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| JOB IDENTIFICATION |
| Job Title: **Lead Nurse**  Responsible to (insert job title): **Senior Manager**  Department(s): **Community Children’s Services**  Directorate: **Children’s Services**  Operating Division: **Primary Care and Preventative Care**  Job Reference:  No of Job Holders: **1**  Last Update (insert date): **May 2023** |

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| 2. JOB PURPOSE |
| * The post will have a varied portfolio including:- * To provide operational line management of the School Nursing Service, Family Nurse Partnership, and the Community Infant Feeding Service. * Support the Service Manager and Head of Nursing to build and sustain services in line with national service models through service redesign to achieve quality health care which promotes safe, effective and person centred practice. * Provide leadership to promote high professional standards and lead improvement and redesign projects across the service and in partnership with external organisations to ensure that the needs of children, young people and families are met, and deliver outcomes that offer both professional and care assurance within the context of health and social care integration. * Support the development of the nursing workforce, including workforce planning, professional development and advancing practice. * Lead the implementation of national policies in practice, including the School Nurse Pathway and the Family Nurse Partnership Programme. * Implement policy and procedure to support safeguarding of children and young people. * Support the integration of service across organisational boundaries to best meet the needs of children, young people and families. * As the Lead for Family Nurse Partnership the post holder will provide leadership, direction and to take overall responsibility for the recruitment, development and management of the Family Nurse Partnership service across NHS Fife. Provide expert and strategic advice, nursing leadership and consultancy in relationship to Family Nurse Partnership across NHS Fife and other designated Board areas. * The post holder will be responsible for leading the development, management and sustaining the Family Nurse Partnership programme, using Family Nurse Partnership data interpretation to ensure that the principles of early intervention, together with the learning from the Family Nurse Partnership implementation, are delivered across NHS Fife in a manner that is consistent with established evidence and developing national and local policy. * The post holder will represent NHS Fife and participate as required in local / national audit, evaluation and research related to FNP as required. * To provide leadership for the implementation of the nursing contribution for Care Experienced Children & Young People. |

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| **3. DIMENSIONS** |
| The post holder will manage, under the direction of the Senior Manager – Community Children’s Service, and in accordance with the Fife Local Health Plan, a range of responsibilities of work including strategic planning, strategic change implementation, commissioning across NHS service programmes in Fife and working in direct collaboration with service users and the public, staff in partner authorities and providers (voluntary sector and private) both within Fife and external to Fife.  **Staff / Financial Management**   * Family Nurse Partnership – WTE 23.20 * Budget £1.28M * School Nursing – WTE 25.78 * Budget £1.407M * Breastfeeding – WTE 6.56 * Budget £273,700 * Leading across service boundaries as directed by the Senior Manager or Head of Nursing. * Providing operational service cover for other Lead Nurses with Children’s Services during times of planned or unplanned absence. * Supporting strong service governance and assurance on professional issues. * Support joint working to enable the integration of Health and Social Care to meet the needs of children and families. * Support the development of an evidence based service in line with national models. * Develop nursing practice across the service. * Work in partnership with others across range of health, voluntary sector and social work and education personnel. * Be managerially responsible and ereport to the Senior Manager within Children’s Services. * Be professionally accountable to the Head of Nursing within the Health and Social Care Partnership Primary Care and Prevention. |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF SERVICE |
| Children’s Services work in a complex multi-agency environment demanding a joint working approach to delivery of care working across partnership agencies.  The Services work in partnership with Fife Council colleagues (principally Education and Social Work) and others, in which many of the services integrate with other parts of the service.  The Service is responsible for:-   * Child Health Surveillance Services; * Community Paediatric Nursing Services; * School Nursing; * Health Visiting; * Child Protection. * Children’s and Young People’s Occupational Therapy (OT) Services   The main functions and objectives of the Lead Nurse post are:-   * Identifying the health care needs of the local population in partnership with a wide range of stakeholders, and involving patients, carers and the community in general; * Planning, developing, promoting and delivering health services to meet client needs in line with local and national strategies and priorities; * Delivering a robust Clinical Governance framework across all services. |

