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| Job Title: | SCPHN Student School Nurse |
| Reports to (job title): | Clinical Team Lead for School Nursing |
| Line Manager to: | N/A |
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## Job purpose

Job purpose The School Nurse’s role is underpinned by the Healthy Child Programme 5-19 model. The SCPHN student will gain an understanding of how this improves outcomes for children and families. The student will understand how an early intervention and prevention model in partnership with parents, education and other agencies promotes the health and well-being of children and their families and improves outcomes for those children and families. The SCPHN student will gain experience through initially working alongside or under direct or indirect supervision of School Nurses. The School Nurse Student is an NMC Registered Nurse who will attend a 52 week programme to gain the professional qualification of SCPHN (50% in practice and 50% theory). Included in the 52 weeks the student will gain practical experience and exposure to a range of experiences within the service.

At least 40% of the student’s time must be spent being supervised (directly or indirectly) by a practice teacher or trainee practice teacher.

The practice teacher will assess achievement of overall proficiency for entry to the SCPHN part of the register. Hours of work are varied within teams to provide an 8am – 5pm service across the area and the student will have 2.5 days in practice a week. Contact with children and families is in schools, family homes and in other Community venues. The SCPHN student will be based in the Community and Community hospitals, Local Authority Schools and with a Practice Teacher. This role requires the successful applicant to be mobile, visiting several locations across a wide geographical area so the post holder must hold a valid UK driving license and have access to an appropriate means of transport to undertake the job effectively. A confirmed place at the University West of England SCPHN programme is a requirement to commence this placement.

This role requires some lone working Key responsibilities

## Key responsibilities

* In partnership with the student and Practice teacher deliver the full service offer of Universal, targeted and Specialist.
* Work collaboratively with children, young people, families and practice teacher to promote health and well-being and improve early detection and prevention of problems.

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* Work in partnership with the family and Practice teacher to identify safeguarding concerns, understand independent professional judgements, and the process of assessments and referrals as appropriate in relation to Safeguarding Children.
* Demonstrate ability to relate theory to practice by completing practice based learning outcomes. • In consolidated practice the SCPHN student will empower individuals, families and communities to influence and access services, information and skills, and act as an advocate.
* Maintain accurate records of Clinical care using the IT system

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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 Children’s Nurse, RM, RGN, RMN
* Valid UK driving licence
* 120 CAT points or equivalent to study at level 3
* Confirmed place at relevant educational establishment
* Have NMC registration and comply with the code of conduct.
* Knowledge of the Public Health Agenda
* Effective communication skills and excellent team working skills.
* Evidence of recent initiatives reflecting National Health priorities
* Experience of evidence based practice and evidence of professional updating

Desirable

* Relevant experience working with children and families
* Experience of working in the community

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| Employee signature |
| Manager signature |