



## **JOB DESCRIPTION**

### **Specialist Public Health Nurse Team Lead (School Nursing) Public Health Nursing 4 Slough 0-19 (25) Integrated Service**

<b>Employing Organisation:</b>	Solutions 4 Health
<b>Contract Type:</b>	Full time, permanent
<b>Salary:</b>	£30,000 - £41,000 per annum depending on level of experience (pay review pending)
<b>Place of Work:</b>	Slough
<b>Responsible to:</b>	Public Health Nursing Manager
<b>Accountable to:</b>	Head of Public Health Nursing and Safeguarding
<b>Company Division:</b>	Healthcare

Closing date: 30<sup>th</sup> September 2018

*Please note if you have not heard within 6 weeks of the closing date you have not been successful on this occasion.*

## **JOB SUMMARY**

We are looking for an experienced, enthusiastic and motivated School Nursing Team Lead to work within the Public Health Nursing 4 Slough Service. The post holder will hold a nursing qualification, and the Specialist Community Public Health Nurse qualification; both of which are essential for the post.

The post holder will lead the school nursing skill mix team and provide line management to generic school nurses. The successful candidate will be required to introduce and support innovative new ways of working, assist in coordinating the School Nursing Team and support them to deliver the Healthy Child Programme. The post holder will also work with other team leads on the integrated 0-19 (25) service.

This is an exciting developmental opportunity for the right candidate with recognised protected time to undertake a leadership role.

## Values

The School Nurse Team Lead working within the Public Health Nursing 4 Slough 0-19 (25) integrated service will act in a way which demonstrates our core values, mission statement and vision by putting them into practice with service users, their friends, family and carers, other staff members and multi-agency partners.

## **MAIN DUTIES AND RESPONSIBILITIES**

***The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:***

- To deliver a public health message in schools and community settings, acting as a health link for other agencies such as Education welfare, voluntary services, public and private agencies
- To search for health needs in the community and schools, identifying need in relation to the national and local agenda. Carry out specific health and developmental screening where identified, or delegate responsibility where appropriate to other team members
- Manage workload in a corporate way within the integrated team, working with the senior management team to design and implement innovative and effective practice
- Act as an advocate for the school aged child (up to 25 years of age for young adults with Special Educational Needs and Disabilities); prioritising workload to reflect a service based on reducing health inequalities
- To undertake leadership responsibilities within the team and service. This will include line management of school nurses and the skill mix team, coordinating and implementing services in line with the needs of the community and in agreement with the Public Health Nursing Manager, Operations Manager and Service Lead.
- In accordance with the agreed school nurse objectives and priorities; deliver a quality, accessible service to include proactive multiagency working and collaboration
- Accept accountability for their own clinical practice including clinical supervision.
- Work flexibly to meet the needs of the local population. This will include some evening and occasional weekend work.

## **FUNCTIONAL RESPONSIBILITIES**

### **Leadership**

- To lead by good role modelling, providing fair leadership to the school nursing team. Ensuring that all team members have a voice in the development of the service. Organising and maintaining the day to day supervision of directly line managed staff and participate in the recruitment of new staff.
- To promote development of the school nurse team by identifying training and development needs, facilitating supervision and performance review to contribute towards staff's Continuous Professional Development
- To plan and implement new programmes and innovative ways of working both in the school nurse and integrated team.
- To work alongside the other team leads, senior management, safeguarding and administration teams to ensure work is allocated appropriately, proportionately and fairly
- To report into the senior management team as appropriate
- To abide by the NMC code of conduct, NHS Code of Conduct for Managers, Solutions4health core behaviours and policies and procedures.
- To complete staff appraisals as per company policy, maximising the potential of each team member through supportive and effective personal development plans.

### **Analysis, judgements and decision making**

- Assess the health needs within a defined neighbourhood school population, using public health information, school health profiling and individual health questionnaires. Using this information to design appropriate programmes of health promotion.
- To carry out home visits, interventions, appointments within appropriate settings such as schools, children's centres, clinics or the family home.
- Report incidents and support local investigations. Facilitate sickness and absence management alongside the senior management team
- Participate actively in neighbourhood multi-agency and multi professional planning meetings. Using these local sources of information to form evidence-based practice as appropriate

- Contribute to the audit and evaluation of service delivery; collecting and analysing data relating to health and performance.

### **Planning and Organising**

- Lead and deliver the Healthy Child Programme, in line with local standard operating guidance, delivering health promotion that is relevant to the local need.
- Plan and organise own workload and the workload of the neighbourhood school nursing team
- Be able to plan, design and deliver presentations to a multi-agency audience.
- Provide a suitable learning programme for pre/post registration nursing students and new members to the School Nursing Team, through the development of induction programmes, mentorship and preceptorship.
- Ensure that young people actively participate in the design, delivery and evaluation of the service. Developing a range of systems to ensure that children and young people are heard as part of the participation strategy.
- Manage own workload, reporting issues to the Senior Management Team when difficulties arise and offering solutions where possible.

