

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Nursery Nurse
(Oban Lorn and Isles, Mid Argyll, Kintyre & Islay, Bute and Cowal, Helensburgh and Lochside)

Responsible to: Children and Families Health Team Leader

Department: Children's Services

CHP, Directorate or Corporate Department: Argyll and Bute CHP

Job Code: ARGLGENNURSCFHT05

No of Job Holders:

Effective date of this job description: December 2013

2. JOB PURPOSE

To contribute to the work of the children and families health team by providing Nursery Nurse support on child development, responding to individual and family needs in a variety of settings.

To meet the physical, social and developmental health needs of children and their families as identified by individual family health plans.

To facilitate and empower individuals, families and communities to engage in healthy lifestyles through Health Promotion and engaging in anticipatory and supportive care working in line with the Public Health Agenda:

1. Support Health Visitors/ School Nurse in Health Promotion of local communities.
2. Stimulate the awareness of Health Needs.
3. Facilitate Health Enhancing Activity.

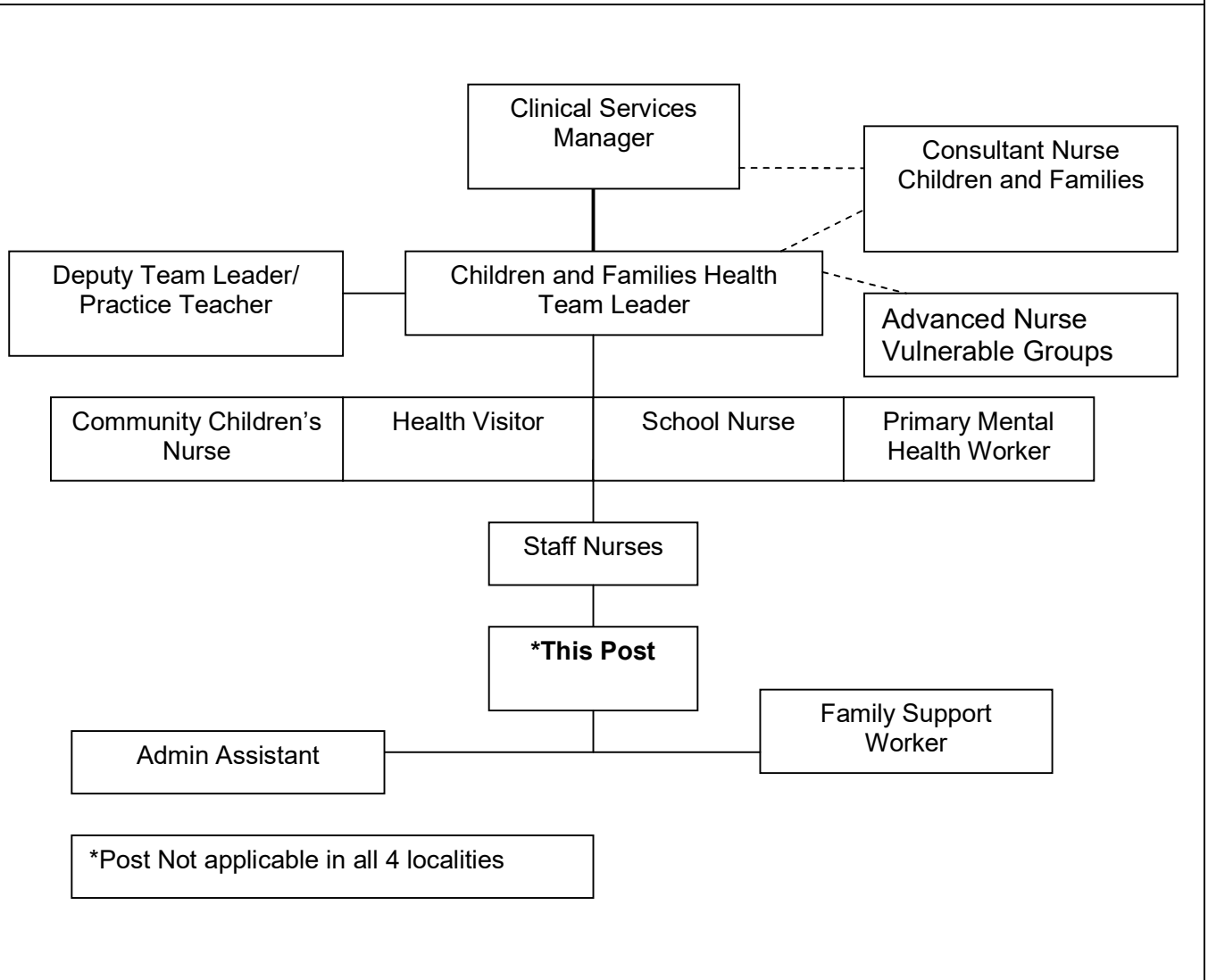
3. DIMENSIONS

Based within Argyll and Bute as part of the Children and Families Health team you will be required to work flexibly in a variety of settings to meet the needs of the local population.

To provide nursery nurse care in accordance with NHS policies and guidelines, under the guidance of Children and Families Health team post holders.

This NHS post will work collaboratively with a Local Authority colleague to provide support to families as part of the Children and Families Health team.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The overall purpose of Children and Families Health team is to contribute to the improvement of the physical, mental, emotional and social health and wellbeing of individuals, groups and populations, preventing disease and reducing inequalities in health through the application of the four principles of health Visiting/School Nursing i.e. identifying health needs, raising awareness of health and social wellbeing, influencing the broader context that affects health and social wellbeing, enabling and empowering people to improve their own health.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

1. Undertake delegated duties as requested by senior members of Children and Families Health team
2. To assist Health Visitors in child and family assessment processes, but not the initial assessment
3. To assist Health Visitors at Child Health/Screening clinics
4. To have a sound knowledge of child development and to be able to respond to differing individual and family needs
