

# Registered Nurse (Special School Nursing Service)

Medway NHS Foundation Trust



## Job Description

**Role: Registered Nurse (Special School Nursing service)**

**Banding: 5**

**Division: Planned Care**

**Responsible to: Lead Nurse**

**Accountable to: Lead Nurse**

### **Job Purpose**

To work as part of The Special School Nursing Team to assess the healthcare needs of school aged children and young people with additional healthcare needs and Learning disabilities and respond appropriately.

Overseeing and delivering care to children and young people in specialist pre-school and school provisions. Training staff in School to meet the Health care needs of Children and Young people.

### **Key Responsibilities:**

- To carry a caseload which includes primary and secondary school aged children and young people. Assess the health needs of the school community and meet those needs through multi-agency working, staff training, liaison with parents and carers and referrals to other agencies as required.
- To assist and support the Lead Nurse/Clinical Sister in the establishment of an efficient working environment, making the most effective and efficient use of staff, supplies and services
- To maintain clinical and professional and professional development in order to ensure a high standard of professional practice.
- To identify individual training/developmental needs and be prepared to train students, peers and other professionals in order to disseminate good practice.
- To liaise with members of the wider multidisciplinary team and refer as appropriate.
- To contribute to education review meetings/return to school meetings where appropriate.
- To maintain accurate records, having due regard to their legal status and ensure dissemination of information is in accordance with the data protection act.
- To support individual care plans where a child or young person has an identified medical condition and provide relevant training to education staff regarding medical conditions and emergency treatment.
- To support the community paediatricians in regards to in school clinics and weights and measures.



- To help to promote new ideas and methods for the delivery of care and assist in their implementation through liaison and co-operation with the multi-disciplinary team to participate in the development of care pathways to promote uniformity of care.
- To apply the Divisional and corporate Clinical Governance strategies to the clinical area.
- To manage complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved locally.
- Support the Lead Nurse to implement local initiatives within the area.
- Working autonomously to manage a caseload of patients, acting as a lead assuming responsibility and accountability for assessing, implementing and evaluating care for the designated clinical area.
- To interpret information and take appropriate action and to lead others to do the same
- Ensure that the children and young people receive high quality care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Is wholly accountable for his / her practice in line with the NMC Code and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Responsible for maintaining a safe environment for Children /young people, visitors and other staff within the clinical environment.
- Ensure that sensitive patient records are stored appropriately.
- Participate in case conferences in relation to the management of Children/young person, ensuring continuation of ongoing care
- To supervise the assessments and interventions of junior staff in relation to patient care.
- Assist in the recruitment and retention of nursing staff.
- Assist the Lead Nurse in developing a culture that is challenging, stimulating, rewarding and supportive
- Actively participate in the selection; training and supervision of Clinical Support Workers (CSW)
- To act as mentor / assessor to unqualified staff and to provide education, advice and support to a team of nurses. Ensures the cultural and spiritual needs of Children /young people are recognised and accommodated within resources available.
- Ensuring incidents and near misses are reported, through promoting a no blame culture
- Ensure all staff act in accordance with Local, Hospital and Statutory Guidelines and Policies, including Health and Safety initiatives
- Will be familiar with the Health and Safety at Works Act, and be aware of its implications and ensure that local unit and departmental policies are followed Will work in accordance with Corporate Objectives and ensure that all staff are aware
- To take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk
- Be an effective communicator and be a role model in liaising with the community and other members of the health care team
- Participating and communicating with relevant health care professional any changes in the organisation of the services.



## Key Working Relationships:

Internal	External
Matron Deputy, Director of Nursing, Lead Nurse, Clinical Support Workers Community Paediatricians Children's Outreach and specialist Team(COaST) ADHD Nurse Specialist Allied Health Administrative and Clerical Support Staff, Professional and Technical Staff.	Head and Deputy Head Teachers, Specialist Teaching Services GP's, Social Services Community Nursing Staff. Parents, carers Voluntary organisations. Institutes of Higher Education Multidisciplinary teams across all specialities including Occupational Therapist, Physiotherapist, Speech Therapist Health Visitors

## Main Conditions of Service

### Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

### Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

**B**old  
**E**very Person Counts  
**S**haring and Open  
**T**ogether

We are *inspiring* and *ambitious*  
We are *respectful* and *supportive*  
*We are open and speak up*  
**We are inclusive and responsible**

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.



## **eRostering**

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

## **Mandatory Training**

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.  
Quality Assurance

The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

## **Health & Safety**

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

## **Equal Opportunities**

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

## **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.

## **Infection Prevention and Control**

All post holders have a personal obligation to act to reduce healthcare associated infections (HCIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCIs. 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 Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Information Governance**

Staff are required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.





## Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

## Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

## Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, the *Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

## Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

## Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

## Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



## Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network



## Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.paquetiger.com/Benefits-Wellbeing/currentstaff>

### Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

## Promoting equality and reducing inequalities

All staff are required to uphold organisational policies and principles on the promotion of equality. This is to create an inclusive working environment where diversity is valued, everyone can contribute, and in everyday action ensure we meet our duty to uphold and promote equality



## **Talent Management and Skills Coaching**

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coaching sessions held with our Organisational Development Team. This will be supported through the talent management process.

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

## **Flexible Working Opportunities**

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.

## **Professional / Managerial Codes of Practice**

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making.

The code is also intended to assure the public of the high professional standards and accountability within NHS Management.





## Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level.

The Trust proactively offers support and guidance to ensure that staff are able to upskill within the role. We would welcome applications from candidates where not all of the essential requirements are met but are able to demonstrate a willingness to continue their professional development within the role.

### Role: Band 6 Registered Nurse (Community Learning Disabilities Services)

<b>Qualifications</b>	<p>Learning Disabilities Nurse/Child Registered Nurse or Adult Registered Nurse on the NMC register (Essential)</p> <p>Mentorship / teaching qualification (Desireable)</p> <p>Specialist School Nurse (Desirable)</p>
<b>Knowledge</b>	<p>Up to date knowledge of current clinical and professional issues</p> <p>Knowledge of evidence based practice</p> <p>Good communication skills and ability to deal with sensitive information :</p> <p>To include dealing with distressed parents, care of children with Learning Disabilities and associated health needs and other challenging situations</p> <p>Demonstrates ability to influence and negotiate with others</p> <p>An understanding of audit and research based nursing practice</p> <p>An understanding of resource management</p> <p>Awareness of clinical governance and risk management issues</p>
<b>Values</b>	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p><b>B</b>old <i>We are <b>inspiring</b> and <b>ambitious</b></i></p> <p><b>E</b>very Person Counts <i>We are <b>respectful</b> and <b>supportive</b></i></p> <p><b>S</b>haring and Open <i>We are <b>open</b> and <b>speak up</b></i></p> <p><b>T</b>ogether <i>We are <b>inclusive</b> and <b>responsible</b></i></p>
<b>Experience</b>	<p>Proven experience on managing an area of work; including management of rotas, managing competencies, resources and staff</p> <p>Experience of teaching / assessing / supervising others in a clinical /non-clinical setting</p> <p>Experience of working in the field of Learning Disabilities.</p> <p>Experience of working in the field of school nursing.</p> <p>Experience of working with children and young people</p>



<b>Skills</b>	<p>Effective communicator</p> <p>Effective report writing</p> <p>Administrative Skills</p> <p>Able to lead and be part of a team</p>
<b>Other Attributes</b>	<p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>





**Medway**  
NHS Foundation Trust



**Best** of care  
**Best** of people



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