

Job Title:	SCPHN School Nurse
Reports to (job title):	Healthy Family Team Leader
Line Manager to:	XXX

Job purpose

The Specialist Community Public Health Nurse is a registered nurse working as part of the public health nursing team to provide preventative and supportive health care to children, young people and their families. The post holder works with a public health focus under the supervision of a Healthy Family Team Leader within a defined population. As part of the public health nursing team the post holder collaborates with a wider multi-disciplinary and inter-agency team in offering public health services to the community. The work takes place in a variety of settings, including schools, family hubs and other community venues.

This post holder is responsible for:

- Leadership and delivery of the Healthy Child Programme. Including a comprehensive universal service driven by early intervention and progressive care packages.
- Building and sustaining effective collaborative working relationships with early years providers, schools and alternative provision education services.
- The school health profile and delivery of services for a defined cluster of primary, secondary and alternative provision schools.
- Liaison with healthcare and other service providers to ensure a coordinated and seamless delivery of health and wellbeing services for school aged children.
- Proactive community health education and engagement to support the early identification and of health and wellbeing needs.
- Well delivered and monitored school and community based drop-in clinics.
- Working confidently and competently with vulnerable children and young people, working collaboratively within the multi-agency framework to reduce risk and prevent harm.
- Undertaking health assessments using validated outcome tools to effectively evaluate and provide support or onward referral as appropriate.
- Identifying, prioritising and implementing programmes of support in response to the public health needs of the school age population based upon local or national data and trends.

- Attending safeguarding meetings, where appropriate, supporting families to receive the right help at the right time by the right health or medical professional.
- Undertaking or overseeing Children in Care assessments in line with inter-collegiate guidance.
- Offering person centered advice and support to children, young people and families in accordance with evidence-based practice and identified health outcomes.
- Attending and hosting meetings with local service to build a community network.
- Day to day operational line management and supervision of the School Staff Nurses and Support Staff.
- Day to day caseload management of work for School Staff Nurses and Support Staff – helping them to plan, prioritise, evaluate and delegating and allocating work as appropriate.
- Planning and organising the workload for themselves and the team and be responsive to fluctuations in workload and resources.
- Appropriate delegation of work to others in the multidisciplinary team.
- Acting as a mentor to pre-registration and post registration students as appropriate and be involved in organising allocation of student nurses.
- Participating in preceptorship of junior/new members of the team while acting as a mentor.
- Involvement in the development and delivery of evidence-based practice and to ensure that practice is current and dynamic, embedding NICE guidance into practice.
- To initiate and support innovative change within Slough Child and Family Wellbeing in line with current clinical and academic evidence, national standards and relevant reports in partnership with the Healthy Family Team Leader and Quadrant Manager.
- Provide specialist advice, support and training to relevant members of the school community and other professionals.
- Confidently and competently identify risks in practice and develop methods to ensure risks are escalated appropriately and governance standards are adhered to in practice.

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

- | | |
|--------------------------|----------------|
| • Inspire • Challenge • | Accountability |
| • Understand • Improve • | Involve |
| • Communicate • Learn • | 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
- 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
- Specialist Community Public Health Nurse Qualification (Degree / diploma /certificate) in school nursing.
- Experience of team working
- Evidence of professional development
- Evidence of leadership
- Excellent communication and interpersonal skills
- Ability to organise own workload
- Ability to delegate and prioritise
- Computer literate and experience in using clinical systems such as Emis or SystemOne
- Effective written and verbal communication skills
- Awareness of safeguarding policy and procedure.
- Knowledge of national and local policy in Children's Service and Public Health.
- Experience of working with children and young people.
- Understanding of child and adolescent development.
- Knowledge and application of clinical governance.
- Delivery of evidence-based practice.
- Full driving license and daily access to a car
- Good presentation and facilitation skills.

Desirable

- Clinical Supervisor Training
- Post Graduate training in a relevant field.
- Leadership Training.
- Experience of Line Management.
- Group facilitation skills
- Community Engagement skill