5. To observe children accurately and use these observations to plan appropriate learning/play experiences in consultation with parents carers and the named health visitor
6. To encourage children's holistic development and stimulate parents awareness, through health education and advice
7. To be aware of safety factors at all times
8. To be responsible for groups of children in controlled environments under the supervision of the Health Visitor and taking account of Health & Safety factors
9. To recognise the value of the parents role in the child's life and to work in partnership with parents to achieve the objectives
10. To have a working knowledge of the child protection guidelines and report any concerns on child issues to the appropriate Health Visitor. May be required to contribute at case conference
11. Promote child and maternal nutrition best practice (e.g. breast-feeding, child healthy weight)
12. To understand the role of different members of the Primary Health Care Team and communicate client concerns
13. To have the ability to sustain work/client relationships within clear professional boundaries.
14. To maintain basic records under the direction and supervision of the Health Visitor
15. To take active role in the delivery of parenting courses
16. To work in partnership with children and their families empowering them to use the available services and act as advocate where appropriate

7 EQUIPMENT AND MACHINERY

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| <ul style="list-style-type: none">• Weighing scales• Height/length measurement equipment• Child development assessment equipment• Child growth and development charts• Toys/play equipment• Vaccination apparatus – cold chain equipment, needles, syringes | <ul style="list-style-type: none">• Health promotion resources (books, leaflets, videos, posters, DVDs, TV)• Computer• Shredder• Fax Machine/Answering Machine• Photocopier• IT equipment |
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8. SYSTEMS

1. Maintain patient records in accordance with NMC guidelines and NHS Highland standards.
2. Responsible for own record keeping
3. Follow all professional policies, procedures and guidelines
4. Responsible for efficient use of resources and stock control, ordering stores and supplies.
5. Undertake Personal Development Planning and e-KSF in accordance with NHS Highland policy.
6. Participate in Clinical Supervision
7. Responsible for student assessments.
8. Risk assessments.
9. Maintain accurate and up to date clinical records complying with the requirements for patient confidentiality.
10. Use data gathered through child health screening and surveillance (CHSS) to target identified need.

