***NHS GREATER GLASGOW& CLYDE***

# JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION** | | |
| **Job Title:** | **Health for All Nurse within the Health Team for Care Experienced Children and Young People.** | |
| **Responsible to:**  **Directorate:**  **Department:**  **Operating Division of NHSGGC:** | **Team Lead**  **Inverclyde HSCP**  **Specialist Childrens Services**  **Inverclyde HSCP** | |
| 1. **JOB PURPOSE**   The post holder will work as part of the multi-disciplinary team to identify, assess and plan the health needs for care experienced children & young people who are living either away from home or at home with a supervision requirement as well as for care leavers.  The post holder will require an understanding of the health needs for this population to ensure the provision of the service is effective, efficient, culturally sensitive and evidenced based to reduce health inequalities and promote health and wellbeing for care experienced children and young people aged between 0-19 years in the community. The post holder will work in partnership with service users, local authorities, care providers and other agencies to develop, initiate and facilitate health enhancing programmes which are evidenced based. They will liaise with other services and organisations as appropriate, make onward referrals if necessary and in some circumstances escalate where there are child protection concerns.  The post holder will support the Team Lead in managing the effective deployment of nursing resource within the pathways and support clinical functions such as review of children and young people’s assessments and supervision; personal development planning, reflecting knowledge and skills framework and the front-line monitoring of implementation of key policy documents.  The post holder will be expected to provide an accessible, appropriate, high quality, culturally sensitive, safe, patient-centred and effective service in the community by working in partnership with children young people and families, care providers and other agencies.  The post holder will function as an independent autonomous practitioner by virtue of in-depth knowledge, expertise, proficiency and experience to lead and enable the team to provide a quality service.  **3. ROLE OF THE DEPARTMENT**  The Health Team for Care Experienced Children and Young People is a multi-disciplinary team that is committed to their corporate parenting responsibility and aim to provide an accessible, sensitive and person-centred health service to care experienced children and young people aged 0-19 years. These services include completing health assessments to support each child and young person with their health and wellbeing, identify any unmet health needs and ensure the provision of ongoing support including promoting mental, physical, emotional health and wellbeing. The team now also accept referrals for unaccompanied minors/young people seeking asylum in Inverclyde requiring an initial health assessment to be undertaken to identify any unmet health needs.  The team will be responsible for leading on nursing clinical governance activity, including the setting; monitoring and review of standards of care and service; responding to complaints; staff support; career long learning and continuous professional development, to promote clinically effective services.  The team will reflect the NHSGGC transformational and corporate themes in all aspects of their work and will promote opportunities for integrated working across the Health and Social Care Partnership.  **4. ORGANISATIONAL POSITION**  Head of Service.  Service Manager Specialist Childrens Services  Children Service Manager  Team Lead Specialist Community Paediatrics Nursing and Health for All Nursing    **THIS Post**  Health for All Nurse Band 6  **POST** | | |
| **5. MAIN TASKS, DUTIES AND RESPONSIBILITES**  The post holder will:   * Be responsible and accountable for the ongoing management of the caseload to ensure the assessment, planning, implementation and evaluation of programmes of care. These will be developed in partnership with children and young people, families, carers and significant others, and will be evidence based taking into consideration the lifestyle, race, gender and cultural background, and factors which impact on physical, mental or emotional health. * As part of the supervisory responsibility the post holder will be familiar with and ensure implementation of local and national policies, procedures and guidelines pertinent to all staff within their area of responsibility in the pursuit of the highest standard of care * Delegate work to appropriate team members. * Manage and provide clinical leadership and be a role model for the team by representing the values and beliefs of the nursing profession as well as that of the organisation. * Be responsible for the day-to-day supervision of their team and will ensure that the delegation of work to the team takes account of the role, skills and competence of staff and is appropriate to their scope of practice. * Provide data on activity within caseload and outcomes for children and families * Assess, plan, implement and evaluate individual Comprehensive Health Assessments, Complex Medical Assessments and Action Plans for care experienced children and young people at home and away from home thus ensuring their health needs are identified and inequalities addressed. * Working in partnership with colleagues in Care Leaving Services, lead in health care planning for young people leaving care, by supporting Pathway Assessments, thus ensuring care leavers are offered continued health support during the period of transition, whilst preparing for independence. Children and young people will include all within 0-19, whilst preparing care leavers for transition to adult services thereafter. * Lead on and develop innovative ways of working and communicating with care experienced children and young people and care leavers who can often be challenging to engage with. * Achieve appropriate and effective information sharing between parents, professionals and carers, involved in the child / young person’s care plan, thus ensuring appropriate and effective information sharing which promotes safe care and continuity of care. * Facilitate the uptake of outstanding immunisations, through identification of immunisation status and linking in with primary care / school health services to facilitate optimum immunisation status. * Lead on the planning and organisation of the administration of immunisations for children and young people who refuse to attend mainstream primary care services, in accordance with local agreed guidelines and Patient Group Directives. * Participate in receiving all new referrals, gathering/ processing received health information, giving health advice/ support to callers, decision making and liaising with health colleagues from other departments. Thus, enhancing the links with Social Work colleagues (including Social Workers, Residential Workers), Foster Carers, Parents and health colleagues. * Achieve and enhance partnership working with Social Work, Community Health Care Partnerships, Education and Voluntary Organisations, whilst advocating for the children and young people as required, thus ensuring the health needs are addressed through statutory multi-agency care planning and joint working. * Lead on and contribute to the development of initiatives that address health needs through a range of methods i.e. referral systems, direct link with staff, carers, children and young people, and working in partnership with health service providers to ensure they are accessible by the Looked After population. * Develop, implement and evaluate evidence based, health education and health promotion activities for children, young people and care leavers, Social work staff (i.e. Social Workers, Residential Workers) and Foster / Supported carers/Parents, thus offering and promoting healthy lifestyle choices. * Support parent and care givers in addressing all the needs of children in their care. * Initiate and participate in clinical audits and/or research that will ensure continuing improvements in practice and enhance individual and team performance for the improvement of patient care. * Lead on and contribute to the learning opportunities for pre-registration students and other multi-disciplinary and multi- agency colleagues who require a working knowledge of the Health team. * Deliver professional mentorship to newly appointed Staff through planning and implementing a comprehensive induction programme and shadowing opportunities. | | |
| 6a. EQUIPMENT AND MACHINERY The post holder is expected to be familiar with the range of equipment that children may have within the home/community/school setting to ensure that care packages are appropriately in place and that carers understand the use and safe storage of the equipment.  Equipment and machinery requires a high degree of knowledge and expertise to operate and much of it requires manual dexterity skills, and adequate hearing and eyesight.  Use of IT equipment including a laptop and mobile phone will also be required.  **6b. SYSTEMS**   * The post holder is required to have basic level of competence in the following Microsoft office applications: Word, MS Teams, Excel, Power-point and access. A sound working knowledge of Internet and email is essential. * The post holder will lead in Turas and personal development planning process as both reviewer and recipient of review. * The post holder will be regularly involved in the delivery of clinical and managerial supervision to nursing staff within their area of responsibility. * The post holder will lead and regularly require to develop / maintain records relevant to their areas of activity including record staff reviews, clinical or managerial supervision, patient case notes and reports, service reports, audit activity records and reports, staff leave and training records, * Fire and emergency procedures, health and safety, infection control adhered to.   Will require to use and operate within:-   * GGC Policies, Health and Safety Guidelines, Risk Assessment and Datix Reporting * IT Systems (i.e. Intranet, Internet, email) * EMIS, SSTS, EQUIPU, Microsoft Outlook and Office. | | |
| **7. DECISIONS AND JUDGEMENTS**  The post holder is accountable for his/her own professional actions and must be able to justify decisions based on the assessment of the client, family/carer and environment. The range of resulting interventions may be complex and require a higher level of ongoing decision-making to ensure that clients/families receive the appropriate level of care.  The post holder must be aware of his/her own scope of practice and that of their team members. In addition he/she is accountable for the appropriate delegation of work to others providing care to clients/families within the caseload. Further, the post holder will also be responsible for judgements as part of providing clinical supervision and the Turas process.  The post holder will work as an autonomous practitioner – will have the ability to identify their own training needs and recognise who or where to contact for support. The post holder will also deputise for the Team Leader as appropriate. | | |
