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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| JOB TITLE: Specialist Community Public Health Nurse – School Nurse | | | | | **POST NUMBER:** 1100EKC / 1100EJC / 1100EJM | | |
| **REPORTS TO:** | | | | | Healthy Child Service Manager | | |
| **DEPARTMENT:** Healthy Child Service | | | | | GRADE: 9 | | |
| **JE REF:** | | | 3806 B01075 | | PANEL DATE: | 09/05/2017 | |
| **1.** | **MAIN PURPOSE OF JOB**  The Specialist Community Public Health Nurse (SCPHN) - School Nurse, will work closely with the SCPHN – Health Visitors to lead the delivery of the 5-19 Healthy Child Service within the Local Area Team (LAT), under the leadership of the Healthy Child Service Manager, working collaboratively and with partner agencies to deliver a holistic service which promotes healthy living and provides advice and support about health issues for school aged children. The work of the service is based on proven public health evidence and will be directed by priorities identified through the local Joint Strategic Needs Assessment.  The post holder will be responsible for the efficient delivery of a universal core service and targeted interventions to children and young people with a focus on the school aged population. The post holder will be responsible for advising on school health policy and supporting schools to understand and implement health plans for children with specific medical needs, acting as a liaison with specialist paediatric and children’s community nursing services as required. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i | To be a visible, proactive leader of the 5-19 Healthy Child Programme across the City of York, working collaboratively with other agencies, particularly NHS colleagues, to maximize the contribution to public health improvements in the local community and improve health outcomes for school aged children and young people. | | | | | |
|  | ii | Demonstrate lead responsibility for a defined caseload, prioritising intervention based on complexity, representing autonomous decision making. Leading in the identification of health needs, to coordinate and develop individual health plans. Allocating appropriate work to other members of the team and supervising them throughout the completion of the piece of work. | | | | | |
|  | iii | Utilise evidence based practice to promote holistic care of children and young people aged 5-19 years, by assessing, implementing and evaluating planned programmes of care to deliver the best health outcomes. | | | | | |
|  | iv | Working as an autonomous practitioner to undertake health assessments and ensure that the health needs of any child or young person are recognised and evidence based care is delivered. Making best use of skill mix within the wider team to ensure appropriate allocation and delegation of work, whilst maintaining overall caseload management. | | | | | |
|  | v | To be proactive in identifying and assessing the health needs of the defined school age population, being aware of the demographic and epidemiological trends and being accountable for assessments and care planning to meeting health needs of these children and young people. | | | | | |
|  | vi | To contribute to the planning and implementation of health promotion programmes in education settings in response to priorities identified in the Joint Strategic Needs Assessment, making referrals as appropriate. Working in partnership with service users to ensure they feel respected and empowered to make decisions about their health and wellbeing. | | | | | |
|  | vii | To support schools through providing advice on school health policy and providing a point of contact with children and families and other health professionals to support the implementation of health plans for children with specific medical needs. To support children, young people and their families in complex and/or conflicting family situations and take responsibility for offering appropriate interventions. This will require critical analysis of family relationships and situations and the ability to prioritise in highly complex situations. | | | | | |
|  | viii | To identify vulnerable children and young people and promote their welfare. Participating in multi-agency safeguarding procedures as appropriate to ensure children, young people and their families obtain appropriate help and support. | | | | | |
|  | ix | To take an active part in clinical supervision as part of a team based peer supervision process, ensuring that reflection on practice is regularly undertaken and learning is effective for ongoing practice. To facilitate individual peer safeguarding supervision under the leadership of the Lead Nurse for Safeguarding. | | | | | |
|  | x | The post holder must maintain the confidentiality of information about patients, staff and CYC business in accordance with the Data Protection Act 1998 and Caldicott principles. | | | | | |
|  | xi | The post holder must comply with The (NMC) Code: Professional standards of practice and behaviour for nurses and midwives, and revalidation. | | | | | |
|  | xii | Take responsibility for personal and professional development, keeping up-to-date through research, reading appropriate articles, reports etc. and through attendance at education sessions, courses and/or workshops. | | | | | |
|  | xiii | As agreed with the Healthy Child Service Manager and colleagues, take a lead area/s of responsibility for the team or locality, contributing to the planning and delivery of service improvements and to explore new and innovative ways of working. | | | | | |
|  | xvi | There may be a requirement for the post holder to work evenings and weekends. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  Direct: None  Indirect: The post holder will have some supervisory responsibility for Children and Young People’s Health Outreach Nurses and Healthy Child Screening and Support Assistants when delegating defined pieces of work to them. They will supervise them until completion of the piece of work, but will maintain overall professional responsibility. | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  The aim of the service is to achieve equity of health outcomes for the local population through the provision of evidence based and needs led service, delivered through the Healthy Child Programme.  The post holder will be expected to contribute to the planning and delivery of service improvements and to explore new and innovative ways of working together with Local Area Teams to provide a bespoke focus to the relevant area.  The post holder will need to adopt a problem solving approach which will include drawing upon established practice and interventions. Creativity and innovation is required to engage partners and support them to develop their practice and culture to deliver prevention and early intervention.  The post holder will work alongside their colleagues and other members of the Local Area Teams and receive support from their manager. The post will operate within defined policies and procedures that allow the post holder to flex how they work in order to support the delivery of outcomes. The post holder is expected to demonstrate creativity and some level of autonomy when doing do.  Staff are expected to be open and transparent about their own practice, reflecting on this to identify areas where improvements in safety or quality can be made. Good practice and innovation should be shared through clinical supervision and staff should work collaboratively with team members and other key contacts to create a culture of continuous improvement. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  Each member of the team is expected to establish positive relationships with children, young people and their families. Positive relationships are characterised by open communication, trust and respect and these values will drive delivery of the Healthy Child Programme.  The post holder is expected to ensure effective working relationships and communication is maintained between all grades of staff and professional groups, working within a multi-disciplinary team and with the Local Area Teams.  The post holder will be involved in the development of networks and facilitate a collaborative style of working amongst professionals from within CYC but also from health and other services. The nature of these relationships means that the post holder is expected to influence, challenge and negotiate in order to problem solve and secure positive outcomes. The post holder is a champion of improving children’s outcomes and putting children at the heart of everything we do.  The post holder will regularly engage with a range of services who work with families across the full age range from pregnancy into adult-hood. The list below is not exhaustive and can include any relevant service to the role.  **Internal Contacts**   * Team members, including SCPHN-Health Visitors and other SCPHN-School Nurses to relay information to support the team regarding families and children, workload allocation and case management. * Healthy Child Service Managers to communicate clinical or operational issues that cannot be resolved at team level. Also to provide information about service delivery, including audit and contact data. * Healthy Child Practice Teacher for clinical supervision and professional development. * Safeguarding team within the ‘Front Door’ to communicate clinical and safeguarding information relating to children, young people and families and to escalate concerns and receive help where appropriate. The post holder will be expected to work within the remit of national and local policy and procedure. * Other appropriate City of York Council employees, including Children’s Social Care * Local Area Teams   **External Contacts**   * Children, young people and their families * GPs and other key health professionals, including secondary care – making referrals based on clinical pathways, escalating concerns and prioritising needs. * Schools, colleges, nurseries and other educational settings. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  The decisions taken in this role will directly impact upon the health outcomes and wellbeing of the children and young people, their families and the communities within the City of York.  SCPHN -School Nurses will use their clinical judgement and risk assessments to keep children, young people and their families safe. They will safeguard children and young people by recognising when an adult, child or young person may be at risk of abuse but will also recognise their own limits and ask for help through the escalation of concerns where necessary. Staff will be supported by their line manager and the Lead Nurse for Safeguarding.  The post holder will remain a competent and safe practitioner through their contribution to clinical and safeguarding supervision.  The post holder will work within recognised parameters referring to national guidance, policies and procedures as necessary, which inform the work of the Healthy Child Service and the CYC Front Door services.  **Consequences**  The post holder will receive support and guidance from their manager but will make operational decisions to perform their tasks on a daily basis. The quality of response offered by the post holder has the potential to improve outcomes from children and young people by ensuring services work together effectively.  Decisions taken in the context of planning, managing, implementing and evaluating the impact of particular Public Health strategies are critical in terms of enhancing support to improve the health of the city’s residents whilst maintaining the positive reputation of the council, CCG and other key partners both locally and nationally. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget and not including desktop equipment.)*  The post holder may be responsible for any measuring equipment needed for clients and any training aids.  The post holder will not be expected to manage a budget; however, they will be accountable for utilising resources effectively and identifying opportunities to do things more efficiently. | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * The post holder works to both planned and reactive work throughout the year to meet the demands of the team, supported by their line manager. * Working as an autonomous practitioner to undertake health assessments and ensure that the health needs of any child, young person, or their families are recognised and Intervention is based upon a shared model with the family/carer. * The jobholder works to tight timescales and deals with conflicting demands, priorities and takes appropriate action to remedy issues as they arise. Effective caseload management is required and the post holder will be responsible for escalating concerns around delivery to the management team. * The post holder must maintain the confidentiality of information about patients, staff and CYC business in accordance with the Data Protection Act 1998 and Caldicott principles. * There may be a requirement for the post holder to work evenings and weekends.  Physical demands  * The post holder will be required to travel to visit clients in their homes and also in the community setting (such as Children’s centres, schools, etc) in order to fulfil caseload responsibility. * Light lifting of equipment needed to deliver role is required, such as scales and measuring equipment.  Working conditions  * The post holder will be based in the community and will be expected to adhere to lone working policies when visiting patients and clients in their homes. Risk assessments will be undertaken if any risks are identified and mitigation will be established.  Work context  * Due to the nature of the service the post holder will have to respond to and manage distressing and difficult telephone and face-to-face conversations, also providing support to other staff during emotionally distressing situations. * The post holder will operate in accordance with Council procedures for example the council’s health and safety policy, equalities policy and HR policies. * The post holder must have robust understanding of information sharing and guidance consent relating to children and adults. * Given the nature of the focus of this role, the work can be emotionally challenging and will require an ability to demonstrate emotional resilience and a willingness to identify and seek support to manage emotionally difficult situations and to keep safe. Concerns around the welfare of a child, young person or their family should be escalated following Safeguarding policies and procedures. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * Registered Nurse or Midwife on part 1 of the Nursing and Midwifery Council (NMC) register. * Hold part 3 NMC registration (Specialist Community Public Health Nurse - School Nurse). * Ability to manage a defined caseload. * Evidence of continuous professional development. * Willing to undertake further training as required. * Experience of clinical audit * Proficient in use of IT * Chairing, negotiating and influencing skills * Ability to produce clear written reports and deliver effectively to a wide audience * Ability to manage changing priorities and have a positive approach to change. * Ability to work effectively within a team but also independently. * Ability to confidently challenge practice, support colleagues and offer practical and safe solutions * Knowledge and understanding of Information Governance, professional record keeping requirements, confidentiality and consent * Can demonstrate up to date knowledge, skills and competencies within the multi-agency safeguarding arena * Demonstrable experience of working with children, young people and families. * Self-motivated, proactive and innovative * Strong commitment to safeguarding and promoting the welfare of children and young people * Must have a current, valid driving license and access to a vehicle for business purposes.   This post requires the post holder to undertake an enhanced – child workforce (with barred list check) criminal record check via the Disclosure and Barring Service. | | | | | | |
| **10.** | **POSITION OF JOB IN ORGANISATION STRUCTURE**  Healthy Child Service Manager  **This Job:**    Specialist Community Public Health Nurse - School Nurse | | | | | | |