

## JOB DESCRIPTION

### 1. JOB IDENTIFICATION

Job Title:	Community Staff Nurse (School Nursing)
Responsible to :	School Nurse (band 6)
Department(s):	Community
Directorate:	Primary Care
Operating Division:	NHS Lothian
Job Reference	<b>L-GEN-CN-CSNSN</b>
No of Job Holders:	
Last Update:	September 2010

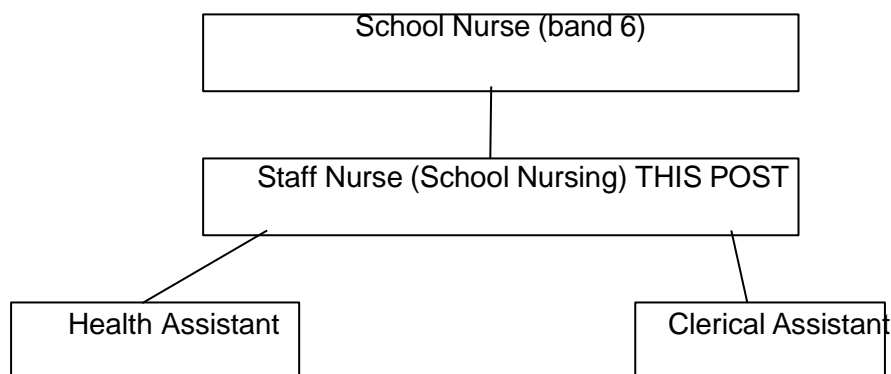
### 2. JOB PURPOSE

The community staff nurse (school nursing) contributes to the implementation of the Public Health programmes as a member of the school nursing team with a focus on the health needs of school age children and young people. The service is targeted to address the national and local health improvement agenda with a focus on physical, mental and emotional health of school age children.

### 3. DIMENSIONS

- The population and demographic indicators of the area are shown on the attached sheet.
- Cover other neighbouring schools on a regular basis.
- There is no maximum caseload size. Accepts referrals through an open referral system.
- Liaise with a number of professionals/agencies both internal and external on a daily basis.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The main functions and objectives of the Public Health/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 Public Health 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.
- Supporting a robust Clinical Governance framework across all services.

#### 6. KEY RESULT AREAS

1. To contribute to a whole school and community approach to health improvement addressing the determinants of health, promoting the participation of children and young people and the community
2. To identify and address health needs of children and young people
3. To participate in the delivery of public health programmes and national screening programmes
4. To contribute to the care of any child or young person identified as being vulnerable
5. To comply with policies, procedures and guidelines relating to child protection, reporting any concerns in order to protect and safeguard the school age population
6. To develop a knowledge of local services, resources and personal contacts through working with a defined school population working with statutory and voluntary agencies
7. To manage workload across the corporate caseload or as per local arrangement
8. To be accountable for maintaining and acting within boundaries of NMC registration in line with local and national guidelines and policies
9. To participate in aspects of school nursing practice to ensure the service and NHS Lothian's

objectives are met

10. 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.
11. To act as a mentor to students and other learners and participate in the orientation and development of team members
12. To maintain standards of care, working within defined NHS Lothian policies, procedures and standards eg Framework for School Nursing and other relevant policy documents
13. To lead, co-ordinate and promote the development of specific services in line with identified health needs eg health drop ins, enuresis clinics etc as delegated by the team leader
14. To deliver immunisation programmes in accordance with PGDs (Patient Group Directives).
15. To deliver awareness raising sessions to education staff around specific health conditions
16. To participate in clinical audit and research as required

#### **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
- ☐ Logmar Vision Pack
- ☐ Computers
- ☐ Mobile
- ☐ Health promotion resources

#### **7b. SYSTEMS**

- ☐ To maintain accurate and up to date clinical records eg CHR and CHSP complying with the requirements for children and young people's confidentiality and provide data for core surveillance
- ☐ To be aware of and comply with all statutory policies and procedures of NHS Lothian and the NMC code of professional practice and to complete statistical/informational returns as required by NHS Lothian
- ☐ To be responsible for recording all activity/contact on local system.
- ☐ To update and maintain a range of information databases
- ☐ To be proficient in the use of IT systems - internet/intranet including use of email
- ☐ Diary
- ☐ Risk assessments
- ☐ Patient Group Directions

- ☐ SIRs
- ☐ TRAK
- ☐ SSA

## **8. ASSIGNMENT AND REVIEW OF WORK**

- ☐ The post holder is expected to co-ordinate the services in their area of responsibility within a highly devolved management structure. The post holder is accountable to the Team Manager and through the CH(C)P Chief Nurse to the Director of Nursing for the delivery of corporate objectives related to Public Health Nursing.
- ☐ Workload will be generated by an analysis of the needs of the school population with whom the Public Health Nurse/SN is working. This will be in partnership with health, education and partner agencies.
- ☐ The post holder will be expected to prioritise their own workload on a daily basis.
- ☐ An annual appraisal will be provided by the school nurse (band 6).
- ☐ 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.

## **9. DECISIONS AND JUDGEMENTS**

- In conjunction with school nurse, 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.
- 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
- 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
- Accountable for own professional actions in accordance with NMC guidelines
- To prioritise, assess and deliver services within available resources and manage caseload including appropriate delegation of work to other members of the team.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- 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
- Risk assessment of situations, lone working and personal safety
- Managing the competing demands placed on the service in a continually changing environment
- The emotional impact of working within a sometimes unpredictable and sometime

## 11. COMMUNICATIONS AND RELATIONSHIPS

- Good communication skills with children, young people, parents and carers
- Communicate verbally and in writing to members of the multi agency team - members of Primary Health Care Team; Education and Social Services; statutory and voluntary services, education; Child Health Services and Primary Health Care
- Ability to express professional views within group settings and support school child advocacy
- Develop appropriate professional relationships within social situations which can on occasions be difficult and demanding

In addition to contact with children, young people and their carers, other contact falls into the following main categories.

Internal:

- All Members of Primary Health Care Team
- LHP/CH(C)P, NHS Lothian staff; General Manager, HR, Finance, IT, Facilities, CPPD
- Other NHS Services and Boards
- Staff representatives

External:

Social Work, Education, Housing, Institutes of Higher Education, Police, Voluntary Agencies

Communication is regular, face to face, on the telephone or in written correspondence, formal (including formal reports for example relating to child protection situations) and informal. This can include intra-professional issues and highly sensitive issues such as child protection, child abuse, and mental and physical health issues.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

### **Physical Skills:**

Daily use of a keyboard

Manual dexterity for immunisations / keyboard skills

### **Physical Demands:**

Kneeling and bending

Carrying equipment

Standing for long periods when doing teaching Working

in cramped and restricted conditions Stairs

### **Mental Demands:**

Concentration required during the assessment of children and young people, mass immunisation sessions, information sharing, attending case conferences, addressing staff needs

and requirements.

Concentration required when working with vulnerable families, child protection work, i.e. and report writing

To respond to a range of highly complex and demanding situations and to be able to act expediently and appropriately when responding to crisis situations.

Having to negotiate solutions in complex situations

**Emotional Demands:**

Communicating with distressed/anxious/worried/angry children and young people, teachers, parents and carers

Bereavement Child

abuse Domestic

violence Family

breakdown

Mental health issues

Management of aggression from children, parents

Managing conflict between children and parents

Motivating others

Moral dilemmas associated with mental/sexual health issues

Team issues and staff support

**Working Conditions:**

School environments

Home environments – eg second hand smoke, pets, dirty or unhygienic houses Road traffic conditions

Inclement weather

Verbal aggression – monthly

Physical aggression – very occasionally

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- The post holder will be a first level Registered Nurse or Midwife
- A sound knowledge of NHS environment and current policies affecting the health of the population.
- Well developed communication and interpersonal skills, particularly influencing and negotiating skills.
- Ability to mentor others
- A respect for all individuals and communities without prejudice.
- General IT skills, including use of the computer to record and retrieve clinical information.
- Evidence of Continuing Professional Development and willingness to undertake training

specific to developing skills and competencies within the changing demands of school nurse practice. Attends mandatory/recommended training as required in NHS Lothian. Records same appropriately as evidence

- The ability to work flexibly as part of the team. Expectation that some evening/weekend work may need to be carried out.
- Trained, or willing to undertake training in Violence and Aggression and De-escalation and Breakaway Techniques

#### 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:

## PERSON SPECIFICATION

<b>Job Title:- Community Staff Nurse (School Nursing)</b>  <b>Directorate:-</b>		
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Training	<input type="checkbox"/> First level registered nurse <input type="checkbox"/> Evidence of recent continuing professional development	<input type="checkbox"/> Further qualifications/training relevant to public health nursing
Work/Voluntary Experience	<input type="checkbox"/> Experience of child protection work and work with vulnerable families	
Membership of professional bodies/ associations/ registrations	<input type="checkbox"/> Current NMC registration	
Key Personal Attributes / Characteristics	<input type="checkbox"/> Effective communication skills (written, verbal). <input type="checkbox"/> Excellent interpersonal skills <input type="checkbox"/> Excellent team worker <input type="checkbox"/> Ability to work independently. <input type="checkbox"/> Evidence of self management <input type="checkbox"/> Ability to work flexibly <input type="checkbox"/> Self motivated. <input type="checkbox"/> Effective organisation	



	skills. <input type="checkbox"/> Demonstrates leadership skills management of change. <input type="checkbox"/> IT literate/skills. <input type="checkbox"/> Proactive with ability to use own initiative and to problem solve	
Special Skills / Competence	<input type="checkbox"/> Experience of caseload management <input type="checkbox"/> Demonstrates knowledge of the public health agenda <input type="checkbox"/> Experience of Multi-agency working <input type="checkbox"/> Demonstrates evidence based practice	<input type="checkbox"/> Experience of community development approaches
Other	<input type="checkbox"/> No restrictions which would affect ability to carry out the duties of the post <input type="checkbox"/> Fully mobile across NHS Lothian <input type="checkbox"/> Full driving license	
<b>Date:</b> _____		