| * 1. **COMMUNICATIONS AND RELATIONSHIPS**   The post holder will regularly be involved in communicating internally and externally with health, social care professionals, health improvement workforce, community groups and education as well as clients and families. The role will involve an educational dimension with families/carers and colleagues. The post holder will be required to receive and communicate highly complex and sensitive information on a daily basis. The post holder will be required to identify potential interpersonal conflicts and manage these using motivational, persuasive and negotiating skills. This is a feature of the clinical or managerial / leadership dimension of their role. They will actively participate in a range of meetings that support effective communications. | | |
| 1. **PHYSICAL MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**   The role frequently places a high level of mental and emotional demand on the post holder. This could be driven by the needs of service users, their carers or through the management/supervisory role with staff. Mental demands are significant in relation to the retention and communication of knowledge and information. Emotional demands are significant in relation to supporting vulnerable individuals and families, for example, child protection. Working conditions are variable and unpredictable as the role will involve visiting clients/families in their own homes and community settings. Many of the following skills and demands are performed on a daily basis as part of the clients/families care package requiring a level of manual dexterity, precision and hand/eye co-ordination. There is an expectation that the post holder may require flexibility to work from home at times.  **Physical skills/ Demands:**   * Driving on a daily basis. * Standard Information Technology skills * Skills required to undertake health assessments * Frequently carrying equipment, lap top, measuring equipment e.g. weighing scales and height measure. * Occasionally required to exert light physical effort for several long periods during a shift.   **Emotional Demands:**   * Communicating and working with challenging and emotionally demanding children / young people, on a daily basis and occasionally handling disclosure of abuse and neglect * Working with children / young people who are looked after and living away from home in foster placements/ residential units/ residential schools due to physical/sexual/ emotional abuse and neglect, on a daily basis. * Working with children who are looked after at home, and their parents, under statutory obligations put in place by social services. * Collecting information from social work background reports, which often highlight sexual/ physical / emotional abuse and neglect, on a daily basis. * Working with young people who are being sexually exploited and placing themselves and others at significant risk, on a frequent basis.   **Mental Demands:**   * Frequent concentration required, to complete formal reports for social work reviews, providing accurate and consistent information on young person’s health needs and attending statutory Social Work meetings to discuss individual children/ young people. * Work pattern is unpredictable, due to frequent interruptions e.g. when carrying out health assessments, telephone calls. * The ability to work and appropriately when responding to crisis situations.   **Environmental:**   * Frequent exposure to inadequate accommodation, poor lighting and lack of privacy within children & young people’s placements/home environments. * Occasional exposure to verbal aggression * Occasional exposure to unpleasant working conditions i.e. body fluids and head lice * Awareness of risks associated with lone working. * Frequent flexible working visiting children and carers in placements or in the family home. * Exposure to verbal aggression and managing unpredictable situations which require immediate response. * Inclement weather. * Working from home where required | | |
| 1. **MOST CHALLENGING / DIFFICULT PARTS OF THE JOB**   Most challenging part of the job is in relation to the following:   * Working with disadvantaged, challenging and unpredictable children & young people and their families * Ongoing involvement with families dealing with complex issues * Participation in legal proceedings in relation to child protection cases. * Risk assessment of situations, isolation, lone working and personal safety. * Prioritising workload against a background of competing demands. * Ensure that all work is carried out to a high standard with regard to effective use of resources. * Carrying out robust risk assessments to ensure safe practice is maintained. | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   Minimum requirement to undertake the role:   * First level registration with Nursing and Midwifery Council. * Educated to degree level. * Relevant experience demonstrating the appropriate competencies and skills for this role. * Evidence of post registration study and continuous professional development in relevant area e.g. Child/Public Protection, mental health.      * Must have excellent managerial skills, demonstrate the ability to lead teams and provide evidence of influencing change and change management skills. * IT Skills. * Driving Licence. * Time management skills/ability to prioritise workload. * Excellent communication skills (both verbal and written). * Working knowledge of relevant policy and legislation. | | |
| **12. 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:** |