

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

09853

JOB DETAILS

Job Title:	Special School Liaison Nurse
Pay Band:	Band 6
Department:	Integrated Children's Community Nursing Service
Directorate:	Children, Young People and Family Health Services
Clinical Board:	Child and Women
Base:	To be confirmed on recruitment

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	(Managerial) Operational Team Manager
Reports to:	Operational Team Manager
Professionally Responsible to:	Senior Nurse/Lead Nurse

Our Values: 'CARING FOR PEOPLE; KEEPING PEOPLE WELL'

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve and the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high-quality services to patients.

JOB SUMMARY/JOB PURPOSE

The post holder will work with Special Schools, families and the multidisciplinary team to promote the health and wellbeing of the children and young people within the educational settings.

Acting as the key professional, the post holder will coordinate and facilitate the sharing of all health-related information.

The post holder will have direct responsibility for the management of designated special needs schools, and tasks as required.

The post holder will provide advice regarding medication management, record keeping and to quality assure their policies and procedures which relate to the child's health and wellbeing needs.

The post holder will demonstrate leadership, offer professional advice for the Community Children's School Nursing Service within the local authority, and deliver seamless care and service provision for children and their families. The post holder will develop specialist health care plans to ensure healthcare is delivered in a timely manner.

The post holder will provide clinical leadership, along with high quality expert specialist nursing care for children with complex nursing needs. Demonstrate application of professional judgement and advance clinical skills to initiate the assessments and implementation of nursing care within the school environment.

The post holder will have a sound knowledge of Children's Rights, Special School Nursing Framework and the Additional Learning Needs Act to support the school to implement them in practice.

DUTIES AND RESPONSIBILITIES

- Facilitate the provision of effective, efficient and appropriate high-quality care to special needs school nursing team, ensuring the highest standard of nursing care is provided, monitored and evaluated
- Support the Integrated Community Children's Nursing Service (ICNS) in assessing, planning, implementing and evaluating the holistic nursing and health

care needs of children and young people with a range of conditions from acute illness to complex, life limiting and end of life care.

- Provide expert knowledge, strong clinical leadership, direction and development of staff in the designated special needs school setting to improve the quality and shape services to meet Local National Agenda and needs of individual communities in partnership with other agencies.
- Support the wider ICCN Team through leadership and transformational management, giving clear guidance and support to staff empowering them to develop leadership skills.
- Support to implement health care plans. Maximize accessibility of community-based services and minimize the necessity for hospital admissions, liaise and coordination services to support young people's individual needs and choices within the special needs school environment.
- Ensure colleagues and students feel valued, maintain their personal and professional development, through the provision of induction, training, mentorship, VBAs and clinical supervision.
- Function as an autonomous, competent practitioner in the assessment and delivery of high standards of care and treatment, acting as a principle contact for families, and lead professional for the Special Needs School
- Act as the link for ICCNS for Acute Paediatrics, Neonates, CAMHS, Local Authority and other external agencies and partners to ensure that the child and family are given the most appropriate care and level of support.
- Be responsible for ensuring the safety and welfare of pupils and staff ensuring that all Cardiff and Vale UHB Health and Safety Policies are followed.

Communication and Relationship Skills

- Ability to communicate sensitive, complex information surrounding diagnosis, prognosis, treatment and bereavement.
- Act as a communication channel to different staff groups, clients, partners and agencies, providing advice as required, supporting co-production, collaboration / partnership working.
- Participate in designated meetings and ensure information is cascaded to appropriate staff within the Special Schools and the Childrens Community Nursing Team.
- Working in partnership to address needs to promote the health of the child and young person (CAYP).

- Support the CAYP through transition co-ordinating care seamlessly.
- Promote mental health and wellbeing of CAYP and carers in conjunction with medical professionals, Paediatrician, GPs. (Identify needs and assess mental capacity using recognised assessment and referral pathways and best interest decision making to provide appropriate and emotional support).
- Escalate concerns, seeking advice and support from senior management team as required.
- Promote equality for all individuals, including anti-discriminatory practice as well supporting individual rights and choice.
- Maintaining an avenue of communication in hostile, antagonistic situations where decisions relating to children and young people's care are not accepted.
- Participate in multi-disciplinary / partnership meetings, conferences and education sessions to promote the services provided by the CCN Team
- To record all clinical interventions and communication of the UHB electronic records system (PARIS) so that it is shared with other healthcare professionals. This needs to be contemporaneous.

Knowledge, Training and Experience

- Understand the impact of special education needs on mental health and wellbeing and employ recognised strategies to support CAYP
- Act as a resource, sharing specialist skills and knowledge in care and management of CAYP with health care needs.
- Audit / monitor the work of the school nursing service, evaluate its effectiveness, ensure the maintenance of high standards of client care to support the Cardiff and Vale UHB clinical governance agenda.
- Seek specialist advice and intervention when required.
- Be conversant with Welsh Government/National Care Policies for CAYP, and support local implementation of policy changes in practice.
- Responsible for the development and evaluation of individual health care plans / care plans for CAYP in special needs schools.
- Ensure continual updating of personal clinical knowledge of care of CAYP is reflected in clinical practice.

- Create a learning environment. Provide support and guidance to assist staff achieve required competencies, acting as a resource and promote the sharing of expertise to influence the development of staff and practice. Act as a mentor to junior staff HCSW and students
- Support the implementation, monitoring and evaluation of the healthy child program that supports reasonable adjustments needed to ensure comparable and fair access to education opportunities.
- To assist in the training needs analysis for staff and deliver education programs as required
- Demonstrate leadership development through skills, training and reflection
- Responsible for the overall care planning process of clinical aspects of CAYP whilst in school.
- Ensure that health care outcomes support the child in terms of education opportunities and access to appropriate health care interventions.
- Actively seek opportunities to continually develop oneself, consistent with the principles of lifelong learning and in line with the NMC continuous professional development requirement and working within the NMC Code of Professional Conduct.
- Maintain updated training and experience in all relevant areas, for example; Disability Discrimination Act; Human Rights Act; Freedom of Information Act; Data Protection Act; Employment Law; Safeguarding Children and POVA.

Analytical and Judgmental Skills

- Maintaining accurate patient records and documentation, adhering to the Board's Information Governance.
- Monitor the health, wellbeing and safety of the vulnerable/challenging child/young person whose health/safety may be at risk due to significant harm or neglect by others / self, using analytical and judgemental skills in decision making and accessing appropriate services in conjunction with or under the instruction from other appropriate services.
- Ensure care is based on all available evidence public research and best practice fostering professional curiosity
- Report clinical incidents, complaints and claims and ensure lessons learnt, corrective actions and change of practice is implemented timely.

- Ability to research governance and high-level skills in discerning between different forms of evidence and their application in managing an uncertainty in decision making in clinical practice.
- Compile reports regarding patient care and other delegated reports as required.
- Manage and monitor safe and effective staffing levels, alerting the Team Manager/Senior Nurse if this is compromised.

Planning and Organizational Skills

- Organise and effectively manage the CCN SNT clinical priorities, service targets and timely care.
- Responsible for the appropriate delegation of work to junior nurses, HCSW's and students.
- Support ICCNS in the implementation of the strategic direction and framework for the future service provision.
- Facilitate patient related and other meetings as appropriate. Actively participate in meetings, steering groups and policy making forums.

Physical Skills

Be physically competent and confident to managing procedures, handling of objects and/or people, which include:

- Driving a car, travelling between sites/venues as required
- Using a keyboard
- Undertaking clinical tasks e.g. blood samples, blood pressure recordings
- Speed and accuracy of clinical skills
- Medication management
- Teaching patients/carers/staff in clinical skills
- Moving and handling of both patients and equipment
- Management and correct handling of medical devices etc.

