AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: School Nurse

Reports to (insert job title): Practice Lead (Schools)

Department, Ward or Section: Family Team

CHP, Directorate or Corporate Department: Care and Learning Directorate, Highland Council

Job Code: GENNHSHNURSPHHV03

No of Job Holders:

Effective date of this job description: Oct 2014

2. JOB PURPOSE

Leading, delivering and evaluating universal public health programmes for school-aged children and young people (5 - 19 years) within school and community settings including the planning coordination of the school age immunisation programme.

Supporting education colleagues in their role as the Named Person in contributing to the development of the Child Plan through comprehensive assessment using the national practice model.

Providing leadership within health assessment and care planning.

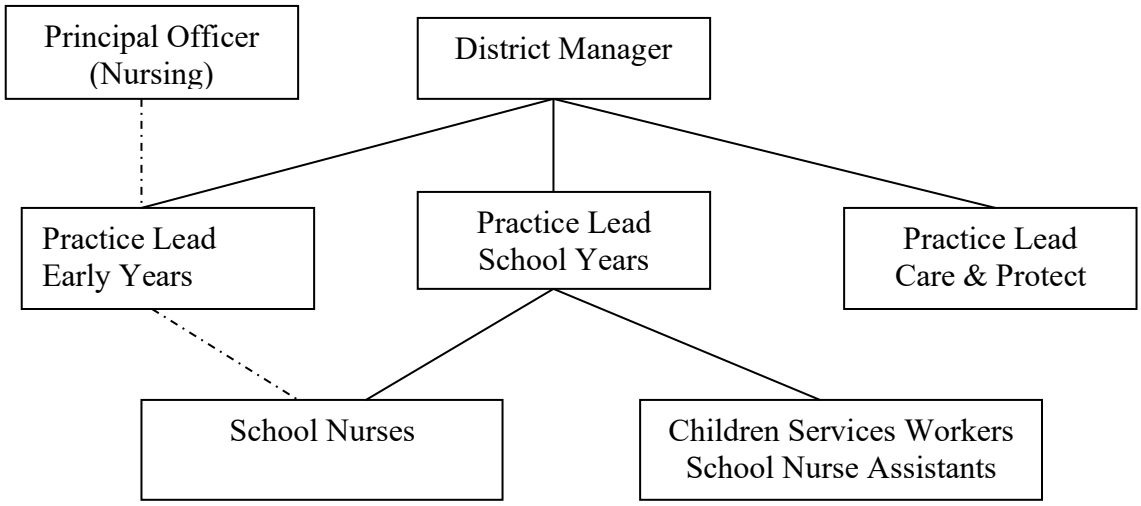
3. DIMENSIONS

The School Nurse carries continuing responsibility for the health care management of the client caseload within a defined Associated School Group as part of a Family Team.

The service is provided in a variety of settings, particularly in schools but also within the communities, pre-schools, clients' homes and other community settings.

The service is provided in-office hours, with occasional out of hours, dependent on the needs of the service and provides care in close collaboration with children and families, the Practice Lead (School Years), fellow members of the Family Team, other disciplines within the Care & Learning Directorate and other agencies.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT OR SECTION

The overall purpose of the Family Team is to promote the well-being of the children and families in the agreed Associated School Group area. This includes the delivery of universal health services and targeted health & social care services where additional needs have been identified in line with the Highland Practice Model, working in conjunction with other Care & Learning disciplines, including education, and other agencies and community resources.

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

- Develop & sustain therapeutic working relationships with children, families and groups
- Undertake child health screening as agreed locally in line with the national Child Health Screening & Surveillance programme e.g. P1 screening, hearing checks, vison check follow-up.
- Review and revise the Health Plan Indicator where required
- Assess the physical, emotional, mental and social health needs where appropriate.
- Undertake health assessments as required for children who have additional needs e.g. looked after children, child protection planning etc.
- Working within the Highland Practice Model, identify children and families who are most vulnerable.
- Support the named person by contributing to the child planning process from a health perspective
- Work with colleagues to undertake planned interventions to address assessed health needs using an enabling approach.
- Provide health information and education as required by children, families and colleagues.
- Provide training/awareness raising sessions to education colleagues on health topics as appropriate e.g. vaccine awareness, long term conditions, anaphylaxis
- Identify children with exceptional health needs and work in collaboration with the multi-agency team to ensure needs are met.
- Identify incidences of potential and/or actual harm following Highland Child Protection Guidance.
- Co-ordinate and undertake the school based vaccination programmes.
- Undertake supervision sessions as agreed with the Practice Lead.
- Participate in the induction of new staff
- Mentor pre- registration nursing students as required.
- Maintain child health records in accordance with NMC guidelines and local guidance.
- Work with other team members to cover periods of absence and vacancy
- Delegate activities as appropriate and in accordance with NMC guidance.
- Facilitate the transfer/handover of information from the health visitor during the transition into school. Ensure that the named person in education is aware of any children with additional needs.
- Work with partners to the plan to ensure effective transition to adult services where appropriate.
- Collect and analyse data on the health and wellbeing and related needs of a defined Associated School Group population
- Maintain personal safety when lone working

7. EQUIPMENT AND MACHINERY USED

- Weighing scales
- Height/length measurement equipment
- Child development assessment equipment including vision and hearing screening
- Child growth and development charts
- Injection apparatus – needles, syringes
- Health promotion resources (books, leaflets, videos, DVDs, posters)
- Computer
- Shredder

