

NHS Lothian
Post: School Staff Nurse (Band 5)
PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes Committed to the development and maintenance of good relationships with colleagues from a range of different agencies, children, young people and their families and the community Motivated to work in the speciality and flexible and adaptable	Demonstrates an interest in contributing to the development of the service. Motivated and committed to further develop skills and knowledge. Good time management skills	A, I, R / A, I, R A, I, R A, I, R A, I, R A, I, R
Qualifications and Training	1 st Level Registered Nurse	Evidence of recent continuing professional development	C / C A, I
Experience and Knowledge	Experience of working with children, young people and families Experience in a mentoring role Evidence of working in a variety of different settings Demonstrates use of evidence based practice Willingness to undertake mentorship course, if not already completed Have an awareness of NHS Lothian policies and procedures	Experience of supporting education staff with GIRFEC responsibilities Experience of working in a community setting Evidence of completing mentorship course Knowledge and understanding of wide range of community based services including Primary Care, Health & Social Care, education, CAMHs Knowledge of recent government strategies – national and local Experience and knowledge relevant to the school nursing team e.g. working	A, I / A, I, R A, I, R / A, I C A, I, R I I A, I A, I I A, I

		with children or young people Understanding of relevant school nursing policies	I
Skills and/or Abilities	Be able to work independently or as part of a team and use initiative Ability to organise and plan delegated workload appropriately Demonstrate effective decision making skills and an understanding of Clinical Governance Competent in the use of various IT systems used in the clinical setting	Appropriate delegation of work and supervision of more junior staff Range of skills including immunisations and knowledge of child protection	A, I, R / A, I, R I / C A, I, R
Specific Job Requirements	Able to travel throughout Lothian - post holder may be required to work flexibly across several different sites around Lothian	Previous experience of lone working Car driver with current driving licence	C / A I R

Key – how assessed	
A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References

JOB DESCRIPTION

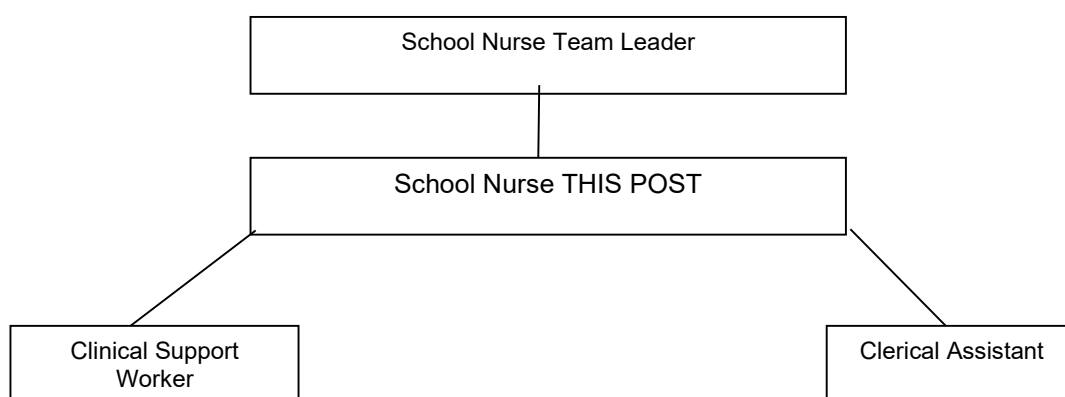
1. JOB IDENTIFICATION	
Job Title:	School Nurse (Band 5)
Responsible to (insert job title):	School Nurse Team Leader
Department(s):	Community Children's Services
Directorate:	Women & Children's
Operating Division:	NHS Lothian
Job Reference:	L-GEN-CN-CS-SN
No of Job Holders:	
2. JOB PURPOSE	
The postholder will be responsible for the provision of healthcare to school age children including health assessment, screening, immunisations and health education and promotion to support achievement of the national and local health improvement agenda.	
3. DIMENSIONS	

The population and demographic indicators are based on four areas (North West, North East, South West & South East) of the City of Edinburgh. Each area covers all mainstream secondary schools, primary schools and special schools. There is an expectation that cover is provided for all neighbouring schools on a regular basis and across the city as necessary.

The postholder will work within a designated skill mix team line managed by the team leader. There is no maximum caseload size and referrals to the service are accepted through an open referral system. Communication will involve a wide range of client groups and professionals including multi-agency teams, primary care teams, statutory and non statutory services, education and child health.

The postholder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The main functions and objectives of the School Nursing team are :

- Identifying the health care needs of the local population in partnership with colleagues in Health, Education and partner agencies, and involving children and young people, parents / carers and the community in general.
- Promoting School Nursing Services to meet the health needs of school age children population and service needs, in line with local and national strategies and priorities.
- Delivering a robust Clinical Governance framework across all services.

6. KEY RESULT AREAS

1. Managing a delegated caseload, including to undertake health assessment, screening, refer where appropriate, immunisations and health education and promotion to support achievement of the national and local health improvement agenda.
2. To deliver immunisation programmes in accordance with PGDs (Patient Group Directives).
3. To contribute to a whole school and community approach to health improvement and promotion addressing the determinants of health, promoting the participation of children and young people and the community.

4. To comply with policies, procedures, standards and guidelines relating to child protection, reporting and concerns in order to protect and safeguard the school age population.
5. To develop a knowledge of local services, resources and personal contacts through working with a defined school population working with statutory and voluntary agencies to enable informed decisions to be made.
6. As delegated by the team leader, lead, co-ordinate and promote the development of specific services in line with identified health needs e.g. health drop-ins, enuresis clinics.
7. To assist the team leader in the recruitment and development of staff. This will be by ensuring they are appropriately prepared and supported in the performance of their duties and participating in the development and delivery of on going training programmes and supervision and mentorship.
8. To act as a mentor to students and other learners and participate in the orientation and development of team members.
9. To deliver awareness raising sessions to education staff around specific health conditions.
10. To maintain standards of care, working within defined NHS Lothian policies, procedures and standards eg Framework for School Nursing and other relevant policy documents.
11. To participate in clinical audit and research as required.
12. To have an overall awareness of potential risks within the community setting assessing these at all times to ensure the health and safety of school age children and staff and compliance with related legislation and guidelines.
13. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

7a. EQUIPMENT AND MACHINERY

Responsible for the safe use, transportation and storage of all diagnostic and treatment equipment relevant to the post i.e.

- Measuring equipment e.g. weighing scale and height measure
- Immunisation equipment
- Laptop / PC
- Mobile
- Health promotion resources

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

Note: New equipment may be introduced as the organisation and technology develops, however training will be provided.

7b. SYSTEMS

<p>The following are examples of systems which may be used when undertaking the role</p> <ul style="list-style-type: none"> • To maintain accurate and up to date clinical records e.g. Child Health Records (CHR) complying with the requirements for children and young people's confidentiality and provide data for core surveillance • To be responsible for recording all activity/contact on local systems • To update and maintain a range of information databases • To be proficient in the use of IT systems - internet/intranet including use of email • Risk assessments • Patient Group Directions <p>Note: New systems may be introduced as the organisation and technology develops, however training will be provided.</p>
<p>8. ASSIGNMENT AND REVIEW OF WORK</p>
<p>Workload will be generated by an analysis of the needs of the school population with whom the School Nurse Team Leader and School Nurse is working. This will be in partnership with health, education and partner agencies.</p> <p>The post holder will be expected to prioritise their own workload on a daily basis.</p> <p>An annual appraisal will be provided by the School Nurse Team Leader.</p> <p>Review of specific areas of work, such as child protection, will be provided by specialist advisers. The responsibility for accessing this will lie with the individual practitioner.</p>
<p>9. DECISIONS AND JUDGEMENTS</p>
<p>Delegated responsibility for designated caseload. Make decisions regarding assessing and interpreting health need and responding appropriately in accordance with locally identified needs, priorities and local and national policies.</p> <p>Contribute to decision making in conjunction with other professionals re the referral, support and management of children, young people and families where there are child protection concerns.</p> <p>Make decisions in conjunction with children, young people and their carers regarding the appropriate packages of care to enable the child / young person to be able to participate as fully as possible in the curriculum and other school activities.</p> <p>To prioritise, assess and deliver services within available resources and manage delegated caseload including appropriate delegation of work to other members of the team.</p>
<p>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</p>
<p>Protection of children, young people and vulnerable adults which could involve court appearances, multi agency meetings / forums (e.g. case conference, core group meeting) working with families identified as vulnerable/child protection issues.</p> <p>Risk assessment of situations, lone working and personal safety.</p> <p>Managing the competing demands in a continually changing environment.</p>
<p>11. COMMUNICATIONS AND RELATIONSHIPS</p>

<p>Communicate verbally and in writing to members of the multidisciplinary team - members of Health and Social Care Teams with the ability to express professional views within group settings.</p> <p>In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:</p> <ul style="list-style-type: none"> • The family, carers and the multidisciplinary team involved in the provision of care • Other members of the School Nursing Team regarding allocation of work, workload issues • Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues
<p>12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</p> <p>Physical Skills:</p> <ul style="list-style-type: none"> • Keyboard skills • Manual dexterity and accuracy required for undertaking immunisations <p>Physical Demands:</p> <ul style="list-style-type: none"> • Kneeling and bending • Carrying equipment and children/young people's records • Climbing stairs <p>Mental Demands:</p> <ul style="list-style-type: none"> • Concentration required during the assessment of children and young people, mass immunisation sessions, information sharing, case conferences, core groups, local forums • Addressing staff/cluster needs and requirements • To respond to a range of complex and demanding situations and to be able to act expediently and appropriately when responding to crisis situations where there is a concern about the well-being or safety of a child or young person • Ability to adapt to complex clinical situations when they arise, often without immediate medical support <p>Emotional Demands:</p> <ul style="list-style-type: none"> • Communicating with distressed / anxious / worried / angry children and young people, teachers, parents and carers on a regular basis in relation to for example bereavement (occasionally), child abuse / vulnerability concerns (regularly), domestic violence, family breakdown, mental health issues • Managing conflict between children, parents/carers • Motivating others • Moral dilemmas associated with mental/sexual health issues • Team issues and staff support - frequently <p>Working Conditions:</p> <ul style="list-style-type: none"> • School environments • Road traffic conditions daily • Inclement weather • Verbal aggression – monthly • Management of aggression from children, parents/carers (very occasionally) • Personal safety, lone working on a daily basis
<p>13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB</p> <p>Registered Nurse/Midwife.</p> <p>Team-working skills and the ability to work using own initiative.</p>

Effective communication and time management skills.

14. 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: