

JOB DESCRIPTION

POST TITLE:	HCP 5-19 School Nurse (SCPHN)
BAND:	6 (Subject to Agenda for Change)
HOURS:	To be agreed
LOCATION:	Various locations across Cambridgeshire
REPORTING TO:	Team Manager
RESPONSIBLE TO:	Area Manager
ACCOUNTABLE TO:	Children's Service Manager

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Job Purpose:

To work as part of a team leading the 0–19 Healthy Child Programme. The role of the School Nurse is to promote good health and prevent ill health in young people, families and communities. School Nurses do this through raising awareness of and identifying unmet health needs, and initiating, developing, implementing, and evaluating plans of care. The School Nurse will work within a defined area, assessing need, delegating and supervising work within the team. They promote early intervention, health promotion, advocacy, empowerment, social inclusion and the reduction of health inequalities. The School Nurse works in partnership with young people, families, schools, communities, primary care, statutory & voluntary services and other partner agencies, in order to facilitate health-enhancing activities. School Nurses use and establish networks within the community in order to inform, influence and implement policies which affect health outcomes.

Main Duties and Responsibilities

1. To work as part of a multidisciplinary team to identify the health needs of children and young people, their families and the school community and contribute to developing a strategy to address the identified needs in the school and the community
2. To use knowledge and skills to assess, plan, implement and evaluate individual health care plans and be responsible for the management in school of children with complex health needs
3. To carry out shifts within the 5-19 duty desk receiving all incoming communication and referrals to the service, liaising with key stakeholders, parents/carers and young people
4. To assist schools in establishing procedures for medicine management
5. To provide and promote appointment clinics for pupils and their families, parent and carer Support Groups, home visits and Health Needs Assessment
6. To provide contact with young people via Chat Health text messaging service
7. Respond to health needs assessments by referring to other professionals (i.e.: GP's, consultants, mental health team), and statutory and voluntary agencies (i.e.: social care)
8. To support children and young people and their families with emotional and behavioural development
9. To advise their client group on the promotion of health and the prevention of illness
10. To link practice with local and national targets and deliver public health programmes based on current priorities and targets
11. To plan evidence-based health promotion programmes, order resources, compile teaching plans with aims, objectives and outcomes, and evaluate the sessions

12. To act as a health link for other agencies, e.g. Education welfare, OCYPs voluntary services, public and private agencies and work closely with partner agencies to promote the health and wellbeing of children, young people and families
13. To work with the Locality Lead to support children, young people and families who are considered to be vulnerable or at risk. To adhere to current safeguarding procedures and participate in child protection case conferences and case review meetings as required
14. Participate in all statutory processes in respect of safeguarding including provision of witness statements, court reports and court attendance
15. Identify children with special educational needs and disability and facilitate support and referrals to maximise developmental potential. Act as a key worker when indicated, ensuring effective, efficient and appropriate care plans
16. To clinically triage the single point of access and Chat Health as required in accordance with agreed procedures
17. To provide cover for colleagues as requested by your manager
18. Demonstrate reflective and evidence-based practice and use this to influence strategy and policy development
19. To hold a special interest role and support other staff within the locality and service
20. To contribute to the development of local policies and procedures relevant to their area of work
21. To take responsibility for their own clinical practice including clinical supervision and to adhere to the NMC code of conduct
22. To actively participate in reflective practice development through annual clinical observations
23. To maintain live mentor status and contribute to a learning environment for SCPHN's, return to practice SCPHN's, new staff members and pre-registration students

Communication

1. To communicate complex and sensitive information concerning the child or young person's condition to the child's parents/carers and young person. Able to communicate effectively using appropriate methods and recognising barriers to communication
2. To communicate within the multi-disciplinary team and model effective team working and communication skills, supporting change within the service
3. To develop links with schools, children's centres and other agencies involved in promoting children's well-being
4. To work closely with other professional teams and key stakeholders including service users, statutory and non-statutory organisations
5. To act as first line response to complaints working within national and corporate guidelines
6. To contribute to the training of students of nursing and other disciplines, during community experience programmes

Budgetary Responsibility

1. To maintain stock control
2. To demonstrate responsible use of resources, with an awareness of budgetary restraints
3. To ensure health monitoring equipment is operating to a high standard, maintained and calibrated
4. Take responsibility to minimise incurred expenditure e.g. Mileage, telephone calls use of stationary etc.

