

## JOB DESCRIPTION

### General Information

JOB TITLE:	<b>School Nurse – Specialist Community Practice Teacher (SCPT)</b>
GRADE:	<b>Band 7 (Whilst Training a SCPHN* Student)</b>
DEPARTMENT:	<b>Universal Children's Services</b>
HOURS:	<b>Minimum 30.0 hours per week</b>
RESPONSIBLE TO:	<b>Nurse/Service Manager</b>
ACCOUNTABLE TO:	<b>Head of Universal Children's Services</b>

### Description of Evelina London

Guy's and St Thomas' NHS Foundation Trust comprises five of the UK's best known hospitals – Guy's, St Thomas', Evelina London Children's Hospital, Royal Brompton and Harefield – as well as community services in Lambeth and Southwark, all with a long history of high quality care, clinical excellence, research and innovation.

We are among the UK's busiest, most successful foundation trusts. We provide specialist care for patients including heart and lung, cancer and renal services as well as a full range of local hospital and community services for people in Lambeth and Southwark.

We have a long tradition of clinical and scientific achievement and – as part of King's Health Partners – we are one of England's eight academic health sciences centers, bringing together world-class clinical services, teaching and research. We have one of the National Institute for Health Research's biomedical research centers, established with King's College London in 2007, as well as dedicated clinical research facilities.

We have around 22,700 staff, making us one of the largest NHS Trusts in the country and one of the biggest employers locally. We aim to reflect the diversity of the communities we serve and continue to develop new and existing partnerships with local people, patients, neighboring NHS organisations, local authorities and charitable bodies and GPs.

We strive to recruit and retain the best staff as the dedication and skills of our employees lie at the heart of our organisation and ensure that our services are of the highest quality, safe and focused on our patients.

Find out more [www.evelinalondon.nhs.uk](http://www.evelinalondon.nhs.uk)  
Watch our short film to see inside our children's hospital.

**Trust values:**

As part of Guy's and St Thomas', our values help us to define and develop our culture, what we do and how we do it. It is important that you understand and reflect these values. The post holder will:

- Put patients first: 'What would I want for my family?'
- Take pride in what we do: 'Am I doing my very best?'
- Respect others: 'What would it be like if I was in your shoes?'
- Strive to be the best: 'How could we do it better?'
- Act with integrity: 'Am I doing the right thing?'

