



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Community Staff Nurse- 0-19 team	<b>Role Profile Number:</b> PCDN61
<b>Grade:</b> Band 5	<b>Date Prepared:</b> November 2019
<b>Directorate/Group:</b> Children, Young People and Families Early Support	<b>Reporting to:</b> Team Leads
<b>Structure Chart attached:</b>	No

### Job Purpose

- To deliver a comprehensive and needs led 0-19 public health nursing service.
- To work in collaboration with other health care and service providers to facilitate seamless delivery of services for 0-19 age population.
- To contribute to the delivery of Early Help assessments and plans.
- To work with families, children and young people to reduce the impact health inequalities.
- To work in collaboration with other health care and service providers to safeguard children and young people.

### Key Accountabilities

#### **To be undertaken under the supervision of a Specialist Community Public Health Nurse (SCPHN)**

- To work with children, young people and their parents/ carers to complete assessment and referral processes as required.
- To plan and organise activities and interventions related to the 0-19 'core offer' for children young people and families.
- To plan and organise additional, targeted support for children, young people and families as appropriate.
- To plan, organise and adjust the delivery of individual needs led care packages in partnership with other relevant agencies.
- To plan and organise home visits as appropriate as a lone worker or in conjunction with other professionals.
- To plan and organise services in response to local and national directives.
- To maintain contemporaneous client records as per NMC guidelines and service standards.
- To act as an advocate for identified children and young people to facilitate access to, and understanding of appropriate services.

- To prepare for, attend and participate in multi-agency meetings.
- To be responsible for supporting and implementing team around the child (TAC), child protection and child in need plans as appropriate.
- To undertake Children Looked After Health Reviews.
- To undertake family 'needs assessments'.
- To undertake developmental assessments.
- To undertake 'Blood Spot' screening as required.
- To facilitate the agreement and review of individual health care plans with pupils, carers, school staff and allied health professionals.
- To organise and deliver school staff medical needs training as required.

### **Supplementary Accountabilities**

- To have a good working knowledge of 'the Healthy Child Programme 0-19' contacts.
- To work within a multi-agency forum acting as the named Lead Professional for children, young people and families as appropriate.
- To be responsible for accessing clinical and safeguarding supervision as per Swindon Borough Council policies.
- To participate in the staff process, maintaining records of personal development and training.
- To complete all annual mandatory staff training as per SBC guidelines.
- To work within the Swindon 'values' and priorities.

### **Qualifications**

- Registered nurse.
- Current registration with NMC.

### **Knowledge & Experience**

- Current registration with NMC with no restrictions in working practice.
- Registered Nurse 1<sup>st</sup> or 2<sup>nd</sup> level registration.
- Evidence of continuing post-registration education and training.
- Evidence of recent nursing experience.
- Experience of organising and managing own workload.
- Experience of assessing, planning, writing and delivering plans of care.
- Experience of working with children, young people and families.
- Experience and a working knowledge of Microsoft Word, Outlook and Excel computer programmes.
- Full driving license and car for work use.

## Decision Making

- To be responsible for managing and prioritising work.
- To have the ability to analyse and evaluate conflicting opinions and communicate relevant information to parents and other professionals.
- To be responsible for the appropriate identification, assessment, referral and management of safeguarding concerns, working with children, young people and their families in accordance with South West Child Protection Procedures.
- To address and minimise clinical and non-clinical risk in the work environment undertaking risk assessment as required.
- To be responsible for identifying own professional needs and accessing appropriate training through the supervision and appraisal process.

## Creativity and Innovation

- To deliver relevant evidence based health education advice in a group or individual basis.
- To have the capacity to develop new skills, showing integration of theoretical knowledge into clinical practice.
- To take an active role in clinical audit and research as required.
- To implement Swindon Borough Council Policies within area of work, with a responsibility to propose changes or developments as appropriate.
- To be adaptable and flexible as the role develops in line with client needs.

