NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

SC06-1440

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| 1. JOB IDENTIFICATION | Job Title | Specialist Community Public Health Nurse-School Nursing |
| Department(s)/Location | School Nursing NHS Tayside |
| Number of job holders | 35 |
| 1. **JOB PURPOSE**  * Play a lead role in the provision of the refocused role for school nursing in Scotland. * Responsible for the co-ordination, assessment, planning and delivery of care to improve the health and well being needs of the school aged population within NHS Tayside. * Support the implementation of National School Nurse Pathways to meet the needs of the school aged population within the National Priorities. * Deliver a high quality school nursing service to children and young people across a range of community settings e.g. school, home, Local Authority off site provision. * Effectively communicate and collaborate across a range of professionals and services both within and out with NHS Tayside in ensuring high standards of practice across NHS Tayside.   *Please note:*  *Following appointment and completion of an induction period, Band 6 SCPHN Trainees will have a caseload allocated as appropriate to their stage of training, learning and development needs, with support from a Practice Educator and SCPHN School Nurse within an allocated cluster team.  Case load numbers may be variable dependant on the needs of the service. Support will be ongoing throughout the training period, with Team Leaders also available to provide additional assistance as needed.* | | |
| ORGANISATIONAL POSITION   Senior Nurse        School Nurse Team Leader    School Nurse  SCPHN Band 6 Trainee  School Nurse | | |
| 1. **SCOPE AND RANGE**    Deliver focused and targeted interventions with vulnerable population groups, focusing on defined priority areas.   * Working with a solution focused approach to improving health outcomes for children and young   people in line with national and local priorities.   * Close working collaboration with wider School Health Team, including education, social work and voluntary sector colleagues. * Staff management/supervisory responsibilities for new and /or junior staff, learners and support   workers on a regular basis   * The post holder will work in accordance with NHS Tayside Policies, Procedures and NHS   Tayside Code of Corporate Governance and adhere to the legal requirements of the Data  Protection Act 1998; Human Rights Act and common law duty of confidentiality. Work collaboratively with inter-agency partners in a co-ordinated manner to ensure high quality, clinically effective services to the children in Tayside. | | |

