**NHS GRAMPIAN**

**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION****Job Title: School Nurse****Department: School Nursing Services** **Location: Kincardine and Mearns,** **Aberdeenshire****Hours: 30 hours per week during term time****Grade: Band 6****Salary: £30,401 - £38,046 per annum pro rata****Contract: Permanent** **Job Reference:**  |

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| **2. JOB PURPOSE**As a pivotal member of a multidisciplinary team, the post holder will have the lead/key responsibility for the provision of high quality, effective health assessment, health care, health promotion /education to children and young people and their families within designated educational and community settings. The post holder works autonomously within these settings with a high degree of professional discretion regarding their actions and outcomes.The post holder delivers the core programme as specified in the Programme for Health for school age children.The post holder contributes to the development of programmes of care and health promotion /health improvement within the designated educational and community settings specifically targeting the population associated with these settings. They are also responsible for the translation, implementation and evaluation of these programmes at an operational level.Participates in child protection investigations and attends case conferences.Carries out nurse led immunisation programmes for school age children.The post holder will be responsible for devising protocols and procedures within their work area and interpreting and implementing national policies. |
| **3. ORGANISATIONAL PURPOSE****Area Manager (Lead Nurse)****🡫****Team Leader****🡫****Job Holder****🡫**Student Nurses |

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| **4. SCOPE AND RANGE*** To provide cover for a wide geographical area.
* To liaise with colleague school nurse within team to support and share immunisation programme and other public health duties for all schools in area.
* To provide a school nursing service for academies and primary schools covering a wide geographical area. This will include children with complex needs, such as physical disabilities, learning difficulties, chronic diseases, mental health problems and combinations of these problems integrated within the mainstream setting.
* To provide a comprehensive review of the health of school age children to include screening and assessing growth , vision, chronic illness, neuro-developmental problems, speech & language and mental health
* Deliver recommended immunisations and advice to the public about infectious disease management
* Deliver health education sessions and health promotion activities to all school age children & young people
* Facilitate the management of any acute or chronic health issues in schools
* Assess the need for and provide training for school staff (senior management, teachers, learning support auxiliaries, classroom assistants , kitchen staff , porters and other support staff) on management of specific health issues in school
* Provide a service for identified vulnerable groups e.g. looked after children, special educational needs
* Provide a service to individuals & groups who do not readily access mainstream health services
* To be professional and legally accountable for all aspects of own work including management of own caseload
* Implement policies for own work and initiates proposals to change working practices based on evidence and need
* Liaise with other members of the School Health service, Healthcare Specialists, Primary Health Care team, education and child protection concerns
* Budgets are not devolved to the post holder; however the post holder is responsible for making appropriate bids for services and equipment through funding bodies.
* An active and key partner in the Health promoting Schools initiative and Scotland’s Health at Work Framework working collaboratively with schools and key partners to promote the health and wellbeing of children, young people, parents/carers and education staff.
* Contributes to the development of specialist protocols
* Contributes to the development of local policies and procedures.
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| **5. MAIN DUTIES/REPONSIBILITIES*** Maintain and develop personal and professional knowledge, demonstrating clinical and professional nursing expertise by participating in the delivery of patient care. This should be to an agreed standard based on current available research and evidence thus acting as a role model
* Responsible for actively contributing to a responsive strategy for child protection issues within caseload. Key member of staff contributing to Child Protection investigations and case conferences.
* Responsible for providing care/support, crisis management and one to one counseling to pupils concerning matters such as physical and sexual abuse, teenage pregnancy, eating disorders , drug and alcohol issues, bereavement and terminal illness within families and extending this further to families as appropriate
* Responsible for a defined caseload, working autonomously to implement the core Programme for Health by initiating and undertaking regular individual health interviews and providing health screening to assess and monitor the health and development of school age children and young people, allowing the early detection of ill health and surveillance of high risk groups
* Responsible for planning, implementing and evaluating individualised care plans based upon assessment/interview/screening which is fully informed by and incorporates the opinions of the child/parent/carer as appropriate
* Responsible for promoting, co-ordinating and managing immunisation sessions and administering vaccines as directed under patient group directives
* Responsible for emergency action during immunisation sessions in the event of anaphylaxis. Including diagnosis of anaphylaxis, initiation of cardiopulmonary resuscitation and administration of intramuscular adrenaline. Sessions are carried out without medical cover on site
* Ensure close communication with multidisciplinary teams within and outwith the school setting so a seamless service is provided for children & young people
* Initiate, implement and evaluate a range of health promotion activities both individually and in groups within the school setting supporting school curriculum planning, specifically targeting local or national priorities
* Ongoing responsibility for researching and identifying local health needs by reviewing available information, completion of school health profiles after discussion with pupils, staff, parents and supporting professionals
* Act as an educator/trainer/supervisor/resource for school staff and parents/carers in relation to the physical, social, and emotional care & management of children & young people including prevention of illness and spread of infectious diseases within the school setting and wider community
* Provides training & community experience for students, e.g. Children’s Nursing, General Nursing, Health Visiting & Public Health Nursing
* Responsible for the supervision and monitoring of student nurses and contributes to induction of new members of staff
* Carries out nursing procedures such as blood pressure monitoring, urinalysis, temperature monitoring, blood sugar monitoring
* Responsible for maintaining contemporaneous confidential records and other administrative research and audit functions
* Aware of the importance of Health & Safety Issues in relation to the workplace and the law in relation to practice
* Actively contribute to appropriate planning and management meetings within the school to ensure the health needs of children/young people are being addressed
* The post holder is responsible for developing with other agencies School Plans, identifying health improvement priorities
* Responsible for contributing to the formulation of local policies- for example vaccination protocols, school health education delivery policies, school staff training policies.
* Responsible for interpretation and implementation of policies relating to school aged children within the job holder’s caseload
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| **6. SYSTEMS AND EQUIPMENT**Job Holder will be familiar with and regularly use the following equipment – allowing for safe patient care* Weighing Scales
* Minimetres for measuring height
* Blood Pressure Monitoring Machines
* Syringes/needles needed for immunisation sessions
* Shock Packs with adrenaline and resuscitation masks
* Urinalysis equipment

