

Job Title:	School Nurse (SCPHN)
Reports to (job title):	Team Leader
Line Manager to:	School Staff Nurses and School Health Support Workers

## Job purpose

To work within the Lancashire Children's Community Services, to provide school age children/young people and their families with a service that promotes the physical, mental and emotional health of school age children/young people and provides support for families/carers by partnership working in a community setting

## Key responsibilities

- To understand the concept of Clinical Governance and be skilled in the identification, assessment and protection of vulnerable children and families
- To exhibit excellence in the standards for Specialist Community Public Health Nursing/School Nursing practice, and to be an effective teacher and role model for others to aspire to
- To develop the school nursing service in the defined locality through proactive leadership and innovative practice to meet health needs
- To ensure a child centred service is delivered through active engagement with young people in the planning and delivery of the service in the locality area

## Patient Client Care

- To have current and up to date awareness of the children and young people's public health agenda and work in partnership with other agencies to improve the health of school aged children
- To undertake population health needs assessment to identify local need and proactively work as the health lead in a multi-agency way to address the identified public health needs
- To be responsible for the assessment of children's health needs so as to identify any deviation from normal development in line with safeguarding and the common assessment framework
- To promote healthy lifestyles through opportunistic discussions and health education sessions
- To promote child and adolescent mental health through drop-in sessions, clinics, emotional literacy sessions and family support
- Adhere to and support the implementation of the clinical duty processes, as per local locality agreements
- To promote healthy lifestyles through opportunistic discussions and health education sessions
- To take an active part in multi-agency discussions as an advocate for children/young

people families and carers

- To support vulnerable children and adolescents through proactive discussions with families, schools, other agencies and one to one discussions
- To contribute to multi-agency common assessment of children and young people and take on lead professional role where appropriate
- To manage and identified caseload comprising of secondary and primary schools
- To participate in safeguarding supervision ensuring that families of concern are regularly reviewed
- To keep accurate, comprehensive and contemporaneous records and reports and ensure high standards of record keeping within the team
- Work with vulnerable children and families in line with national and local policies relating to safeguarding children and to provide specialist support and advice to children, families and schools regarding the health and wellbeing needs of children
- Provide drop-in sessions in every high school, as required
- To develop a specialty within own working practice and act as a resource and lead to other school nurses through project development requiring further training
- To be trauma aware and have an understanding of the principles of a trauma informed approach to care and the impact of Adverse Childhood Experiences on children, young people and adults
- To provide management and leadership to School Health Support Workers and band 5 School Staff Nurses including allocation meetings, delegation of school and caseload and caseload monitoring and support
- To support junior members of staff and students, promoting and monitoring best practice
- Act as a mentor to junior members of staff and students
- Undertake the role of Practice Assessor/Supervisor in the management of pre-registration students, ensuring all steps are taken to support the student to achieve their competencies and effectively manage underperformance whilst ensuring at all times the safety of service users
- To plan, develop and co-ordinate the public health agenda and interventions for the school age population in the locality area for the skill mix team to deliver
- To promote school immunisation sessions in line with national immunisation programmes, policies and protocols

## 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 1998 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:

- School Nurse Specialist Practitioner – Public Health current registration and NMC Registration
- Able to work flexibly and respond to changing demands in workload
- Able to maintain factual, consistent, accurate, comprehensive and contemporaneous records
- Clear understanding of the needs of children and young people
- 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/voluntary agencies
- IT literate eg, use of word, emails, clinical systems, internet
- Effective team working
- Work closely with team members and external parties to review client care and make recommendations for improved service delivery
- A comprehensive knowledge of child health development
- Ability to recognise own limitations and have good time management skills

### Desirable:

- Family Planning qualification
- Leadership qualification
- Experience of innovative practice
- Experience of working with safeguarding / child protection issues
- Experience of effectively appraising and supervising team members and able to ensure that professional needs of colleagues are identified
- Demonstrate a clear awareness of local and national policies and imperatives, and the role of the professional in executing these policies
- Experience as a Qualified School Nurse

### Other requirements:

- Must be able to cover / support other localities as and when the need arises
- Ability to drive and use of car during working hours and hold a valid UK driving licence

Employee signature

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Manager signature

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