

Job description and specification



SCPHN Student Health Visitor and School Nurse
Band 5



JOB DESCRIPTION

JOB TITLE: SCPHN Student Health Visitor/School Nurse

BAND: 5

RESPONSIBLE TO: Operational Lead

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Health Visitors School Nurses Safeguarding Team Child Health Team Child Development Centre Immunisation team Non clinical services; Estates, HR, Performance, Finance, IT, Communications Assistant Directors	Agencies Clients Families Multidisciplinary Teams Local Authorities Childrens Centres Public Health Schools

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice



The post holder will achieve this by assisting the Integrated Universal and Early Intervention Teams in the delivery of their clinical duties through the development and attainment of Public Health proficiencies so to practice as a Specialist Public Health Practitioner upon qualifying from the course.

The Specialist Community Practitioner student will be provided with a learning environment which will enable the student to develop knowledge, skills and competencies to take on the role of a qualified Specialist Community Practitioner pathway.

To gain the knowledge and skills and competence required in order to exercise higher levels of judgment, discretion and decision making in clinical care focusing on four broad areas:

- Clinical practice
- Community Engagement
- Clinical practice development
- Leadership in clinical practice

The post of Specialist Community Practitioner Sponsorship Student is a development post building on existing knowledge, skills and competencies to achieve a higher level of practice resulting in an academic qualification as well as a recordable/registered qualification with the Nursing and Midwifery Council.

Main duties and responsibilities:

The fundamental responsibilities of the post holder are to attain the academic credentials and the clinical skills required to practice as a NMC registered Specialist Community Public Health Nurse on a defined pathway. These are summarised below:

- To fulfil the requirements of the Specialist Community Practitioner programme by attending university course dates and practice placement days in accordance with University regulations
- With the support of the Specialist Community Practice Teacher to link the theoretical knowledge gained through the university programme to the practice situation
- To demonstrate an understanding of current and emerging National, Regional and local healthcare legislation, policies and guidelines as they pertain to chosen pathway
- To develop/build on skills of caseload and team leadership and management
- To work within University Regulations pertaining to academic work and student conduct, and in line with NELFT Policies and Procedures.
- To work within employing organisation policies as they pertain to the relevant clinical setting
- To work within employing organisation policies relating to employee responsibilities

The student will be expected to have acquired the knowledge and skills necessary to undertake all components of the Health Visitor /School Nursing duties and responsibilities, by the end of the course.



This will be quantified by continuous assessment of competence, learning outcomes and sign off as fit to practice as a registered Health Visitor/School Nurse by their Community Practice Teacher to the NMC.

The student will be exposed to a variety of learning styles including virtual learning environment, shadowing and observing alternative practices.

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.



Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines



[Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	x		Application Form Interview
Prioritising quality	x		Application Form Interview
Being progressive, innovative and continually improve	x		Application Form Interview
Being professional and honest	x		Application Form Interview
Promoting what is possible, independence, opportunity and choice	x		Application Form Interview
Qualifications			
<p>Current NMC Registration for nursing or midwifery</p> <p>or</p> <ul style="list-style-type: none"> Evidence of application for NMC registration and confirmed NMC registration within 2 months of the start date DipHE (or above) qualification equivalent to 120 credits at level 5 (of the Higher Education Credit Framework for England) 2 or evidence of previous education and learning to this level. 3 <p>Note: Some Universities will accept 60 credits at level 5/6 and offer candidate the option to APEL (accreditation of prior experiential learning) Please refer to the candidate guidance for HEI details</p>	x	<p>Evidence of continual professional development at level 6</p> <p>Degree</p>	Application Form Interview
Experience			
Experience of working within a team	x	<p>Experience of managing staff within a team</p> <p>Evidence of working without direct supervision and managing own workload</p>	Application Form Interview
Experience of working within multi-	x		Application Form Interview



	Essential	Desirable	Measurement
disciplinary teams			
Academic ability to study independently at degree or postgraduate level	x		Application Form Interview
Evidence of involvement in the management of difficult situations and conflict resolution	x		Interview
Good computer literacy skills e.g. Microsoft word, excel	x		Application Form Interview Assessment
Excellent, adaptable communication skills both written and verbal	x		Application Form Interview Assessment
Numeracy and Literacy skills	x		Application Form Interview Assessment
Ability to support children and families to make informed decisions in relation to their health and well-being	x		Interview
Demonstrate ability to adapt to working within a changing environment	x		Interview
Evidence of supporting equality and valuing diversity in own practice	x		Interview
Demonstrate knowledge of research - based practice	x		Application Form Interview
Knowledge			
Knowledge of the Public Health role of contemporary health visiting & working in community settings <ul style="list-style-type: none"> Knowledge of local and national policies which influence the provision of health visiting Current knowledge of safeguarding issues Knowledge of quality issues, the audit process and clinical governance 	x		Application Form Interview
Able to communicate well verbally and in writing	x		Application Form Interview Assessment
Good organisational skills	x		Application Form Interview



	Essential	Desirable	Measurement
Good interpersonal skills and ability to communicate with people at all levels	x		Application Form Interview
Ability to prioritise and to work under pressure while maintaining standards	x		Application Form Interview
Ability to work alone and as part of a team	x		Application Form Interview
Other Requirements			
Flexibility	x		Application Form Interview
Professional approach and attitude to both internal services and services to the public	x		Application Form Interview
Awareness of issues of confidentiality	x		Application Form Interview
Commitment to improving health and health services	x		Application Form Interview
The ability to travel to a variety of sites within the Trust is essential	x		Interview