### **Clinical**

- Undertake and delegate health assessments of individuals in a wide range of environments and across a broad spectrum.
- Maintain accurate and comprehensive nursing administrative and statistical records, regularly providing management with returns and statistics as requested and required by Solutions4health, ensuring legal requirements are met
- Act as a named school nurse for an identified number of schools and oversee the team within their delegated schools/colleges
- Work in partnership with clients to assess, plan, implement and evaluate programmes of care for individuals and families.
- Support children, young people and their parents/carers and schools to manage children with long term conditions. Sign post to outside agencies as appropriate and work with families within the multi-agency team.
- Contribute appropriately to outbreak responses in line with the PHE Health Protection Unit.
- Deliver programmes of care in accordance with School Nursing Standard Operating Guidance and Care Pathways and Healthy Child Programme.
- Promote the safeguarding of children through multi-disciplinary team working and work within the Slough LSCBs policies and S4H procedures and guidance

for the protection of children. Be aware of emerging issues such as sexual exploitation.

- Maintain caseload responsibility for children with a safeguarding plan and delegate cases appropriately to other members of the integrated team
- Ensure that confidentiality and the rights of consent relating to young people are followed and that young people are treated with dignity, respect and empathy and in a non-judgemental manner by all members of the school nurse team following Department of Health and Education Guidelines.
- Work in partnership supporting individuals and families; to develop problem solving skills, the fostering of positive relationships and promotion of health.
- Maintain NMC registration, keep up to date with personal revalidation requirements, Continuous Professional Development and both mandatory and S4H training
- Plan, facilitate and deliver Public Health promotion opportunities one to one and group activities in the community and school setting. This may include sexual health clinics and enuresis clinics.
- Facilitate/deliver training sessions where identified health needs require training for non-medical school staff

### **Professional**

- Undertake specific IT systems training according to the needs of the post. This will require a competent level of computer literacy
- Use a range of skills to communicate, taking account of the culture, ethnicity, disabilities, developmental age and environmental settings
- Maintain appropriate professional boundaries in all relationships with patients and clients
- Work in a safe manner and comply with S4H, NMC and health and safety policies and procedures at all times
- Work within a framework that actively supports clinical governance principles. Participate in activities relating to the promotion of the quality of services including audits.
- Support development by attending training
- Develop practice in response to the changing needs of specific groups in accordance with NMC Code of Professional Conduct.
- Prepare and write referrals and reports for relevant agencies and multi-agency meetings, including Safeguarding Case Conferences, court reports and multi-

disciplinary conferences on children with special needs, supported by Peer Supervisors and Named Nurses as required.

- Maintain personal responsibility for continuing professional development and performance, ensuring personal portfolio is kept up to date in line with the NMC revalidation requirements
- Act as an autonomous, accountable practitioner and practice within the scope of the *The code: Standards of conduct, performance and ethics for nurses and midwives* and S4H's policies and procedures.

## **ADDITIONAL INFORMATION**

### **Other Duties**

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

### **Information Governance**

Employees of S4H must comply with the provisions of the Data Protection Act 1998. The post holder must not; either during the course of their employment, or following termination of their employment, disclose any information relating to service users or employees, or of the lawful business practices, of the organisation.

The post holder will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

The post holder must comply with S4H policies that protect the information assets of the organisation from unauthorised disclosure, modification, destruction, inappropriate access or use.

The post holder will be responsible for maintaining all clinical and/or corporate records that fall within the remit of this role to the standards in S4H's records management policies, and data quality processes and standards.

### **Health & Safety**

Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfill a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### **Safeguarding is Everyone's Business**

S4H has a responsibility to ensure that all children, young people and adults are adequately safeguarded and protected. Therefore, all S4H employees, temporary staff and volunteers are required to adhere to S4H safeguarding policies and procedures in addition to local and national safeguarding policies and to act upon any concerns in accordance with them.

For children you should be aware of your responsibilities detailed in the '4 Local Safeguarding Children Boards Child Protection Procedures' and for adults as detailed in the Care and Support Statutory Guidance issued under the Care Act (2014).

### **Training & Professional Development**

The post holder will work within the NMC Code of Professional Conduct and demonstrate relevant professional development activities including CPD, clinical updates, attendance at Journal clubs and production of portfolios.

The post holder must attend any training that is identified as mandatory to their role.

### **Clinical Supervision**

It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

### **Equality, Diversity & Human Rights**

It is the responsibility of every person to act in ways to support equality and diversity and to respect human rights, working within the spirit and detail of legislation including the Equality Act 2010 and the Human Rights Act 1998. S4H is an equal opportunities employer and aims to challenge discrimination, promote equality and respect human rights.

### **Quality & Risk**

S4H requires all of its employees to actively participate in quality improvement and risk management, both at a professional level and service level. The post holder will therefore be required to participate in quality and risk programs as an integral part of their position.

### **Confidentiality**

S4H employees are required to exercise discretion and maintain confidentiality at all times.

The range of duties and responsibilities outlined above are indicative only and are intended to give an overview of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the post holder.

### **Eligibility to Work in the UK**

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

**Disclosure and Barring Service Check**

All Solutions 4 Health employees either in direct contact with patients and/or with access to patient data are required to pass a Disclosure and Barring Service (DBS) check.

It is a requirement of this post that you undertake an enhanced DBS check, and you will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. If you refuse to sign the form your appointment will not be progressed further.

**No Smoking Policy**

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

**Occupational Health Clearance and Immunisation**

The post may be subject to Occupational Health clearance, and immunisation against certain diseases may be required. These will be discussed with you during the recruitment process where applicable.

**OUR MISSION**

To empower Families in our Community to find Solutions 4  
Health and Wellbeing