

Job Description

Job Title:	Band 5 School Nurse
Reports to (Job Title):	Band 6 School Nurse
Line Manager to:	N/A

Job purpose

The School 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 Senior School Nurse or Healthy Family Team Leader within a defined population.

The School Nurse contributes to the delivery of the Healthy Child Programme and works collaboratively with a wider multi-disciplinary and inter-agency team to support the health and wellbeing of school-aged children. The role is delivered across a variety of settings including schools, clinics, homes and community venues.

Key Responsibilities

- Supporting the delivery of the Healthy Child Programme at universal and targeted levels under the guidance of senior colleagues.
- Managing a delegated caseload of children and young people in line with service priorities.
- Working as part of the skill mix team to plan, prioritise and deliver care to meet identified health needs.
- Contributing to safeguarding processes by identifying concerns, escalating appropriately and supporting agreed plans.
- Working collaboratively with schools, families and partner agencies to promote positive health outcomes.
- Supporting vulnerable children and families in line with local safeguarding and early help frameworks.
- Delivering health promotion activities and targeted interventions in schools and community settings.
- Undertaking health assessments for children and young people and contributing to care planning and referrals as required.

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- Providing advice and support to children, young people and families in accordance with evidence-based practice.
- Supporting school and community-based drop-in clinics and health promotion sessions.
- Contributing to service development through participation in audits, service improvement and evidence-based practice initiatives.
- Maintaining accurate and timely clinical records in line with professional and organisational standards.
- Participating in supervision, appraisal and continuing professional development.
- Supporting pre-registration students and newly appointed colleagues as appropriate.
- Deliver high quality, evidence-based nursing care in accordance with NMC standards and local policies.
- Work within clinical governance frameworks to ensure care is safe, effective and person-centred.
- Recognise and escalate clinical and safeguarding risks appropriately.
- Maintain professional accountability for own practice within scope of competence.

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

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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

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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.

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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.

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Personal Specification

Essential

- Registered Nurse (NMC).
- Experience of working as part of a multidisciplinary team.
- Experience of working with children, young people and families.
- Evidence of continuing professional development.
- Good communication and interpersonal skills.
- Ability to organise workload and prioritise effectively.
- IT literate with experience of clinical systems.
- Knowledge of safeguarding policies and procedures.
- Understanding of child and adolescent development.
- Knowledge of clinical governance and evidence-based practice.
- Full driving licence and access to a car.

Desirable

- Experience within school nursing, health visiting or community nursing.
- Experience of delivering health promotion activities.
- Training in safeguarding, sexual health or child health related fields.