

Role Specification

JOB TITLE: Nurse for Children/ Young People in Special Schools

PAY BAND: 6

SPECIALTY: Specialist Adult and Children's Services

SERVICE: Specialist Healthcare Tasks Service

ACCOUNTABLE TO: Team Leader, Specialist Healthcare Tasks

ROLE SUMMARY:

- To co-ordinate and deliver an efficient and effective nursing service to meet the complex health needs of pupils attending the identified schools.
- To assess the level of need for training and assessment of competency for staff/ carers working with pupils in the identified schools.
- To provide clinical expertise and high quality education, training & assessment of competence to identified staff/ carers. This competency-based training will enable staff and carers to undertake specialist healthcare tasks for individual children/ young people to meet their specific healthcare needs in the school setting

FACTOR	ESSENTIAL	DESIRABLE	EVIDENCE
QUALIFICATIONS & EDUCATION	1 st Level Registered Nurse (Child) Teaching or mentorship in practice (or equivalent)	BSc Community Specialist Practice (or equivalent)	Application, certification
WORK RELATED KNOWLEDGE & EXPERIENCE	Minimum 2 years post basic experience. Experience in working collaboratively across service boundaries and specialities. Experience of evidence based practice/current issues. Evidence of ability in providing	Recognition and action in relation to clinical incidents Risk Management	Application, interview

	<p>training and education.</p> <p>Understanding of and commitment to clinical governance.</p> <p>Commitment to and maintenance of up to date PREP requirements and own professional development.</p> <p>Knowledge and understanding of working with children with disabilities and complex health needs.</p> <p>Knowledge of personal and legal responsibilities within the community setting.</p>	<p>Research experience</p> <p>Audit experience</p> <p>Community Nursing experience</p> <p>Evidence of working as a change agent.</p>	
SKILLS & APTITUDES	<p>Proven ability of documentation development.</p> <p>Skills in developing and implementing policies and guidelines.</p> <p>Ability to deliver presentations.</p> <p>Excellent verbal and non-verbal communication skills.</p> <p>Able to work autonomously</p> <p>Committed to Service development</p> <p>Good attendance</p> <p>Mature, reliable, confident and flexible approach to working</p> <p>Exceptional organisational and time management skills</p>	<p>Computer literate</p> <p>Demonstration of leadership skills.</p>	Interview
CIRCUMSTANCES	<p>Ability to travel by car between sites</p>		
SPECIALITY SPECIFIC REQUIREMENTS			

This role specification indicates the main functions of the post. It is not an exhaustive list of the responsibilities and tasks required for the job. There may be a requirement to undertake other duties as reasonably required to support the organisation. This may also include work outside of the postholder's normal sphere of activities,

including functions not detailed within this role specification or working within another location or environment. The postholder will not be required to undertake any function for which they are not qualified or competent to perform.

The postholder must be familiar with, and adhere to, all *Provide* policies and procedures which can be found on the Intranet.

The postholder is accountable and responsible for the implementation and adherence to;

- The Health Care Act 2006, (revision 2008)
- The Equality Act 2010
- The Care Quality Commission Essential standards of Quality and Safety 2010,
- Health and Safety legislation in relation to patient safety and maintaining a safe working environment
- Data protection act 1998 and confidentiality code of conduct

The maintenance of the standards set out within this legislation will guide staff in maintaining the quality of care and safety required within their role ‘

Safeguarding Children, Young People & Vulnerable Adults

Safeguarding is a key priority of the organisation. Staff must always be alert to the possibility of harm to children, young people and vulnerable adults through abuse and neglect. This includes being aware of the adults who may find parenting difficult. All staff should be able to recognise the indicators of abuse and know how to act on them, including the correct processes and decisions to be undertaken when sharing information. The depth of knowledge you work from must be commensurate with your role and responsibilities. All staff must follow the Safeguarding policies and guidelines, know how to seek specialist advice and must make themselves available for training and supervision as required.

