

Job Title:	Community Nursery Nurse
Reports to (job title):	Public Health Nursing Manager
Line Manager to:	n/a

## Job purpose

The Community Nursery Nurse works within the Slough 0-19 (25) integrated service.

We are looking for an enthusiastic and motivated individual who is passionate in delivering public health to the local community.

This role would be ideal for someone looking for new challenge, to join our team with many opportunities for development.

The ideal candidate will be hardworking and adaptable individual who is passionate about high quality teamwork. The post holder needs to be able to evaluate and prioritise work, responding quickly to daily changes in work pattern.

## Base

Slough

## This post is responsible for

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

## Key responsibilities

- To deliver a public health message in schools, nurseries, family homes and community settings
- Provide information and advice to families on issues such as sleep routines, behaviour management, weaning and toilet training
- Advising on home safety
- Complete development reviews as part of the Healthy Child Programme Universal offer
- Health promotion such as immunisations, diet and stopping smoking

- Providing advice and support for breast feeding mothers
- Reporting safeguarding concerns to the public health nurses and safeguarding lead
- To run drop-in clinics under the supervision of public health nurses

## Planning and Organising

- Deliver the Healthy Child Programme, in line with local standard operating guidance.
- Deliver health promotion relevant to local need.
- Plan, organise and implement activities or programmes under supervision of the public health nurses.
- Plan and organise own workload.
- Be able to deliver presentations to different age groups.
- Manage own workload, reporting issues to the Clinical Team Leader, when difficulties arise

## Clinical

- Support children, young people and their parents/carers and schools to manage children with long term conditions.
- Promote the health, wellbeing and developmental needs of children and young people aged 0 -19(25) and their families.
- Ensure that confidentiality and the rights of consent relating to young people are followed and that young people are treated with dignity, respect and empathy and in a non-judgemental manner.
- Report relevant clinical information/clinical issues to the Professional Lead and Clinical Team Leader.
- Maintain knowledge of infection control procedures and implement recommendations as necessary

## Professional

- Use a range of skills to communicate, taking account of the culture, ethnicity, disabilities, developmental age and environmental settings.
- Maintain appropriate professional boundaries in the relationships you have with patients and clients.
- To work in a safe manner always
- Support development by attending training.
- Complete accurate electronic records

## 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 with 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

- One of the qualifications below or equivalent:
  - BTEC National Diploma in Children's Care, Learning and Development.
  - CACHE Level 3 Diploma in Child Care and Education
  - NVQ Level 3 in Children's Care, Learning and Development
- A good understanding of normal child development
- Understanding of data protection, confidentiality, and disability issues
- Healthy Child Programme (DH 2009)
- Assessing children's development and making referrals to other professionals as necessary
- Giving advice on topics such as weaning, toilet training, sleep routines etc.
- Presenting skills either face to face or via technology
- An imaginative and creative approach to planning activities and group sessions
- Good listening skills and powers of observations
- The ability to manage and prioritize your case load
- Confidence to work independently
- Basic IT skills
- Ability to keep clear and accurate records
- To adhere to the confidentiality guidelines
- Assertive, honest, and open
- Commitment to making services accessible for all members of the community
- Patience, empathy, and ability to communicate in a sensitive manner
- Ability to communicate effectively with other disciplines and agencies

### Desirable

- Experience of working with families where there is a Special Education Need or Disability

Other requirements: Car driver with own car insured for business use.



# Job Description

Employee signature

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Manager signature

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