

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title: Trainee School Nurse (Band 5)

Reports to: Practice Lead (School Years)

Department, Ward : Care and Learning Service

Corporate Department: Highland Council

Job Reference: based on SENESSNURSPHNR06

No of Job Holders:

Last Update July 2016 (Draft)

2. JOB PURPOSE

To facilitate and empower school aged children to engage in healthy lifestyles through the promotion of health screening and detecting for signs of ill health and/ or abnormality and engaging in anticipatory and supportive care applying the Principles of Public Health Nursing/School Nursing:

1. Identify Health Needs
2. Stimulate the Awareness of Health Needs
3. Facilitate Health Enhancing Activity
4. Influence Policies Affecting Health

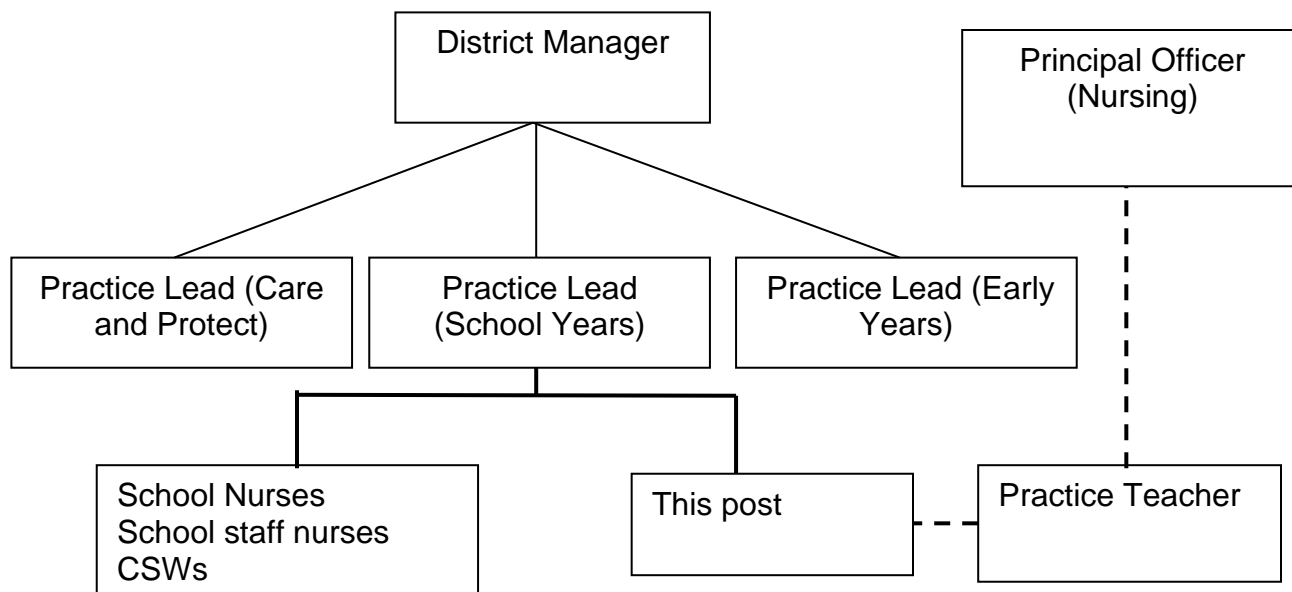
3. DIMENSIONS

Highland Council Health & Social Care (Children's Services) provides an integrated children's service.

Population approximately 250,000 (0-19yrs= 68500)

There are 9 Family Teams, each with a District Manager and comprising of Practice Leads for the Early Years, School Years and Care & Protect functions of the team. This post sits within the school years function together with School Nurses, Community Staff Nurses, Children's Service Workers.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

To improve the health and wellbeing outcomes for all Highland's children and young people.

6. KEY RESULT AREAS

Professional:

Trainees will work within teams with access to and under the supervision of a Practice Teacher and an experienced School Nurse mentor to achieve these key result areas while they undertake their academic studies.

To recognise and assess the complex determinants of health which influence the wellbeing of children and young people

To be responsible for health improvement activity for a defined population of children and young people using public health and community development strategies.

To assess, plan, implement and evaluate activities to promote well-being with individuals, families and communities in line with national and local performance targets.

To have an agreed and supervised responsibility for a defined caseload, promoting health &

well-being, identifying the health needs of children and families and prioritising workload to meet those needs within the resources available, working to the revised national school nursing model (2016) of focussing on the priority areas:

- Substance Misuse
- Child Protection
- Domestic Abuse
- Looked After Children
- Homelessness
- Youth Justice
- Young Carers
- Transitions

To assess, plan, implement and evaluate programmes of care for children & young people and referrals for a defined caseload using the Highland Practice Model.

To participate in schools based vaccination programmes working to Patient Group Directives to promote public health.

To act in line with local Child Protection Policy Guidelines in cases of suspected or actual child abuse or neglect, working collaboratively with the named person, other team members & agencies to plan, implement and evaluate programmes of care.

To work collaboratively with the named person, education colleagues, NHS Highland children's services, and third sector agencies to promote social inclusion and address local health inequalities.

To maintain accurate nursing records.

To collect & submit data for monitoring as required

To work in accordance with NMC code:

1. Prioritise People
2. Practise effectively
3. Preserve safety
4. Promote professionalism & trust

Recognise own competence levels whilst undertaking the training to become a Specialist School Nurse. Seek advice and supervision to ensure safe practice.

Educational Responsibilities

Achieve a School Nursing degree/post graduate certificate and Specialist Practitioner registration with the NMC within 3 years of commencement of the course

In conjunction with the Practice Lead & Practice Teacher identify own educational, training and support needs through Personal Development Planning.

