**JOB DESCRIPTION**

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| 1. **JOB IDENTIFICATION**   **Title:** Specialist Community Public Health Nurse - School Nurse (Band 6)  **Responsible to:** Team Leader Children and Families  **Reporting to** : Team Leader – Children & Families  **Department(s):** Children`s Services  **Directorate:** Partnerships  **Job Holder Reference**: | |
| 1. **JOB PURPOSE**   To co-ordinate, plan, implement and evaluate programmes of care for children and young people of school age, working in partnership with individuals, families and communities.  To play a lead role in the provision of the refocused role for school nursing in Scotland.  To assist in the development of services which contribute to the reduction of health inequalities and to achieve the national and local health objectives.  To ensure safe, effective, client-centred care and that clinical and care governance indicators and measures are in place in accordance with national, organisational strategy, policy and procedures.  To function as an independent autonomous practitioner by virtue of in-depth knowledge, expertise, proficiency and experience to lead and enable the school nursing/integrated team to provide a safe, person centred and effective quality service.  To be the clinical expert who will be accountable for case management and school nursing activity within the caseload, and/or lead, manage and support the school nursing team. | |
| 1. **ORGANISATIONAL POSITION**   This will vary depending on service redesign and organisational change within the respective HSCPs in terms of operational management lines of accountability, post is professionally accountable to Children and Family Team Leader through to Senior Nurse / Associate Chief Nurse/ Chief Nurse within HSCP through to Board Director of Nursing. | |
| **4.ROLE OF DEPARTMENT**  The school nursing service operates an open access service to families and communities  within home, community and primary care settings.  To promote a healthy lifestyle within the local population giving particular attention to the  identified health needs of the HSCP, and target groups such as school aged children  and young people and vulnerable families  To address inequalities in health through participation, collaboration, empowerment and  Primary care.  **5**. **SCOPE AND RANGE**  To delivery services which meet the identified assessed needs of school aged children and young people.  Responsibility / leadership for children, young people and families with additional health care  needs specific to agreed priority areas for the Board i.e. Emotional Health and Wellbeing,  Transitions and Child Protection as appropriate ( and/or specific to the needs of the respective  HSCPs utilising suite of nationally agreed care pathways).  Deliver focused and targeted interventions with vulnerable population groups, focusing on the defined priority areas as outlined above:   * GIRFEC National Practice Model Assessment, action planning and contribution to Child Plan as required. * Child protection meetings.as appropriate * Contributing to JST meetings and follow up as appropriate * Named professional for co-ordinating health needs and linking as appropriate to specialist children`s services. * Parenting support and home visits as required * Single agency HPI assessment and action planning * Referring on to other agencies and NHS services as appropriate * Supporting the health needs of children and young people with emotional health and wellbeing issues / during periods of transition/ child protection / vulnerabilities * Ensuring compliance with Universal contacts – Height and Weight & ensuring compliance with Vision Screening   Lead and co-ordinate delivery of the wider specific universal school nursing service, for example, height, weight and BMI.  Responsible for the supervision, coaching, management, mentorship, appraisal and development of the school nursing team inclusive of pre-registration and post registration staff. | |
| **6. MAIN DUTIES/RESPONSIBILITIES**  The post holder is responsible and accountable for the 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. Within the governance framework of NHS Greater Glasgow and Clyde (NHS GG&C) and the Health and Social Care Partnership specific to this post (including clinical, staff and financial governance) the post holder will focus and lead on the following key result areas: 1. TO ENSURE SAFE & EFFECTIVE CLINICAL PRACTICE1.1 Clinical Leadership and Teamwork 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 HSCP.  To strengthen and increase partnership working - particularly with parents/carers, the wider family and other partner agencies.  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.  Working within Nursing and Midwifery Council (NMC) professional codes of practice, to be responsible for managing the delegation of work to the wider school health team.  To lead on specific targeted interventions and the delivery of locally agreed care pathways within the HSCP from the suite of pathways developed as a result of the National School Nursing Redesign work stream.  To ensure the provision of the universal service for all school aged children and young people. **1.2 Evidence Based Clinically Effective Practice** Act as a change agent supporting the development of clinically effective practice through the interpretation of evidence; supporting the development and implementation of evidence based policies, procedures and protocols  Ensure that agreed standards of practise are maintained, reviewed and continuously developed so that staff deliver safe, effective, client–centred, efficient, timely and equitable care within their scope of practise as part of an integrated team supporting school aged children within the HSCP. To support the development of the Child’s Plan and use of National Practice Model through GIRFEC Child’s Plan Meeting and where appropriate adopt the Lead Professional role following Multidisciplinary Team Discussion.**1.3 Continuous Quality Improvement** Support a culture of continuous quality improvement through participation in research, audit, client feedback and reflection on practice by self and other members of the team.  Participate in supervision (managerial, clinical, child protection) as per NHS GG&C Policy.  Undertake appropriate Continual Professional Development to support delivery of nationally agreed clinical care pathways to meet locally identified needs for school aged children and young people. **1.4 Patient Safety** Support the promotion of a safe environment for staff and clients by ensuring compliance with legislation, policies, protocols, guidelines and standards e.g. health and safety, healthcare associated infection, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and wellbeing.  Ensure agreed standard of record keeping in accordance with Nursing and Midwifery Council, national legislation and local standards, facilitating effective communication with multi-agency teams regarding client care.  To undertake specialist assessments e.g. risk assessments/ vulnerability assessments, for clients with complex needs, using appropriate assessment tool  **2. TO ENHANCE THE PATIENTS EXPERIENCE** **2.1 Coordination of the Child/Young Person’s Journey** Responsible for co-ordination of the child/young person’s journey by planning and co-ordinating the episode of care including the transition and referral to other services, promoting effective discharge from completed targeted intervention and communication with multi-disciplinary and multi-agency teams as required.  Responsible for contributing to (rational is that other health services may also be involved) the provision of the health assessment component to the Child’s Plan working in conjunction with multi-agency partners.  **2.2 Clinical Expertise**  Responsibility for the assessment of the health and well-being needs of children and young people using a range of evidence based assessment models and tools including the Getting It Right for Every Child, National Practice Model and National Risk Assessment Tools.  Responsible for undertaking specialist assessment of all vulnerable children and families with complex needs, using appropriate assessment tools - (this could include looked after children depending on strategic plans / organisational changes within the respective HSCP`s).  Responsible for delivery of focused and targeted interventions with vulnerable population groups, focusing on priority areas as defined by national and local Health and Social Care Partnership strategic plans, policy and guidance with delegation where appropriate to wider school nursing or local integrated team.  To support the development of the Child’s Plan through GIRFEC Child’s Plan Meeting and where appropriate undertake the functions of the Lead Professional  To ensure that agreed standard of client care is maintained through evaluation of Child’s Plans and appraisal using advanced reasoning and negotiating skills.  The Post holder will be expected to analyse and interpret complex facts/policies and make professional judgements from these.  To achieve the effective management of a school nursing caseload including responding to urgent referrals and Requests for Assistance, prioritising work and balancing other client related and professional activities.  Responsible for the identification of child protection issues and participates fully in their effective management in accordance with national and local child protection guidelines and policies  Liaison with and provide effective communication channels with the multi-disciplinary/multi-agency workforce including third sector organisations.  To contribute as appropriate to programmes of parent education and information, targeting vulnerable families and priority health needs.  **3. TO SUPPORT & DEVELOP THE PERFORMANCE OF THE SCHOOL NURSING TEAM** **3.1 Role Model** Act as a role model, contributing to a supportive ethos to empower staff to contribute to the delivery of high quality person-centred care **3.2 Learning and Development** The post holder will be expected to supervise, teach, mentor, coach and support the school nursing team and pre-registration students.  Practitioners who hold a Specialist Community Public Health Nursing qualification on Part 3 of the NMC register with two years’ experience will act as facilitators for SCPHN - School Nursing students. In line with the NMC circular (2010) the School Nurse Facilitator will be supported by a recognised Practice Teacher on the same part of the register as the graduating student.  The School Nurse Facilitator and will be responsible for day to day student supervision and teaching, under the guidance of a recognised Practice Teacher/Supervisor.  Support the career pathway of individual team members by ensuring skill mix staff have Individual Performance Review and Personal Development Plans and they maintain an up to date knowledge of current clinical and professional issues and legalities  To co-ordinate and contribute to programmes, targeting vulnerable families and priority areas  Audit the quality of the clinical placement in partnership with Higher Education Institutions and implement any changes as required, working in collaboration with the Board’s Practice Education Facilitators.  Implement and evaluate a preceptorship programme for newly qualified nursing staff within their team.  **3.3 Managing the Practice Setting**  Provide direct support to the appropriate Senior Nurse/Service Manager in the management of the skill mix team by ensuring compliance by self and others with professional standards, legislation, national and organisational policies, supporting recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, and reported to the appropriate manager  **4. TO CONTRIBUTE TO THE DELIVERY OF THE ORGANISATION’S OBJECTIVES** **4.1 Networking** Network with peers across professional groups promoting the exchange of knowledge, skills and resources **4.2 Service Development** Work in partnership with a range of colleagues and agencies supporting planning or development of the school nursing service promoting the involvement of children/young people/families/communities **4.3 Political and Strategic Awareness** Develop and maintain an awareness of current developments in public health and child protection legislation, analysing current research and implementing changes in practice accordingly. | |
| 1. **SYSTEMS AND EQUIPMENT**   The School Nurse is expected to have the knowledge and skills necessary to use all equipment safely within school nursing service. Is responsible for ensuring that systems/policies/procedures are followed ensuring safe use, maintenance and storage of equipment in the area:   * Specialist and technical equipment * IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation | |
| **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 child, young person, 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 the school nursing / integrated team members. In addition he/she is accountable for the appropriate delegation of work to others providing care to clients/families within the caseload.  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 have regular supervision from the School Nursing Team leader Nursing in respect of guidance and professional management, work review and formal appraisal of performance.  Will have responsibility for their own caseload management and delegation, supervision and evaluation of work to the wider School Nursing team maintaining standards and quality of practice.  Will support the Children and Family Team Leader /Service Manager with any delegated line management of band 3 or 5 staff within the team.  Will deputise in the absence of the line manager taking responsibility for reporting to the Service Manager | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Continuous responsibility for supporting systems and standards of communication for routine, complex and potentially stressful matters with a wide range of health and social care workers, patients, families, carers other relevant departments/agencies using a wide range of media such as telephone, verbal, IT and written communications to overcome any difficulties in communication with people involved, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.  The role will involve an educational dimension with children, young people, families/carers and colleagues. The post holder will be required to receive and communicate highly complex and sensitive information on a daily basis and identify potential interpersonal conflict and manage this using motivational, persuasive and negotiating skills. This is a feature of the clinical or managerial/leadership dimension of their role.  To complete accurate and comprehensive reports when required by Social Services, or by the Children’s Panel and Education Department.  To participate, as appropriate, at meetings and case conferences, in order to contribute to the achievement of comprehensive, confidential and client centred case management e.g. Children’s Panel Hearing and Core Group meetings. | |
| **9.DEMANDS OF THE JOB ( Physical, Mental, Emotional)**   * Will be required to exhibit the appropriate degree of dexterity whilst working with Children and Young People in a variety of settings * Communicating complex and sometimes distressing/ sensitive information to clients/ carers whilst exhibiting empathy and reassurance. * Managing challenging/ aggressive behaviour in a sensitive and controlled manner as prescribed in local procedures. * Dealing sensitively with staff issues. * Expected to work within a changing environment which at times may be stressful. * Effectively assessing and prioritising a rapidly changing workload in an event driven environment. * Within the community setting will be required to work alone. * May be required to give evidence in court particularly in relation to Child * Protection proceedings. | |
| **10**. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** The post holder will possess:-  * First level registration * Specialist Community Public Health Nursing –School Nurse or Public Health Nurse Degree on 3rd part of the Nursing and Midwifery Council register * Evidence of ongoing post registration personal/ continuous professional development (CPD) * Evidence of CPD to include participation in essential CAMHS training and modules provided by Higher Educational Institutions to support implementation of nationally agreed refocused School Nursing role. * Current Driving Licence * Demonstrate knowledge and understanding of current Public Health Initiatives at national and local levels. * Knowledge of Getting it Right for every Child and the Children and Young Person (Scotland) Act 2014 * Knowledge of relevant Sign Guidelines/Best Practice Statements * Knowledge and understanding of current Child Protection National and Local Guidelines * Experience of working with children and young people | |
| **11.JOB DESCRIPTION AGREEMENT**  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

## PERSON SPECIFICATION

## JOB TITLE: SCHOOL NURSE - Band 6

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| **ESSENTIAL** | **DESIRABLE** |
| Qualifications  * Current NMC registration for RGN or RSCN (child branch) * SCPHN-SC/School Nurse * Currently on 3rd part of the NMC register * Current driving license | * Current mentorship registration |
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| Skills:- evidence of  * Excellent communication skills * Updating own existing skills and knowledge including e-KSF requirements relevant to the duties of the post * Able to work independently and on own initiative with ability to be adaptable and flexible * Working within a team * IM&T Skills | * Presentation skills * Teaching skills   (both to groups, families and  individuals)   * Ability to take the lead for areas of work within a team |
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| Experience and evidence of  * **Two** Years post registration experience * Community working experience * Supervising and teaching of nurses in training. * Developing and implementing creative/complex packages of care and care planning * Multi agency working, working in collaboration with other professionals across organisational boundaries * Experience of working with children and young people, adults, families, carers and communities | * Management Experience * TURAS Reviewer * Clinical Supervision |
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| Knowledge  * NMC Code of Conduct * All current National Policy drivers including, Refresh of Hall 4, Getting it Right for every Child (GIRFEC), Equally Well, etc. * Child Protection policy and procedures * Immunisation schedule * Health targets * SIGN guidelines * Implications of Revalidation * Setting standards of care for aspects of service provision | * Health & Safety legislation for patients and staff * Risk assessment/Datix |
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| Personal Characteristics Stress tolerant  Participative  Assertive  Professional in appearance and manner |  |