

JOB DESCRIPTION

Job Title	Community Staff Nurse – School Nursing
Band/ Grade	Band 5
Directorate	Women and Children's
Professionally Accountable to	Associate Chief Nursing Officer, Surgical Division
Responsible to	Practice Lead for School Nursing

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence

- Compassion – we will support patients and ensure that they are cared for with compassion
- Accountability – we will act with integrity, assuming responsibility for our actions and decisions
- Respect – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- Excellence – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

To work with the school nursing team in the development and delivery of the School Health Service within Herefordshire in line national and local public health priorities.

Work with vulnerable children and families in line with national and local policies relating to safeguarding children and to provide specialist support and advice to children, families and schools regarding the health and wellbeing needs of children with supervision and support from Band 6.

Work in partnership with other agencies, particularly health services, education and social care. To assist in managing and co-ordinate programmes of intervention for a caseload made up of schools and individual children and families to plan, implement, monitor and review

Programmes of intervention based on identified health and social needs.

The post holder will provide a child centred public health approach to meet the needs of the children and families within their defined caseload.

ORGANISATION CHART - See Appendix (if applicable)

MAIN DUTIES/RESPONSIBILITIES OF THE JOB

Clinical Responsibilities:

- To promote and facilitate the physical, mental and emotional health of children, young people (5-19 years school age children and young people) and families.
- To work in partnership with all service users, members of the multidisciplinary team both internal and external to the Trust and ensure continuity of care to children, young people and their families.
- Work within the 5-19 pathway to deliver planned programmes of care under the direction of the School Nurse. This will involve onward referrals as required.
- To manage your own caseload for identified children and young people.
- Deliver the role in a variety of settings e.g. schools, clinics, client homes, community venues.
- Actively participate in the delivery of a service for identified health priorities
- To help children and young people attending education provision within the locality to access universal services as necessary.
- Review records of school age children moving in/out of the area according to agreed guidelines/protocols. Assist in the delivery of Public Health activities as identified through needs assessment/ trend of referrals e.g. themed drop in's, health days, assemblies
- Report back any concerns to the School Nursing Practice Lead or allocated School Nurse.
- Communicate any changes in a families circumstance to the School Nurse or Practice Lead so that this can aid care planning
- Participate in Safeguarding meetings for vulnerable children and young people under the direction of a School Nurse.
- Act as a practise supervisor/ assessor for pre-registration student nurses
- To assist the Duty Clinician in the duty desk with the administration of incoming clinical correspondence and allocation of referrals on a rotational basis.
- To provide support and advice to professionals, families and young people via single point of access with appropriate support.
- To take responsibility for their own clinical practice including clinical supervision and to adhere to the NMC code of conduct.
- To undertake other duties as may be required from time to time which are consistent with the responsibilities and scale of the post.
- Review the A+E attendances that come into the service and follow up with parents/carers any A+E attendances and give advice as per the School Nursing standard. Refer any children that are enhanced and attended A+E to the named School Nurse.
- Provide guidance to junior staff, ensuring safe and best practice within the School Nursing service and in accordance with trust policies and guidelines.
- To actively support the appraisals for staff in band 4 and below.
- To assist in the recruitment and selection of staff into the team and to participate in the induction and orientation programmes for new staff members, this may include preceptorship support for newly qualified staff nurses.
- To be able to communicate confidential and complex information about children, young people and their families.
- To ensure attendance at staff meetings including the weekly allocation meetings.

- Maintain an up to date knowledge of the services available for families within Herefordshire.
- Record all client contact on the Trust's electronic patient recording system and ensure your electronic diary is kept up to date.
- To maintain contemporaneous, accurate records are completed according to Wye Valley Trusts record keeping policy.

Research and Audit:

- Contribute to audit programmes and support the application of findings on a regular basis, feeding back to management.
- To collect relevant information/feedback as requested by the management team.
- Ensure all statistical returns are completed and returned within the agreed timescales for accurate reporting to commissioners.
- Contribute to the development and review of Standard Operating Procedures for the service.

Training & Development:

- Attend all relevant education and training programmes to maintain professional development and meet the NMC and Trust mandatory requirements.
- Reflect on practice regularly and plan for professional development to achieve growth and development.
- To participate in the appraisal/SDR process and to develop a Personal Development Plan.
- To attend relevant in-service training sessions to gain and maintain professional knowledge and meet mandatory training requirements.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

Directorate **Women's and Children's**

Job Title **Community Staff Nurse – School Nursing**

Band/ Grade **5**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
RGN/RSCN and be registered with the Nursing and Midwifery Council	✓	
Post Graduate Qualification		✓
Practice Assessor/Practice Supervisor training		✓
SKILLS, KNOWLEDGE AND ABILITIES		
Excellent oral and written communication skills	✓	
Possess basic IT skills e.g. able to use Microsoft Word, Excel etc.	✓	
Previous Community Experience		✓
Experience of managing own workload and ability to prioritise work delegated	✓	
Delivery of evidence based practice	✓	
Must have a knowledge of the public health role within School Nursing	✓	
Able to work as part of a team and demonstrate the ability to work in partnership with children, young people and their families as well as professionals	✓	
Able to demonstrate confidentiality in all aspects of their work	✓	
Knowledge of clinical supervision		✓
EXPERIENCE		
Must have post-registration experience, minimum of 6 months	✓	
Have an understanding of child protection procedures within the local area.	✓	
Experience of working with children and young people and families		✓
Able to demonstrate knowledge of the services Key Performance indicators and how they influence service delivery		✓
PERSONAL ATTRIBUTES		

Adaptability, imaginative, innovative	✓	
Enthusiastic team player	✓	
Ability to relate to people from different cultures	✓	
Self-motivated and can motivate others	✓	
Ability to remain calm and focused under pressurised situations	✓	
Reflective Practitioner	✓	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	✓	
Must be able to demonstrate Trust Values and Mission	✓	
Able to meet Moving and Handling requirements of the job with any aids or adaption that may be required	✓	