To participate in agreed mandatory and in-service training programmes.

Participate in Supervision, Mentorship and Preceptorship as required

Undertake the teaching and assessment of pre-registration nursing students/observers during community placements.

To participate in approved research & audit programmes.

Personnel

To ensure confidentiality at all times. Information relating to clients, staff of the organisation should be regarded as confidential working to Data Protection Act.

To undertake such duties as may required from time to time as are consistent with the responsibilities of the post and the needs of the service.

Ensure that all statistical returns, annual leave requests and expense sheets are submitted promptly

Notify Organisation of any sickness/absence and report return to work immediately in accordance with NHS Highland Policy.

To have responsibility for Health, Safety and Welfare of self and others to comply at all times with the requirement of Health and Safety Regulations.

7a. EQUIPMENT AND MACHINERY

- Weighing scales
- Height/length measurement equipment
- Child development assessment equipment
- Child growth and development charts
- Vaccination apparatus – cold chain equipment, needles, syringes
- Health promotion resources (books, leaflets, videos, posters, DVDs, TV)
- Health Assessment tools
- Computer, mobile,

7b. SYSTEMS

Responsible for own record keeping standards based on NMC guidance

Follow all professional policies, procedures and guidelines

NHSH Datix recording for clinical incidents

Highland Council LAGAN system for personal safety incidents or accidents
eKSF for personal development planning
Undertake supervision as per Highland Council policy
Responsible for undertaking own NMC revalidation requirements.
Highland Council travel request procedure

8. ASSIGNMENT AND REVIEW OF WORK

Working under the supervision of the Practice Lead/Practice Teacher, workload will be generated via the named person, child health systems, GPs, other members of the integrated team, the public/client.

Prioritise work to meet needs of the children & and young people

Will undertake Personal Development Planning and become a reflective practitioner and through the use of clinical supervision.

9. DECISIONS AND JUDGEMENTS

Although supervised by Practice Lead/Practice Teacher, the trainee is accountable for own practice which is governed by policies, procedures and protocols, whilst working within the Family Team

Uses developing school nursing skills to exercise judgements involving complex situations recognising when these decisions should be discussed with Practice Lead, Practice Teacher, Mentor

Liaising and working with a range of statutory and voluntary organisations in planning and delivery of care for clients ensuring adherence to the Highland Practice Model.

In conjunction with Practice Lead manage issues within Child Protection and Vulnerable Groups– at risk situations or complex needs

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Requiring to balance clinical workload with academic study requirements

The need to recognise when decisions should be made in discussion with mentor/supervisor

Involvement in child protection situations within a multi-agency setting

Working with children and young people who have significant well-being needs which are not easily met.

Using behaviour change strategies with individuals who do not have a mind-set to change.

Working with the demands of family breakdown, bereavement, substance misuse, domestic abuse

With negotiation covering at short notice other school nurse workloads across the area in times of sickness or vacant caseloads.

Management of change, service and practice

Management of people confronting performance and behaviour including verbal aggression

Lone working

11. COMMUNICATIONS AND RELATIONSHIPS

Internal and External Communications:

Establish and maintains professional relationships with Family Team colleagues, named persons, schools, community paediatricians, General Practitioners, voluntary /non voluntary service networks to provide a planned co-ordinated, seamless service to children & young people

Establish and maintains professional relationships with all clients and users of the service throughout the delivery of care.

Participates in regular team meetings and professional forums with colleagues and professional nurse leaders to implement new policies, manage, plan and develop School Nursing services and quality of care

Meet regularly with Principal Officer (Nursing) and Practice Lead to discuss professional development and progress to achieving School Nursing degree.

Observe confidentiality in accordance with NMC and Highland Council policies and Data Protection Act

Communicates sensitive information relating to client, child abuse, domestic violence issues requiring high level of interpersonal skills

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical skills: keyboard skills, manual handling skills, good level of physical health, including vision and hearing and high level of dexterity for successful immunising

Physical effort: Daily moving and carrying of equipment in daily shifts to and from base to locations, travel

Mental Demands: Concentration needed for assessments, liaison, meetings, decision and judgement making. Require group-working skills. Interruptions experienced frequently, i.e.

telephone, 1:1 liaison. Daily concentration required for decision making and organisational skills to cope with competing demands, clients' needs, unpredictable nature of referrals, contacts from within and out of the organisation, increasing workloads. Working towards a School Nursing degree whilst maintaining a full time caseload.

Emotional Effort: Distressing circumstances experienced whilst dealing with child protection, bereavement, mental health issues, substance misuse, domestic violence, complex cases, complaints, challenging clients, families and colleagues. Lone working in the community requires self-reliance to continually assess risk to self, team and clients.

Environmental and Working Conditions: Passive smoking, exposure to bodily fluids, verbal and physical aggression, aggressive family pets. Contend with traffic congestion, parking and bad weather. Works in isolation and has to work flexibly.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Training: Current First Level Registration, first level degree or similar, with the academic ability to work towards a School Nursing degree/post graduate certificate

Experience: At least 1 years post registration experience, IT skills, communication skills, interpersonal skills, clinical and management skills, multi-agency experience, presentation skills

Knowledge of

NMC documentation: The NMC code of professional conduct: standards for conduct, performance and ethics. Guidelines for records and record keeping, Guidelines for the administration of medicines.

Highland Council/ NHS Highland Policies and Procedures documentation to support nursing practice

Highland Council/ NHS Highland Child Protection Policy and Guidelines

Highland Practice Model

For Highlands Children 4

Child Health: Health For All Children 4th edition
Immunisation Against Infectious Diseases 1996

Ability to travel for business

14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Signature:

Date:

Manager's Signature:

Date:

