

**Job title:** Special School Nurse

**Band:** 5

**Department:** Children's Community Team

**Division:** Women and Children's



# Contents

Letter from our Chief Executive	Page 3
Benefits	Page 4
Our mission, vision and values	Page 5
Job description and person specification	Page 6 onwards

# Letter from Adam Sewell Jones, Chief Executive

Thank you for expressing an interest in working here at East and North Hertfordshire NHS Trust.

East and North Hertfordshire NHS Trust is a very special organisation. Our teams are amazing, and this was demonstrated even more so during the unprecedented challenges brought about by the Covid-19 pandemic. Our ability to be flexible and innovative in the way in which we work and deliver our services to our catchment has never been more important than it is now.

We are a large acute Trust which operates across four sites; acute services are offered at the Lister Hospital; specialist cancer services at the Mount Vernon Cancer Centre (MVCC); and non-acute services offered at the New QEII and Hertford County hospitals. We underwent an extensive £150m reconfiguration some years ago which saw all inpatient and complex services centralised at the Lister Hospital in Stevenage.

We are an organisation with a strong culture of positive values and our ambition is to provide high-quality, compassionate care to our community in all that we do, including patient experience, clinical outcomes, patient safety and financial sustainability.

We have many great people working for us doing all sorts of roles, ranging from porters to doctors, from administrators to nurses, and everything in between. But we all share one vision – we put our patients at the heart of everything we do.

We have recently partnered with the world-renowned Virginia Mason Institute in an exciting 3-year programme to create and embed a quality management system – our ENH Production System. Drawing on years of quality improvement and culture change experience, the ENH Production System will equip our teams to identify areas for improvement, make changes and measure impact – all with the patient at the centre.

If you decide to apply, you will be joining us at an incredibly exciting time as we continue on our transformation journey. I hope very much, that after reading this pack, you will want to join us on that journey.

I wish you the best of luck in your application.



**Adam Sewell-Jones**  
Chief Executive

# Benefits

As a Trust employee, you can access a range of financial and non-financial benefits to support our staff in all aspects of their life.

## Wellbeing:

- Get confidential advice and support on personal, work, family and relationship issues, 24/7, from our Employee Assistance Programme
- Offers and discounts at local gyms
- In-house Health at Work service with advice line and self-referral facility for staff as well as signposting and access to other support, such as weight management clinics and physiotherapy
- On site workplace pharmacy at Lister offering a minor ailment service, flu vaccinations, travel clinic, sexual health, smoking cessation and health check services
- Opportunity to discuss ideas, problems or concerns easily and anonymously with our Speak in Confidence service

## Travel:

- Save up to 30% on a new bicycle through our Cycle to Work scheme
- Reduced staff car parking costs through our Car Sharing scheme
- Discounts on local buses and trains
- Competitive rates through our car lease scheme
- Inter-site transport minibus which includes shuttle to Stevenage Railway Station

## Work/Life Balance:

- Pursue different interests with the security of employment on your return from your break of 3 months to 5 years with our Career Break scheme
- Generous annual leave with additional days awarded for long service
- A variety of different types of paid and unpaid leave covering emergency and planned leave, such as special leave/ emergency leave/carers leave, through our Special Leave policy
- A Retire and Return scheme, enabling you to draw your pension whilst continuing to work for us after a short break
- Options for flexible working to provide you with a healthy work/life balance such as part time working, term time only, compressed hours (subject to service requirements), and flexible work schedules

## Financial:

- Discounts on restaurants, getaways, shopping, motoring, finance through a variety of providers
- Access to the NHS Pension Scheme, providing generous benefits upon retirement, as well as a lump sum and pension for dependants

## Learning and Development

- Extensive range of learning and development opportunities, including coaching, for both clinical and non-clinical topics
- Access to our Grow Together scheme, ensuring that you have meaningful, quality conversations with your manager about what matters to you and your development
- We fully encourage our staff to develop to their full potential and are supportive of secondments, acting up opportunities and all learning and development activities.

## Other:

- Local and Trust wide staff award schemes where staff are nominated and recognised by their colleagues and peers for their hard work
- Assistance in relocating for some staff with our Relocation Policy

# Our vision, mission, and values

## Our vision is:

“To be trusted to provide consistently outstanding care and exemplary service”

## Our mission is:

Providing high-quality, compassionate care for our communities

## Our values are:



We value the diversity and experience of our community, colleagues and partners, creating relationships and climates that provide an opportunity to share, collaborate and grow together



We create a safe environment where we are curious of the lived experience of others, seek out best practice and are open to listening and hearing new ideas and change



We are committed to consistently delivering excellent services and continuously looking to improve through a creative workforce that feels empowered to act in service of our shared purpose

# Job description

<b>Job title:</b>	Special School Nurse
<b>Band:</b>	5 – Term Time Only
<b>Department:</b>	Children’s Community Team
<b>Base:</b>	Amwell View School (You may be required to work on a permanent or temporary basis elsewhere within the Trust)
<b>Responsible to:</b>	Nurse Team Leader & Nurse Team Manager
<b>Responsible for:</b>	Children’s Community Matron

## Job summary:

The Special School Nursing Team are responsible for the assessment, delivery and co-ordination of nursing care for children with special educational needs/disabilities and complex health needs who attend the designated special school. The Special School Nursing Team cover 4 schools in Hertfordshire and comprise of a team of band 5 & Band 6 nurses as well as Clinical Support Workers, managed by the band 7 Nurse Team Manager for Special Schools.

The post holder will be working in partnership with the CCN Team and other multi agency professionals. The post holder will undertake a supportive role within the Special Needs School nursing team to develop services for the children with special educational health needs/complex health needs and act as a resource for colleagues. The post holder will support the band 6 school nurse on all aspects of safeguarding for the children in the school and provide advice and support for junior staff whilst being additionally supported by the Nurse Team Manager and Named Child Protection Nurse.

As the band 5, the post holder will help indirectly supervise/mentor CSW’s and student nurses with support from the Band 6. The post holder will work closely with the Special School medical team to ensure all children have health reviews and appropriate care planning. The post holder will be responsible for clinical governance within the nursing service at the special school.

The post holder will help to promote the Public Health Agenda by undertaking health assessments of school age children, support immunisation programs and undertake healthy lifestyles teaching with children/young people, their parents/carers, school staff and other professionals as need arises.

The Band 6 school nursing lead, Nurse Team Manager and other paediatric clinical nurse specialists and Safeguarding lead and provide supervision. There is the opportunity for professional and personal development. The post holder will participate in the annual appraisal undertaken by the band 6.

## Key working relationships:

Community Consultants  
Specialist Nursing Teams  
Community Specialists (OT/PT/SALT)  
Pharmacy  
Parents  
School Senior Leadership Teams  
Educational Team

## Main responsibilities:

### CLINICAL RESPONSIBILITIES

- Be able to work autonomously and also as part of the team
- To provide efficient, effective and evidence based nursing care to children, young people within their community settings.
  - To perform nursing procedures to a high standard in accordance with the East and North Herts policies and guidelines
  - To ensure that all clinical areas and clinical practice adhere to East and North Herts infection control policies.
  - To ensure that all Emergency Treatment Plans are in place and reviewed according.
  - To be clinically competent to provide holistic care to children/young people by undertaking necessary training.
  - To ensure a safe environment and the safe use and storage of equipment and medicines.
    - To work in partnership with the CCN Team and other specialist nurses
    - To work in collaboration with the team to formulate and deliver nursing care plans for the child/young person based on a sound knowledge of research, including assessments and carrying out clinical nursing needs i.e. Gastrostomy/Jejunostomy cares and button changes, Enteral feeding support, injections, wound assessments, Suctioning, passing Naso-Gastric tubes, Tracheotomy care, Nebulizer and Asthma care, Anaphylaxis and Emergency Treatment care.
  - To lead and work with team members in identifying and putting in place the child/young person's health care plans.
  - To take the lead in organising the immunisation programme for the named school that adheres to the national immunisation programme.
  - To participate in child protection procedures including attendance at case conferences and child protection procedures with support from senior staff.
  - To be responsible for highlighting and identification of child protection concerns to the Band 6 School nurse / team leader/ child protection lead and escalating concerns through child protection procedures.
  - To participate in writing reports for case conferences and to attend child protection supervision in line with Trust policies and procedures.
  - To maintain confidentiality and safekeeping of records.
  - To be competent in the recognition and management of life threatening emergencies in children and be able to carry these out at school.
  - To participate in discharge planning meetings for children, liaise with primary / secondary and tertiary health care teams and facilitate early discharge.
  - To organise workload in line with clinical priorities.

### RESPONSIBILITY FOR PATIENTS

- To participate in the assessment, planning and provision of skilled nursing care in negotiation with the child and their families / carers.
  - To be responsible for identifying children/young people requiring medicals,
  - Plan school medical sessions liaising with medical team and school staff.
  - To work in partnership with parents and other carers, empowering them to safely care for their child within the community setting.
  - To support children and their families by linking with the statutory, voluntary and

associated services available on an individual basis.

- To meet regularly with school Special Educational Needs Co-ordinator (SENCO), attend SEN Review meetings and contribute to health needs of children/young people as required.
- To work in partnership with the bladder, stoma and Bowel Services and parents in assessing and referring in relation to incontinence with support from senior staff
- To make onward referrals to other agencies, as deemed appropriate and relevant to the child's needs.
- To liaise closely with the MDT both in the community, school and the hospital settings to provide a holistic approach to meeting the needs of the child and the family.
- To act as an advocate for children/young people and their families.
- To ensure safe and effective transition to adult services.
- To teach children and their families using evidence based practice ensuring that the teaching is relevant and up to date. Ensure teaching programmes are tailored to meet the needs of the family.
- To promote healthy lifestyles by using opportunities to deliver health education and to participate in relevant local events

#### **RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT**

- To assist in the development of nursing policies and individualised care plans, allowing children to have their care delivered outside a hospital setting, and support the parents/ carers to deliver that care where appropriate.
- To report clinical and non-clinical incidents in line with Trust and departmental risk management policies.
- To provide advice and training to school staff regarding safe administration and storage of medication.
- To organise and provide training to relevant school staff re enteral feeding, gastrostomy cares, in assessing and giving emergency medication.
- To undertake risk assessments of both clinical care and the environment and be able to act upon any concerns.
- To develop policies with paediatric and other colleagues, which facilitate smooth transition to adult services.
- Participate in the governance of the department in areas including risk management, research and audit activities.
- To adapt, and quickly respond to changes in service, patients or departmental need.

#### **RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES**

- Ensure the equipment which is loaned is maintained and serviced in accordance with guidelines from the Medical Devices Agency.

#### **RESPONSIBILITY FOR LEADING AND MANAGING**

- To participate in appraisal and performance review meetings, working with the Band 6 leader to develop CSW's
- To act as a role model and resource to others in clinical and professional matters.
- To attend team meetings and clinical supervision as required.
- To help co-ordinate the day to day workload in the absence of the team leader.

- To act upon complaints immediately and in conjunction with the Band 6, Team leader and trust procedures.
- To ensure good practice and professionalism is demonstrated at all times by leading by example.
- To support succession planning to ensure the service continues seamlessly.

## **RESPONSIBILITY FOR INFORMATION RESOURCES**

- To attend discharge planning meetings when required with support
- To attend psychosocial meetings (when required) on the paediatric wards and facilitate communication between the wards and the community team.
- To act as a resource for all staff within paediatrics and the Trust.
- To work closely with other senior nurses within Children's services to ensure that a communication and responsibility pathways are clear.
- To establish strong working links with other key colleagues in the team by using knowledge in relevant meetings.
- To ensure all patient information is up to date, reviewed yearly and available on the relevant electronic child health information system.
- To share information in accordance with the data protection principles, information sharing agreements and professional code of conduct.
- To communicate complex and sensitive information to children/young people their families/carers and professionals recognising barriers to effective communication and taking action to improve communication.

## **RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- To take responsibility for own evidence based practice through regular literature review.
- To attend mandatory and other relevant study days, as discussed with your line manager. To identify your own training needs.
- To participate in the orientation of new starters.
- To promote health education and participate in relevant local events.
- To contribute to the development of policies and evidence-based practice.
- To contribute to nursing research by ensuring good clinical practice is adhered to and auditing national guidelines.
- To be aware of and work in accordance with NICE guidelines.
- To pursue a programme of continuous education to achieve and maintain expertise for the post.
- To pass on skills to others so that the service needs can be met during periods of planned and unplanned absences. To be pro-active in succession planning.
- To undertake a yearly Appraisal with the Band 6 Special school nurse.

This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the lights of changing circumstances and in consultation with the job holder.

## **Supplementary job description information:**

### **Confidentiality**

Each of us have a personal responsibility and liability under the Data Protection Act 2018 around the confidential nature of our jobs. Details of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 2018.

### **Health and Safety**

You must take reasonable care of your own health and safety and that of other people who may be affected by acts of omission at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.

### **Sustainable Development**

We recognise the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

- Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption
- Being a good community role model and supporter of the local economy
- Providing excellent value for money
- In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation. You recycle at home, we ask that you do the same simple things at work
- When you can, use public or inter-site transport, cycle between sites and claim for mileage
- Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust
- Always switch off lights, PCs and other electrical appliances when not in use
- Don't waste water

### **Safeguarding**

You must have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

You must treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

### **Infection Control**

You are expected to take individual responsibility to ensure working practice is safe.

### **Continuous Improvement**

As part of our commitment to continuous improvement, we want to ensure that our culture and ways of working reflect and embed the philosophy and methodologies of our East and North Hertfordshire Production System (ENHPS). As a result, you may be invited to attend and complete relevant training and Kaizen (continuous improvement) events to support this commitment. Full attendance and completion of identified courses will be considered mandatory for this post.

## Equality, Diversity and Inclusion

The organisations which make up Herts and West Essex Integrated Care System believe that fairness for people is fundamental to providing good care. We want to ensure that those who work with us and for us share this core value.

We are committed to equality, diversity and inclusion for all job applicants, staff, patients and the wider community. We are continuing to develop the strength of our inclusive approach, and creating a workforce which represents the diverse communities we serve is an important part of this.

We have agreed to:

- Work together to learn, celebrate and embrace diversity, end unfairness, discrimination and racism, and embed these changes into our everyday work
- Strive towards being an exemplar group of organisations for equality, diversity, inclusion, fairness and belonging
- Commit to value all people and promote a culture of zero tolerance to all kinds of harassment, bullying, discrimination and racism in the workplace
- Pro-actively champion national and local policies and initiatives to address health and workforce inequalities
- Work in partnership with other professional and health and care organisations to embed these principles Work in partnership with other professional, health and social care organisations, trade union and voluntary sector organisations to embed these principles

Each organisation with the Herts and West Essex Integrated Care System has agreed to include this statement on their job descriptions so that staff and job applicants are aware of this commitment. Staff are expected to be supportive of these principles and to demonstrate this in everything they do at work, regardless of their role.

You are required to always demonstrate behaviours which support our commitment to equality, diversity and inclusion, as detailed below, so that our workplaces are free from harassment and/or unlawful discrimination and where diversity is actively valued and celebrated.

## Review

These guidelines are provided to assist in the performance of the contract but are not a firm condition of the contract. The job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.

# Person specification

Requirements	Essential	Desirable
<p><b>Qualifications / Training</b></p> <p>Registered Nurse child or RN Learning Disabilities with recent experience of working with children/young people</p> <p>Current NMC registration</p> <p>Evidence of ongoing professional development</p> <p>Mentorship Qualification</p> <p>Degree Level Study</p>	<p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p>X</p> <p>X</p>
<p><b>Previous Experience</b></p> <p>Considerable post registration experience</p> <p>General Paediatric experience</p> <p>Experience of working with children and young people in a community setting</p> <p>Experience of working with children and young people with complex needs and disabilities</p> <p>Experience of working in an educational setting</p> <p>Experience of teaching others</p>	<p>X</p> <p>X</p>	<p></p> <p></p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>
<p><b>Skills</b></p> <p>Excellent communication skills</p> <p>Competent in basic nursing skills</p> <p>Ability to work co-operatively in a team of people</p> <p>Ability to remain calm and composed in a challenging situation</p> <p>Excellent organisational skills</p> <p>IT skills</p> <p>Good understanding of the role of the multidisciplinary team work with children and young people with complex needs</p> <p>Early leadership skills</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>X</p> <p>X</p>

<b>Knowledge</b>		
Knowledge of NMC code of professional conduct	X	
Knowledge of safeguarding children and young people	X	
Knowledge of key health related issues affecting children and young people	X	
Knowledge of clinical governance and quality issues	X	
Health and safety awareness	X	
Positive, caring approach	X	
Evidence of self-awareness and reflective practice	X	
Ability to travel	X	
<b>Other requirements</b>		
Understanding of, and commitment to, equality, diversity and inclusion	X	
Role model our Trust values every day	X	