

Job Title:	Band 5 Staff Nurse
Reports to (job title):	Team Leader
Line Manager to:	Health Care Support Workers

Job purpose

As a staff nurse within the Lancashire Young People and Healthy Families service, you will work as part of the 0-19 years School Nursing Specialist Support team under the direction of the School Nurse and Specialist Safeguarding Team Leader.

You will provide key elements of the Healthy Child Programme in addition to targeted safeguarding support based on individual families' needs as delegated by the School Nurse or Team Leader.

Key responsibilities

Generic Band 5 duties

- Deliver the healthy child programme at four levels as delegated by the Specialist Community Public Health Practitioner (SCPHN)
- Act as an advocate for the child/young person and remain child focused
- Understand multi agency frameworks and local resources that may be available to support a child/young person
- Ability to recognise health needs for individual clients and situations in relation to the health of children, young people, individuals and families, in complex situations, identifying situations where referral for support from SCPHN is necessary
- Prepare for, attend and participate in relevant child protection case conferences, children in need meetings and other inter-agency meetings as delegated by the SCPHN
- Undertake health needs assessments and care planning as appropriate
- Support the SCPHN in providing specialist targeted support to meet the needs of children on a CP plan or CIN and ensure Partnership plus plan in place
- Support the SCPHN to implement a robust Strategy for the Specialist School Nursing Team in response to the demonstrated need of the children and young people and to the directives of national and local safeguarding initiatives programmes of support in response to the safeguarding and public health needs of a given population
- Utilise relevant equipment and discuss measurements outside normal parameters with SCPHN prior to joint planning of appropriate monitoring and referral
- Undertake full assessment of individual public health needs and provide support or onward referral as appropriate, including Mental Health, sexual health, smoking and weight management
- Offer advice and support to children, young people and families in accordance with evidence-based practice, including utilising the Solihull parenting approach
- Adhere to and support the implementation of the clinical duty processes, as per local locality agreements

- Act as a mentor to junior members of staff
- Undertake the role of Practice Assessor/Supervisor in the management of pre-registration students, ensuring all steps are taken to support the student to achieve their competencies and effectively manage underperformance whilst ensuring at all times the safety of service users
- Organise delegated workload to meet priorities of client care
- Undertake any other work/tasks as delegated by the SCPHN
- Ensure all health records are completed contemporaneously in accordance with NMC and HCRG Care Group Clinical Records Policy
- Support leadership and delivery of a quality function (such as, service user experience and undertake supervision as per HCRG Care Group guidelines)
- To be trauma aware and have an understanding of the principles of a trauma informed approach to care and the impact of Adverse Childhood Experiences on children, young people and adults
- To participate in supervision and be responsible for own professional development
- Undertake statutory and mandatory and other training as required
- To ensure clinical service developments, policies and procedures are implemented within area of responsibility
- Any other function commensurate with competencies and job role

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

Job Description

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 (RN) and NMC Registration
- Appraisal and personal development planning
- Ability to drive and use of car during working hours and hold a valid UK driving licence
- Understand the limits and concepts of confidentiality and principles of the Data Protection and Freedom of Information Acts
- Experience of health promotion / public health activities
- Experience of working as part of a team
- Ability to take full responsibility for workload
- A flexible approach to meet client / service needs
- Ability to act independently, as part of the multi-disciplinary team
- Able to maintain factual, consistent, accurate, contemporaneous and comprehensive records
- Able to ensure quality care through contribution to audit and research
- Able to design, record and implement specific action plans in partnership with child / family
- Able to demonstrate good written and oral communication skills with all disciplines and agencies
- IT literate, e.g. use of word, email, internet and can use local software / clinical systems
- Knowledge and application of clinical governance
- Have a positive commitment to maintaining and updating as appropriate
- Recognises own responsibility for educating students, peers and colleagues

Desirable:

- Evidence of undertaking a leadership course / qualification
- Experience of first line staff management
- Experience of working closely with team members and external parties to review patient care and make recommendations for improved service delivery
- Experience of innovative practice
- Experience of working with safeguarding / child protection issues
- Experience in facilitating group work
- Experience of effectively appraising and supervising team members and able to ensure that professional needs of colleagues are identified
- Demonstrate a clear awareness of local and national policies and imperatives, and the role of the professional in executing these policies

Other requirements:

- Must be able to cover / support other localities as and when the need arises

Job Description

Employee signature

Manager signature
