

Job Title:	Band 5 Community Staff Nurse
Reports to (job title):	Clinical Team Lead
Line Manager to:	n/a

## Job purpose

Slough Child and Family Well-being are looking for a motivated registered nurse to join our dynamic and innovative 0-19 (25) service. The post holder will work alongside our health visitors and school nurses to deliver the Healthy Child Programme to families with children aged 0-19.

With support from senior member of the team, the Community Staff Nurse will assist in the development of the service and work with colleagues to ensure the delivery of a safe and effective universal health provision for children and young people attending schools in Slough.

## Role Responsibilities

- To work as part of the public health team in the delivery of the Healthy Child Programme
- To provide support for identified health needs in the community, in relation to national and local agenda
- To develop and maintain partnership working with children, young people and their families
- To facilitate partnership working across; health, education and social care.
- To safeguard children and young people
- Maintain accurate records of all contacts with children, young people, families in both community and home settings
- To attend and contribute to multidisciplinary meetings as appropriate.
- Work flexibly to meet the needs of the local population. This will include some evening and occasional weekend work.
- To contribute to the development of the service using innovative practice ideas and technology.

## FUNCTIONAL RESPONSIBILITIES

### Professional

- Undertake specific IT systems training according to the needs of the post. This will require a competent level of computer literacy
- Use a range of skills to communicate, taking account of the culture, ethnicity, disabilities, developmental age and environmental settings
- Maintain appropriate professional boundaries in all relationships with patients and clients
- Work in a safe manner and comply with HCRG CARE GROUP, NMC and health and safety policies and procedures at all times
- To adhere to the NMC code (2015) and maintain NMC registration as required, working within all NMC guidelines relating to current practice
- To participate in clinical, peer and management supervision
- To work on own initiative, planning, prioritising and organising own workload, supported by senior public health nurses
- Work within a framework that actively supports clinical governance principles. Participate in activities relating to the promotion of the quality of services including audits
- Develop practice in response to the changing needs of specific groups in accordance with NMC Code of Professional Conduct.
- Maintain personal responsibility for continuing professional development and performance, ensuring personal portfolio is kept up to date in line with the NMC revalidation requirements
- To remain up to date with mandatory and statutory training requirements

### Clinical

- Work in partnership with clients towards improved health outcomes
- To deliver planned care to children and young people in the community setting
- To provide training to schools and relevant members of the community, this may include the development and delivery of medical awareness and buccolam sessions
- To carry out Health Needs Assessments on Looked After Children.
- To carry out Health Needs Assessments on children identified as eligible by either the School Nursing or Health Visiting Service.
- To manage risk within own caseload and to complete risk assessments, alerting the senior team as appropriate
- To maintain client dignity and confidentiality
- To be respectful of individual beliefs, values and differing cultural needs

- Promote the health, wellbeing and developmental needs of children and young people aged 0 -19(25) and their families.
- Plan, facilitate and deliver Public Health promotion opportunities via one to one and group activities in the community and school setting.
- To give evidence-based advice via our duty line
- To empower children, young people and families through appropriate support and education
- To be aware of all issues relating to Clinical Quality Governance and to meet standards as required
- To delegate appropriate tasks effectively to health care assistants and nursery nurses; advising and reviewing tasks as required
- To offer breast feeding support to families living in Slough
- Partake in development reviews, referring children identified as requiring further support

## Management

- To plan and organise own caseload based on clinical priorities and effective use of time.
- To participate in the induction training
- To contribute to the successful achievement of the service targets and objectives
- To contribute towards collating accurate activity data as required by the service.
- To participate in the supervision and coordination of the work of junior staff on a day to day basis and in the absence of the senior public health nurse
- To attend and actively participate in team, locality and other relevant meetings.

## Administration

- To use electronic databases and information systems.
- Maintain accurate contemporaneous clinical records
- Comply with all organisational and service policies and procedures
- Report all complaints, incidents and accidents immediately to the line manager and document such occurrences in accordance with organisational policy
- To work with colleagues to ensure cover is available for planned absences, holidays and staff sickness
- To take an active role in service development activities, identifying areas for improvement and options for change

## Other Duties

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

## 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"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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
- 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/Midwife (or awaiting qualification and registration at time of application)
- Knowledge of the NMC code of professional conduct
- Knowledge of evidence-based practice
- Safeguarding
- Multiagency working
- Organising and managing own workload
- Knowledge of the Children's act (), equality act (2010)
- Knowledge of the Healthy Child Programme
- Experience working within a team
- Ability to work well within a team
- Ability to work under direct and indirect supervision
- Good planning and organisational skills
- Health promotion skills
- Good verbal and written communication skills
- Basic IT skills
- Experience of writing accurate records
- Must be able to demonstrate English language proficiency level required for this post

### Desirable

- Mentorship Qualification
- Knowledge of Public Health

# Job Description

- Knowledge of clinical supervision
- Supporting individuals with mental health
- Public Speaking
- Teaching others and supporting learners
- Lone/ mobile working

**Other Requirements:** Full driving licence & access to car for work purposes.

**Employee signature**

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**Manager signature**

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