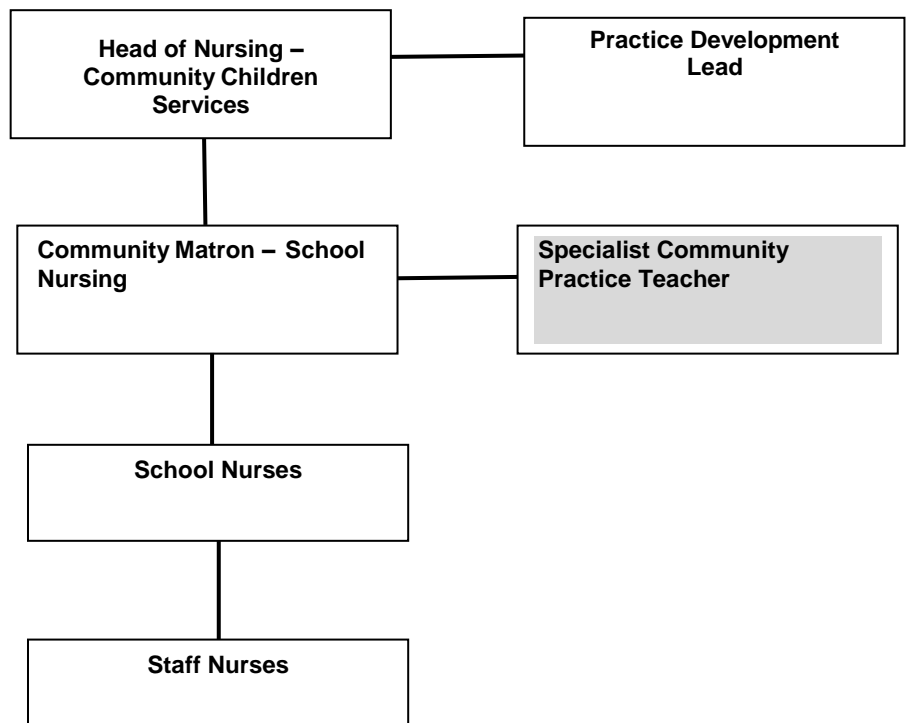
**Department Information**

The School Nursing service is a Universal Service delivered across the boroughs of Southwark and Lambeth to all children and their families. Teams are based in various localities across both boroughs. The School Nursing service delivers the Healthy Child Programme 5 – 19 years.

**Job Summary**

- The SCPT will be responsible for the application of theory to practice for SCPHN Students.
- To provide appropriate community based learning for post registration students undertaking the SCPHN qualification to BSc or MSc level.
- To mentor and support all students in their community placement during their academic study.
- To demonstrate clinical expertise and act as a resource to facilitate the development of the profession and the development of a service that meets the health needs of a defined population
- To co-ordinate teaching programmes for students and colleagues and work in conjunction with the HEI providers
- To promote and improve the health and wellbeing of Children, Individuals and Families within a defined population, employing various methods to achieve this aim, such as working with separate family units and working to address the health needs of the larger community.
- To initiate and contribute to strategies designed to promote and improve health and to encourage individuals to take responsibility for their own health, thereby helping to prevent and reduce the effects of Chronic Disease.
- To work collaboratively with all other agencies to Safeguard and promote the welfare of children
- To work in line with GSTT policies and procedures

**Structure Chart**



### **Key Relationships**

Nurse/Service Managers, Health Visiting team members, School Nursing team members, Administrative and Clerical support staff, HEI's, Voluntary agencies, Primary Care Team, Multi disciplinary Team, Children's Centre, Social Services

### **Duties and Responsibilities**

- To undertake SCPHN Student assessments, determine the student's competence to practice and ensure all necessary reports/assessments are submitted to HEI's.
- Manage the learning environment by encouraging reflective and competent practice to enable appropriate experiences for SCPHN Students.
- Work in partnership to evaluate the SCPHN course and be involved as required in course redesign.
- Critically evaluate own teaching activities and performance as a facilitator and practitioner in order to maintain standards.
- Participate in professional development groups which influence policy and practice development, learning and teaching. To ensure that other staff members i.e. CDW's/NNEB's, Staff Nurses, Health Visitors, School Nurses and other professionals reach acceptable levels of competence.

## **Professional / Clinical responsibilities**

- To adhere to the NMC Code of Professional Conduct and be conversant with current professional advice and developments.
- To maintain own level of clinical competence by reading relevant literature and taking opportunities for personal and professional development
- To use evidence based practice to develop and maintain a high quality standard of School Nursing
- To participate in audit/ research as required
- To organise the delivery of School Nursing services to a defined population, including home visiting and provision at other sites
- Undertake routine health needs assessments with children and their families where appropriate and working in partnership, implement appropriate individual programmes of care
- Undertake more intensive work with families with specific and complex health and social needs
- To work in accordance with the Trust's Child Protection Policy and Procedures and the National Guidelines for Safeguarding Children
- Ensure effective communication with clients and families, including the provision of education regarding specific topics, emotional support and opportunistic health promotion where appropriate
- To work with parents and carers to ensure the optimum management of minor illnesses and chronic disease in children
- To raise awareness with individuals and in the wider local community of the dangers of smoking and encourage participation in smoking cessation programmes
- To participate in the recommended Department of Health immunisation programme for children
- To take responsibility for prescribing such treatments as deemed professionally appropriate in line with the Nurse Prescribing Formulary and Trust Protocols
- To act as an advocate for clients, liaising with agencies within and outside the health service

- To provide health promotion and advice to individuals, families and other groups
- To participate in the identification of local health needs and the development of strategies to meet them
- To work collaboratively with other statutory, voluntary and community organisations to facilitate service provision and access for families and individuals
- To participate in clinical supervision and reflective practice
- To participate in Risk Assessment and to report all clinical and non-clinical accidents or near misses promptly and when required, to cooperate with any investigation undertaken