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| 1. **KEY RESULT AREAS**   **Clinical Role**  1. To promote teamwork within a multi-professional environment, demonstrating analysis and decision making skills, leading the delivery of a clinically excellent, high quality service influencing and supporting change within school nursing and where appropriate the organisation.  2. To strengthen and increase partnership working - particularly with parents/carers, the wider family and other agencies  3. Responsible for receiving and assessing referrals from internal and external services, to provide care within the agreed School Nursing Pathways or advising referring service of appropriate services or agencies to support a vulnerable child or young person.  4. To act in an advisory capacity on public health school nursing issues or/ the Administration of  Medicines in Schools to other disciplines and agencies as required  5. Support and involve children, young people and their families in the planning and delivery of  Individualised needs focussed care.  6. Have a good understanding of GIRFEC principles and ensure that NHS Tayside Child Protection and Vulnerable Adults Policies and Procedures are followed.  7. Using evidence based tools assess the physical and mental health and well being need of Looked After Children (LAC) within national and local targets, supporting LAC to access and receive support and services to improve health outcomes.  8. Be alert to the vulnerability of children and young people and have professional knowledge of child protection issues and responsibilities. Participate in child protection investigations as appropriate and attending case conference, Initial Referral Discussions (IRDs) as required.  9. Act as an advocate for the child when required  10. Undertake home visits to inform assessment and decision making.  11. Contribute to the prevention, management and control of communicable diseases within the  school and community environment.  12. Contribute and participate in local profiling and population health needs assessment and the identification of health inequalities as required, taking appropriate action as part of a multidisciplinary team.  13. Participate in supervision e.g. clinical, managerial in line with NHS Tayside guidelines, and take  all opportunities to reflect on practice  **Education/Research**  14. To participate in Continuous Personal Development (CPD)  15. Contribute to the professional growth of all school nursing team members and  students  16. Provide mentorship for learners and junior staff and contribute to the development of an effective learning environment  17. Participate in and support ongoing research in nursing practice.  18. To work within an ethical and legal framework utilising defined NHS Tayside policies, procedures, standards and protocols to promote safe and effective evidence based practice and contribute to quality improvement.  19. Develop, deliver and evaluate research based health promotion activities and services  20. Participate in relevant committees, working groups & meetings as appropriate  **Management/Leadership**  21. To demonstrate leadership to other staff that is clustered / locality focused and integrated with partner agencies, utilising integrated skill mix teams, with the wider school health service as a universally accessible service  22. To co-ordinate and prioritise own workload  23. Contribute to the effective use of physical, human and financial resources.  24. To support and supervise new/junior staff/learners in the team. Act as a source of advice to ensure safe and effective practice. Contribute to meeting their educational needs. | |
| 25. Can support the ongoing development of self and others through engaging and facilitating reflection and other approaches to work based learning.  26. Ensure effective teamwork and healthy working relationships by supporting team colleagues and  sharing best practice.  27. In the absence of the Team Leader, take responsibility for the ongoing delivery of the school  nursing service. Ensure standards are met and manage daily responsibilities e.g.  management of health & safety, sick leave, work allocation, deployment and supervision of staff.  **Professional**  28. To work collaboratively as a member of the wider Health Care Team in NHS Tayside and provide  leadership in the development of the school nursing service.  29. Working within professional codes of practice, to be responsible for managing the delegation of work to the wider school health team providing the universal service for all school aged children  30. Maintain accurate and up to date clinical records in accordance with NHS Tayside policies, NMC guidelines, legislation, best practice and patient confidentiality.  31. Ensure all NHS Tayside Policies and Procedures and The NMC Code e.g. GIRFEC, Health and Safety, promoting attendance at work and data protection, are understood and implemented within the school nursing team.  32. Promote understanding within the team and adhere to NHS Tayside Adult and Child Protection policies and guidance.  33. The post holder is required to take responsibility for his or her own professional development,  NMC revalidation and to identify own continuing professional development needs through annual appraisal and maintain a personal development plan.  34. Participate in supervision e.g. clinical, managerial in line with NHS Tayside policy/ guidelines, and take all opportunities to reflect on practice | |
| PHYSICAL DEMANDS OF THE JOB **Physical Demands**   * Moving and handling of equipment on a regular basis. * Stand and/or sit for major part of working day, climbing stairs carrying equipment. * Manoeuvring bulky and awkward equipment in and out of a car. * Computer keyboard skills. * Travelling/walking between schools, community premises and work bases daily. * Using PV and VDU. * Ability to travel across Tayside.   **Mental Demands**   * Assertiveness is required when supporting the best interests of the client in a multi agency forum. * Reviewing child health & social care records to prepare and write reports for child protection case conference, children’s panel and Looked After Children initial health assessments and ongoing reviews. * Participating in single or multidisciplinary/multi-agency meetings, committees & working groups. * Searching for and analysing research information and audit. * Concentration required when observing behaviours in children and young people which may be unpredictable. * Handling complaints and incidents. * Supervising /mentoring students and/or junior staff * Subject to frequent interruptions from children & young people, their families or other team   members.  **Emotional Demands**   Communicating with distressed, anxious or worried parents/ carers and young people.   * Supporting children and young people at stressful/vulnerable times in their lives * Ability to manage and de-escalate rare situations of patient/family hostility and aggression. * Lone working in various settings. * Child or adult protection concerns * Managing conflict between parents/carers/child – particularly in relation to children self consenting. * Communicating service needs and responsibilities to other disciplines and agencies * Managing team dynamics and offering staff support. * Change management when developing practice according to changing priorities.   **Working Conditions**   Working in vulnerable situations such as lone working and rarely may encounter verbal/physical aggression.   * Possible exposure to a working area within the school or base that is a shared space that may be cramped, poorly lit and windowless. * Changing working areas/schools frequently which requires an adaptable approach to service delivery. * Maintain service provision during inclement weather * Occasional exposure to unpleasant/unhygienic/disease risk   **Equipment & Machinery**  The post holder will be responsible for the maintenance and safe and efficient use of equipment in accordance with local policy:   Non Clinical equipment, e.g. Health Promotion Materials   * IT equipment * Clinical Recording Equipment e.g. Scales * Mobile Phone   **Systems**   Required to record patient related information within relevant recording  systems for example; EMIS   * Incident reporting including adverse event system e.g. DATIX as required * Risk Assessments * Responsible for the safe use, transportation, ordering and storage of all equipment relevant to the post. * Use of phones, internet, emails and intranet will be required for communication * To update and maintain a range of information databases including child health schedules and unscheduled forms. * To be proficient in the use of IT systems - internet/intranet including use of emails   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| COMMUNICATIONS AND RELATIONSHIPS  * Communicates daily with a wide range of health, social care, educational and voluntary workers, children and young people, their families and other relevant departments/agencies. * Utilises a wide range of media such as telephone, email, verbal and written communications. Overcomes any specific individual difficulties in communication such as language barriers or clinical conditions e.g. Children with special needs. * Effectively manages complaints and incidents according to NHS Tayside complaints procedure and evoking duty of candour where appropriate * Will establish and maintain relationships based on mutual respect. Communicates on a regular basis with the child or young person, their family and the multidisciplinary team and external agencies involved in the provision of public health care. |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**  * First level registered nurse with current NMC registration. * Specialist Community Public Health Nurse- School Nursing (SCPHN-SN) qualification or   equivalent on part 3 of NMC Register.   * First Degree. * Evidence of Masters Level working * Evidence of Continuous Professional Development to a level commensurate with the requirements of this post.    Up to date knowledge on current national programme for the transformation of school nursing.   * Evidence of working with children and young people. * Experience of multi-agency working. * Ability to cope under pressure and meet deadlines. * Evidence of staff management and leadership experience. * Ability to work to schedules and manage unscheduled demands    A sound knowledge of NHS environment and current policies.   * Well developed communication and interpersonal skills, particularly team working, influencing and negotiating skills. * A respect for all individuals and communities without prejudice. - Knowledge of Health Inequalities Policy. * General IT skills, including use of the computer to record and retrieve client information. * Knowledge, experience and understanding of the Public Protection Agenda. * Knowledge and experience of infection control. * Ability to apply leadership across professional disciplines and boundaries. * Ability to travel across NHS Tayside as required. |
| 1. **DECISIONS AND JUDGEMENTS**  * The Post Holder will be responsible to the Team Leader for clinical and professional guidance, Line management, CPD. * Manage enquiries from a wide range of sources ensuring confidentiality is maintained and only appropriate information is shared. * Plan and implement programmes of care supported by school Nurse pathways * The Post Holder is expected to be proactive and independent in the management of a defined caseload working within professional guidelines. * Co-ordinate and supervise team members utilising NHS Tayside HR staff advisors and Policies. * Manage, plan and ensure effective deployment of all resources aligned to the post holder. * Accountable for own professional actions in accordance with The NMC Code |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB  * Effective management and prioritisation of competing demands within an unpredictable   Environment   * Working in confidence with young people without parental involvement when the young person has been deemed competent to give own consent * Providing a diverse range of service elements across a broad spectrum of age groups. * Lone working within the school or community setting on most days of work. |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each post holder to whom the job description applies. |