<u>Job Scope</u>	<b>Budget Holder</b>	No
	<b>Asset Responsibility</b>	Laptop / Mobile Phone

## Contacts and Relationships

- To be able to build meaningful professional relationships with children, young people and their families.
- To work under the management and supervision of the SCPHN.
- To develop links with professional colleagues in all relevant services.
- To be able to communicate and respond to the needs with people from a wide range of social, economic cultural backgrounds.

### **Job Specific Competencies**

- To be flexible with working hours, some evening work may be required.
- Work in accordance with Nursing and Midwifery Council (NMC) Code of Professional Conduct, service standards and organisational policies.
- The post will need to be able to transport and carry equipment essential to this role within the Borough.
- The post is likely to include frequent exposure to potentially distressing emotional and challenging situations, specifically with respect to safeguarding/ child protection concerns.
- The post will include home visiting and lone working which may include exposure to people under the influence of drugs or alcohol. Visiting homes where there may be aggressive animals, illicit substances, exposure to secondary smoking and / or poor home conditions.
- The post will require frequent periods of concentration particularly when assessing child needs and/ or writing reports.

### **Other Key Features of the role**

- Staff must work in accordance with the South West Child Protection procedures and Child Protection/Safeguarding Policy and understand their role within that Policy.
- This post is subject to an enhanced DBS disclosure which will be carried out if your application is successful.

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	

**For Recruitment & Selection Process Only**

**Person Specification**

Please list the criteria below in accordance with those shown on the Job Description

For the Post of: Community Public Health Nurse for Schools			
No.	Criteria	Minimum/ Preferred	Method of Assessment
		M = Minimum P= Preferred	<i>I = Interview</i> AF = App Form T = Test P= Presentation
1	<p><b>Knowledge &amp; Experience: (Including Qualifications) Current registration with NMC</b></p> <p><b>Registered Nurse 1<sup>st</sup> or 2<sup>nd</sup> level registration</b></p> <p><b>Evidence of continuing post-registration education and training</b></p> <p><b>Evidence of recent nursing experience</b></p> <p>Experience of organising and managing own workload</p> <p>Experience of assessing, planning, writing and delivering plans of care</p> <p>Experience of working with children and/or young people</p> <p>Experience and a working knowledge of Microsoft Word, Outlook and Excel computer programmes</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>P</p> <p>P</p> <p>M</p> <p>M</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

2	<p><b>Decision Making:</b> Managing and prioritising work within a defined caseload.</p> <p>Ability to analyse and evaluate conflicting opinions and communicate relevant information to parents and other professionals.</p> <p>Identification, assessment, referral and management of safeguarding concerns, working with children, young people and their families in accordance with South West Child Protection Procedures.</p> <p>Identification of own professional needs and accessing appropriate training through the supervision and appraisal process</p>	<p>P</p> <p>P</p> <p>P</p> <p>M</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
3	<p><b>Contacts and Relationships:</b> Communication skills to work positively with children &amp; young people.</p> <p>Ability to work in a multi-disciplinary team.</p> <p>Ability to deliver health services within and educational setting</p>	<p>P</p> <p>M</p> <p>M</p>	<p>I / P</p> <p>I / P</p> <p>I / P</p>
4	<p><b>Creativity and Innovation:</b> Ability to represent the school nursing service in a multi-disciplinary team at operational level, sharing relevant information with the aim of improving the health of children and young people.</p> <p>Deliver relevant evidence based health education advice in a group or individual basis.</p> <p>Role in clinical audit and research as required by Swindon Borough Council and the School Nursing Service.</p> <p>Delivery of 'Traded Services' within school settings.</p> <p>Professional adaptability for role development in line with client needs.</p>	<p>P</p> <p>M</p> <p>P</p> <p>M</p> <p>M</p>	<p>I</p> <p>I</p> <p>I</p> <p>AF / I / P</p> <p>AF / I / P</p>

5	<b>Other Requirements:</b> Ability to travel and work across various settings within Swindon.	M	AF
	Ability to be creative to engage with challenging young people and their families.	M	AF / I

**Note to candidates**

**When completing your application form, please give examples to show how your skills, abilities, achievements and experience demonstrate that you meet each of the criteria in the person specification above which are shown as being assessed from the Application form (i.e. those marked as AF).**