Patient/Client Care Responsibilities

- Provide expert advice, standards and evidence-based practice in relation to the delivery of care. Supporting corrective action plans with line managers with regards to patient experience and feedback.
- Lead by example in the direct delivery of clinical care to children and families particularly working alongside novice nurses and Healthcare support workers

- Act as a clinical expert to the multi-disciplinary team/partners and provide specialist information to the team manager/senior nurse.
- Adopt a person-centred approach to identify need, early intervention, effective support, monitoring and adapting intervention to ensure desired outcomes are delivered
- Act in accordance with legal and statutory regulations in relation to practice and comply with policies and procedures and act as advocate for all CAYP by ensuring the rights of the child are viewed as of paramount importance throughout ICCNS.
- Use expert knowledge and skills to make informed decisions and recommendations, working within a wide range of procedures, guidelines to support staff to meet the needs of CAYP and their families.
- Access supervision, leadership to co-ordinate / single point of access and new ways of working.
- Supporting the children/parents/carers to use and develop their own strengths and expertise to meet responsibilities to maximise the child's potential. Take a lead role in the planning, implementation, evaluation and monitoring of teaching packages for children, parents and carers.
- Involved in complying with and providing the evidence to demonstrate the adherence to the Health Care Standards, continuous quality improvement and patient and public involvement.
- Maintaining accurate, comprehensive and up-to date documentation and communicating assessment and treatment results to appropriate professionals in the form of reports and letters.
- Adhere to the All Wales and Cardiff and Vale University Health Board Safeguarding Procedures and be responsible for attending child protection core groups and case conferences where appropriate. Providing information and reports as requested.
- Undertake such other duties as may be required periodically that are consistent with the responsibilities of the band and the needs of the Service

Policy and Service Development/Implementation

- Complying with the organizational and departmental policies and ensure staff are aware of their responsibility to comply with procedures and policies.

- Involved in policy development and proposing changes which impact on service delivery.
- Ensure that staff are aware of their responsibilities within the procedure for the correct implementation of the Complaints Procedure.
- Support implementation of Clinical Governance and Clinical Effectiveness programmes through the utilization of risk management, clinical audit and effective practice development, monitoring of professional and clinical standards.

Financial and Physical Resources

- Ensuring effective and efficient use of resources. Including sickness, ensuring adequate staffing levels and skill mix to suit the needs of the departments at all times.
- Responsible for the availability/ordering of supplies of equipment etc., for use by the school nurse teams.
- Responsible for the safe use of equipment and security of materials

Human Resources

- Support Team Manager in the nursing recruitment process within Community Children's Nursing ensuring effective recruitment and retention practices are in place in line with Cardiff and Vale UHB policies, statutory and professional procedures.
- Provide monitoring and support for sickness and absence issues and provide support to individual staff members and respect the confidentiality of all members in line with Management of Sickness Absence.
- Demonstrate diplomacy and equity when dealing with sensitive, complex issues e.g. staff conflict, with reference to dignity at work and be able to report to Team Manager appropriately
- Undertake Personal Development Review, identifying training needs and personal development plans, setting objectives and monitoring performance in accordance with organisational objectives, professional standards and Knowledge Skills Framework competencies.
- Report and support capability and poor performance issues in conjunction with Human Resource colleagues, senior nurse and manager as appropriate.

Information Resources

- Ensure staff follow Health Board/Statutory procedures in the safe storage of information and confidentiality.
- Be aware of the Data Protection Act 1984 and Freedom of Information Act, with specific reference to personal information and ensure all staff compliance with the provision of the Act
- Be able to demonstrate good IT skills e.g. Access, PARIS, Child Health Computer, ordering of non-stock items, training records using Microsoft Office, PowerPoint, ORACLE and E-mail.
- Adhere and support staff with submission work plans, personal mileage, time sheets and management of daily diary.
- Being actively involved in the collection of appropriate data and statistics required.

Research and Development

- Participate and promote audit and research utilising findings to promote a positive attitude towards the implementation of evidence-based practice.
- Support processes and audits to monitor: -
 - Quality of care;
 - Adherence to Cardiff and Vale University Health Boards policies and procedures;
 - Clinical practice
 - Corrective action plans from clinical incidents, claims, complaints
 - Professional registration as required by the NMC and Cardiff and Vale University Health Board.
- Participate in and promote surveys and audits and research projects relevant to clinical areas/services with particular focus to user experience and implementation of clinical guidance matrix.
- Ensure, by means of monitoring and audit, that all staff maintain legible, accurate and complete patient/department documentation.

Freedom to Act

- Works within codes of practice and professional guidelines
- Influence and support change through the development and support to staff.
- Work effectively and efficiently within a rapidly changing environment.
- Demonstrate a creative and pro-active approach to problem solving within the team.

- Support the Team Manager/Senior Nurse, in driving and implementing recommendations of the Modernization Programme in Community Children's Nursing.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Competence:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.
- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and

to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.

- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.
- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital-based service can be accessed by telephoning 02920 743582 or for a community-based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** We are committed to promoting inclusion, where every staff member has a sense of belonging. We welcome applications from everyone

and actively seek a diverse range of applicants. We value our differences and fully advocate, cultivate and support an inclusive working environment where staff treat one another with dignity and respect. We aim to create an equitable working environment where every individual can fulfil their potential no matter their disability, sex, gender identity, race, sexual orientation, age, religion or belief, pregnancy and maternity or marriage and civil partnership status

- **Dignity at Work:** The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

Date Prepared: 21/9/2022

Prepared By: Dawn Martin

Date Reviewed: 23/9/2022

Reviewed By: Paula Cooper/Alison Davies

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Special School Liaison Nurse	Department:	ICCNS
Band:	6	Clinical Board:	Children, Young People and Family Health Services
Base:	TBC on recruitment		

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>RSCN/RN Child</p> <p>Professional knowledge acquired through degree supplemented by diploma level specialist training, or demonstrable level of knowledge and experience (RNLD if currently working in the field and has significant and relevant paediatric experience)</p> <p>Current registration</p> <p>Evidence of continued professional development</p> <p>Mentorship</p>		<p>Application Form</p> <p>Certificate Check</p> <p>Registration Card – Nurse/AHP</p>

CAJE Reference:
RWM/2022/0165



EXPERIENCE	<p>Relevant proven paediatric community experience / working within children's complex healthcare needs</p> <p>Proven ability to organise a caseload.</p> <p>Evidence of the ability to work in partnership with other agencies and Families</p> <p>Evidence of reflective practice.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
SKILLS	<p>Excellent communication skills – verbal and written.</p> <p>Leadership skills and the ability to respond to change</p> <p>Motivate / challenge and be able to contribute to the development of others</p> <p>Ability to assess risk in order to ensure safety of staff and working environment</p> <p>Effective time management skills and ability to work under pressure to tight time scales when required.</p> <p>Computer literate.</p> <p>Ability to prioritise workload and work</p>	<p>Ability to speak Welsh Negotiating skills</p> <p>Active participation in research and evidence-based practice</p> <p>IT skills</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	on own initiative		
SPECIAL KNOWLEDGE	Evidence of further academic studies relevant to Community Children's care. Knowledge of safeguarding	Knowledge across the range of Community Children's Nursing and practices underpinned by theoretical knowledge and relevant practical experiences	Application Form Interview References
PERSONAL QUALITIES	A positive attitude. Team Manager/motivator Flexible, reliable and adaptable to the needs of the service / approach to role. Meet Cardiff and Vale UHB Values and Beliefs Framework		Application Form Interview References
OTHER	Able to travel to undertake the duties of the post at various geographical locations and at sites in multiple settings. Ability to travel regularly within an appropriate timeframe	Car owner UK Driving licence	Interview Document Check*

Date Prepared:	22/9/22	Prepared By:	Dawn Martin
Date Reviewed:	23/9/22	Reviewed By:	Paula Cooper