### **Management and Leadership**

- To provide line management for skill mixed School Nursing teams, including supervision and appraisal
- To delegate workload as appropriate in accordance to School Nursing guidelines/standards
- Together with Nurse/Service Manager, participate in recruitment and selection process of staff
- To be aware of Trust policies and procedures and participate in the development of new policies as required
- To serve on Working Parties and Steering Groups to ensure the development and monitoring of School Nursing practice within the Trust
- Together with the Nurse/Service Manager, regularly monitor and review all children/families whose names are on the Child Protection Register
- To develop opportunities to institute Public Participation Initiatives within practice

### **Information Management**

- To keep accurate, comprehensive, contemporaneous records and reports using the appropriate record keeping system
- To return statistics and data as required

### **Financial**

- All staff are responsible for the security of the property of the organisation, avoiding loss or damage of property, and being economical and efficient in the use of resources.

### **Education & Professional Development.**

- Provide clinical expertise and act as an educational resource to facilitate the development of the profession.
- Influence policy, propose and implement changes in practice at local and organisational level

- To provide mentorship and participate in the induction, orientation and training of students and others on community placements
- To participate in the induction of new staff

### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

**Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

**Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

## PERSON SPECIFICATION

**POST: School Nurse – Specialist Community Practice Teacher (SCPT)**

**Band 7 (Whilst Training a SCPHN Student)**

*N.B. All practitioners will revert back to the Band 6 School Nurse Job Description when not training a student*

**DEPARTMENT: Universal Children's Services**

### Requirements

	<b>ESSENTIAL</b>	<b>A/I/T*</b>	<b>DESIRABLE</b>	<b>A/I/T*</b>
<b>Qualifications/ Education</b>	Registered Nurse	A/I	Masters Level qualification	A
	Specialist Practitioner qualification: School Nursing	A/I	Nurse Prescriber	A
	Community Practice Teacher/Nurse Educator qualification	A/I		
	Evidence of continuing professional development	A/I		
	Mentorship course	A/I		
<b>Professional/ Statutory Registration</b>	Registered Nurse <sup>1</sup> or Registered Nurse Children.	A/I		
<b>Previous Experience</b>	Extensive experience of working autonomously at an advanced level within the specialist area delivering effective care child focused care (post - registration Specialist Practitioner School Nursing)	A/I		
	Proven evidence of management/leadership skills and autonomous practice	A/I		
	Previous experience of student supervision and clinical education at undergraduate level	A/I		



<b>Skills/Knowledge/ Ability</b>	Specialist clinical knowledge	A/I		
	Ability to translate, implement national, local and HEI priorities and policies	A/I		
	Ability to undertake health needs assessment and work in partnership with clients	A/I		
	Knowledge of Child Protection issues	A/I		
	Ability to work in a team and delegate appropriately	A/I		
	Ability to autonomously manage a designated caseload	A/I		
	Aware of NMC Professional Codes Knowledge of NHS developments Knowledge of current health and social care policy	A/I		
	Ability to communicate with clarity, effectiveness and empathy, to both clients and colleagues	A/I		
	Ability to work collaboratively with others across organisational and clinical boundaries	A/I		
<b>Physical Requirements</b>	Ability to independently transport self to address and locations within organisation – Southwark/Lambeth & GSTT	A/I		
<b>Personal Qualities Interpersonal skills</b>	Provide advice and guidance with tact and sensitivity;	A/I		

<b>Team and Collaborative working</b>	Able to teach students in a variety of settings	A/I		
	Work closely with team members and external parties to review client care and make recommendations for improved service delivery.	A/I		
<b>Flexibility</b>	Emotional Resilience	A/I		
	Responsive to change and ideas; adapt to new systems; flexible working pattern	A/I		

**A=application**

**I=interview**

**T=Test/ assessment centre**

It must be stated whether these requirements are **ESSENTIAL** or **DESIRABLE** for the post. This can be clearly understood by the potential candidate if it is done in the form of a chart.

March 2012





