

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks

to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

JOB DESCRIPTION

Post Title: Community Staff Nurse 0- 19 bands 5

Division: Women Children and Sexual Health

Banding: 5

Responsible to: Specialist Public Health Nurse Team Manager

Accountable to: Associate General Manager

Hours: Full Time/Part-time

Job Summary:

The post holder will be a Registered Nurse who will be a member of the 0-19 public health team under the line management of the School Nurse/Health Visitor. The post holder will have a delegated caseload and under supervision will have a responsibility to carry out specific episodes of care and interventions for children, families and carers. The post holder will work in partnership with the Multi-Disciplinary Team, and other agencies, to ensure that excellent standards of care are provided.

The 0-19 Universal Service teams provide support to all children and young people and their families within a progressive universal model of service delivery dependant on assessed need. The service offers every child/family a programme of screening, immunisations, developmental reviews and information and guidance to support parenting and healthy choices as defined by The Healthy Child Programme (Department of Health, 2008).

0-19 Universal Service teams provide a safe, effective and high-quality service to clients using research-based evidence to inform practice within agreed professional standards. The post holder will work in collaboration with partner agencies both voluntary and statutory to achieve good health outcomes for children and their families.

The post holder will participate in delivering a universal core service, provide targeted interventions, to address health inequalities and where necessary referring to specialist services. Ensuring the programme is delivered in partnership with other statutory and non-statutory agencies. This role will play a key part in the development and safe delivery of 0-19 services, utilising best available evidence to improve the health and wellbeing of children and young people especially those from disadvantaged groups.

This is a developmental role with the expectation of undertaking further training and the division aims to provide an environment conducive to the on-going development of all staff and advancements in the quality of the service by ensuring provision of a high standard of training, teaching and clinical care within the community setting.

Your will be required to:

1. Support the delivery of 0-19 Universal Services as well as the Healthy Child Programme
 2. Support and assist junior staff as required
 3. Participate in Health Education programmes and health promotion activities on a multi-disciplinary basis as agreed and allocated by the Specialist Public Health Nurse
 4. Manage own workload as part of the team under the supervision of the Specialist Public Health Nurse
 5. Report all untoward incidents and assist with the development and implementation of appropriate action plans.
 6. Support the team and service- ie meet with team members on a regular basis to discuss report and evaluate client/family care.
 7. Attend relevant meetings as delegated and be expected to feed back
 8. Deliver coordinated evidence-based interventions within the framework of service specification
 9. To assess the health needs of the child and community involving the carer and/or child in the process of meeting those health needs under the delegation of the Specialist Community Public Health Nurse
 10. To monitor the health of the child and to involve the carers in promoting optimum health and development of the child.
 11. To liaise with other agencies statutory and voluntary and maintain good working relationships, making referrals and consulting as necessary with the informed consent of clients and within the policies of the organisation/service. Liaising with the Specialist Community Public Health Nurse prior to referrals made.
 12. To be aware of the deviations from the norm in health and behaviour and to intervene to protect vulnerable children by prompt action, by referral and working with other colleagues and agencies as part of a specialist team. Examples include Safeguarding Interventions, Health Needs Assessment and Referral.
 13. Take appropriate action in cases of suspected or actual child abuse, working within Lewisham safeguarding children's code of practice and procedures. Attend child protection conferences/core groups as required and participate in safeguarding supervision
- Undertake health needs assessments for children who are Looked After
14. To ensure good communication channels are maintained within the team.
 15. To assist the Specialist Public Health Nurse at Child Health Clinics monitoring the growth of babies and children, advising parents on aspects of parenting within his/her knowledge base and referring to the Specialist Public Health Nurse where there are problems or more detailed advice is required
 16. To undertake developmental assessments when trained and competent to do so.
 17. To deliver health promotion activities to children, young people and their families.
 18. Administer immunisations and follow-up immunisation defaulters and promote and offer as appropriate opportunistic immunisation when trained and competent to do so and in line with LGT's Policy and Guidelines.
 19. Follow up visits following attendance at Accident and Emergency Departments or Minor Injuries Units required.

20. Undertake pre-school contact as directed by the Specialist Public Health Nurse and handover to the School Nurse Team.
21. To undertake routine blood spot result giving when trained and competent to do so in line with service specification.
22. To assist the Specialist Public Health Nurse, contribute to the development of a plan, undertake delegated duties to meet the plan with Partnership Plus and Universal Plus, assessment and care of children when trained & Competent to do so.
23. Take an active part in clinical supervision
24. Be prepared to be flexible within contracted hours
25. In accordance with the needs of the service, undertake other duties as required

The post holder will:

1. Act as a registered practitioner who is legally and professionally accountable for own actions guided by the professional code of conduct and Trust guidelines and protocols.
2. Have a Current Effective Status on the Nursing and Midwifery Council (NMC) – Registered Nurse.
3. Communicate changes daily in order to aid care planning.
4. Manage own workload as part of the team.
5. Meet with team members on a regular basis to discuss report and evaluate care.

Workforce

At all times provide a caring service and to treat those who you have contact with in a courteous and respectful manner.

Carry out duties and responsibilities in a manner which assures patient safety.
Keep accurate and complete records of activities and communications consistent with legislation, policies and procedures.

Develop and maintain own clinical skills, academic knowledge and expertise as appropriate.

Maintain standards of documentation in accordance with Trust School Nursing/Health Visiting service and professional standards for records and record keeping.

Comply with all policies and procedures eg Health and Safety at Work Act and the Data Protection Act.

Exercise sensitivity and diplomacy regarding role boundaries with other healthcare professionals across the Trust

Financial

- Take responsibility for the effective and efficient use of resources, being aware of resource requirements and limitations.
- Ensure all equipment and supplies are maintained to enable delivery of efficient and safe care.

- To ensure all key performance indicator targets in relation to their role are achieved

Communications and Relationships:

1. Liaise with other Healthcare Professionals, Statutory and/or Voluntary Agencies
2. Work closely with relevant professionals identifying health needs of the practice population and support the development of services in response to those needs.
3. Participate in team, Locality and Trust initiatives as required and promote the strategic aims and objectives of the Service, Clinical Strategy and other relevant modernisation agendas
4. To contribute to effective working within the multi-disciplinary team and the wider community
5. To attend staff meetings, team briefings and act as a deputy at other meetings as requested by the relevant Specialist Community Public Health Nurse
6. To maintain a good relationship with professional colleagues and general public
7. To ensure the results of interventions are communicated to parents/clients
8. To be able to communicate confidential, complex information about children, young people and their families.
9. To demonstrate negotiating and influencing skills when working with children and young people.

General

- To initiate and participate in clinical audit, taking action to improve any areas of weakness
- Continually monitor and evaluate the service through the facilitation of quality assurance tools in the clinical area.
- Be self-aware, taking own continuing education and professional development needs into account, accessing advice, guidance and support.
- Keep up to date with current trends and developments in public health related to your speciality.

Structure Chart



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Data Protection Act

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nurses and midwives), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

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Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the NHS Values

Respect and dignity. We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

Commitment to quality of care. We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

Compassion. We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

Improving lives. We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it - in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

Working together for patients. We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

Everyone counts. We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken - and that when we waste resources, we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	RN/RMN/RSCN/RNLD Current NMC Registration	Evidence of other post registration education and training Mentorship Qualification
Experience	Commitment to working as part of a multi-disciplinary team Demonstrate a keen interest in public health and working in the community Demonstrate an understanding of Safeguarding Children	Relevant experience of working as a community nurse Completion of safeguarding modules Immunisation training and/or experience Evidence of personal development and acquisition of transferable skills relevant to the job description Understanding of clinical governance with some previous experience of undertaking audits Experience of working within multi-disciplinary teams
Knowledge	Demonstrate up to date evidenced based knowledge and awareness of current professional nursing and NHS issues Understanding of Healthcare Governance issues and implications for practice Reflective approach to practice Able to deliver and receive highly complex, sensitive and contentious information Professionally credible Knowledge of Healthy, Lifestyles and Wellbeing Proficient with IT skills Computer Skills	Understanding of and Ability to carry out Audits

Personal Qualities	<p>Maturity and self-awareness</p> <p>Good interpersonal and organisation skills</p> <p>Time management skills</p> <p>Positive attitude with strong degree of personal integrity</p> <p>Creative, lateral thinker</p> <p>Sensitivity based on knowledge</p> <p>Excellent verbal and written communication skills</p> <p>Flexible and positive approach to work</p> <p>Enthusiasm and motivation</p> <p>Good health and attendance record</p> <p>Commitment to public health</p> <p>Committed to collaborative working</p> <p>Must be flexible and able to work weekends if required</p> <p>Must have a full clean UK driving licence and access to a car or be proficient in cycling and have access to a bicycle</p>	<ul style="list-style-type: none"> Ability to innovate and motivate
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Occupational Health	Does this post require EPP clearance?	No
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Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's