

Job Title:	Specialist Community Public Health Nurse – School Nurse
Reports to (job title):	Clinical Team Lead
Line Manager to:	n/a

Job purpose

The SCPHN School Nurse will be a member of the 0-19 public health team delivering a service for children, young people and their families.

Supported by the clinical team lead, the SCPHN School Nurse will carry continuing responsibility for the assessment of health needs, including the development, implementation and evaluation/audit of evidence-based interventions.

The SCPHN School Nurse will take responsibility for ensuring the quality and standard of care and delivery of an effective school nursing service to improve outcomes for the local school aged population. The SCPHN School Nurse will participate in delivering a universal core service, and provide targeted interventions, to address health inequalities, where necessary referring to specialist services. This role will also include safeguarding responsibilities, supporting the delivery of the school immunisations programme, mentorship of students, line management of a skill mixed 0-19 team and staff appraisals.

Key responsibilities

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

- Works collaboratively with the skill mixed school nurse team to ensure equity of service provision, promoting good practice and the sharing of resources.
- Prioritise own work in line with areas of highest risk or client groups with greatest health need, delegating other work to the wider skill mixed team whilst providing the team with supervision and support
- Facilitate good team working, through effective leadership skills delegate and supervise the work of a skill mixed team to ensure efficient delivery of the 5-19 HCP
- Build and develop good working relationships with named schools and the wider multi-disciplinary team.
- Work collaboratively with all relevant agencies to influence/develop policies which will enhance health
- Make contact with children, young people (CYP) and their families in a variety of community settings e.g. schools, home, children centres, youth clubs
- Assist in the preparation, planning and delivery of the school-based childhood immunisation programme in accordance with local policies and procedures following appropriate immunisation training
- Design deliver and evaluate planned programmes of health promotion to CYP either through one-to-one contact, group work or through delivery of school based PSHE lessons
- Undertake young people's 'Drop In' clinic in named secondary school
- Assist in the planning and may participate in the delivery of enuresis clinics and continence assessments

- Identify and support CYP who have unmet health needs, provide support and targeted interventions and where necessary refer to specialist services
- Undertake health needs assessments for children who are looked after or from hard-to-reach groups.
- Following specific training provide 'Clinic in a box' sexual health contact with young people
- Take appropriate action in cases of suspected or actual child abuse, working within Surrey safeguarding children's code of practice and procedures.
- Attend child protection conferences/core groups as required and participate in safeguarding supervision
- Facilitate group clinical supervision as per organisation policy
- Ensure that clear concise reports are written and that record keeping guidelines are adhered to. Participates in the monitoring of records of others within the 0-19 team.
- Assist in research and design/completion of service audits
- Actively participate in steering groups to develop SN practice guidelines
- Supervise junior member of the skill mixed 0-19 team as directed by the clinical team lead and undertake junior staff PDR appraisals and direct line management.
- Assess practice competencies of junior staff members, contribute to their training and development needs
- Participate in meetings as appropriate
- Be prepared to be flexible within contracted hours
- In accordance with the needs of the service, undertake other duties as required

Communication skills

- Be skilled at adapting language and professional approach to a varied client group
- Be proficient in designing, producing and presenting health promotion sessions to differing sizes of groups, eg PSHE lessons, school assemblies, parent evening, schoolteacher training sessions
- Be competent in writing concise accurate contemporaneous client records using approved CFHS templates
- Be competent at making referrals to the wider multi-disciplinary team
- Demonstrate ability to produce child centred reports for CYP who are subject to safeguarding plans or CIN/LAC reviews
- Contribute ideas to discussions at school nurse forums and team meetings
- Lead at or chair team meetings when necessary, in the absence of the clinical team leader or practice teacher.

Analytical and judgmental skills

- Able to understand complex family situations and respond and refer appropriately
- Be able to undertake health needs assessments, using child centred approach to gather health information that identifies any unmet health needs
- Collate population profiles within locality and school communities
- Lead on team/service audits

Planning and organisational skills

- Be responsible for planning own work diary
- Organise and allocate work to the skill mixed team
- Support SN team initiatives to deliver health promotion activities and school-based immunisation sessions

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- Prioritise diary to meet needs of families on level 3-4 caseload and assure attendance at safeguarding meetings and safeguarding supervision
- Maintain compliance with statutory and mandatory training
- Share best practice with colleagues from across HCRG Care Group, present ideas and initiatives with the School Nursing Team
- Regular requirement to drive own car for purposes of work

Patient / client care

- Support and adhere to organisation infection control policy
- Promote uptake of immunisations: 'make every contact count'
- Holistically assess children, young people and family
- Work within clinical pathway framework and own level of competency
- Promote an environment that is conducive to CYP engagement
- Monitor quality of service provision in partnership with clinical team lead
- Be aware of school nurse key performance indicators and ensure associated client contacts are accurately recorded for reporting purposes within the team
- Escalate school nurse practice concerns to clinical team lead or school nurse professional lead
- Identify own training and development needs of others and undertake appropriate training/education as required
- Support 'I want great care' initiatives to acquire feedback from service users

Policy and service development

- Work within HCRG Care Group policies and guidance
- Contribute to service and policy review and development of school nursing protocols and guidance
- Provide statistical data to support commissioning requirements.
- Lead on and participate in clinical audits

Financial and physical resources

- Responsible for care and safe keeping of medical devices, organisational property and ethically manage organisations resources.
- Identify when equipment or disposable resources need replacing and alert clinical team lead

Human resources

- Attend/facilitate clinical supervision in line with organisational policy
- Participate in the appraisal process and agree personal development objectives
- Participate in training of others and maintain an effective learning environment
- Maintain NMC registration in line with revalidation requirements and abide with NMC Code of Professional Conduct.

Information resources

- Maintain record keeping in line with NMC and organisational guidance
- Ensure safe storage and access to IT systems to protect client confidentiality in line with organisational Information Governance policy

Research and development

- Contribute/lead on organisational audits
- Support evidence-based practice and disseminate learning to wider school nurse team members

Freedom to act

- Work to organisational policy and procedures
- Work under direct and indirect supervision of Clinical Team Lead

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

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- 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

- Registered Nurse (RN1)
- SCPHN – School Nurse qualification
- Current NMC registration (Part 3 register)
- Evidence of personal development and transferable skills relevant to role
- Understanding of NHS & CYP public health agenda
- Leadership within a skill-mixed team
- Experience in clinical audit and/or research
- Experience in multi-disciplinary teams
- Understanding of change management in public health services
- Ability to prioritise and delegate work
- Ability to build positive internal and external relationships
- Adaptability under pressure
- Strong verbal and written communication
- Ability to manage challenging situations with CYP and families
- Good IT skills
- Positive attitude and high personal integrity

Desirable

- Registered Nurse – Child Branch
- Mentorship qualification
- Child Protection Supervisor
- Clinical Supervision Facilitator
- PSHE Certificate
Sexual Health Training
- 2-day Foundation Immunisation Training
- Recent experience working with CYP and families
- Completion of safeguarding modules
- Immunisation training/experience

Other requirements:

The post holder must be a car driver with a valid driving licence.

Job Description

Employee signature

Manager signature