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| 6. KEY RESULT AREAS |
| **Operational Management**   * Support delivery of high quality, safe, effective and person-centred care for School Nursing, Family Nurse Partnership and Infant Feeding. * Provide line management to nursing staff and staff within area of responsibility including attendance management, personal development planning, capability and conduct investigations, performance reviews, recruitment and selection processes, mandatory and core training, NMC registration and revalidation. * Manage any delegated resources / budget in accordance with policies and procedures to meet service needs. * Ensure implementation of HSCP policies and procedures within all areas of responsibility. * Promote a culture of excellence and ensure that staff reporting directly to the postholder are enabled, supported, directed and developed to fulfil their roles against agreed performance targets and reviews. * Ensure that robust business continuity plans are in place and implemented. * Plan, co-ordinatore and deploy nursing staff workforce and resources across the service to meet demands.   **Leadership**   * Provide leadership to support the development of School Nursing, Family Nursing and Infant Feeding Services in Fife in line with the national strategic plans for children and young people and Fife Children Services Strategy, C&YP Act and GIRFEC). * Participate in networks for School Nursing, Family Nursing and Infant Feeding Services. * Provide leadership to support the development of practice assessors / supervisors trainee school nurses. * Engage in professional nursing forums to support service development and delivery against the wider professional nursing agenda. * Develop high quality nursing services by promoting, identifying and sharing of research and audit relating to school nursing, children, young people and families. * Provide leadership to support health improvement and addressing health inequalities to meet the health needs of vulnerable children and families for example gypsy / travelling community, domestic abuse, substance misuse. * Provide leadership to ensure that staff are enabled, supported, directed appropriately and developed to fulfil their roles against agreed job descriptions, performance targets and service priorities. * Support the development of high quality nursing services by promoting a learning culture, identifying and sharing of research, audit and evidenced based practice. * Provide service wide leadership for agreed clinical priorities. * Apply change management to assist service improvement including where there may be resistance to change, i.e. motivational, influencing and negotiation skills.   **Governance**   * Support delivery of high standards of governance including clinical, health and safety, staff governance and financial governance. * Audit to provide assurance on delivery and care outcomes, e.g. annual record keeping audits. * Analyse and interpret data / statistical information to support the need for change and provide assurance regarding priority areas. * Ensure that policies and procedures are applied and systems are in place to promote patient and staff safety. * Lead reviews regarding Adverse or Significant Events and lead the implementation of the outcomes of learning from significant case reviews or reports relating to child protection. * Report to governance teams providing assurance regarding the quality standards for Children’s Services, the outcomes of integration and also safe, effective and person centred care. * Lead implementation of policies and procedures to support both child and adult protection. * Lead the implementation and development of clinical supervision within the service. * Support business continuity and service wide approaches. * Ensure that performance management is embedded in practice and improvements are driven through a performance framework model. * Champion the use of e-health / telecare solutions to make effective use of data and technology. * Promote person centred care and self-management. * Quality and safety are central objectives of the service and you will lead the development of quality and governance to ensure that standards are being met in conjunction with the clinical director and other partners.   **Collaborative Working**   * Ensure highly effective working relationshipswith nurses and other healthcare professionals working within, out with and through the interface of health care services including General Practice, Social Work, Education and Voluntary Sector. * Work in collaboration with nursing and allied health professionals within both Children’s and Mental Health Services including Child and Adolescent Mental Health Service, Child Protection, and Children’s Services. * Support active involvement of children, young people and families in supporting patient experience and service redesign.   **Professional**   * Provide assurance regarding professional standards within the service including NMC registration, revalidation, care assurance standards and Professional Assurance Framework. * Provide professional and clinical advice and support to nursing staff. * To promote and maintain a climate where the developing and sharing of innovative ideas and the sensitive delivery of required development needs are encouraged and welcomed to facilitate quality improvement. * Support the development of effective nursing practice including translating research into practice, promoting and improving health and wellbeing. * Promote a person centred and learning culture which facilitates the development of the workforce and service user engagement. * Ensure that nursing staff within area of responsibility are delivering high quality care in line with professional and organisational standards and the national quality strategy. * Support the nursing contribution to strategic planning of School Nursing, Family Nursing and Infant Feeding Services, as well as developing innovative new approaches to collaborative working alongside partnership colleagues in line with Health and Social Care Integration. * Work with the Head of Nursing with regards to professional issues and also to support the development of the skills and competencies in the workforce and advancing practice models. * Continually assess and update own education and development professional needs. * Role model behaviour in accordance with the NMC code of conduct.   **Service Development**   * Lead and facilitate service redesign and projects to support the development of the services, providing timely and systematic reports for the management teams and committees. * Work closely with key individuals to co-ordinate, develop and deliver redesign and organisational development activities that challenge traditional boundaries of service delivery and demonstrate improved outcomes. * Apply change management and project planning to assist service improvement where there may be resistance to change, i.e. motivational, influencing and negotiation skills. * Support the priority for corporate parenting and the inclusion agenda in Health & Social Care Integration Partnership with other agencies. * Support the development of business cases and redesign proposals to ensure that need is clearly identified; resource is quantified and anticipated impacts are defined. * Develop and monitor action plans to ensure service objectives are met.   **Strategic**   * Support the Head of Nursing with the implementation of national guidance in order to achieve development priorities for the services. * To support the Senior Manager in meeting the operational and strategic aims of the service and participate as a key member of the Child Health Management Team in ensuring that those aims are consistent with both national and local policies and strategies. * Work in partnership with Public Health to support Health Improvement for children and young people. * Influence and develop long term strategic plans for children, young people and families that will impact in positive health outcomes.   **Other**   * Any other duties commensurate with the role. |
| **7. DECISIONS & JUDGEMENTS** |
| The Lead Nurse will:-   * Be expected to work autonomously on a day to day basis with responsibilty for making decisions and exercising judgements at Lead Nurse level, escalating to the Senior Manager or Head of Nursing as appropriate. * Evidence a high level of communication skills, the ability to interpret, present and influence information which reflects the needs of children, young people and families into a meaningful framework of service delivery. * Direct, organise and allocate the work to Team Leaders in their area of responsibility. * Authority for the allocation and movement of staff in line with HR policy * Interface with both local and national lead / senior nurse forums. * Display high levels of analytical and problem solving skills seeking support as required. * Identify solutions to barriers in health services access impacting the delivery of services. * Demonstrate effective problem solving skills taking into account risk assessment, formulation of care and management of the identified population. * The Lead Nurse will not be directly supervised on a day to day basis and will be required to manage their own workload and prioritise conflicting priorities effective to meet the requirements of the post. |

