

## JOB DESCRIPTION

<b>POST TITLE:</b>	0-19 Just One Staff Nurse (£1500 New Hire Bonus Scheme)
<b>BAND:</b>	5 (subject to Agenda for Change)
<b>HOURS:</b>	Full Time / Part Time
<b>LOCATION:</b>	Just One Number, Cringleford.
<b>REPORTING TO:</b>	Specialist Community Public Health Nurse (SCPHN)
<b>RESPONSIBLE TO:</b>	Just One Number Leadership Team
<b>ACCOUNTABLE TO:</b>	Norfolk Children and Young People's Health Services

Cambridgeshire Community Services NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

### Job Purpose:

As part of the Healthy Child Programme, the Staff Nurse will work within the single point of access, this role will be predominantly clinical triage of new referrals, telephone and digital support for clients/service users, undertaking of initial assessments, delegation of cases within the team or transfer out to locality/specialist pathway, signposting or supporting onward referrals.

Their role is to provide a child centred, inclusive, holistic, and accessible Public Health programme to children aged 0-19, their families and communities, establishing links with children, families, schools, communities and agencies (Education, School Services, Health and Voluntary organisations).

They promote the physical and emotional well-being of children, and young people, supporting them to establish good health now and in the future.

They promote early intervention, health promotion, advocacy, empowerment, social inclusion, and the reduction of health inequalities.

### Main Duties and Responsibilities

1. To learn and deliver the universal service within Just One Number, to gain confidence to support families with accessing self-care resources and developing self-efficacy.
2. To develop skills to promote the use of digital resources on Just One Norfolk website during all contacts with service users to enhance self-care skills for children, young people, and their families.
3. To develop the skills to utilise virtual platforms in assessments, interventions, training, and networking to support effective practice and partnership working.
4. To support and deputise for the clinical coordinator ensuring effective workflow through Just One Number.
5. To support families through a range of methods including digital drop-in clinics, text message, virtual and phone contacts to assess the needs of children and their families.
6. To work as part of a multidisciplinary 0-19 team to identify the health needs of children and young people, their families and the community and contribute to developing a strategy to address individual identified needs as well as those needs within the community.
7. To work with the locality teams to support children, young people and families who are considered to be vulnerable or at risk as required. To adhere to current Safeguarding Procedures and participate in strategy discussions and case review meetings as required.
8. To develop the knowledge and skills to assess, plan, implement and evaluate packages of care in order to deliver early interventions to families in line with our commissioned service.
9. To support other localities as required, to ensure that all relevant clinical skills are developed, and to maintain effective working relationships and continuity of services.

10. To take responsibility for their own clinical practice including supervision and to adhere to the NMC code of conduct.
11. To contribute to the development of local policies and procedures relevant to their area of work and contribute to relevant service design projects.

## **Communication**

1. To communicate complex and sensitive information concerning the child or young person's condition to the child's parents/carers and young person
2. Able to communicate effectively using appropriate methods and recognising barriers to communication, e.g. communicating effectively with families where English may be an additional language.
3. To communicate within the multi-disciplinary team and model effective team working and communication skills, supporting change within the service.
4. To work with all Norfolk partner agencies to promote children's well-being.
5. To work closely with other professional teams and key stakeholders including service users, statutory and non-statutory organisations
6. To contribute to the training of students of nursing and other disciplines, during community experience programmes

## **Budgetary Responsibility**

1. To demonstrate responsible use of resources, with an awareness of budgetary restraints.
2. To ensure health monitoring equipment is operating to a high standard, maintained and calibrated.

## **People Management**

1. To contribute to the training of students of nursing and other disciplines, during community experience programmes.
2. Maintaining own professional development and requirement to take part in appraisal and KSF process.
3. To delegate work to other members of the skill mix team related to their capabilities and competencies, ensuring there is clarity regarding the feedback mechanisms.

## **Research & Development Activity**

1. Contributes to clinical audit and research highlighting unmet needs within the population. Contributes to the maintenance of the Health Profile of the population.

## **Clinical and Practice Governance**

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to the Trust Information Governance and Information Security policies.
3. The post holder must adhere to the Trust risk assessment and risk management processes.
4. The post holder must adhere to infection control policies and procedures.
5. It is a condition of your employment that you are currently registered with the NMC and it is your responsibility to maintain your professional registration
6. Undertake mandatory training and any other training relevant to the role as required by Cambridgeshire Community Services NHS Trust.
7. The post holder must participate in clinical and other audits as required.
8. Provide patients and their families /carers with information on standards they should expect from the team.
9. Participate in Clinical & Safeguarding supervision on a regular basis.
10. The post holder is required to participate in relevant emergency preparedness process for their team.

## **General**

### **Safeguarding people responsibility**

- Safeguarding children and adults at risk of abuse or neglect is a collective responsibility.
- There is an expectation that all staff develop and maintain their role relevant safeguarding people competencies and comply with local safeguarding partnerships practice. Alongside this employee who are registrants are reminded of their professional duty of care.
- Safeguarding means protecting a citizen's health, wellbeing, and human rights; enabling them to live free from harm, abuse and neglect. It is an integral part of providing high-quality health care.
- Those most in need of protection include:
  - Children and young people
  - Adults at risk, such as those receiving care in their own home, people with physical, sensory, and mental impairments, and those with learning disabilities.

The post holder must at all times carry out their duties with regard to Cambridgeshire Community Services NHS Trust Workforce Diversity and Inclusion Policy.

To be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.

All post holders must adhere to the code of conduct on confidentiality and be aware of and adhere to all Trust policies and procedures.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within the Trust.

This post is subject to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and as such it will be necessary for a submission for Disclosure of Barring Service to be made to check for any previous criminal convictions. Cambridgeshire Community Services NHS Trust is committed to the fair treatment of its staff, potential staff, or users in line with its equal opportunities policy and policy statement on the recruitment of ex-offenders.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact wherever possible. This will include recycling, switching off lights, computers, monitors, and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Date: August 2023**

## PERSON SPECIFICATION

<b>Job Title:</b> Staff Nurse 0-19	<b>Band:</b> 5 ( <i>Subject to Agenda for Change</i> )
<b>Directorate:</b> Children and Young People's Health Services Norfolk	<b>Date:</b> August 2023

\* Assessed method    A=Application    I=Interview T=Test R=References

Essential Criteria	*	Desirable Criteria	*
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Current NMC Registration:</li> <li>Adult</li> <li>Children/Paediatric</li> <li>Mental Health</li> <li>Learning Disability</li> </ul>	<b>A</b>	<ul style="list-style-type: none"> <li>Mentor/998 or equivalent teaching qualification.</li> <li>Evidence of Degree level study in the last 2 years (or willingness to work towards)</li> </ul>	<b>A</b>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a multidisciplinary setting.</li> <li>Experience of Safeguarding adults and/or children.</li> <li>Experience of working with children and their families.</li> </ul>	<b>A/I/R</b>	<ul style="list-style-type: none"> <li>Experience of Mentoring</li> <li>Experience of working in the community.</li> </ul>	
<b>Skills</b> <ul style="list-style-type: none"> <li>The clinical skills to identify, respond to and evaluate health needs.</li> <li>Commitment to the development of excellent services, which focus on improved outcomes for children</li> <li>Current knowledge of local and national policies informing the delivery of the Healthy Child Programme.</li> <li>Demonstrate an understanding of and ability to act upon the principles and practice of health promotion.</li> <li>Able to plan and organise their work</li> <li>Ability to communicate effectively with children, parents and partner agencies.</li> <li>Ability to work independently.</li> <li>Competent keyboard skills and ability to communicate through IT using packages such as Word, Outlook, Microsoft Teams, Excel and PowerPoint.</li> <li>Ability to work flexibly as part of a team.</li> <li>Time management and prioritisation skills.</li> </ul>	<b>A/I/R</b>	<ul style="list-style-type: none"> <li>Experience with delivering healthcare interventions via digital platforms.</li> <li>Ability to use System One.</li> </ul>	<b>A/I</b>

<p><b>Safeguarding and promoting the welfare of children and young people/vulnerable adults.</b></p> <ul style="list-style-type: none"> <li>• Ability to safeguard and promote the welfare of <i>children and young people/vulnerable adults</i></li> <li>• Demonstrates understanding of safeguarding issues.</li> <li>• Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults, whatever their life circumstances.</li> <li>• Has a good understanding of the Safeguarding agenda</li> <li>• Can demonstrate an ability to contribute towards a safe environment</li> <li>• Is up to date with legislation and current events</li> <li>• Can demonstrate how they have promoted 'best practice'</li> <li>• Shows a personal commitment to safeguarding children</li> </ul>			
<p><b>Working within Professional Boundaries</b></p> <ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work and can define the responsibilities of others.</li> <li>• Recognises the limits of own authority within the role.</li> <li>• Seeks and uses professional support appropriately.</li> <li>• Understands the principle of confidentiality.</li> <li>• Demonstrates professional curiosity.</li> </ul>			
<p><b>Emotional Awareness</b></p> <ul style="list-style-type: none"> <li>• Aware of the range of emotions in self and others</li> <li>• Demonstrates empathy for the concerns of others.</li> <li>• Listens to and understands directly and indirectly expressed feelings.</li> <li>• Encourages others to express themselves openly.</li> <li>• Manages strong emotions and responds constructively to the source of problems.</li> <li>• Shows respect for others' feelings, views, and circumstances.</li> <li>• In highly stressful situations keeps own feelings in check, takes constructive action and calms others down.</li> <li>• Has a range of mechanisms for dealing with stress, can recognise when to use them and does so.</li> <li>• Listens to personal comments without becoming defensive.</li> </ul>			

<b>Self-awareness</b> <ul style="list-style-type: none"> <li>• Has a balanced understanding of self and others.</li> <li>• Has a realistic knowledge of personal strengths and areas for development.</li> <li>• Can demonstrate flexibility of approach.</li> <li>• Shows a realistic appreciation of the challenges of working with children and young people/vulnerable adults.</li> </ul>			
<b>Other</b> <ul style="list-style-type: none"> <li>• Ability to travel across the County sometimes at short notice.</li> <li>• Satisfactory Disclosure and Barring Service.</li> </ul>	<b>A/I</b>		

**Organisation Structure** *(please highlight the role)*