The Job Holder has responsibility for ensuring accurate completion of – facilitating smooth operational policies* Time recording sheets
* Monthly & annual audit forms
* Completion of client records to comply with professional and departmental standards
* Be aware of risks associated with lone working

The job holder is also responsible for the sourcing, storing of, accessing and filing of the School Nursing records for their caseload. This would include filing reports from other agencies such as social work, doctors or therapists into the School nursing records.Responsible for ensuring that all equipment and stock is secure. |
| **7. DECISIONS AND JUDGEMENTS*** Work within operational and professional policies and guidelines
* Work within an environment where new ways of prioritizing and organizing school health services are being developed
* High level of autonomy and independence in decision making
* Autonomy to manage own caseload and to work contracted hours flexibly as per need
* Autonomy to make referrals to and liaise with other Health, Education and Social Work Services. Outside agencies e.g. SALT, Dieticians, Social Work, Optometrist, Health Visitor.
* Autonomy to make assessments of clinical conditions, formulate solutions and recommend best course of action e.g. in growth abnormalities, obesity, self-harming and suspected or known child abuse
* Autonomy to develop programmes of health promotion/education in collaboration with school and other health services
* Autonomy and a duty to initiate child protection investigations by reporting and carry the responsibility for individual child protection referrals/issues in line with national and local policies
* Freedom to use professional judgment in clinical decision making as guided by policies and protocols working within the standards set by the Nursing and Midwifery Council
* Most work is self generated following assessments of needs, but can also come from self-referral by school aged children, parents/guardians; referrals from teachers, health visitors, GPs and school first aider
* Act as an advocate for children and young people
* Prioritising own workload and supervising the work of students
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| **8. COMMUNICATION AND RELATIONSHIPS*** Clinical specialists within NHS Grampian for up to date advice about specialist care
* Children/young people, parents/ carers and families in order to ensure true partnership working
* School Doctors to ensure team working and provide cohesive care for children/young people and their families
* Senior management teams, guidance staff and class teachers in schools to ensure partnership working and to provide a needs led service to the school & wider community
* Other professionals such as Health Improvement Officers, Social Workers, Health Visitors, School Nursing Assistants, Youth Workers, School Welfare Officers, Dieticians, Occupational Therapists, CPN’s and Physiotherapists to ensure effective multi-disciplinary working to meet the needs of individuals and families
* Professional/governing bodies such as NMC and relevant forums to ensure latest findings are quickly disseminated
* Ability to overcome barriers to communication and apply alternative approaches e.g. clients with learning disabilities, literacy problems, language barriers
* Required as a major part of role to teach large groups of pupils in a classroom setting, (average class size 20-30 pupils) delivering information and leading discussions relating to subjects such as physical development, sexual health, pregnancy, sexually transmitted diseases, sexuality issues, illegal drugs, smoking and alcohol .There are often additional barriers to communication in these settings, for example disruptive pupils or pupils with learning difficulties, the Post holder is expected to use her or his skills to overcome these difficulties
* Provide detailed and specialist advice and information at multi-disciplinary meetings and welfare meetings attended by Health Visitors, Senior Education staff and Guidance staff
* Sensitive issues are discussed during 1-1 sessions using counseling skills and techniques e.g. informing teenagers of a positive pregnancy result following urinalysis, relationship difficulties with peers/families, self disclosure, sexual health and suspected or actual child abuse disclosures
* Individual and peer group clinical supervision on a regular basis
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| **9. PHYSICAL DEMANDS OF THE JOB*** Manual handling required to transport clinic equipment such as weighing scales, minimetre, nursing records and stationery to different clinic locations. This involves an element of repetitious bending and lifting of equipment in and out of car boots
* Bending and stretching involved in setting up clinics in schools
* Pushing or pulling trolleys with clinic equipment to and from base to clinic locations
* Frequent hand-washing required
* Disposal of sharps and clinical waste during immunisation session
* Driving Skills essential for delivery of service
* I.T skills, for regular computer use
* The post holder must be competent in the delivery of vaccinations including those which require specialist training in the technique, for example the delivery of BCG injections as inaccuracy can cause a deep abscess in the tissue of the arm

Appropriate level of dexterity is required in order to deliver specific health promotion demonstrations in the classroom e.g. condom application techniques, breast /testicular self examination and Basic Life Support |
| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB*** Often the first point of contact for children disclosing sexual and/or physical abuse
* Meeting the complex needs of children/young people, their families and meeting their expectations
* There is a need to concentrate for prolonged periods of time in often distressing circumstances when involved in child protection case conferences and hearings

Violence and aggression – dealing with people with severely challenging behavior- often on a one to one basis* Maintaining effective communication within the multidisciplinary teams in schools
* Isolation and lone work
* Classroom teaching when there are significant barriers to communication.
* Direct exposure to headlice and infectious skin conditions e.g. scabies, impetigo, and body fluids.
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| **11. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE** **JOB*** Registered General Nurse/Registered Sick Children’s Nurse
* Post Graduate qualification in Public Health Nursing.

The post holder has to have acquired sufficient additional relevant post registration knowledge working with children and young people to be able to work autonomously in the community as a school nurse. |

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| **PERSON SPECIFICATION** |
| **POST/GRADE**: School Nurse **LOCATION:** Kincardine and Mearns, Aberdeenshire**WARD/DEPARTMENT**: Kincardine School Clusters |
| The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. With the exceptions relating to displaced and disabled candidates noted in Sections 5.3 and 5.4 of this policy, shortlisted candidates must possess all the essential components as detailed below. |
| **GENERAL REQUIREMENTS** |
| **Factor** | Essential | Desirable |
| Qualification & Experience | RGN/RSCN Degree in School Nursing/Health VisitingIT SkillsWorking knowledge of child protection issues, Hall 4 and Universal Care Pathways | Sexual health experience.Working with children/teenagers.Complete Health protection Scotland Immunisation ProgrammeMental Health Experience |
| Circumstances & flexibility | To work flexible hours to cover the demands of the service. |  |
| Particular requirements of the post | Good team worker but confident in working independently.Good time management.Able to move freely around school sites.Car owner with current clean driving license or access to a car |  |
| Level of Disclosure check required | Full disclosure |  |
| KSF Outline (where applicable) |
| Core Dimension | Level | **Level Narrative** |  |
| Communication | 4 | ABCDEF |  |
| Personal & people Development | 4 | ABCDEFGH |  |
| Health, Safety & Security | 3 | ABCDE |  |
| Service Improvements | 2 | ABCDEF |  |
| Quality  | 3 | ABCDEFG |  |
| Equality & Diversity  | 3 | ABCDE |  |
| Job Specific Dimensions |  |  |  |
| Promotion of health and wellbeing and prevention of adverse effects on health and wellbeing | 4 | ABCDEFG |  |
| Assessment and care planning to meet health and wellbeing needs | 4 | ABCDEFGH |  |
| Protection of health and wellbeing | 3 | ABCDEFG |  |
| Enablement to address health and wellbeing needs | 3 | ABCDEFG |  |
| Interventions and treatments | 4 | ABCDEFGH |  |