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| 8. EQUIPMENT AND MACHINERY |
| The Post holderis expected to be familiar with the use, storage and maintenance all equipment used within the clinical area of work, including: Manual Handling Equipment, IT Systems, Telephone / Communication Systems.   * SSTS pay systems and Business Objects * Standing Financial Instructions and Operating Procedures * Absence Management * Requier to maintain up to date knowledge of relevant legistlation, including e.g. child protection, protection of vulnerable adults, statutory requirements governing record keeping, data protection and confidentiality * Responsible for developing and maintaining databases relating to aspects of clinical practice, e.g. current NMC registration of staff, nurse prescribing and training * Responsible for initiating audit * eExpenses * Staff engagement, notification of change and notification of termination forms * HSCP and NHS Fife policies and procedures * DATIX * TURAS * PECOS * Adastra * eESS |

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| 9. ASSIGNMENT AND REVIEW OF WORK |
| The Lead Nurse will:-   * Evidence a high degree of initiative, independence, personal organisation and planning in order to anticipate and response to changes in service needs and to work towards agreed objectives and goals. * Much work will be self generated based on the needs of the service and various meetings attended. * Participate in regular review including appraisal and performance reviews with Senior Manager and Head of Nursing. * Direction and objectives will be set by the Senior Manager and / or Head of Nursing. * Regularly attend meetings (management, professional and governance) on behalf of the service and appropriately respond to the objectives identified at these meeting. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| The Lead nurse will be required to:   * Function in a demanding role, often with conflicting agendas and multiple competing priorities. * Act autonomously on a daily basis, seeking professional and line managerial support as required. * Display knowledge of public sector finance and political awareness. * Work within a Health and Social Care Integration agenda and therefore will be required to manage conflicting agendas on a daily basis. * Marry health and social policy, interpreting such into clinical nursing practice. * Evidence a high level of negotiation, motivational skills and flexibility to meet services needs. * Ability to understand culture and support effective working at a team and service level across organisational boundaries. * Institute a culture of positive change and learning. * Ability to solve complex problems and initiate new ideas sensitively to introduce new ways of working by taking a flexible approach to work planning, open discussion, innovation and by role modelling a positive attitude. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder will communicate on a regular basis with the patient, their relatives, the multidisciplinary team and external agencies involved with the provision of care. * A high level of communication and interpersonal skills are required to overcome barriers and acceptance of change. * Ability to present complex and contentious information on service change in both formal and informal settings. * Regularly provide oral and written reports to management teams and committees. |

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| **12. WORKING CONDITIONS** |
| * Exposure to difficult working conditions and both child and adult protection risks. * Exposure to verbal aggression using acquired skills to prevent situations from becoming volatile. * Providing support and advice to colleagues within Children’s Services who have regular exposure to unpredictable situations and stressful situations * There may be requirement for the postholder to adopt a flexible working pattern which meets the needs of the service. * Requirement to travel between sites. * Requirement to use VDU frequently. * Managing conflicting priorities. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| **Qualifications**   * Current NMC registration (Specialist Part of Register – Public Health Nursing or registered Health Visitor or School Nurse). * PgDiploma in School Nursing or Health Visiting (or equivalent qualification). * Proven track record of continuing professional development with evidence of post graduate education at MSc level or evidence of commensurate experience and attendance at training / extended self study.   **Knowledge and experience**   * Experience of evidence based practice and research regarding the health priorities for children, young people and families. * Have a high level of clinical knowledge. * Experience of quality improvement and change management. * Demonstrable knowledge and understanding of the national health and social care agenda. * Knowledge of governance and health and safety. * Able to evidence experience of service and change management. * Evidence a proven track record in leadership, quality improvement and change management. * Knowledge and experience of clinical governance and health and safety. * Can clearly articulate professional nursing priorities. * Experience in managing professional nursing issues.   **Skills**   * Analytical skills and solution focused. * Planning organisation and communication skills. * A proven track record of effective adaptive leadership skills and management skills. * The ability to represent children and young people within a multi-agency / multi professional and complex platform of service provision often faced with conflicting policy directions. * The skills to work within a new health and social care integrated service whilst interfacing with the numerous statutory and independent service providers that exist. * In developing strategic relationships the Lead Nurse must have the ability to represent the views of children, young people, families and the workforce. * Translate the current policy directive into a meaningful framework of service delivery. This will require an excellent level of communication skills, the ability to interpret, present and influence information which reflects the needs of children and young people with service planners / providers alike.   **Aptitude**   * Value the views of children, young people and families and ensure they are included in service planning. * Provide support to Family Nurse Supervisor, Infant Feeding Advisor and School Nursing Team Leaders to develop both individuals and the service. * Commitment to support a learning culture which promotes service excellence. * Be a positive role model and promote professional standards for nursing. * Strong team player. * Positive approach to change and quality improvement. * Cohesive and collaborative relationships across all services, Teams, HSCP and beyond. |

This job description is not intended to be a complete list of duties and responsibilities and is subject to revision and amendment.

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| **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:  Head of Department Signature: | Date:  Date: |

RECRUITMENT AND SELECTION STANDARDS



PERSON SPECIFICATION FORM

Post Title/Grade**:** Lead Nurse – Communty Children’s Service

Department/Ward: Primary Care and Preventative Service

Date: May 2023

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | * Significant years senior nursing experience in a managerial / leadership role (band 7 or above) * Experience of quality improvement and change management * Evidence operational management experience of complaints, conduct, capability, recruitment, finance, clinical and staff governance * Experience of evidence based practice regarding the health priorities for children and young people | * A proven track record in project management * Interagency joint working. * Research awareness * Leading complex change and redesign, working to tight timescales and competing demands | Application and interview |
| **Qualifications/**  **Training** | * Current NMC registration (Specialist Part of Register – Public Health Nursing or registered School Nurse) * Proven track record of continuing professional development with evidence of post graduate education at MSc level or evidence of commensurate experience and attendance at training / extended self study | * MSC – Nursing or Leadership * Pg Diploma in School Nursing or Health Visiting | Application and interview |
| **Knowledge** | * National strategic plans for children and young people including national School Nurse Pathway, Family Nurse Partnership Programme * Current national policy relating to nursing professional issues * Demonstrable knowledge and understanding of the health and social care agenda * Strategic Health Improvement Priorities for children and young people * Change management * Knowledge of governance and health and safety * Staff Governance | * Multi-professional and cross organisational boundaries * Service Redesign methodology * Quality improvement networks | Application and interview |
| **Skills** | * Analytical skills and solution focused * Planning organisation and communication skills * A proven track record of effective adaptive leadership skills * The ability to represent children,young people and families and the workforce within a multi-agency / multi professional context * The skills to work within the Health and Social Care Integrated Service whilst interfacing with the numerous statutory and independent service providers that exist * Evidence skills in translating the current policy directive into a meaningful framework of service delivery * An excellent level of communication skills, the ability to interpret, present and influence information which reflects the needs of children and young people with services planners / providers alike * Excellent report writing skills * Excellent presentation skills * Ability to meet competing demands and manage time effectively | * Skills in using specific change & redesign tools * Advanced IT skills | Application and interview |
| **Aptitude** | * Able to forge positive relationships and work effectively across organisational boundaries * Positive approach to change * Value the views of children, young people and families and ensure they are included in service planning * Provide support to the teams to develop both individuals and the service | * Ability to work flexibly | Application and interview |
| **Other**  **e.g. Team Player, Be able to travel** | * Travel across Fife is required * Demonstrate ethics, values and personal qualities / behaviours consistent wit the vision, culture and values of NHS Fife |  |  |