

Job Title:	School Staff Nurse
Reports to (job title):	Specialist School Nurse/Public Health Team Leader

Job purpose

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. The aim of the service is to reduce inequalities, safeguard children and improve outcomes

Base

One of three hubs based throughout Wiltshire

Key responsibilities

- Understanding the concept of Clinical Governance and be skilled in the identification, assessment and protection of vulnerable children and families
- To support the school nurse community service as part of the skill mixed public health team.
- To contribute to the development of the School nursing service in the defined locality through liaison with and support from the Specialist School Nurse and innovative practice to meet health needs.
- Ensuring a child centred service is delivered through active engagement with young people in the planning and delivery of the service in the locality area.
- Working across organizational boundaries to contribute towards the identification of population health needs in line with the Organisation’s policies and priorities To lead on delegated work from the Specialist School Nurse, utilizing Nursing skills of leadership, prioritization and assessment.
- To collaborate with key partners to address public health needs as an advocate for children/young people, families/carers and the school health service.
- To be responsible for the assessment of children’s health needs to identify any deviation from normal development in line with Safeguarding Children and young people and the Early Support assessment.
- To promote healthy lifestyles through opportunistic discussions and health education in line with the School Health Needs Assessment.
- To support allocated caseload of vulnerable children and adolescents through proactive discussions with families, schools, other agencies, attendance at Child Protection Conferences and one to one discussions, under the support and supervision of the specialist school nurse to help plan and prioritize support and interventions.

- To support children and adolescents with chronic and complex health needs by following current policy, processes, and pathways.
- To promote child and adolescent health and well-being through drop-in, health education sessions and signposting. Referring onto Partner agencies as required.
- To assist in the supervising and assessing of pre - registration student nurses.
- To maintain professional competencies and work in accordance to the NMC's, Code of Professional Conduct.

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	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • 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

- Registered nurse or midwife.
- Evidence of post registration education.
- Practice Assessor/Supervisor qualification or willingness to undertake
- Post Registration Experience
- Experience of working independently and as part of a team
- Able to maintain factual, consistent, accurate and contemporaneous records
- Understanding of the public health role of the school nurse
- Understanding of working within budgetary and resource constraints
- Able to communicate clearly both written and verbal.
- IT literate.
- Ability to make clinical judgments and decisions and to be accountable for choices made
- Able to work flexibly and respond to changing demands in workload with excellent organisational skills
- Ability to recognise own limitations and good time management skills.
- Ability to drive.
- Use of a car during working hours

Desirable

- Experience interagency and collaborative working
- Experience of working in the community with children and young people

Job Description

- Knowledge of child protection proceedings
- Experience of working within public health
- Experience of working within school health team.
- Experience of facilitating undertaking group work sessions
- Experience of undertaking 1-1 emotional health interventions

Employee signature

Manager signature
