

**JOB DESCRIPTION**

**AFC Job Ref: N0885**

<b>JOB TITLE</b>	<b>School Health Staff Nurse</b>
<b>GROUP:</b>	<b>Women and Child Health</b>
<b>GRADE:</b>	<b>Band 5</b>
<b>RESPONSIBLE TO:</b>	<b>Clinical Team Leader for School Nursing</b>
<b>ACCOUNTABLE TO:</b>	<b>Operational Manager / Clinical Lead</b>

**JOB SUMMARY:**

This is a development post giving nurses the opportunity to work in a community setting and develop their community knowledge and skills. Working within a team to provide an easily accessible young person friendly, clinically effective, high quality service to a defined caseload of school aged children, young people and their families and supporting the corporate team within School Health Nursing Service. To be part of a team providing a health promotion and illness prevention service to a local population, contributing to health needs assessments with individuals, families and groups. Working in partnership with service users, parents, school staff and members of the primary health care team he/she will undertake health surveillance, health promotion and other public health duties.

**RESPONSIBLE FOR:**

Working within the realm of NMC 'The Code' (2018) and working to the standards set in The Code (NMC, 2018).

The post holder will ensure safe delegation of work to support staff and ensure delegated work is completed to a satisfactory standard. Reporting back to the Team Leader any identified concerns and managing own time and prioritising own workload.

**KEY RELATIONSHIPS:**

**External:** Other School Health Nurses, Health Visitors, Clinical Medical Officer, Health Promoting Schools colleagues, Professional Clinical Service

Managers, Members of relevant Trust Committees//groups, Primary Health Care Team, Tertiary Health Care colleagues, CAMHS, Consultants, Administrative staff and Safeguarding Team

**Internal:** Colleagues in Children's Services, Educational Welfare, Colleagues within the voluntary & private sector, service users, parents & carers and Social Services

## **Main Duties**

### **A. Communication**

1. To work as a member of the School Nursing team participating in the holistic health needs assessments as directed by the School Nurse Specialist Practitioner.
2. To develop and maintain clear communication systems with clients and their relatives, professionals and other organisations both statutory and voluntary and the wider community. This may require negotiating/persuasive skills, presentation skills as well as counselling skills including empathy.
3. To engage in multi-agency working as appropriate. Will work in partnership with clients and other professionals to deliver evidence-based care evaluating the care given and sharing the outcome with the delegating School Nurse Specialist Practitioner.
4. To maintain and develop the practical and physical skills required as an accountable, clinical practitioner, in accordance with professional codes of conduct.
5. To be able to effectively commute to other areas throughout the primary care trust as required
6. To be responsible for the care and maintenance of any School Health Nursing equipment and other resources necessary for implementing practice.
7. To take an active part in delivering the Healthy Child Programme, screening programmes and Public Health Programmes.
8. To carry out home visits, as directed.
9. To attend and participate in staff meetings and other meetings as directed.
10. To work to Sandwell Safeguarding Children Board policies and procedures.
11. To participate in Sandwell West Birmingham Hospital (SWBH) safeguarding supervision and clinical supervision as directed by Sandwell West Birmingham Hospital (SWBH) policies.
12. To adhere to Sandwell West Birmingham Hospital (SWBH) record keeping guidelines covering paper and electronic records including entering information onto the Trust data collection systems.
13. To supervise and assess pre-registration student nurses on placement with the team.
14. To support the induction of new members of staff in the team.

15. To participate in the setting of objectives through the Personal Development Review (PDR) process.
16. To work to Sandwell West Birmingham Hospitals (SWBH) NHS Trust policies, protocols, procedures and guidelines.
17. To participate in clinical audits as required.
18. To participate in the appraisal process, completing mandatory training and any other training identified as essential to role
19. To work interdependently with Specialist Community Public Health Cluster leads and team members and show accountability for own professional actions applying local and national guidelines and standards

## **B. Information Technology**

1. To be able to utilise computer skills to maintain School Health Nursing caseload / client records as required through clinical practice including the use of I.T documents when appropriate.
2. To utilise information and data accumulated by the School Health Nursing Team to aid analysis of needs
3. To input to the Clinical child record system one within 48 hours of client contact.

## **C. Research and Development**

1. To actively participate in developmental service quality improvement.
2. To participate in the data gathering and implementation of clinical audits relating to School Health Nursing and be involved in local research projects, following recommended evidence-based research available.
3. To actively encourage team members in the participation of research and development.

## **D. Analytical and Judgemental skills**

1. To assess, plan, implement, audit and evaluate School Health Nursing core programme within the agreed Operational framework.
2. To participate in the development and analysis of health needs assessment and participate in the planning of services to ensure that School Health Nurses provide a holistic approach to delivery of services to the local population.
3. To assess and interprets information and takes appropriate action.
4. To demonstrate professional curiosity and seek support from SCPHNs / Team Leaders as required when assessing and exploring holistic client care from a complex safeguarding or ethical perspective.

## **E. Planning and organisational skills**

1. To utilise information obtained through analysis of local population needs assessment to review, plan and adjust local service delivery as directed.
2. To identify own training needs through annual Personal Review and Development plans.
3. To plan and organise negotiated client contact.
4. To plan an appropriate programme of educational and practice experience tailored to students learning needs whilst maintaining a suitable learning environment and supervision for students on placement.

#### **F. Policy and or service development and planning**

1. To contribute and adhere to clinical guidelines, protocols and standards within the Trust's clinical governance framework.
2. To input key information to assist in the evaluation and assessment of progress against agreed key performance indicators.
3. To participate in the Trusts programme of clinical and health & safety risk assessments.
4. To aim to influence policies affecting health within the principles of School Health Nursing.

#### **G. Management and Leadership Responsibilities**

1. Develop and empower all members of the team to perform to high standards and encourage innovative practice.
2. To ensure supportive staff management arrangements are in place and if required, to carry out duties made by reasonable managerial request, leading and facilitating the support of junior staff and colleagues where necessary
3. To promote equality and diversity and address and report inequalities both in employment and service delivery. Ensure specific equality objectives and any special arrangements are identified and reasonable adjustments that are made are adhered to.
4. Develop a culture that ensure that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

#### **H. Responsibility for Patient Care**

1. To plan, co-ordinate, facilitate and review the right care at the right time of the young people and families whose care sits within your Cluster and is delegated to you, reporting exceptions to the Cluster leader / Team Leader.
2. To follow a holistic and individual health needs assessment and develop a Specific, Measurable, Achievable, Realistic and Timely (SMART) programme of care for the clients.
3. To demonstrate professional curiosity and discuss outcomes where required with a SCPHN / Cluster Lead when making ethical decisions in the delivery of care of highly complex cases
4. To work to Sandwell Safeguarding Children Board policies and procedures and work with support of the SCPHN in the assessment and interpretation of complex information where necessary and take appropriate action in reporting on and participating in child protection issues to safeguard all children under your care at a given time.

### **Key Relationships**

The post holder will be responsible for a caseload of clients which are referred from Primary Care, Secondary Care, YOT, Education, Social Services and Clients Service Users themselves.

### **CONFIDENTIALITY:**

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

### **HEALTH AND SAFETY:**

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager, you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

### **RISK MANAGEMENT:**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

#### **EQUAL OPPORTUNITIES:**

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

#### **CONFLICT OF INTEREST:**

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

#### **USE OF INFORMATION TECHNOLOGY:**

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

#### **SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS**

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

#### **INFECTION CONTROL**

The Trust is committed to reducing the risk of health care acquired infection. Accordingly, it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

#### **SMOKING:**

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore

not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.