9. ASSIGNMENT AND REVIEW OF WORK

1. Accountable for own professional actions and decisions based on child, family and environmental assessment with the ability to recognise more complex cases requiring senior level decision making to ensure appropriate interventions for the child and family
2. Ability to prioritise workload to meet the changing needs of the caseload population alongside the wider community and Public Health demands
3. Professional development is reviewed via PDP process
4. Accountable for his/her own actions without direct supervision and for the care provided by unqualified staff

10. DECISIONS AND JUDGEMENTS

1. Makes autonomous decisions supported and mentored by the qualified Health Visitors and School Nurses in the team taking account of the employer's policies and procedures.
2. Makes autonomous clinical decisions in planning and prioritising client care and appropriate delegation to members of the wider skill mix team while holding overall responsibility.
3. Recognises own limitations in the provision of care and urgency of client needs referring to other health care professionals and multi agency teams accordingly.
4. Makes decisions concerning the reporting of child protection issues as per the Local and National Child Protection Guidelines
5. Interpreting observations of children's behaviour and using information to plan learning/play experiences

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Management of change in both service delivery and individual practice
2. Ongoing involvement with children and families who require significant challenging support, in particular with increased vulnerability and child protection.
3. Negotiating packages of care with other disciplines/agencies who work within different cultures, response times and budgetary constraints.
4. Managing unrealistic expectations of clients and their families, including non compliance of the planned episode of care
5. Supporting the team covering sickness, annual leave and vacancies

12. COMMUNICATIONS AND RELATIONSHIPS

- Establish and maintain professional relationships with Children and Families Health team colleagues, and wider health / social care / voluntary service networks to provide a planned co-ordinated, seamless service for children and their families.
- Early identification of potential and actual additional health needs discussing available options and perspectives of choice with clients, families and other health and partner agency professionals.
- Observe confidentiality in accordance with NMC and NHS Highland policies paying particular focus on the data sharing partnership

13. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

1. Daily driving through urban/rural areas and in all weather conditions
2. Weighing and measuring of infants
3. Carrying heavy and bulky equipment such as weighing scales and height measures
4. Constant kneeling and bending
5. keyboard skills and VDU exposure
6. Exposure to pets
7. Exposure to body fluids
8. Exposure to passive smoking

Mental

1. Concentration, decision making and organisational skills to cope with competing demands, (dynamic changes in client situations, unpredictable nature of client needs, contacts from within and out with the organisation – managers, other departments, other agencies) daily.
2. Daily lone working in the community requiring self-reliance to continually assess risk to self, team and clients.
3. Recognising the changing need for clients and making rapid decisions to provide appropriate case management - frequency.
4. Negotiation skills to co-ordinate complex care plans and/or child's plans with a wide range of people and agencies with varying degrees of frequency.
5. Daily and continuous concentration to assess and provide client care and manage a caseload with frequent interruptions either in person or by telephone.
6. Concentration to drive in a busy urban/remote and rural environment visiting clients homes to deliver care – daily.
7. Prioritise workload in response to increasing demands

Emotional

1. Emotional demand in relation to family and human dynamics, dealing with other health professionals and partner agencies, clients and their families in crises such as associated problems with new born children or developmental issues.
2. Emotional demand while working with particularly complex or distressing cases over long periods of time (years) such as child abuse, domestic violence or infant death.
3. Emotional demands related to managing and implementing change, organisational, policy and practice - ongoing.
4. Emotional demands of involvement in families who are challenging in their behaviour.
5. Exposure to verbal or physical aggression especially when lone working

14. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

1. SVQ3 in Health & Social Care, NNEB or HNC in Childcare
2. Minimum of 2 years experience in a childcare setting
3. Sound knowledge of child development
4. Good level of literacy & numeracy
5. Must be able to work with children
6. Ability & willingness to undertake further formal study
7. Comprehension of GIRFEC
8. Knowledge of, and ability to interpret and apply all relevant NHS Highland and professional policies, procedures and guidelines
9. Ability to work on own initiative
10. Ability to work to challenging deadlines
11. Ability to work as part of a team
12. Active problem solving skills
13. IT skills – e-mail, basic word processing, ability to search inter and intranet
14. Good level of physical health and stamina, large and fine motor fitness and dexterity
15. Car driver

15. 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: