

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben Travis', with a long horizontal flourish extending to the right.

Our vision is

To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

JOB DESCRIPTION

Post Title: Specialist Community Public Health Nurse (School Nursing)

Department: School Health Service

Responsible to: School nurse team manager

Grade: Band 6

Hour: Full time/Part time- Flexible hours (to be discussed at interview)

Job Summary:

The post holder will act as an exemplar for best practice for the school age service and will help empower team members to develop and enhance services to the school age population of Lewisham.

To work with the team manager for the School Health Service, to further develop new ways of practice to the school age population.

To promote the health and wellbeing of the school child and young person so that they may be enabled to reach their full potential and not be disadvantaged through ill health or disability.

To take the lead in supporting and supervising the school nursing team aligned to Lewisham's Neighbourhood structures.

To ensure that those children and young people who are vulnerable or whose needs are special are recognised and referred to the appropriate service or professional, so the needs of the child or young person are met e.g. looked after children excluded from school

To work in partnership with parents, carers, education, Social care and Health, Healthy schools partnership and other relevant agencies to meet the needs of the School age population of Lewisham.

To provide leadership and line management to a multi skilled and skill mixed team.

To take the lead role in developing services in; conjunction with the School nursing teams for the school-age population and the wider community.

Lead the team in using mobile working (laptops) via the RIO RECORD KEEPING system .Ensure team members are inputting data and recording progress notes in line ROCAIP and demonstrate this at your one to one meetings with team managers.

Key Result Areas & Performance:

1. Take responsibility for the leadership management of a school nurse team, supervision and monitoring of junior staff including induction of junior staff and peers.
2. Undertake appraisal, development of staff Professional Development Plan and monthly clinical supervision in line with Trust policies and procedures both as individuals but undertake supervision and appraisal setting for junior members of staff within the team. Support.
3. Supervise and support the vulnerable children and manage child protection caseload for children living and attending schools in Lewisham. Working closely with the specialist nurse for Child protection for Child health and both the designated and named nurse for Child protection for Lewisham CHS. Ensure that staff consistently carries out their responsibilities in relation to child Protection in accordance with CHS policies and procedures.
4. Support staff with planned 1:1 meetings on a 4-6 week schedule
5. To delegate appropriately to junior staff, work undertaken within the academic year.
6. To participate in the recruitment and selection of new team members.
7. To engage and actively work with families, who are resistant to change.
8. To develop networks with Education, Social Care and Health and other statutory and voluntary agencies, to work collaboratively in achieving National and local priorities e.g. NSF for Children and Young People, Every Child Matters, local priorities, healthier school, reduction in obesity.
9. Submit accurate and timely activity data as required by the Trust. On an ongoing basis contribute to the profiling of the health needs of children and young people so to inform future practice development.
10. To carry out health assessments on vulnerable children and write reports and attend case conferences, imparting difficult information to families. Present complex issues in a professional matter, for example court reports.

Work force

1. To initiate baseline health screening of children and young people in partnership with education, parents and another relevant health professionals. Address identified individual client needs through accessing an appropriate care pathway. The child or young person and their family will be kept fully informed and their views incorporated.
2. To initiate, implement or support as appropriate health promotion initiatives individually and in-groups within the school setting and less formal settings. Inform and support the school curriculum planning and implementation of the same. Support the development of programmes that target both nationally and locally identified health needs to support children and young people in enhancing their life chances.
3. Undertake immunisation programmes for pupils in line with the Trust's policies and procedures for this purpose.
4. Act as an educator/trainer/supervisor/resource for school staff and parents/carers as appropriate, in relation to the physical, social and emotional care and management of children, prevention of illness and spread of infectious diseases etc within all school settings.
5. Maintain positive, effective and timely liaison and communications with all appropriate staff, professionals, parents, carers and agencies to ensure implementation of action in relation to individual care plans of school children and to effectively monitor the same.
6. Prepare for, attend and participate as appropriate in individual case conferences and safeguarding planning meetings relating to school children.
7. Actively contribute to appropriate planning and management meetings within the school environment to ensure the health care of children is being adequately addressed.
8. Participate in research and evaluation programmes as required.
9. To ensure school health profiles are developed across the teams and that they contribute towards the CHS Health Needs Assessment as evidence to negotiate service provision.

Financial

All staff are responsible for the security of the property of the CHS, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial

procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

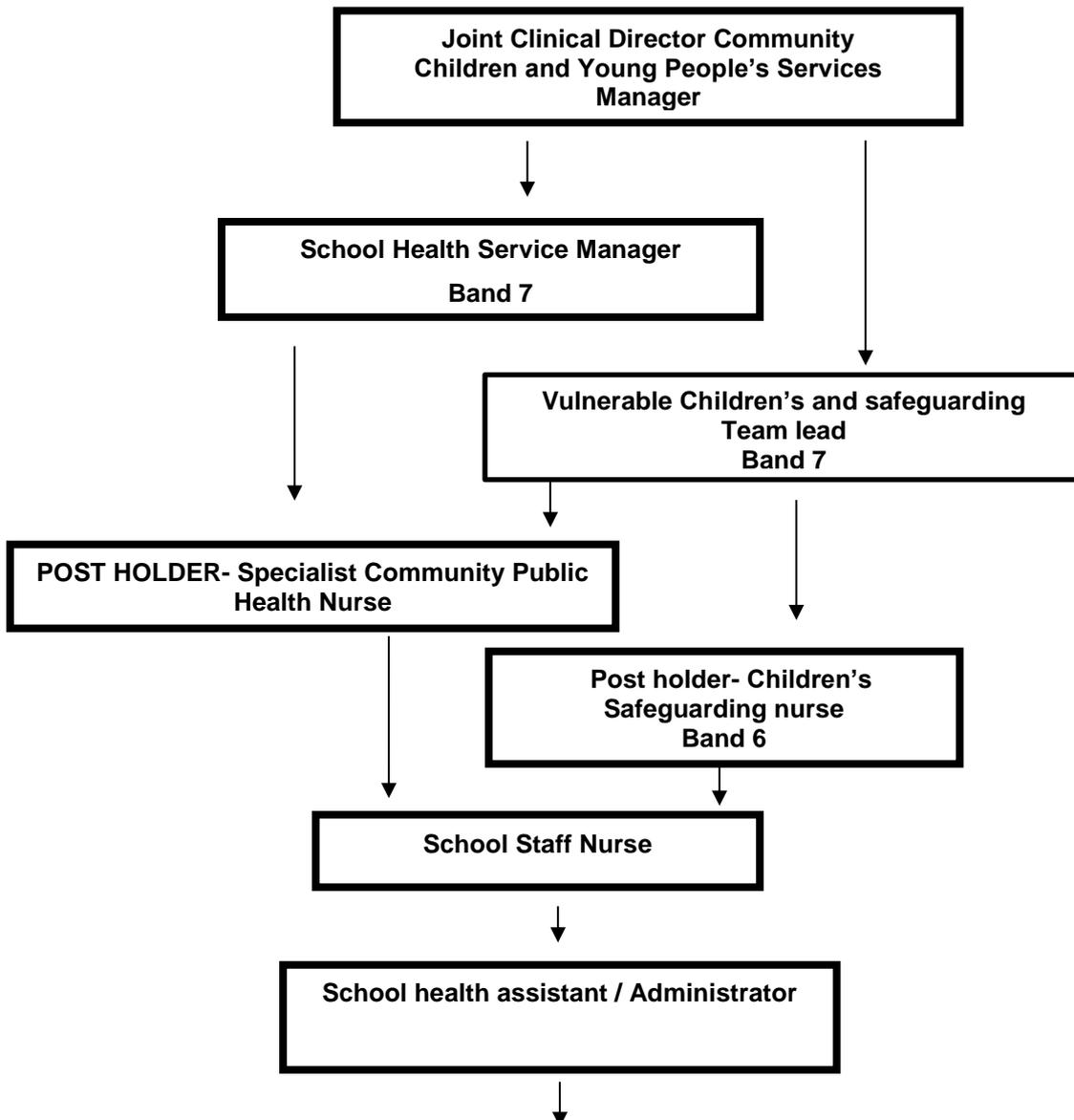
Partnerships

Communications and Relationships

To provide leadership and line management to a multi skilled and skill mixed team
To work in partnership with parents, carers, education, Social care and Health, Healthy schools partnership and other relevant agencies to meet the needs of the School age population of Lewisham.

All staff must be familiar with and adhere to CHS child protection policies and guidelines, in conjunction with London LSCB policies and procedures. All staff are required to attend child protection awareness training, additional training and supervision regarding child protection relevant to their position and role.

Structure Chart



Admin/Data Entry clerk

General Information

Why Join Us?

Learning and development opportunities to enable you reach your potential

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Feel supported by a positive culture

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Access excellent benefits and enjoy your social life

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

Review of this job description

This job description is intended as an outline indicator of 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 on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

PERSON SPECIFICATION

| | Essential | Desirable |
|-----------------------------|---|------------------|
| Qualifications and Training | <ul style="list-style-type: none"> • Registered first level Nurse. • RGN/RN (Adult or Child Branch) • RSCN • Qualification as a Specialist Community Public Health Nurse (School Nursing) | |
| Experience | <ul style="list-style-type: none"> • Has experience of effective working with other professionals and agencies. • Experience as a School Nurse. • Experience of working with adolescents and young people. • Experience in managing a safeguarding caseload. | |
| Knowledge | <ul style="list-style-type: none"> • Implement Health Promotion programmes and analyse National and Local priorities. • Knowledge of national and local strategies relating to the school health service. • Have a sound knowledge of Child Protection, safeguarding children and Framework for assessment of children in need. • Assessing and completing health review for Looked after Children (LAC). • Principles of confidentiality and consent. • Understanding of professional accountability and the requirements of professional registration. • Understanding of equal opportunity. | |

| | | |
|---|--|--|
| <p>Planning & Organisation</p> <p>Information Resources</p> <p>Communication</p> <p>Physical skills</p> <p>Skills and abilities</p> | <ul style="list-style-type: none"> • Able to delegate appropriately. • Plan team meetings. • Able to use word, excel and intranet. • Able to collect and collate statistics required by the service. • Produce child protection reports. • Deliver health promotion programmes to age appropriate audience. • Able to supervise staff and monitor performance. • Well-developed interpersonal skills and able to relate in appropriate ways with people from a variety of backgrounds and ages. • Competent IT skills – including use of email • Excellent interpersonal skills and good communication skills, including with children and young people • Able to present information, written and orally, in a clear and logical manner • Able to work effectively as a team member • Able to work effectively with children and parents • A range of clinical skills in relation to management of diabetes/ asthma/ mental health/ family planning | <ul style="list-style-type: none"> • Car driver |
| <p>Personal Qualities</p> | <ul style="list-style-type: none"> • Provide advice and guidance with tact and sensitivity. • Have leadership skills sufficient to manage a small team. • Ability to reflect on practice. | |

| | | |
|-----------------------------|--|--|
| Team/ Collaborative working | <ul style="list-style-type: none"> • Work closely with Team members and external agencies. • Understand and implement corporate caseload working | |
| Flexibility | <ul style="list-style-type: none"> • Responsive to change and ideas, flexible and adaptable to changing needs in the service. • Adapt to new systems and local agendas. • Flexible working. | |

Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**