Main duties and responsibilities

Clinical and Service

- To provide assessment, specialist clinical advice, nursing care and support to children/ young people and their families.
- To deliver agreed education and training programmes to identified staff/ carers
- To assess and identify the needs of the individual child/ young person, plan care appropriate to those needs and evaluate the outcome within Health, Social Care, Learning Services and Private and Voluntary Sector settings.
- To participate in the development of educational training packages and assessment tools to provide a robust competency based training programmes To provide one to one competency assessments and on-going reviews of competency to ensure the care delivered to the child or young person complies with agreed protocols and is of a high quality

- To ensure that risk assessments are completed, implemented, maintained and reviewed.
- To record all activity accurately using and creating reports as and when required via the Specialist Healthcare Tasks database
- To participate in the development of future systems and processes for recording and reporting activity
- To work in partnership with the child or young person's multi-disciplinary team to develop, implement and monitor plans of care which support the child or young person within the education setting
- To be aware of statutory, voluntary and ancillary services which are available to children and young people within the community and to work in partnership with such services and promote collaborative working.
- To act, at all times, in a manner that is sensitive to the differing social, cultural, religious, and communication needs and wishes of children and young people and their families.

Management and Leadership

- To provide supervision and monitoring of staff to ensure high quality and effective standards of care.
- To be aware of financial and budgetary controls and constraints to ensure the maintenance of the budget.
- To manage own workload effectively within identified time restraints.
- To maintain contemporaneous record keeping.
- To act as a representative for the service and organisation, working in partnership internally, locally and regionally.
- To develop a working environment and culture that actively improves health, safety and security.
- To travel between educational sites when required.

Clinical and Corporate Governance

- To work in accordance with the following policies and legislation
Provide policies and procedures
The Children Act 1989
SET Procedures: Essex Child Protection Guidelines
- To assist in clinical audit and research, undertaking appropriate studies as required.

- To provide the data necessary to perform clinical audit in relation to the quality and activity of the Service.
- To ensure that all organisational policies and procedures are adhered to at all times.
- To provide accurate, statistical information as required.
- To initiate risk assessments relevant to area of practice and escalate concerns accordingly, liaising with and reporting any incidents to the Senior Nurse, Specialist Healthcare Tasks Service.
- To participate in forums to develop and improve evidence based clinical practice.
- To provide accurate, timely information relating to one owns sickness, absence, study leave and positive returns.

The post holder must carry out all duties and conduct himself or herself in accordance with the NMC Code of Professional Conduct

Education and Development

- To participate in the education of personnel within the multi-disciplinary team and partnership agencies to the role of Specialist Healthcare Tasks Service.
- To participate in a personal development programme identified following individual performance review.
- To maintain high standards in all aspects of professional practice at all times. To keep up to date with professional developments, by attendance at study days, in-service training and educational courses as necessary.
- To organise/ participate in specialist study days/ seminars, locally.
- To work proactively and in partnership with ECC in future service developments

Communication

- To establish and maintain effective communication with families and external transport contractors commissioned by Essex County Council in relation to the child/ young person within the Education Setting
- To Identify and initiate mechanisms that support the needs of children/ young people and their families, making positive representation on their behalf.
- To actively raise the profile of the Service through effective communication and formal presentations as required.
- To exercise tact and ensure confidentiality in relation to all duties with awareness of professional boundaries.
- To act a specialist resource to carers and all other members of the multi-disciplinary team.

To undertake any other appropriate duties commensurate with the grade of the post that may reasonably be required by the Specialist Healthcare Tasks Co-ordinator.

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Core Competency Framework

Band 6

Practitioners and staff at Band 6 require a critical understanding of detailed theoretical and practical knowledge, are specialist and have some leadership and management responsibilities. They demonstrate initiative and are creative in finding solutions to problems. They have some responsibility for team performance and service development. They consistently undertake self-development.

Provide aims to deliver high quality, professional and customer focused services. To ensure that this objective is met, it is expected that all employees carry out their roles in a courteous, compassionate and responsive manner and by the standard of their own appearance and behavior act as an ambassador for the organisation within their interactions with all our customers.

Employees are contractually obliged to undertake mandatory training in line with the organisations' agreed Mandatory Training Matrix and must ensure that the required learning is complete and refresh this learning within the timescales set out. Should staff consider they need further support to maintain the level of competence set out in this framework they have a personal responsibility to raise this with their line manager.

Assessment

- Able to gather appropriate information.
- Able to select and use appropriate assessment techniques.
- Able to undertake or arrange investigations as appropriate.
- Able to analyse and critically evaluate the information collected.

Formulation and delivery of treatment and / or action plans and strategies

- Able to use research, reasoning and problem-solving skills to determine appropriate actions.
- Able to draw on appropriate knowledge and skills in order to make professional judgements.
- Able to formulate specific and appropriate management plans including the setting of timescales.
- Able to conduct appropriate diagnostic or monitoring procedures, treatment, therapy or other actions safely and skilfully.
- Able to maintain records appropriately.

Critical evaluation of the impact of, or response to, the treatment and / or action plan/intervention

- Able to monitor and review the on-going effectiveness of planned intervention becoming increasingly self-aware of when/how to modify a technique and less dependent on feedback from others.
- Able to make reasoned decisions to initiate, continue, modify or cease treatment / action or the use of techniques or procedures, and record the decisions and reasoning appropriately.
- Able to audit, reflect on and review own and other's performance/practice.

Knowledge and Skills

- Uses detailed theoretical and practical knowledge of a work area involving a critical understanding of theories and principles.
- Demonstrates mastery and innovation in methods and tools used in a complex and specialised work area.

- Evaluates own practice and identifies development needs within a complex environment.
- Complies with current legislation, policy and guidance.
- Understands the 'social model', concepts of empowerment and person centred approaches to assessment, care planning, delivery, monitoring and review of practice and services.
- Applies the principles of respect, dignity, choice and independence in own work area.
- Understands the nature extent and boundaries of their role and its relationship to others within and outside the organisation.

Technology Skills

- Proficient in the use of Microsoft Outlook or similar Email application
- Proficient in the use of the Web and Web applications
- Proficient in the use of Microsoft Word
- Accurate data input skills, e.g. accurately entering data into Excel or an electronic records system
- Confident with the use of IT systems and equipment, including mobile devices (where used)
- Confident with use of Electronic Patient Records at the point of care or commitment to develop these skills within 6 months

Leadership and Management

- Works independently, leads work activities of others.
- Takes responsibility for a work area.
- Manages appraisals of junior staff, contributes to Learning and Development plan for the team.
- Exercises leadership and initiative to bring about change, introduce new thinking in complex and unpredictable contexts.

Innovation and Decision Making

- Devises and sustains arguments to solve problems.
- Makes judgements involving a range of facts/options/analysis and interpretation.
- Implements policy and is able to propose changes to working practices or procedures.
- Takes responsibility for the purchasing and maintenance of assets/equipment and/or resources. This may include holding a delegated budget.
- Takes responsibility for teaching/training inside or outside work area.
- Undertakes research projects or clinical trials where appropriate.
- Critically analyses information to aid service performance/review.

Communication

- Listens to and appreciates the complexity of a range of views.
- Adopts effective questioning techniques.
- Responds appropriately to queries and complaints.
- Speaks assertively and presents a positive self-image.
- Adopts a sensitive manner and uses language appropriate to the situation.
- Persuades and influences others effectively.
- Writes effectively for a range of situations and contexts.
- Presents and explains results clearly and accurately.
- Ensures that clients are at the centre of the care planning process, and that they contribute as much as possible to their care.
- Ensures that the boundaries of confidentiality are clearly understood.

Team Working

- Works with others to achieve shared goals.
- Respects and is open to the thoughts and contributions of others.
- Recognises and respects individual differences.
- Learns from their mistakes and accepts and gives feedback in a constructive, considerate manner.
- Contributes to and management of a team by sharing information and expertise.
- Ensures that the teams purpose and objectives are clear.
- Leads and supports when appropriate, motivating and developing others to achieve high performance.
- Assesses and manages risk and identifies the root cause of complex problems.
- Offers recommendations in relation to the service based on a thorough evaluation of the facts.

Personal Attributes

- Acts as an ambassador for *Provide* and demonstrates excellent customer care at all times.
- Deals with people, problems and situations with honesty and integrity.
- Recognises and reflects on their own and others good efforts.
- Takes care of their personal health, including hygiene and appearance.
- Meets timekeeping and attendance requirements.
- Leads on personal and team health and safety practices and procedures and acts in accordance with these.
- Understands their rights and responsibilities in the workplace, and those of others.
- Undertakes and respects confidentiality.
- Manages the balance of their work and personal life.
- Assesses and manages risk, is accountable for their own actions, and those of their team.
- Is adaptable and able to carry out multiple tasks or projects.
- Is open and responds constructively to change and copes with uncertainty.
- Supports other colleagues and co-workers and promotes positive relationships within team and beyond.
- Learns continuously, reflects on their practice and encourages others to reflect on their practice.
- Identifies personal learning goals and plans for the achievements of these.

Name of Post holder:

Signature:

Date: