

JOB DESCRIPTION

JOB DETAILS

Job title: Public Health Nurse for School Aged Children (School Nurse)
Job code:
Band: 5
Location: Countywide
Accountable to: Operational and Professional Head of School Nursing

JOB PURPOSE

The School Nursing Service as part of the 0-19 Public Health Nursing Service, provides health information, advice, support and interventions based on identified needs of a child, their family and their communities. This is often done in partnership with other professionals and agencies who work with or interact with children to ensure the best outcomes are achieved for the child. Promotion of health, prevention of ill health and protection of children are key priorities for the School Nursing Service.

DIMENSIONS

The post holder will work in collaboration with Public Health Nursing colleagues and other partners and agencies who work with children, young people and their families to improve health outcomes by

- identifying health needs
- creating a personalised care and support package in partnership with the child
- analysing and evaluating outcomes
- documenting and reporting activity

The post holder will be responsible for an allocated caseload which will include representing and advocating the health needs of the child and providing information and challenge within a multi-agency environment.

Working in a designated community, the post holder will understand the health needs of a community, build capacity within the community and work with a secondary school community to improve health outcomes.

Working as part of a public health team, the post holder will support junior colleagues, offering professional judgement, advice and aid learning and development.

CORE KEY RESPONSIBILITIES

Clinical:

- Responsible and accountable for assessing and implementing programmes of care from the Healthy Child Programme, as directed by the Specialist Community Public Health Nurse. This may also involve other evidenced based programmes of care in partnership with clients or other agencies to identify and address health needs.
- Progress the level of intervention as may be required according to identified risk factors which potentially could impact on a child's health outcomes.
- Provide leadership and act as a role model to junior members of the team by representing the values and beliefs of the nursing profession in addition to aligning to the GHC Values Framework.
- Assess global health needs of communities, schools, and their children to ensure children are not disadvantaged through ill health or social circumstances.
- Promote and monitor health in school aged children, including identifying physical and mental health needs, disability and problems with development or behaviour.
- Work with schools to provide a healthy environment using data from the Online Pupil Survey, in partnership with the Healthy Schools Programme.
- Facilitate the planning and implementation of drop-in sessions, according to the needs of the young people and the whole school community.

Professional:

- Be responsible for the day to day management of workload as delegated by the Specialist Public Health Nurse.
- Maintain clear, accurate and contemporaneous records in line with the Data Protection Act, local policies and NMC Standards.
- Participate in audit and contribute to the development of innovative practice with available resources.
- Identify risks in practice and utilise risk assessment tools in order to identify actual and potential risks and ensure implementation of appropriate interventions, under the direction of the Specialist Public Health Nurse.
- Responsible for reporting incidents to reduce any occurrences and participate in further investigation as required.
- Be able to present complex issues relating to client care in a professional and strengths based manner, to all service users, statutory, non-statutory and voluntary agencies.
- Provide education/mentorship/supervision to a variety of internal and external stakeholders. EG junior colleagues in the School Nursing team, students.

Leadership:

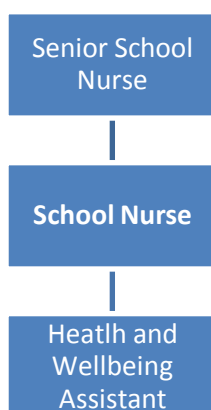
- Be responsible for own professional development, participate in personal development review and encourage and support the continuing professional development of junior members of the team.
- Attend mandatory training, and maintain and develop skills for CPD and Revalidation. Continually evaluate own professional practice to maintain expertise, and participate in reflective practice and clinical supervision.

- Able to communicate in a manner to enable the development of effective relationships with clients, colleagues and other agencies. This includes working creatively to overcome language and other communication barriers eg hearing/visual/learning difficulties.
- Able to communicate complex and sensitive information in a manner consistent with the context. This may include information relating to domestic abuse, children in care and children who may have special needs.

SPECIFIC KEY RESPONSIBILITIES

As per personal/professional development review.

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Providing high quality services that:
 - Effectively assess and support the health needs of the child.
 - Promote health and wellbeing, enabling and empowering healthy choices.
 - Safeguard vulnerable children.
- Use evidence to inform practice i.e. from local activity, national published evidence and guidelines
- Proactively work to establish views, comments and feedback from service users to inform practice development and improved quality care.