- Fax Machine/Answer machine
- Photocopier
- IT equipment
- Mobile phone

8. SYSTEMS

1. Maintain patient records in accordance with NMC guidelines and NHS Highland standards.
2. Responsible for own record keeping
3. Follow all professional policies, procedures and guidelines
4. Responsible for efficient use of resources and stock control, ordering stores and supplies.
5. Undertake Personal Development Planning and e-KSF in accordance with NHS Highland policy.
6. Participate in supervision as agreed with Practice Lead (Schools)
7. Responsible for student assessments.
8. Undertake risk assessments.
9. Maintain accurate and up to date clinical records complying with the requirements for patient confidentiality.
10. Use data gathered through child health screening and surveillance (CHSS) to target identified need.

9. ASSIGNMENT AND REVIEW OF WORK

1. Accountable for own professional actions and decisions based on child, family, school and environmental assessment with the ability to recognise more complex cases requiring senior level decision making to ensure appropriate interventions for the child and family.
2. Ability to prioritise workload to meet the changing needs of the caseload population alongside the wider community in conjunction with Practice Lead (Schools)
3. Professional development is reviewed via PDP process.
4. Accountable for his/her own actions without direct supervision and for the care provided by unqualified staff.

10. DECISIONS AND JUDGEMENTS

1. Makes autonomous decisions analysing and synthesising unique sets of information using comprehensive knowledge, skills and experience of the public health nursing service, taking account of the guidance of the professional body (Nursing and Midwifery Council) and the employer's policies and procedures.

2. Makes autonomous clinical decisions in planning and prioritising client care and appropriate delegation to members of the wider skill mix team while holding overall responsibility.

3. Recognises own limitations in the provision of care and urgency of client needs referring to other health care professionals and multi agency teams accordingly.

4. Makes decisions concerning the reporting of child protection issues as per the Local and National Child Protection Guidelines

11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

1. Management of change in both service delivery and individual practice

2. Ongoing involvement with children and families who require significant challenging support, in particular with increased vulnerability and child protection.

3. Negotiating packages of care with other disciplines/agencies, in particular education, who work within different cultures, response times and budgetary constraints.

4. Managing unrealistic expectations of clients and their families, including non compliance of the planned episode of care

5. Supporting the team covering sickness, annual leave and vacancies

6. Effectively managing increasing caseloads and workloads.

12. COMMUNICATIONS AND RELATIONSHIPS

1. Establish and maintain professional relationships with public health nursing colleagues, and wider health / social care / voluntary service networks to provide a planned co-ordinated, seamless service for children and their families.
2. Early identification of potential and actual additional health needs discussing available options and perspectives of choice with clients, families and other health and partner agency professionals.
3. Observe confidentiality in accordance with NMC and Highland polices paying particular focus on the data sharing partnership.
4. Establish and maintain professional relationships with individual schools within the education department.

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

Physical

1. Daily driving through urban/rural areas and in all weather conditions
2. Weighing and measuring of children
3. Carrying heavy and bulky equipment such as weighing scales and height measures
4. Constant kneeling and bending
5. keyboard skills and VDU exposure
6. Exposure to pets
7. Exposure to body fluids
8. Exposure to passive smoking

Mental

1. Concentration, decision making and organisational skills to cope with competing demands, (dynamic changes in client situations, unpredictable nature of client needs, contacts from within and out with the organisation – managers, other departments, other agencies) daily.
2. Daily lone working in the community requiring self-reliance to continually assess risk to self, team and clients.
3. Recognising the changing need for clients and making rapid decisions to provide appropriate case management - frequency.
4. Negotiation skills to co-ordinate complex care plans and/or child's plans with a wide range of people and agencies with varying degrees of frequency.
5. Daily and continuous concentration to assess and provide client care and manage a caseload with frequent interruptions either in person or by telephone.
6. Concentration to drive in a busy urban/remote and rural environment visiting clients homes to deliver care – daily.
7. Prioritise workload in response to increasing demands

Emotional

1. Emotional demand in relation to family and human dynamics, dealing with other health professionals and partner agencies, clients and their families in crisis.
2. Emotional demand while working with particularly complex or distressing cases over long periods of time (years) such as child abuse, domestic violence or child death.
3. Emotional demands related to managing and implementing change, organisational, policy and practice - ongoing.
4. Emotional demands of involvement in families who are challenging in their behaviour.
5. Exposure to verbal or physical aggression especially when lone working

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

1. Current first level registration
2. Specialist Public Health Nurse/School Nursing post registration qualification
3. Non medical prescriber (desirable)
4. Evidence of continuing professional development
5. Comprehension of GIRFEC
6. Knowledge of, and ability to interpret and apply all relevant Highland and professional policies, procedures and guidelines
7. Knowledge of processes involved in health and social policy development and of current policies and their impact on public health nursing services
8. Ability to work on own initiative
9. Ability to work to challenging deadlines
10. Ability to work as part of a team
11. Active problem solving skills
10. IT skills – e-mail, basic word processing, ability to search inter and intranet
11. Good level of physical health and stamina, large and fine motor fitness and dexterity
12. Ability to travel for work requirements

15. 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: