

JOB DESCRIPTION

All staff uphold and promote our Trust values

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| <i>Innovative</i> | <i>We seek new ideas and adopt best practice to improve our services.</i> |
| <i>Caring</i> | <i>We show kindness and consideration for others.</i> |
| <i>Agile</i> | <i>We deal with new situations quickly and successfully.</i> |

Job Title: Specialist Community Public Health Nurse 5-19

Band: 6

Location / Work Base: Designated Locality within HCT

Business Unit / Department: Children's Universal Services

Reporting to: Team Leader

JOB PURPOSE SUMMARY

To lead and supervise the members of the Public Health Nursing 5-19 service to deliver the universal and targeted Healthy Child and Public Health Nursing Programme as part of the Hertfordshire Family Centre Service. This role will work across the 5-19 age range to improve the health and wellbeing of children and young people attending a Hertfordshire Local Authority School, free school, academy, Pupil Referral Unit or those temporarily excluded.

Programmes will be delivered in line with the National and Local guidelines and locally identified public health priorities. Early intervention and proactive care will be delivered using a partnership approach to promote health and contribute to tackling health inequalities

The post holder will work with children, young people and families within the school and community setting, or within the home environment as deemed necessary.

MAIN DUTIES and RESPONSIBILITIES:

The post holder will work as part of an integrated 5-19 team and will be responsible for assessing, triaging, planning and implementing health care in accordance with Trust guidelines and Healthy Child Programme.

The post holder will work with partners including schools and Family Support Services to identify population health needs and determine the level of need and support required. This will include management of electronic health needs assessments at key transition stages to inform both individual early intervention care pathways and planning of public health strategies. The post holder will represent the team at local liaison meetings e.g. school health profile meetings, Head teacher meetings, Family Matters meetings and feedback information as required.

To have an operational overview of the team and undertake delegated responsibility for reporting performance and data recording to the Team Leader. Maintain accountability for the assessment, triaging, planning and delivery of care. To allocate safeguarding and complex care cases requiring targeted interventions from another team member, whilst retaining the case management responsibilities.

The post holder will work within the HCT clinical governance framework, which is embedded in the day-to-day practice. Every clinical member of staff must work within the framework.

Operational Delivery

Establish clear and effective communication links with children/young people, parents/carers, education staff, and a range of other professionals from both voluntary and statutory organisations.

- Listen appropriately and take into account any sensitive issues and communicate these to appropriate persons/agencies ensuring that children are protected and that disclosures are acted upon appropriately.
- Utilise a range of communication skills e.g. negotiation to gain commitment from others and formal presentations, etc.
- To act appropriately upon feedback obtained in order to enable appropriate interventions to be implemented.
- Utilise a range of communication methods with colleagues and managers to include electronic communication
- Assess, plan and implement interventions and programmes of care for 5-19 children and young people.
- Participate in restorative supervision sessions within the designated locality.
- Use their own professional judgement to identify solutions to a range of day-to-day problems, seeking advice where appropriate from the Team Leader in the first instance.
- Identify the relevant health and social issues within the team's designated caseload.
- Recognise indicators of child abuse and initiate Safeguarding measures in accordance with recognised policies, and procedures of the Trust, and relevant Local Safeguarding Children Board and attend any meetings as appropriate.

Patient / Customer Care

- Organise and undertake health surveillance and screening as determined by the HCP core programme of care, referring to appropriate services as necessary.
- Undertake health promotion/education activities that are congruent with identified needs from electronic health assessment public health analysis, local and national targets.
- Demonstrate an evidence-based approach to practice to enable the development of a high standard of service provision.
- Demonstrate cultural awareness in relation to client needs.
- Undertake home visits in accordance with the Trust's Health & Safety Policy, in relation to lone working.

- Participate in the health assessment of Looked After Children [LAC], seeking advice and support from Designated Nurse for LAC as appropriate.
- To identify the safeguarding needs of children and vulnerable adults and to ensure timely implementation of care as stipulated by legislation and local policy.
- Provide individuals, families or communities with specialist advice in order for them to make informed choices about their health.
- To assess, develop and implement with clients, personalised care plans using evidence based care.
- Plan and supervise delivery of the National Childhood Measurement Programme.
- Utilise health needs analyses to identify and plan programmes of interventions which will meet the health needs of individuals, families and communities.
- Maintain professional records in accordance with both the Trust and NMC record keeping policies.

Strategic Management

- Manage their time effectively to ensure prioritisation of workload in order to achieve agreed deadlines.
- Plan, organise and oversee the workload for both themselves and those for whom they are responsible within the team.
- Be responsive to fluctuations in workload and resources and take action as appropriate.
- Manage unpredictable and/or volatile situations effectively
- Manage programmes of care to meet identified need.
- Assist in the delivery of local implementation plans for the Hertfordshire Children and Young People's Plan, etc. In undertaking this role, work in collaboration with other Senior Managers, Service Leaders and Stakeholders.
- Identify and report appropriately all incidents and near misses that may compromise the safety of staff and clients and address and manage such issues in conjunction with the Team Leader.
- Undertake the role of Lead Professional where appropriate (as defined in the Every Child Matters documentation 2004).
- Undertake mandatory training as required by HCT and be responsible for own professional development updating of current evidence-based practice using a variety of resources.
- Undertake these activities autonomously adhering to Trust policies in a variety of settings
- Lead on the planning and organisation of public health sessions as appropriate
- Act as a mentor to Specialist Community Public Health (SCPHN) students, pre-registration students as appropriate and be involved in organising workload of student nurses and junior/new members of the team.
- Where required to participate as a champion in an agreed specialist area by sharing knowledge, disseminating research and policy updates with teams.