EFFORT AND HEALTH & SAFETY FACTORS

- Frequent work at a visual display unit
- Willingness to work flexible hours when required.
- This post will involve mostly a combination of sitting, standing and occasional manual handling of clients and equipment.

- On occasions may be required to deal with verbally aggressive clients.
- The post will require concentration on client related activities and unpredictable client demands.
- Exposure to distressing and emotional circumstances, e.g. domestic violence, child protection situations, bereavement, disability, mental health issues, abusive and non-co-operative clients.
- Ongoing accountability for clients with child protection issues, domestic violence, family breakdown, substance misuse, disability and mental health issues.
- The ability to move between sites within Gloucestershire and patients residences as demanded by the job.
- Working alone in clients homes, schools or other community settings.
- Frequent carrying of heavy and bulky equipment e.g. weighing scales and height measures.
- Difficulty in accessing clients e.g. flats, farms, travelling sites.
- Observes personal duty of care in relation to equipment and resources used in care of work.
- The post will require concentration on client related activities and unpredictable client demands.

MOST CHALLENGING PART OF THE JOB

- Conversations of a sensitive nature which may be upsetting to service users and their families.
- Exposure to distressing and emotional situations.
- High levels of concentration and use of IT hardware and systems
- Flexibility in a constantly changing environment where the role holder is expected to remain empathic, caring and responsive to the needs of the patient and staff members.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms

and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

PERSON SPECIFICATION

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QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
BSc in Nursing (or equivalent) NMC registration at level 1	Essential	Application Form
<ul style="list-style-type: none"> GSCB Child Protection training above foundation level. Skills for teaching and assessing in clinical practice ENB 998/FLAP (or equivalent). Evidence of continual professional development. 	Desirable Desirable Essential	All qualifications will be assessed via your application Form

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Specialist knowledge and understanding of local and National Child Protection Guidelines as well as legislation affecting professional practice. An understanding of Public Health Nursing. Knowledge and commitment to working to reduce health inequalities. Enhancement of professional development. 	Essential Essential Essential Essential	All experience will be assessed using a combination of your application form and interview responses
<ul style="list-style-type: none"> Interested in the social model of health Knowledge of Children Act 1989 	Desirable	

PROFESSIONAL / MANAGERIAL /	ESSENTIAL OR	METHOD OF
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SPECIALIST KNOWLEDGE	DESIRABLE	ASSESSMENT
<ul style="list-style-type: none"> Up to date professional knowledge in current area of practice Use of a systematic approach in assessing, planning and evaluating needs led, personalised care Ability to use a laptop in community settings for record writing, use of outlook and word documents. Ability to use various IT systems for recording activity and requisitions Be able to respond to the demands of working in a complex and diverse environment. On occasions may be required to deal with verbally aggressive clients. Exposure to distressing and emotional circumstances, e.g. domestic violence, child protection situations, bereavement, disability, mental health issues, abusive and non-co-operative clients. Ongoing accountability for clients with child protection issues, domestic violence, family breakdown, substance misuse, disability and mental health issues. Working alone in schools, client's homes or other community settings. Conversations of a sensitive nature which may be upsetting to service users and their families. Concentration on client related activities and unpredictable client demands. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>All specialist knowledge will be assessed using a combination of your application form and interview responses</p>

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> Possess a level of resilience to frequent exposure to distressing and/or emotional circumstances e.g. child abuse, difficult family circumstances, drop-in sessions, behaviour management, bereavement and the requirement to attend court in child abuse cases, as appropriate Be able to work well in a team, in addition to the ability to work on own The ability to work flexibly be approachable and personable. 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>All skills, abilities and attributes will be assessed using a combination of your application form and interview responses</p>

<ul style="list-style-type: none"> • Good organisational skills • Ability to fulfil the travel needs of the post. 	Essential Essential	

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> • This post will involve mostly a combination of sitting, standing and occasional manual handling of equipment. • Frequent driving to various community settings in all weather conditions and in isolated settings e.g. flats, farms, travelling sites. • Frequent carrying of heavy and bulky equipment e.g. weighing scales. 	Essential Essential Essential	All other requirements will be assessed using a combination of your application form and interview responses