



## Job Description

<b>Job Title:</b> Specialist Community Public Health Nurse for School Nursing	<b>Grade/ Level:</b> Equivalent Band 6	<b>Post Number:</b> SBC_12006
<b>Directorate:</b> Childrens	<b>Job Family:</b> 0-19 Public Health Nursing	<b>Date Prepared:</b> 10.05.2023

**Role reports to (Job Title):** School Nurse Team Leader

### Job Purpose:

To promote the health and well being of children and young people, aged 0 – 19 years, contributing to the achievement of five 'Every Child Matters' outcomes.

To support with the delivery of universal and specialist school nursing services in partnership with allied professionals.

To develop a defined area of school nurse practice acting as a 'specialist lead' within the school nurse team.

### Key Accountabilities:

- To work with children, young people and their parents / carers to complete assessment and referral processes as required. (Including Early Help assessment and South West Child Protection Procedures.)
- To plan and organise core offer school nursing services for children and young people.
- To plan and organise additional, targeted support for children and young people as appropriate.
- To plan and organise senior school nurse clinics offering time limited support interventions, sexual health, emotional health and healthy lifestyle advice and support.
- 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 for example mass immunisation, sexual health and obesity.
- To facilitate the agreement and review of individual health care plans with pupils, carers, school staff and allied health professionals, advising, organising and delivering annual school staff medical needs training as required.
- 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 be responsible for identifying and assessing health needs for children and young people.
- To be responsible for accessing or delivering appropriate services to children, young people and their families.
- To be responsible for attending safeguarding meetings including child in need or child protection meetings, contributing through written and verbal reports as per school nursing standards.

- To be responsible for supporting and implementing Team around the Family (TAF), child protection and child in need plans as appropriate.
- To work with children, young people and their carers, acting as the 'Lead Professional' when appropriate.

**Supplementary Accountabilities:**

- To work within a multi-agency forum acting as the named Lead Professional for clients as appropriate.
- To be responsible for accessing clinical and child protection supervision as per Swindon Borough Council policies.
- To be responsible for acting as a mentor for new staff and/ or student nurses providing an appropriate learning placement.
- To participate in the staff appraisal process, maintaining records of personal development and training.

Job Scope: Managing a defined caseload.

Budget: None.

Assets: Mobile Phone & Laptop.

**Knowledge and Experience:**

- Current registration with NMC (Essential)
- Registered Nurse 1<sup>st</sup> or 2<sup>nd</sup> level registration (Essential)
- Specialist Community Public Health Nurse (schools) registration (Essential)
- To have the ability to translate complex information into an appropriate format that may be understood by individual clients.
- To have the ability to negotiate with and motivate children, young people and their families to engage with appropriate services.
- You will need to have extensive experience of working with young people in a variety of settings.
- Excellent communication skills required for written, verbal and electronic communication.
- To be computer literate with good keyboard skills.
- To have the ability to work to the time scales agreed for allocated tasks and duties.
- To be responsible for identifying own professional needs and accessing appropriate training through the supervision and appraisal process.

**Decision Making:**

- To be responsible for managing defined caseload.
- 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

**Contacts and Relationships:**

- To work under the management of the School Nurse Locality Team Leader with responsibility for managing delivery of core and targeted school nursing services in Swindon.
- To develop communication links with professional colleagues in all relevant departments.

- To work in partnership with other agencies to assess and support the health needs of children in the care of the Local Authority (CLA.)
- To develop communication links with children, young people and their families.

**Creativity and Innovation:**

- To develop a defined specialist lead role within the school nursing service and integrated locality teams, working to inform and develop new practices and policies to improve the health outcomes for young people.
- To act as an information resource within specialist role for school nurse team. To collect and analyse data from families and schools to compile caseload health profile that may be used to target service delivery.
- To implement relevant evidence based health education advice on a group or individual basis.
- To take an active role in clinical audit and research as required by Swindon Borough Council.
- To implement School Nurse Standard Operating procedures and Swindon Borough Council Policies within area of work, with a responsibility to propose changes or developments as appropriate.

**Job Specific Competencies:**

- To be flexible with working hours.
- Work in accordance with Nursing and Midwifery Council (NMC) Code of Professional Conduct, service standards and organisational policies.
- To be able to travel to a variety of settings within Swindon as required.
- 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 protections concerns.
- The post will require frequent periods of concentration particularly when assessing clients' and/ or writing reports.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

In accordance with the provisions of the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Safeguarding - Children & Vulnerable Adults

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

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.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date:

**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 = Interview AF = App Form T = Test P= Presentation
1	<p>Knowledge &amp; Experience: (Including Qualifications)</p> <p>Current registration with NMC</p> <p>Registered Nurse 1<sup>st</sup> or 2<sup>nd</sup> level registration</p> <p>Recognised postgraduate qualification for teaching and assessing.</p> <p>Evidence of continual professional development (portfolio)</p> <p>Completion of first level post graduate training in immunisations, child protection, anaphylaxis and basic life support mandatory for this post, or requirement to complete immediately in post.</p> <p>Evidence of specialist training and / or short course for example, emotional health and wellbeing, specific medical conditions; smoking cessation, parenting and sexual health (This list is not exhaustive)</p> <p>A minimum of two years experience, working with children and young people.</p> <p>Good knowledge of relevant Microsoft packages.</p>	<p>M</p> <p>M</p> <p>P</p> <p>M</p> <p>P</p> <p>M</p> <p>M</p> <p>P</p>	<p>AF</p> <p>AF</p> <p>AF</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF &amp; I</p> <p>AF</p>

2	Decision Making:		
	Experience of working with child protection procedures, attending case conferences contributing through written and verbal reports and supporting child protection plans.	P	I
	Evidence of managing a defined caseload within the community setting, and / or evidence of working consistently to a higher level.	P	AF, I
	Ability to work within complex family situations analysing information received.	M	AF,I
3	Contacts and Relationships:		
	Ability to train other team members in areas of practise development relevant to the Specialist Lead role	P	I
	Communication skills for health education with young people.	M	I
	Ability to work in a team.	M	I
4	Creativity and Innovation:		
	Evidence of a special interest in aspects of school nursing practice	P	I
	Ability to develop specialist lead role within an area of school nursing practise i.e. obesity, smoking cessation; immunisation; sexual health, drugs and alcohol misuse; infection control; special needs etc. The specialist lead role is designed to support the team and improve the quality of the School Nursing Service delivered to service users.	P	I
	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	I
	An ability to audit areas of practise development.	P	I
5	Other Requirements:		
	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	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).