Service Development and Improvement

- Work in accordance with Nursing and Midwifery Council (NMC) Code of Professional Conduct.
- Ensure Trust policies, guidelines and Standards of Practice are adhered to and reflected in day to day practice.
- Recognize ethical and legal issues which have implications for health care of children, young people and their families and take appropriate action.
- Work within the framework of the local Safeguarding Children guidelines to promote the health and safety of all children in partnership with parents and other agencies.

- Be involved in the development of evidence based practice and to ensure that practice is current and dynamic responding to clinical evidence as it develops. To initiate and support innovative change within Children's Services in line with current clinical and academic evidence, national standards and relevant reports.
- Attend relevant Trust and team meetings. Have an understanding of the importance of national and local health initiatives and contribute towards achieving specified targets.

Management and Leadership

- Support the training and placement of students and new staff to facilitate their understanding of the role of the team.
- Provide mentoring and supervision for team members.
- Be involved in day to day supervision and co-ordination of local 5-19 team.
- Maintain up to date registration and revalidation with the NMC and HCT policy. Provide evidence on an annual basis to this effect.
- Actively participate in individual appraisal process and appraise others as appropriate.
- Actively participate in regular restorative supervision and safeguarding children supervision.
- Assist in the recruitment and selection of individuals for posts based on objective assessment and agreed selection criteria, in line with relevant policies and procedures.
- Assist in reviewing the skill mix and establishment of the teams in response to changing needs of the service and client needs.
- Deputise for team leader as required, within scope of individual competency and experience.

Communication and Relationship Building

- Undertake appropriate surveys and audit to influence local and national policies ensuring researched-based practice.
- Ensure personal practice is evidence based and take responsibility for own professional development and identify training needs.
- Gather research evidence required to ensure advances in nursing and high quality team performance.
- Assist in the delivery of an agreed audit and development programme that links into the healthcare governance framework.
- Implement appropriate communication strategies, including negotiation skills, to engage with staff, service users and partners in potentially challenging situations.
- Lead on school profile visits within the team to share analysis of school level public health data and work in partnership with schools and Family Centre Services to plan required public health sessions.

Finance and Resource Management

- Be financially aware in order to manage the Trust's resources appropriately and effectively.
- Use resources efficiently and effectively, ensuring equipment is used and maintained properly.
- Be aware of, and have an understanding of the Strategic Direction and Business Plan of Hertfordshire Community NHS Trust.
- Monitor project delivery for the service, ensuring activities are undertaken according to the plan.
- Assist the budget holder in the identification of financial efficiency schemes, and assist in the implementation of schemes where applicable.

Information Management

- Accurately record all data and client contacts in accordance with Trust policies and procedures, in light of Caldicott principles and Clinical Governance, including information that may be required for Safeguarding Children, audit and research purposes.
- Ensure all records are accurate, contemporaneous and updated regularly, according to local and national guidelines.

General

- Work autonomously within trust and professional guidelines.
- Exercise accountability as set out in the NMC Code of Professional Conduct (2004).
- Maintain personal competencies and professional development.
- Work independently with management support as requested within the scope of good management practice.
- Sit at a computer in order to input data on to systems which would require accurate keyboard skills.
- Drive and hold a current driving licence and have access to a vehicle for work and to be able to travel efficiently around the local geographical area. Provide evidence that the vehicle is insured for business use.
- Move around effectively to undertake the roles and responsibilities of the post.
- Have the accuracy and dexterity to participate in public health sessions such as immunisations, growth monitoring and screening.

EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:

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| Physical skills | Demonstrate accurate keyboard skills with working knowledge of Word and Outlook. |
| Physical effort | <p>Carry materials and equipment, e.g. weighing scales, Leicester height measure, boxes of leaflets, audiometers, etc in accordance with relevant health and safety HCT policies.</p> <p>Sitting to undertake data input at computer, maintain written documentation, and compiling reports at desk on a daily basis.</p> <p>Driving on a daily basis to and from base, client's homes, schools, clinics and other venues.</p> <p>To participate in public health sessions e.g. growth monitoring and screening</p> |
| Mental effort | <p>Sustained period of concentration required for a range of tasks including analysing information, assisting in report writing and attending meetings.</p> <p>Will be required to assess, plan, implement, deliver and evaluate episodes of care to children and young people within a defined caseload adopting a flexible approach to meet individual needs.</p> <p>There is a requirement for concentration as the work pattern is unpredictable with frequent interruptions to deal with ad-hoc issues.</p> <p>The post holder is required to prioritise their work to meet deadlines.</p> |

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| Emotional effort | <p>On occasion may be required to deal with issues around safeguarding and promoting the welfare of children with parents and carers that may cause angry reactions or distress.</p> <p>Working autonomously in clients' homes may expose the jobholder to difficult situations on occasions.</p> <p>However, a lone worker policy is in place to support staff should this occur.</p> <p>The post-holder may be required to convey difficult and sometimes unwelcome information.</p> |
| Working conditions | <p>Visits may occasionally be conducted in home environments where poor hygiene prevails.</p> <p>Unpredictable client behaviors in response to sensitive issues.</p> <p>Post holder will be office based but will spend a large part of working day working in school environment and other community venues.</p> |

Supplementary Information:

Equality and Diversity

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

Mobility / Flexibility

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

Health and Safety at Work

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

Infection Control

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

Data Protection and Confidentiality

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

No Smoking Policy

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

Safeguarding

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.