People Management

1. To contribute to the training of students of nursing and other disciplines, during community experience programmes
2. Maintaining own professional development and requirement to take part in appraisal and KSF process
3. To delegate work to other members of the team related to their capabilities and competencies, ensuring there is clarity regarding the feedback mechanisms

4. To ensure appropriate delegation, allocation and supervision of work and packages of care to the skill mix team. To include caseload support, monitoring and counter signing records on completion of the allocated intervention work

Research & Development Activity

1. Contributes to clinical audit and research highlighting unmet needs within the practice population
Contributes to the maintenance of the Health Profile of the practice population

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies
3. The post holder must adhere to the Trust risk assessment and risk management processes
4. The post holder must adhere to infection control policies and procedures
5. It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration
6. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust
7. The post holder must participate in clinical and other audits as required
8. Provide patients and their families /carers with information on standards they should expect from the team
9. Participate in reflective/ clinical supervision on a regular basis
10. Participate and lead caseload review within the locality
11. The post holder is required to participate in relevant emergency preparedness process for their team
12. To write records in a concise, accurate and timely manner in line with Cambridgeshire Community Services 'Record Keeping Policy'
13. To participate in clinical pathway developments and service improvements

General

Safeguarding people responsibility

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
 - Children and young people
 - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

Sustainability

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Date: April 2024



PERSON SPECIFICATION

Job Title: HCP 5-19 School Nurse (SCPHN)	Band: Band 6 (Subject to Agenda for Change)
Directorate: Children and Young Peoples Unit	Date: April 2024

* Assessed method A=Application I=Interview T=Test R=References

Essential Criteria	*	Desirable Criteria	*
Qualifications and Training <ul style="list-style-type: none"> Community Specialist Practitioner in Public Health Nursing (SCPHN) – School Nurse - at Honours Degree, Diploma or Masters Level Registered Nurse with UK NMC (RGN/RMN/RSCN/RN-LD) Mentor/998 or equivalent teaching qualification (course to be undertaken within 1 year of commencement of post if no qualification) Evidence of continuing professional development 	A/I/T/R	<ul style="list-style-type: none"> Management and leadership qualification Family planning training Sexual Health course Counseling Course Mental health course Registered non-medical Nurse Prescriber (course to be undertaken within 1 year of commencement of post if no qualification) 	A/I/T/R
Experience <ul style="list-style-type: none"> Working with people within clinic/home and community settings Partnership and interagency working Experience with children and their families Experience of profiling localities and need Experience of working in the community Experience of Safeguarding 	A/I/R	<ul style="list-style-type: none"> Experience of Mentoring Leadership and management of staff Work with different communities including minority and ethnic groups Working with groups Working in proactive service development Community development 	A/I/R
Skills <ul style="list-style-type: none"> High level of clinical skills, with the ability to identify, respond to and evaluate health needs Knowledge and effective skills in using evidence-based models of intervention to deliver successful outcomes and an ability to bring research into practice Current knowledge of local and national policies informing Health Visiting practice 	A/I/R	<ul style="list-style-type: none"> Audit and data analysis Initiating and managing change Research Political awareness Experience of identifying areas of required development within a team Experience of providing training and facilitation Evidence of leadership and line managing staff 	A/I/R

<ul style="list-style-type: none"> • Demonstrate an understanding of and ability to act upon the principles and practice of health promotion • Able to plan and organise their work • Ability to communicate effectively with children, parents and Early Years settings and other health organisations • Ability to work independently • Standard keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Excel and PowerPoint • Ability to use SystmOne • Ability to work flexibly as part of a team • Time management and prioritisation skills • Ability to lead, facilitate and make a constructive contribution to meetings and negotiate with a range of stakeholders, settings and contexts • Current driving licence 			
Safeguarding and promoting the welfare of children and young people/vulnerable adults <ul style="list-style-type: none"> • Ability to safeguard and promote the welfare of <i>children and young people/vulnerable adults</i> • Demonstrates understanding of safeguarding issues • Appreciates the significance of safeguarding and interprets this accurately for all individual <i>children and young people/vulnerable adults</i> whatever their life circumstances. • Has a good understanding of the Safeguarding agenda • Can demonstrate an ability to contribute towards a safe environment • Is up to date with legislation and current events • Can demonstrate how they have promoted 'best practice' • Shows a personal commitment to safeguarding children 	A/I/R	<ul style="list-style-type: none"> • Experience of court reports • Participation in facilitating safeguarding training 	A/I/R
Working within Professional Boundaries <ul style="list-style-type: none"> • Accepts responsibility and accountability for own work and can define the responsibilities of others • Recognises the limits of own authority within the role • Seeks and uses professional support appropriately • Understands the principle of confidentiality • Demonstrates professional curiosity 	A/I/R		A/I/R

Emotional Awareness <ul style="list-style-type: none"> • Aware of the range of emotions in self and others • Demonstrates empathy for the concerns of others • Listens to and understands directly and indirectly expressed feelings • Encourages others to express themselves openly • Manages strong emotions and responds constructively to the source of problems • Shows respect for others' feelings, views, and circumstances • In highly stressful situations keeps own feelings in check, takes constructive action and calms others down. • Has a range of mechanisms for dealing with stress, can recognise when to use them and does so • Listens to personal comments without becoming defensive 	A/I/ R		
Self-awareness <ul style="list-style-type: none"> • Has a balanced understanding of self and others • Has a realistic knowledge of personal strengths and areas for development • Can demonstrate flexibility of approach • Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults 	A/I/ R		
Other <ul style="list-style-type: none"> • Ability to travel across the County sometimes at short notice • Satisfactory Disclosure and Barring Service 	A/I		

ORGANISATION CHART

