

JOB DESCRIPTION: Band 5 Registered Nurse

Job Title	Community School Health Staff Nurse
Division and Borough	Harrow Community Health
Service/Team	Children's Services/School Nursing Service
Pay Band	Band 5
Hours	37.5 hrs per week
Terms and Conditions	In accordance with Agenda for Change
Location	Milman's Resource Centre, Harrow
Reports to	Team Leader
Manages	Health Care Assistants / Student Nurses
Liaises with	Patients, carers, other members of the multi-disciplinary team, schools, social care services and relevant multidisciplinary services

Job Summary:

Band 5 nurses work closely with the people who use our services, their families, friends and carers and play an important contribution in how people experience our services. Band 5 nurses are expected to be kind and responsive but professional and informative and contribute to the quality of the services we provide by:

- keeping the people who using our services as safe as possible through the use of sound clinical skills and effective risk assessments
- ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence based policies and procedures
- ensuring the people using our services have a good experience by respecting, empowering and working in partnership with people throughout the care planning process

We believe that the best health care is delivered by multi-disciplinary teams working well together

and in partnership with other teams and services to provide seamless care. Band 5 nurses work as part of a team and you will contribute to the success of the team by drawing support from more experienced nurses and other health professionals but also by supervising other staff and students nurses to ensure they are working to the standards which the people using our services deserve.

Values

Central and North West London NHS Trust expects all Band 5 nurses to act in a way which shows you understand our core values and are willing to put them into practice with service users, their friends family and carers and also other staff members.

As a Band 5 nurse we expect you to show COMPASSION, contribute to a caring and kind environment and recognise that what you do and say helps can make the lives of others better

We expect you to RESPECT everyone and acknowledge and welcome people's differences rather than ignore them or see them as problematic.

We expect you to EMPOWER others and continually try to provide information, resources and support to help others make their own decisions and meet their own needs.

We expect you to work in PARTNERSHIP and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and pay for our work.

Key Responsibilities

Central and North West London NHS Trust is committed to providing safe, effective services and providing patients and families with a positive experience.

Patient Safety

Band 5 nurses contribute to the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Supervising the work of others
- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records
- Maintaining compliance with their mandatory training requirements.

The NMC plays an important role in safeguarding the public by regulating the work of nurses and all nurses, including Band 5 nurses, are expected to register with the NMC each year and adhere to the NMC Code of Conduct.

Clinical Outcomes

Band 5 nurses contribute to the effectiveness of services by:

- Providing skilled, evidence based nursing care which adheres to agreed policies and procedures
- Working with patients and families in all stages of the care planning process including assessing risks and needs
- Acting as patient advocates in the multi-disciplinary team and overseeing the work of others to ensure that they are also responding to the needs of patients and providing clinically effective care
- Working as autonomous practitioners and taking responsibility for the care they give to patients but within their own limits of competency and confidence
- Contributing to creating and maintaining high performing teams by:
 - communicating well with all members of the team
 - understanding their role in the team and how they help the team achieve its' objectives
 - reflecting on their own practice regularly and encouraging the whole team to reflect on their practices in handovers and team meetings
 - identifying how care could be improved

Patient Experience

Band 5 nurses contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with patients and their families and carers
- Gaining consent and, as far as possible, involving people in all decision making
- Signposting patients and carers to supportive services e.g. the courses provided by the Recovery and Wellbeing College or services provided by the local authority or the voluntary sector
- Reassuring people by being professional, responsive, knowledgeable and confident
- Responding to complaints or concerns effectively and quickly in line with the Trust policy

Supporting yourself and others

Engaged staff are more productive and Band 5 nurses play a role in engaging in other staff members in the Trust and the work we do by:

- Providing supervision and annual appraisals to other staff which helps those staff reflect on their work, understand their objectives and monitors their progress towards achieving them
- Participating constructively in their own supervision and annual appraisal processes
- Using continuing professional development funds to consolidate or improve clinical skills and to gain mentorship skills so they can support student nurses

Service Specific Responsibilities

Further responsibilities attached to this particular Band 5 nurse post are explained in the Service Specific Section attached to this Job Description and Person Specification.
The following responsibilities are applicable to all Band 5 nurses and most other staff members:
<p>Professional registration</p> <p>As a Band 5 nurse you are expected to maintain your registration with the NMC (Nursing & Midwifery Council) and comply with the NMC Code of Conduct. Your employment depends on you doing this and failure to remain registered or to comply with the NMC Code of Conduct may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment. You are required to advise the Trust if the NMC in any way limits or changes the terms of your registration. Throughout your employment with the Trust, if requested you are required to provide your manager with documentary evidence of your registration with the NMC.</p>
<p>Safeguarding</p> <p>As a Band 5 nurse you have a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. You have a responsibility to ensure that you are up to date with the safeguarding training required for all Band 5 nurses.</p>
<p>Infection Control and Waste Disposal</p> <p>Infection prevention and control is the responsibility of all staff. As a Band 5 nurse all duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.</p> <p>You must also ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.</p>
<p>Data Protection, Confidentiality and Access to Health Records</p> <p>All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. As a Band 5 nurse who contributes to patients' health records you are expected to be familiar with, and adhere to, the Trust's Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies.</p> <p>As a Band 5 nurse you are likely to have access to computerised data systems and you are required to obtain process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.</p>
<p>Promoting Equality and Diversity</p> <p>Central and North West London FT aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination,</p>

harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity but as a Band 5 nurse you manage and supervise others so have the additional managerial responsibility to ensure that the team you work in does not discriminate, harass or bully.

Health and Safety and Risk management

As an employee you must be aware of the responsibilities placed on you 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. As A Band 5 nurse, like all staff members, you are accountable, through the terms and conditions of your employment, professional regulations, clinical 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 members 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 members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance 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 Borough Director and relevant governance committee.

No Smoking Policy

There is a smoke free policy in operation in the Trust and smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Staff Support

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

General Note

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and the NMC Code of Practice.

This Job Description should be accompanied by a short Service specific addition and any expectations specific to this particular Band 5 nurse post will be clarified in the person specification.

Team Specific Addition to the Band 5 Job Description

Description of the Service

The school nursing team in Harrow provides a high-quality School Health Nursing Service to a defined school population and their families. Band 5 nurses work autonomously as well as part of a team to provide a full range of services to the school age population. This means undertaking health assessments, provides appropriate care, advice and training for individuals/groups within schools, homes and clinics where appropriate. S/he will be the Named Nurse for his/her own case load and will be responsible for the whole school population in that caseload. The nurse will also be responsible for Child Protection and the wellbeing of vulnerable children and their families on their caseload.

Position of this Band 5 Nursing post in the organisation

The Trust has a Director of Nursing who sits on the Board: Andy Mattin.
The Trust is divided into three divisions each with their own Divisional Director of Nursing.

Division A

Divisional Director of Nursing: Stephanie Bridger
Services sitting in Division A are:
Mental health Adult Services in Brent, Harrow, Kensington and Chelsea and Westminster.
Learning Disability Services.

Division B

Divisional Director of Nursing: Michelle Johnson
Services sitting in Division B are:
Community Services in Camden and Hillingdon
Mental Health Services in Hillingdon including hosting the North West London IAPT Service
CAMHS
Eating Disorders
Rehabilitation

Division C

Divisional Director of Nursing: Helen Willetts
Mental Health and Community Services in Milton Keynes
Addictions
Offender Care
Sexual Health

This Band 5 nurse post sits in Goodall within Harrow Borough as shown below

Position of the Band 5 post in the CNWL Nursing Structure

