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**JOB DESCRIPTION**

**Public Health Nurse Team Lead**

**Public Health Nursing 4 Slough**

**0-19 (25) Integrated Service**

**Employing Organisation:** Solutions 4 Health

**Contract Type:** Full Time, Permanent

**Salary:** £40,681 **-** £46,294 per annum, depending on experience

**Place of Work:** Slough

**Responsible to:** Public Health Nursing Manager

**Company Division:** Health Care

Closing date:

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

**JOB SUMMARY**

The Public Health Nursing Team Lead will lead across the disciplines of Health Visiting and School Nursing in the delivery of the 0- 25 Healthy Child Programme within the Public Health Nursing 4 Slough Integrated Service. The post holder will introduce and support innovative ways of working, coordinate the Public Health Nursing Team and support Public Health Nursing Managers.

The Team Lead will hold a nursing qualification, a Specialist Community Public Health Nursing Practitioner and be NMC registered.

The Team Lead carries continuing responsibility for coordinating the day to day operation of the integrated PHN4S team within Slough, providing clinical and professional leadership to the team and managers. The Team Lead will contribute to the strategic direction, supporting the continued integration of pathways and taking a lead role in facilitating effective positive partnerships with partners and key stake holders.

The Team Lead will support productivity, efficiency and clinical outcomes across the Public Health Nursing team and will implement improvement plans jointly with Managers where necessary. The Team Lead will retain a leadership and clinical role.

**Values**

The Public Health Team leadworking 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 organization as required but will include (or be equivalent in nature to) those listed below:***

**Leadership Duties**

* The Team Lead will retain a clinical role and support caseload work to ensure maintenance of clinical skills and will take a delegated lead on the public health agenda within the community including community development projects and redevelopment of services.
* The Team Lead will be responsible for the equitable allocation of Universal, Universal Plus and Universal Partnership Plus cases through the monitoring and auditing of practitioner’s active caseloads, caseload supervision and through daily accessibility to the team when advice and support is required.
* The Team Lead will be responsible for the triage of work that is referred to the service through daily monitoring of the PHN4S secured email account, prioritising responses as required.
* Liaise with the Senior Management Team, acting as a point of contact and support for the 0-25 teams and partner agencies, to promote health and well-being of the local population.
* Support the implementation of the ‘Healthy Child Programme’, ensuring there is an emphasis on multi professional interagency and integrated working across the social and health care economy.
* Participate in partnership work with individuals, groups, communities, schools, agencies and partners of the organisation adhering to and cooperating with joint policies as relevant.
* Encourage innovation and develop new approaches to client care, to deliver a public health message in Slough.
* To assess for health needs in the community and schools, identifying need in relation to national and local agenda.
* To act as a health link for other agencies e.g. Education welfare, voluntary services, public and private agencies.
* Manage workload in a corporate way within the integrated team
* Undertake 1:1 clinical support with staff on a regular basis and communicate with Public Health Managers to support the appraisal process.
* Committed to safeguarding to ensure that the welfare of the child is paramount.
* Carry out specific health and developmental screening where identified, or delegate responsibility where appropriate to other team members.
* Facilitate group work for health promotion programs.
* Work in partnership respecting equality and valuing diversity.
* Participate in the evaluation and review of the post with team manager and service lead.
* To support the development and retainment of all new staff through the staff induction and mentoring process.

**Analysis, judgements and decision making**

* Assess the physical, developmental and emotional needs of children within the context of the family and environment.
* Assess the need for further support for disadvantaged families and those in need of safeguarding.
* Innovate and implement identified target services to reduce health inequalities.
* Access Safeguarding Supervision, Clinical Supervision and Management Supervision as stated within the current organisations policy documents.
* Manage, analyse and communicate information relating to health and performance data.
* Contribute to the audit and evaluation of service delivery to drive improvement and provide quality assurance.

**Planning and Organising**

* Lead and deliver the Healthy Child Programme, in line with local standard operating guidance.
* Deliver health promotion relevant to local need.
* Assist and take the lead in project development to meet the service needs and relevant KPI’s
* Plan, organise and evaluate straightforward and complex activities or programmes.
* Plan and organise own workload
* Be able to deliver presentations to a multi-agency audience
* Provide a suitable learning programme for pre/post registration nursing students and new members to the Public Health 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 Public Health Nursing Managers when difficulties arise, 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 Solutions 4 health, ensuring legal requirements are met.
* Work in partnership with staff and 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.
* Deliver programmes of care in accordance with Health Visiting and School Nursing Standard Operating Guidance and Care Pathways.
* Promote the health, wellbeing and developmental needs of children and young people aged 0 -25 and their families.
* Promote the safeguarding of children through multi-disciplinary team working.
* 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 Public Health Nursing team following Department of Health and Education Guidelines.
* Encourage staff to work within the framework of professional accountability.
* Manage issues relating to staff such as annual leave, sickness, complaint investigations and contribute to any issues relating to staff competency.

**Professional**

* To work in a safe manner at all times 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 audit.
* Support development by attending training
* Develop practice in response to changing needs to specific groups in accordance with NMC Code of Professional conduct (2015).
* Prepare and write reports to the Quality and Safety Assurance Committee
* Ensure personal portfolio is kept up to date in line with the NMC’s revalidation requirements

**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.

The post holder may be required to work flexibly to meet the needs of the local population. This may include some occasional evening and weekend work.

**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 according to Policy

**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.

**Person Specification for**

**Public Health Team Lead**

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| **Criteria** | **Essential** | **Desirable** |
| ***Qualification***  *special/vocational training/or equivalent experience* | **Both of the following qualifications:**  Registered Nurse/Midwife  Specialist Community Public Health Nurse (SCPHN)  Teaching/Mentorship qualification  Evidence of ongoing learning & professional development |  |
| ***Knowledge*** | * Healthy Child Programme (DH 2009) * Normal child development * Current political drivers relevant to CYP. i.e. healthy eating/lifestyles, smoking cessation, behaviour management, positive parenting * Clinical governance * Clinical supervision * Inequality and its impact on health * Understanding of the process of research, and evidence-based practice to promote good health * In depth knowledge of the policies related to: * School Nursing and Health Visiting * Healthy Child Programme (DOH 2009) * Children Act 2014 * Working Together to Safeguard Children (2018) |  |
| ***Experience (general/specific)*** | * Experience of co-ordinating clinical staff. * Experience of working in integrated teams * Demonstrates leadership skills * Understands the needs of the school age child * Conducting clinical audit and risk assessments * Knowledge and skills necessary for the development, documentation and evaluation of health promotion programmes. * Working with CYP in a range of health settings * Experience of working collaboratively with other agencies. * Experience of appraisal and staff development. * Experience of mentoring students | Experience of staff conflict resolution and operational planning.  Managing skill mix teams.  Challenging clinical practice |
| Skills / Values Patient and Person Centred  Valuing Achievement  Value through innovation  Forging Relationships | * Effective negotiating and influencing skills. Ability to work in partnership with CYP, families and colleagues * Proven skills in leading, managing and developing teams * Ability to prioritise caseloads and service delivery within the team. * Ability to adapt to the demands of a constantly changing environment * Ability to meet deadlines and work under pressure * Ability to prioritise and manage time effectively * Ability to work autonomously * Ability to undertake health needs assessment with CYP, families and profiling of the community/ school * Knowledge of safeguarding issues, policies, procedures, current legislation and relationship to practice * Ability to identify safeguarding concerns and liaise appropriately with other agencies * Ability to facilitate learning with individuals and groups in a variety of settings * Good standard of IT skills * Access to vehicle for work purposes. |  |
| **Record keeping and Documentation** | * Maintain legible and up to date records in accordance with S4H Policies and Nursing and Midwifery Council Guidelines on Record Keeping. * To adhere to the confidentiality guidelines | Ability to undertake  record keeping audits. |
| **Approach**  **Patient & Person Centred**  **Valuing Achievement**  **Value through innovation** | * Responsive and flexible to deliver service * Innovative approach to improving client experience and service improvement * Ability to manage complex situations effectively and deal with sensitive and diverse issues * Able to take a lead role in team decision   making   * Ability to motivate others * Solution focused * Willingness to enhance personal and professional development * Assertive, honest and open * Ability to communicate effectively with other disciplines and agencies * Promotes cohesion and team working * Ability to communicate professionally at all times * Ability to demonstrate active listening * Ability to be proactive and initiate actions in line with your professional role * Knowledge and understanding of the barriers to communication * Awareness of the family dynamics in communication * Knowledge of policies/guidelines in relation to maintaining confidentiality * Car driver to perform job in community |  |

**OUR MISSION**



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