

Job details

Job title:	Staff Nurse
Reports to:	Team Leader
Banding/Salary:	Band 5 Agenda for Change
Other benefits and pension access:	NHS pension Access to HCRG Care Group benefits portal

Role purpose

As a staff nurse within the Lancashire Young People and Healthy Families service you will work as part of the 0-19 years team with 0-19 year olds under the direction of the School Nurse and Health Visitor. You will provide key elements of the Healthy Child Programme and targeted care based on individual families' needs as delegated by the School Nurse, Health Visitor or Team Leader

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role:

Generic Band 5 duties

- Deliver the healthy child programme at four levels as delegated by the Specialist Community Public Health Practitioner (SCPHN)
- 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 SCPHN is necessary
- Prepare for, attend and participate in relevant child protection case conferences, children in need meetings and other inter-agency meetings as delegated by the SCPHN. Undertake 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 a given population
- As appropriate, host virtual groups and sessions on public health topics to support families and young people
- Utilise relevant equipment and discuss measurements outside normal parameters 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, including sexual health, smoking and weight management
- Offer advice and support to children, young people and families in accordance with evidence-based practice, including utilising the Solihull parenting approach
- Act as a mentor to junior members of staff
- 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

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and effectively manage underperformance whilst ensuring at all times the safety of service users

- Act as Line Manager to members of the wider Healthy Family Team
- Organise delegated workload to meet priorities of client care
- Undertake any other work/tasks as delegated by the SCPHN
- Adhere to and support the implementation of the clinical duty processes, as per local locality agreements
- Ensure all health records are completed contemporaneously in accordance with NMC and HCRG Care Group Clinical Records Policy
- Support leadership and delivery of a quality function (such as, service user experience and undertake supervision as per HCRG Care Group guidelines)
- Any other function commensurate with competencies and job role
- You may be assigned to the School nurse or Health visitor arm but will at times be expected to work across both arms.

Specific Band 5 duties

- Deliver individualised packages of care to families (UP or UPP level) under the direction of a health visitor, including infant feeding support (including failure to thrive cases).
- Ability/skills/knowledge to effectively screen for parental mental health, refer appropriately, and offer evidence-based interventions where required.
- Undertake allocated transfer-in contacts
- Manage complex CAF/TAF cases, fulfilling role as Lead Professional on cases where appropriate/as directed by health visitor
- Deliver components of the Intensive Health Visiting Offer under the direction of a health visitor
- Deliver antenatal education as part of the Bump Birth and Beyond (BBB) programme

Person specification

Essential	Desirable
○ Registered Nurse (RN) & NMC Registration. ○ Appraisal and Personal Development Planning ○ Valid UK Driving Licence. ○ Daily access to a car in order to carry out duties of the post ○ Understand the limits and concepts of confidentiality and principles of the Data Protection and Freedom of Information Acts. ○ Experience of health promotion/ public health activities ○ Experience of working as part of a team ○ Ability to take full responsibility for workload. ○ A flexible approach to meet client/service needs.	○ Experience of innovative practice ○ Experience of first line staff management. ○ Evidence of undertaking leadership course/qualification. ○ Experience of working closely with team members and external parties to review patient care and make recommendations for improved service delivery ○ Experience of effectively appraising and supervising team members and able to ensure that professional needs of staff are identified ○ Experience of working with Safeguarding/Child Protection issues. ○ Experience in facilitating group work

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- Ability to act independently as part of a multi-disciplinary team.
- Able to maintain factual, consistent, accurate, contemporaneous, comprehensive records.
- Have an awareness of child protection
 - Able to ensure quality of care through contribution to audit and research.
- Able to design, record and implement specific action plans in partnership with child/family and client.
- Ability to demonstrate good written and oral communication skills and to effectively communicate with all disciplines and agencies.
- IT literate, ability to utilise local and web based software and applications.
- A positive commitment to maintaining and updating as appropriate
- Experience of innovative practice.
- Experience of first line staff management.
- Evidence of undertaking leadership course/qualification.
- Experience of working closely with team members and external parties to review patient care and make recommendations for improved service delivery.
- Experience of effectively appraising and supervising team members and able to ensure that professional needs of staff are identified.
- Experience of working with Safeguarding/Child Protection issues
- Experience in facilitating group work
- Professional and clinical skills, attitude and knowledge.
- Recognises own responsibility for educating students, peers and colleagues
- Knowledge and application of clinical governance.

- **Other requirements: -**
- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.

Employee signature:

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Date:		
Date:		

About us

Our values

- **We think** - Challenging ourselves and others on what we do, how we do it, fostering a culture of improvement.
- **We care** - putting people over process, treating service users like our own family, understanding and walking in the shoes of others.
- **We do** – cutting through bureaucracy and getting stuff done – holding ourselves and others to account for high standards and not just talking about change but delivering it.

Confidentiality and Information Security

As an HCRG Care Group 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 UK Data Protection laws 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 NHS Digital's 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

As an HCRG Care Group employee 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
- Adherence to the clear desk/screen policy
- Only using email accounts authorised by HCRG Care Group – eg @hcrGcaregroup.com, NHSmail etc. These should be used in accordance with the Sending and Transferring Information Securely Procedures and IT and Electronic Communications guidance
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person eg line manager, Head of Information Governance, Information Security Lead within and no later than 72 hours after identifying the incident

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- Only using approved equipment for the use of HCRG Care Group 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 flourish. 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 HCRG Care Group 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

All colleagues have a responsibility to themselves and others in relation to health and safety and will be required to work within the policies and procedures laid down by the company. Colleagues are required to observe Infection Prevention & Control procedures and demonstrate good hand hygiene.

Colleagues must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) and HCRG Care Group policies and guidelines to ensure that we maintain a safe environment and safe working practices to protect service users, other colleagues and visitors. It is essential to observe strict fire and security precautions at all times. Ensure you know the fire procedures in your workplace; never obstruct fire exit routes or prop open fire doors. Always keep premises secure and check the identification of visitors or unknown persons in the workplace.

All staff have a responsibility to access Occupational Health, other staff support services and/or any relevant others in times of need for advice and support.

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

HCRG Care Group is committed to safeguarding, protecting and promoting the welfare of children and adults at risk of harm. We expect all employees to share this commitment by working to relevant safeguarding legislation, multi-agency procedures and HCRG Care Group policies and guidance which promote safeguarding and safer working practices across our services.

As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. All colleagues working directly with people using our services will support them to participate in decision making in accordance with the Mental Capacity Amendment Act 2019.

Medicines Optimisation Responsibility

All health care professional colleagues who are registered with a regulatory body, must comply with their regulatory body, including standards of professional practice / and conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

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**Nursing or registered healthcare professionals**

All staff are responsible for undertaking all aspects of medicines optimisation related activities in accordance with the company's medicines policies and procedures to ensure the safe, legal and appropriate use of medicines. All staff are responsible for maintaining their competencies in order to undertake the medicines optimisation activities.

Skilled non-registered staff

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

Policies & Procedures

All Staff will comply with the Company Policies and Procedures which can be found on the company intranet.

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.

As a Disability Confident Committed company, we work in partnership with the Department of Work and Pensions (DWP) to provide facilities, work environment adjustments and technical solutions to make our business an inclusive place for all. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.