

## JOB DESCRIPTION

<b>1. JOB IDENTIFICATION</b>	
Job Title:	<b>Nursery Nurse (Band 4)</b>
Responsible to:	<b>Health Visitor</b>
Department(s):	<b>Community Nursing</b>
Directorate:	<b>Women &amp; Children's</b>
Operating Division:	<b>East Lothian Health and Social Care Partnership</b>
Job Reference:	<b>L-GEN-NM-HV-NN</b>
No of Job Holders:	
<b>2. JOB PURPOSE</b>	
<p>As part of the health visiting team the post holder will provide care to children and families in support of the wider function of health visiting services to support families with children 0-5 years.</p> <p>The community nursery nurse will undertake home visits (or in a variety of community settings) to work with families on elements of child development, infant feeding, wellbeing, health improvement and parenting.</p>	
<b>3. DIMENSIONS</b>	
<p>NHS Lothian serves a population of 850,000 within its boundaries, with approximately 47,041 children under 5 years of age at any time. The health visiting services support these families and deliver the Scottish universal pathway for pre-birth to preschool.</p> <p>There are 4 operational management teams for Health Visiting in Lothian; and the community nursery nurse will be based within one of these teams (Edinburgh City, West Lothian, East Lothian and Midlothian).</p> <p>However, the post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.</p>	

#### 4. ORGANISATIONAL POSITION

Clinical Nurse Manager  
Health Visiting

Team Manager  
Health Visiting

Health Visitor

Nursery Nurse

Administration Staff

#### 5. ROLE OF DEPARTMENT

The main functions and objectives of the Health Visitor service are :

Identifying the health and wellbeing needs of pre school children and their families.

Delivery of Scottish Universal Pre-birth to Preschool pathway for all families.

Supporting families using the GIRFEC approach to explore areas of wellbeing where prevention, early intervention and support can be given to improve outcomes for children and families.

To be the universal service for the preschool population.

#### 6. KEY RESULT AREAS

1. The post holder will deliver agreed (with Health Visitor) interventions and support to pre-school children and their families and on a daily basis; planning, implementing and evaluating these inputs.
2. To independently work with parents/carer's to support child and family wellbeing within a clinic, home or other community setting, recognising areas of need and referring back to the health visitor where these are identified.
3. To encourage children's holistic development and stimulate carer's awareness including provision of health education and advice and programmes of play in a variety of settings. This could be on a one to one basis or in a group setting.
4. The post holder will support mothers or carer with infant feeding, according to agreed guidelines. The health visitor will be available for guidance and advice, depending on the complexity of care.
5. To have a working knowledge of the child protection guidelines and recognising and reporting any concerns on child protection issues to the appropriate health visitor and contribute to discussions relating to child protection issues.
6. Work within organisational policies, procedures and standards to ensure the maintenance of safe working practices.
7. The post holder will be responsible for the accurate documentation of the care carried out, in accordance with organisational policies and guidelines.

8. The post holder will be responsible for managing their own time effectively, prioritising their order of work based on patient need.
9. The post holder will participate in a personal development plan to maintain current skills and develop personal growth through education and training.
10. To participate in clinical audit of services provided to ensure evidence based practice is identified and implemented.
11. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

#### **7a. EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role:

The post holder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

HR Systems for recording training activity

Supplies and equipment ordering systems

Parent and Child information recording systems

Range of systems / databases for report writing as required in role

Risk assessments

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

#### **8. ASSIGNMENT AND REVIEW OF WORK**

Work will be determined by the health visitor in response to an analysis of the needs of children and families within their work sphere.

Work will be monitored and reviewed on an agreed basis by / health visitor.

An annual appraisal will be provided by health visitor.

#### **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to work under the supervision of health visitor.

Interpreting observations of children's behaviour and using information to plan learning experiences.

Works with health visitor regarding referral support and management of children and families including those where there are child protection issues.

**10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Working in communities with families who may have complex needs and who have experienced high levels of adversity with many life challenges.

Requiring an ability to balance conflicting priorities in time management and prioritisation of need.

Managing the competing demands in a continually changing environment.

**11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary partnership teams - with the ability to express professional views within group settings.

Day to day communication and relationships with:

Children, parents/carers and wider family members;

Members of the primary care multi -disciplinary team;

Members of the Health Visiting Team

**12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

**Physical Skills:**

Skills required to undertake clinical interventions e.g. working with parents on child development awareness

Standard keyboard skills

**Physical Demands:**

Regularly kneeling and bending for long periods.

Carrying equipment daily, including moving equipment to and from car

Lifting babies and small children.

Regularly working in cramped and restricted environments e.g. family homes.

Stairs – frequently.

Stand/walking for the majority of shift.

**Mental Demands:**

Frequent concentration required whilst undertaking clinical aspects of role which may be unpredictable and complex.

The post holder will be subject to frequent direct interruptions.

The ability to act expediently and appropriately when responding to crisis situations.

Ability to adapt to complex clinical situations when they arise, often without immediate medical support.

Prolonged concentration required when working with families who may have vulnerabilities and life challenges that may impact on their ability to succeed.

**Emotional Demands:**

Communicating with distressed/anxious/worried parents and carer's.

Supporting families with children with complex needs or life limiting illness.  
Child abuse / vulnerability concerns – potentially on a daily basis.  
Domestic violence.  
Family breakdown.

**Working Conditions:**

Exposure to body fluids.  
Exposure to verbal aggression high frequency.  
Home environments i.e. hygiene, ergonomics, petson a daily basis.  
Travel in inclement weather.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Educated to SCQF Level 8 e.g.HNC Childhood practice (or previous version of qualification – NNEB),HNC in Early Education and Childhood **plus** further training undertaken in order to demonstrate key aspects required for role e.g. child protection, breastfeeding, child development.  
Good communication and interpersonal skills.  
Experience of balancing conflicting priorities.  
Experience working as part of a team.  
IT Skills  
Standard keyboard skills

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder’s Signature:

Date:

Head of Department Signature:

Date: