![NHS Oxford Health NHS Foundation Trust]

JOB DESCRIPTION

Oxford Health NHS FT

Job Title:	**Community Public Health Nurse**
	(0-19 Child and Young Person (CYP) Public Health Service)
Band:	**5**
Responsible to:	SCPHN Health Visitor/School Health Nurse
Accountable to:	Locality Team Leader

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Our vision

The 0-19 CYP Public Health Service is committed to working together to help children, young people and families thrive, while safeguarding and promoting their welfare. We expect all staff and volunteers to share this commitment.

Oxford Health NHS Foundation Trust is committed to the values of caring, safe, and excellent, along with ensuring that staff feel supported and encouraged to fulfil their potential. This job description outlines the roles duties & responsibilities of the post. It is not intended to detail all specific tasks, and other duties within the scope of the post, commensurate with grade may be added.

JOB PURPOSE

To support the delivery of the 0-19 Healthy Child Programme (HCP) in providing an innovative and high-quality service that helps children, young people, and families to thrive, working without direct supervision to support clients.

Undertake delegated interventions, which is family focused to improve health, reduce inequalities, and safeguard children and young people.

To maintain effective working relationships with external services and agencies to support the countywide Early Help Strategy

DUTIES AND RESPONSIBILITIES

Clinical responsibilities

- Assess, plan, implement and evaluate individual, family focused care, under the delegation of the Specialist Community Public Health Nurse (SCPHN) (Health Visitor/School Health Nurse) and working in partnership with other agencies.
- Establish and maintain partnerships with families and other agencies in a multi-agency and integrated working environment.
- Adhere to the Oxfordshire Safeguarding Children's Board (OSCB) policies and guidance, and actively engage under supervision from a SCPHN, in safeguarding processes, including Early Help (Strengths & Needs) Assessments, Team around the Family (TAF) processes and where appropriate Child Protection Planning.
- Undertake HCP developmental/transitional assessments delegated by the Specialist Community Public Health Nurse (Health Visitor/School Health Nurse)
- Plan, deliver and evaluate public health initiatives through community-based health promotion activities, eg Personal and Social Health Education, school drops in and well-baby clinics.
- As necessary follow the requirements of the UNICEF Baby Friendly Initiative and participate in all necessary audits, updates, and training.
- As necessary, when delegated, undertaken work related to the Young Parent's Pathway.
- To be aware at all times of the needs of those you are working with and to use every opportunity to promote and encourage positive health choices.
- Prioritise and manage own workload, and work as part of a locality team.
- To be able to confidently use digital resources and virtual networks, in line with Trust policy.

- Proactively seek feedback from service users using the service specific and Trust feedback mechanisms to improve service quality, delivery and/or responsiveness.
- In consultation with line manager seek all opportunities for co-production with the defined population and partner agencies in partnership with the Trust patient experience team.

Leadership responsibilities:
- To attend and participate in locality meetings.
- Contribute to the learning and development of all practitioners in the workplace, including new practitioners, under graduate and post graduate students.
- Engage in developing systems within the workplace to promote maximum organisation and efficiency of the team.
- Be responsible for own equipment and resources used in the course of work, and in relation to personal resources of time, travel, and caseload management.
- In discussion with the line manager engage and participate in ongoing projects and workstreams within the 0-19 CYP Public Health Service to support professional and leadership development.
- To identify unmet needs and gaps in service provision and highlight these to SCPHN HV/SHN or LTL.

Professional & organisational responsibilities:
- Engage in clinical supervision, which underpins personal, professional, and service development.
- Maintain accurate and timely client electronic records in accordance with service and organisational requirements, and raise any concerns regarding these with your line manager.
- Participate in all relevant aspects of clinical audit and research at service, national and local level.
- Escalate identified issues relating to risk and participate in risk assessment processes.
- To attend relevant training courses and to maintain up to date clinical knowledge, competence and skills to perform in the role.
- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To be responsible for knowing the boundaries of own experience and skills and when to seek advice and support.
- To be responsible for accessing the relevant training and seeking support with completing the relevant competencies.

CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development
- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct
- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity
- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety
- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control
- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.
- In line with the Health and Social Care Act all staff have a responsibility for maintaining high standards of environmental cleanliness, which includes escalating and addressing any concerns.

Confidentiality and Data Security
- To comply fully with the duties and responsibilities outlined the the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding
- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other
- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 5 Community Public Health Nurse		

Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	• Awareness of National and Local policies • Demonstrates an understanding of evidence-based practice	• Community experience
Qualifications – Academic/Skills/Professional	• First Level Registered Nurse or Midwife • Practice assessor/Supervisor	• Qualified mentor • Teaching skills and/or qualification • Evidence of further professional development
Further Training or Job Related Aptitude and Skills	• Demonstrates an understanding of leadership skills • Excellent communicator with a high level of interpersonal and organisational skills • Ability to demonstrate responsibility and accountability • Motivates and inspires confidence and enthusiasm in self and team • Reflective practitioner • Competent knowledge and skills in IT packages e.g Microsoft word, excel	• Demonstrates presentation skills
Experience	• Experience of delivering health promotion activities	• Experience of inter-agency working • Experience of working with children and families

Personal Qualities	• Demonstrates a non-judgemental approach • An effective and proactive team player • Flexible approach an ability to adapt to necessary change, and new ways of working	
Contractual requirements or other	• Adaptable and flexible approach to the delivery of the service • Ability to travel across a defined location independently as required by the organisation • Ability to cope with the physical demands of the role	