

**JOB DESCRIPTION**

**Public Health Staff Nurse**

**Public Health Nursing 4 Slough**

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

# Employing Organisation: Solutions 4 Health

# Contract Type: Full time, permanent

# Place of Work: Slough

**Salary:** £26,152 - £32,145 (depending on experience)

**Responsible to:** Public Health Nursing Manager

**Accountable to:** Head of Public Health Nursing and Safeguarding

# Company Division: Healthcare

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

# JOB SUMMARY

Public Health Nursing for Slough are looking for a motivated registered nurse to join our dynamic and innovative 0-19 (25) service. The post holder will work alongside our health visitors and school nurses to deliver the Healthy Child Programme to families with children aged 0-19.

With support from senior member of the team, the Community Staff Nurse will assist in the development of the service and work with colleagues to ensure the delivery of a safe and effective universal health provision for children and young people attending schools in Slough.

**Values**

The Public Health Staff Nurse working within the Public Health Nursing 4 Slough 019 (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 work as part of the public health team in the delivery of the Healthy Child Programme
* To provide support for identified health needs in the community, in relation to national and local agenda
* To develop and maintain partnership working with children, young people and their families
* To facilitate partnership working across; health, education and social care.
* To safeguard children and young people
* Maintain accurate records of all contacts with children, young people, families in both community and home settings
* To attend and contribute to multidisciplinary meetings as appropriate.
* Work flexibly to meet the needs of the local population. This will include some evening and occasional weekend work.
* To contribute to the development of the service using innovative practice ideas and technology.

# FUNCTIONAL RESPONSIBILITIES

## 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
* To adhere to the NMC code (2015) and maintain NMC registration as required, working within all NMC guidelines relating to current practice
* To participate in clinical, peer and management supervision
* To work on own initiative, planning, prioritising and organising own workload, supported by senior public health nurses
* Work within a framework that actively supports clinical governance principles. Participate in activities relating to the promotion of the quality of services including audits
* Develop practice in response to the changing needs of specific groups in accordance with NMC Code of Professional Conduct.
* Maintain personal responsibility for continuing professional development and performance, ensuring personal portfolio is kept up to date in line with the NMC revalidation requirements
* To remain up to date with mandatory and statutory training requirements

## Clinical

* Work in partnership with clients towards improved health outcomes
* To deliver planned care to children and young people in the community setting
* To provide training to schools and relevant members of the community, this may include the development and delivery of medical awareness and buccolam sessions
* To carry out Health Needs Assessments on Looked After Children.
* To carry out Health Needs Assessments on children identified as eligible by either the School Nursing or Health Visiting Service.
* To manage risk within own caseload and to complete risk assessments, alerting the senior team as appropriate
* To maintain client dignity and confidentiality
* To be respectful of individual beliefs, values and differing cultural needs
* Promote the health, wellbeing and developmental needs of children and young people aged 0 -19(25) and their families.
* Plan, facilitate and deliver Public Health promotion opportunities via one to one and group activities in the community and school setting.
* To give evidence-based advice via our duty line
* To empower children, young people and families through appropriate support and education
* To be aware of all issues relating to Clinical Quality Governance and to meet standards as required
* To delegate appropriate tasks effectively to health care assistants and nursery nurses; advising and reviewing tasks as required
* To offer breast feeding support to families living in Slough
* Partake in development reviews, referring children identified as requiring further support

## Management

* To plan and organise own caseload based on clinical priorities and effective use of time.
* To participate in the induction training
* To contribute to the successful achievement of the service targets and objectives
* To contribute towards collating accurate activity data as required by the service.
* To participate in the supervision and coordination of the work of junior staff on a day to day basis and in the absence of the senior public health nurse
* To attend and actively participate in team, locality and other relevant meetings.

## Administration

* To use electronic databases and information systems.
* Maintain accurate contemporaneous clinical records
* Comply with all organisational and service policies and procedures
* Report all complaints, incidents and accidents immediately to the line manager and document such occurrences in accordance with organisational policy
* To work with colleagues to ensure cover is available for planned absences, holidays and staff sickness
* To take an active role in service development activities, identifying areas for improvement and options for change

# 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 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.

# EQUAL OPPORTUNITIES

Solutions 4 Health is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand, comply with and promote the Equal Opportunities Policy, avoiding behaviours which discriminate against colleagues, potential employees, clients or patients on the grounds of sex, marital status, race, age, sexuality, colour, nationality, ethnic or national origin, religion or disability.

## 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 Staff Nurse**

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| **Criteria**  | **Essential**  | **Desirable**  |
| ***Qualification*** *special/vocational* *training/or equivalent* *experience*  | * Registered Nurse/Midwife (or awaiting qualification and registration at time of application)

 * Full UK driving licence

  |   • Mentorship Qualification     |
| ***Knowledge, skills and experience***  | * Knowledge of the NMC code of professional conduct
* Knowledge of evidence-based practice
* Safeguarding
* Multiagency working
* Organising and managing own workload
* Knowledge of the Children’s act (), equality act (2010)
* Knowledge of the Healthy Child Programme
* Experience working within a team

      |  * Knowledge of

Public Health   * Knowledge of

clinical supervision  * Supporting individuals with mental health

 * Group work

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| **Skills / Values**         | * Ability to work well within a team
* Ability to work under direct and indirect supervision
* Good planning and organisational skills
* Health promotion skills

   | * Public Speaking

 * Teaching others and supporting

learners   * Lone/ mobile working

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| **Record keeping and** **Documentation**  | * Good verbal and written communication skills
* Basic IT skills
* Experience of writing accurate records
* Must be able to demonstrate English language proficiency level required for this post

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