care and other service providers, including Head Teachers, to ensure seamless delivery of services for school age children.
- To confidently and competently work with vulnerable children and families work collaboratively within the multi-agency framework to reduce risk and prevent harm.

- Attend all initial child protection conferences and then delegate ongoing work to the appropriate member of the skill mix team. Ensure that all review child protection conferences are attended by a health professional in line with organizational contractual requirements escalating to the attention of the Healthy Family Team Leader when unable to cover.
- Plan and organize the workload for themselves and the team and be responsive to fluctuations in workload and resources.
- Be involved in the development and delivery of evidence based practice and to ensure that practice is current and dynamic. Embed NICE guidance into practice.
- To initiate and support innovative change within the Essex Child and Family Wellbeing Service in line with current clinical and academic evidence, national standards and relevant reports in partnership with the Healthy Family Team Leader and Quadrant Manager.
- Coordinate health needs assessment for individual children and young people.
- Provide specialist advice, support and training to relevant members of the school community and other professionals.
- Confidently and competently identify risks in practice and develop methods to ensure risks are escalated appropriately and governance standards are adhered to in practice.
- Provide specialist targeted support to meet the needs of children identified as at risk or with complex needs and ensure Partnership plus plan in place.
- Identify, prioritize and implement programmes of support in response to the public health needs of the school age population.
- 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.
- Delegate 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 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

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
- Specialist Practitioner Qualification (Degree / diploma /certificate) in school and community public health or 3 years demonstrable experience in school nursing
- Experience of team working
- Evidence of professional development
- Evidence of leadership
- Excellent communication and interpersonal skills
- Broad range of skills
- Ability to organise the work load
- Ability to delegate and prioritise
- Computer literate and experience in using systems
- Effective written and verbal communication skills
- 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.
- Knowledge and application of clinical governance.
- Delivery of evidence based practice.

Desirable

- Clinical Supervisor Training
- Post Graduate training in a relevant field.
- Leadership Training.
- Experience of Line Management.
- Concepts of Family planning and sexual health
- Group facilitation skills
- Understanding of the Healthy Schools process

Good presentation and facilitation skills.



Job Description

Employee signature

Manager signature
