

## JOB DESCRIPTION

<b>Job Title</b>	<b>Specialist Community Public Health Nurse</b>
<b>Division</b>	<b>Goodall</b>
<b>Team / Service</b>	<b>Hillingdon 0-19 Universal Children's Services</b>
<b>Pay Band</b>	<b>Band 6</b>
<b>Hours</b>	<b>37.5 hours per week</b>
<b>Terms and Conditions</b>	<b>In accordance with Agenda for Change</b>
<b>Location</b>	<b>Hillingdon</b>
<b>Reports to</b>	<b>0-19 Team Leader</b>
<b>Liaises with</b>	<b>Families, carers, colleagues, GP's, other members of the multi-disciplinary team, schools, local children's social care services, children's centres and relevant voluntary organisations.</b>

### **Job Summary:**

The Specialist Community Public Health Nurse will work as part of the 0-19 team delivering a high quality, pro-active service for children, young people and their families. 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. The post holder will contribute to the identification and assessment of child and family health needs and the delivery of a universal core service, targeted interventions and public health interventions to children



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and their families within a defined locality.

We believe that the best health care is delivered by multi-disciplinary teams working well together and in partnership with other teams and services to provide seamless care. School Nurses work as part of a team and you will contribute to the success of the team by being an effective role model and supervising community nursery nurses, community staff nurses, health visiting assistants and students to ensure they are working to the standards which people using our services deserve.

## Values

Central and North West London NHS Trust expects all School Nurses (Specialist Community Public Health Nurses) to act in a way which shows you understand our core values and are willing to put them into practice with service users, their families and carers and also other staff members.

We expect you to show COMPASSION, contribute to a caring and kind environment and recognise that what you do and say helps can make the lives of others better

We expect you to RESPECT everyone and acknowledge and welcome people's differences rather than ignore them or see them as problematic

We expect you to EMPOWER others and continually try to provide information, resources and support to help others make their own decisions and meet their own needs

We expect you to work in PARTNERSHIP and behave in a way that shows that you recognise that commissioners and users of our services are the people who generate and pay for our work

As a specialist practitioner we expect you to role model these values and contribute to ensuring that they are embedded in the practice of the team.

## Key Responsibilities

Central and North West London NHS Trust is committed to providing safe, effective services and providing children and families with a positive experience. .

### Patient Safety

School Nurses contribute to the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Supervising the work of others

- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records
- Maintaining compliance with their mandatory training requirements.

The NMC plays an important role in safeguarding the public by regulating the work of nurses and all Health Visitors are expected to register with the NMC each year and adhere to the NMC Code of Conduct.

## **Clinical Outcomes**

School Nurses often work with children and families who have complex needs and contribute to the effectiveness of services by:

- Being confident, autonomous practitioners who take responsibility for the care they give to families but also take responsibility for overseeing the work of others in the team.
- Providing skilled, evidence based care which adheres to agreed policies and procedures
- Working with children and families in all stages of the care planning process including assessing risks and needs
- Working as autonomous practitioners and taking responsibility for the care they give to children and families but also work as team members.
- Contributing to creating and maintaining high performing teams by:
  - communicating well with all members of the team
  - understanding their role in the team and how they help the team achieve its' objectives.
  - reflecting on their own practice regularly and encouraging the whole team to reflect on their practices in team meetings
  - encouraging the team to learn from adverse events or respond to data analysis from audits or benchmarking exercises and implement sustainable initiatives which improve clinical outcomes

## **Patient Experience**

School Nurses contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with patients and their families and carers
- Gaining consent and, as far as possible, involving young people in all decision making.
- Signposting families to the services provided in the community.

- Reassuring people by being professional, responsive, knowledgeable and confident
- Demonstrating clinical leadership and challenging any poor behaviour to patients, families or other staff members and creating a positive, inclusive culture in which everyone is treated with kindness and respect and the trust's values are embedded in all practice
- Responding to complaints or concerns effectively and quickly in line with the Trust policy

### **Supporting yourself and others**

All services and teams in the Trust should be able to demonstrate that they are meeting the Care Quality Commission (CQC) standards of care. School Nurses are expected to be Clinical Leaders and play an active role in ensuring that the team understands the CQC standards and what individual team members do to help achieve those standards by:

- Taking a lead role in gathering and recording evidence which demonstrates that CQC and locally agreed standards are being met: assessing the performance of the whole team by using audit and benchmarking exercises and often contribute to the implementation of quality improvement initiatives
- Contributing to the performance management of teams and creating a positive culture in which the team can learn from mistakes and is enthusiastic to improve

Engaged staff are more productive and School Nurses play a role in engaging other staff members in the Trust and the work we do by:

- Participating constructively in their own supervision and annual appraisal processes
- Using continuing professional development to develop relevant clinical specialisms

### **Clinical Leadership**

- To act as a role model for nursing colleagues and the wider skill mix team.
- To participate in school nursing team activity through the duty system.
- To participate in skill mix staff appraisal and performance development planning process, identifying training needs of team members, in conjunction with the team leader.
- To help identify learning opportunities for team members
- To participate in the professional supervision of skill mix team members, ensuring standards are maintained and poor performance is addressed appropriately.
- To act as a role model and motivate team colleagues to deliver a responsive service and a high standard of practice.
- To plan and participate in the orientation, mentorship, preceptorship, teaching and support of team members, students and colleagues in the wider health care team and partner agencies.

### **Service Specific Responsibilities**

- Devise, implement and review individualised care plans for each child based on a needs assessment while actively involving the child/parent/carer/family in the

planning and implementation of any proposed programme of care and support, in line with agreed local school nursing protocols and service procedures.

- Identify and assess health, growth and development in children and their families giving information, advice and support and making referrals as appropriate.
- To contribute to public health initiatives including obesity prevention, smoking cessation, prevention of childhood accidents and other NICE guidelines.
- To undertake aspects of health screening and the school nurse-led Healthy Child Programme at specific or targeted intervals and make appropriate referrals.
- To support children and families in complex/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 often in highly complex situations.
- To identify vulnerable children and children in need of protection and participate in multi-agency child protection procedures as appropriate.
- To prescribe from the Nurse Prescribing Formulary within sphere of competence, maintain a professional portfolio and attend regular continuing professional development.
- To build health alliances with other agencies, ensuring that colleagues are able to make effective use of health visiting resources.

**The following responsibilities are applicable to all staff:**

**Safeguarding**

All staff has a duty to safeguard and promote the welfare of children and adults at risk of abuse. You should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. You will be supported with the supervision and training needed to recognise and act on safeguarding concerns and to respond to the needs of children and families. You have a responsibility to ensure that you are up to date with the safeguarding training required.

**Infection Control and Waste Disposal**

Infection prevention and control is the responsibility of all staff. All duties must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

You must also ensure that waste produced within the Trust is 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 policy.

**Data Protection, Confidentiality and Access to Health Records**

All information concerning patients/clients and other staff members must be treated as confidential and you must adhere to the policies related to this subject. If you contribute to patients' health records you are expected to be familiar with, and adhere to, the Trust's

Care Records Policy and accompanying documentation. You are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 199 and you should be aware that patients' records throughout the Trust will be subject to regular audit. You have a responsibility to ensure that patient records are maintained efficiently and that confidentiality is protected in line with the Trust's policies. You are likely to have access to computerised data systems and you are required to obtain process and/or use information held in these systems in a fair and lawful way. You must hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose. Only disclose data only to authorised persons or organisations as instructed.

### **Promoting Equality and Diversity**

Central and North West London FT aims 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. The Trust has a Valuing Diversity in the Workplace Policy and you are expected to adhere to the policy and support equality and value diversity by making sure that you do not discriminate, harass or bully colleagues, visitors or service users. You are also expected to make sure that you don't contribute to discrimination, harassment or bullying or condone discrimination, harassment or bullying by others. Everyone has a personal responsibility to promote and develop a culture that promotes equality and values diversity and to ensure that the team you work in does not discriminate, harass or bully.

### **Health and Safety and Risk management**

As an employee you must be aware of the responsibilities placed on you 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. As a Band 6 Health Visitor, like all staff members, you are accountable, through the terms and conditions of your employment, professional regulations, clinical 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 members 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 members receive appropriate training and a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance 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 Borough Director and relevant governance committee.

### **No Smoking Policy**

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

### **Staff Support**

The Trust is committed to ensuring that you achieve a good work/life balance, have access to a wide range of support including flexible working options, childcare support and many training and development opportunities.

### **General Note**

The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all the tasks which you may be required to perform. You may be expected to undertake other duties as may be required which are commensurate with your grade and experience. This job description may be subject to change after discussion with you. All duties and responsibilities must be carried out in accordance with statutory legislation, CNWL Standing Orders, Health and Safety regulations and the Skills for Health Code of Practice.

## **Description of Hillingdon School Nursing Service**

Hillingdon is a richly diverse outer London borough; it is the most western borough of London, 14 miles from central London. It is the second largest, by area, London borough stretching from Heathrow Airport in the south and up to leafy suburb of Northwood and village of Harefield in the north.

There are three School Nursing Teams across Hillingdon. The service includes School Nurse Team Leaders, Community Staff nurses and Health Care assistants.

The service works to the School Nurse Specification and leads the Healthy Child Programme. Children and young people are seen in school, in clinics and at home. The distance team members travel each day can be considerable and team members drive.

The school nursing teams in Hillingdon help to support children and young people from school entry until the age of 19 years to ensure that their needs are met and that they reach their potential.





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