

## JOB DESCRIPTION

<b>Job Title</b>	<b>Community Staff Nurse 0-19 (Public Health Nursing Service)</b>
<b>Grade / Banding</b>	<b>Band 5</b>
<b>Reports to</b>	<b>Specialist Community Public Health Nurse (Health Visitor)</b>
<b>Accountable to</b>	<b>Clinical Team Lead</b>
<b>Date of this version</b>	<b>October 2024</b>

<b>Role Purpose</b>	<p>The primary role of the Community Staff Nurse (CSN) is to support in delivering the commissioned elements of the Healthy Child Programme as a member of the 0-19 public health nursing service (Health Visiting / School Nursing).</p> <p>They will provide responsive, holistic, quality, family centred public health outcomes in line with the 4-5-6 model of the Healthy Child Programme including the high impact areas.</p>
<b>Key Activities / Responsibilities</b>	<ul style="list-style-type: none"> <li>• Undertake assessment of children, young people and families in order to identify health needs and determine the level of vulnerability with access to supervision from the Specialist Community Public Health Nurse (SCPHN), to plan evidence-based care and improve outcomes.</li> <li>• To deliver delegated contacts described by the Healthy Child Programme to children and families in agreement with the SCPHN and to act as an advocate where appropriate.</li> <li>• To follow local and national policies and procedures with regards to safeguarding children.</li> <li>• In relation to safeguarding children, where appropriate to attend child protection case conferences, reviews and planning meetings.</li> <li>• Participate in safeguarding supervision, clinical supervision, peer support and reflective practice to ensure safe and effective delivery of the Healthy Child Programme.</li> <li>• Demonstrate partnership working to enhance integrated working and robust communication networks for example with GP's, midwives, Early Years and education settings.</li> <li>• Where working within the School Nurse team to be a point of contact for schools within the area, under the supervision of the SCPHN.</li> <li>• To work with and support families with identified complex health needs, participating in an enhanced integrated service within the multi-agency arena as delegated by the SCPHN.</li> <li>• To work as part of the 0-19 team to provide a continuum of support according to need, improving outcomes for children by reducing health inequalities.</li> <li>• To be innovative and support change within the 0-19 team to improve service delivery.</li> </ul>

	<ul style="list-style-type: none"> <li>• Promote and support an effective team ethos through the use of excellent communication skills, so that team objectives are understood and achieved.</li> <li>• To contribute to the Clinical Governance framework within the Trust including the development of the Trust’s clinical policies, protocols and guidance. To participate in audit to ensure services are clinically effective, providing best care and using up to date evidence-based practice.</li> <li>• Participate in the induction and orientation programme for new staff and support students in practice within the team</li> <li>• Undertake home visits in line with the Lone Working Policy.</li> <li>• Maintain legible and up to date records in accordance with trust policies and NMC Guidelines on Record Keeping (NMC 2018).</li> <li>• To participate in the transformation of the 0-19 public health nursing service and communicate any issues of excellent practice or of concern to the Line manager/Clinical Team Leader.</li> <li>• Demonstrate computer literacy in order to enhance robust communication and data input.</li> <li>• This job description seeks to outline the key duties and responsibilities of the post; it is not a definitive document. The job description will be reviewed during the annual appraisal process or as required to meet service delivery.</li> <li>• To work flexibly within the Trust to manage demands placed upon the service.</li> <li>• The post holder may, with their agreement, which should not reasonably be withheld, be required to undertake other duties commensurate with their band as required, to meet the needs of the developing service.</li> </ul>
<b>Freedom to act</b>	<ul style="list-style-type: none"> <li>• Accountable for own actions and recognise own professional boundaries, seeking advice and support as necessary.</li> </ul>
<b>Staff Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provides advice, demonstrates own activities or workplace routines to less experience staff in own work area.</li> <li>• Take responsibility for own personal and professional development; maintain competence, knowledge and skills commensurate with role. Attend statutory and mandatory training in accordance with the Trust’s policy.</li> </ul>
<b>Financial Responsibilities</b>	<ul style="list-style-type: none"> <li>• Observes a personal duty of care in relation to equipment and resources used in the course of work.</li> </ul>
<b>Physical, Mental and Emotional Effort</b>	<ul style="list-style-type: none"> <li>• You will work in a variety of settings and there is an element of lone working required when visiting families. Training is provided to work in different ways to support the role.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Full driving licence with business car insurance</li> </ul>

## PERSON SPECIFICATION

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Criteria	Essential	Desirable
<b>Qualifications</b>	Registered Nurse/Midwife (NMC)	Paediatric/Children's Nurse  Mentorship qualification  Evidence of ongoing learning & professional development
<b>Experience needed – general or specific</b>	<p>Healthy Child Programme</p> <p>Normal child development</p> <p>Current political drivers relevant to children and families, i.e. healthy eating/lifestyles, smoking cessation, behaviour management, positive parenting</p> <p>Clinical governance</p> <p>Clinical supervision</p> <p>Inequality and its impact on health</p> <p>Process of research and understanding of evidence based practice to promote good practice</p> <p>Knowledge of safeguarding children and the legislative framework.</p> <p>Work with children, young people and families in a range of health settings</p> <p>Experience of working collaboratively with other agencies.</p> <p>Effective negotiating and influencing skills. Ability to work in partnership with children, families and colleagues.</p>	<p>Health promotion strategies.</p> <p>National policies related to children, young people and families.</p> <p>Health promotion role Working in a community setting.</p> <p>Experience of mentoring students.</p>

	<p>Ability to undertake individual health needs assessment.</p> <p>Ability to prioritise workload and manage time effectively</p> <p>Good standard of IT skills</p> <p>Ability to adapt to the demands of a constantly changing environment</p> <p>Ability to meet deadlines and work under pressure</p> <p>Ability to work autonomously</p> <p>Ability to identify safeguarding concerns and liaise appropriately with other agencies</p> <p>Effective communication and interpersonal skills,</p> <p>Knowledge and understanding of the barriers to communication.</p> <p>Ability to communicate professionally at all times with children and families, professional colleagues and partner agencies.</p> <p>Ability to demonstrate active listening</p> <p>Ability to be proactive and initiate actions in line with your professional role</p> <p>Knowledge of policies/guidelines in relation to maintaining confidentiality</p> <p>Maintain legible and up to date records in accordance with Trust Policies and Nursing and Midwifery Council Guidelines on Record Keeping</p>	<p>Ability to identify safeguarding and child protection issues using knowledge of child protection procedures and liaise appropriately with other agencies.</p> <p>Ability to facilitate learning with individuals and groups in a variety of settings.</p> <p>Participating in record keeping audits.</p>
<p><b>What our services users expect of this post holder</b></p>	<p>Service users have expressed that the post holder should be kind, understanding, friendly, knowledgeable and confident with good verbal and non-verbal skills. The post holder needs to have empathy and be non-judgemental.</p>	

## OUR VALUES

You are obliged to adhere to and implement the Trust Values which define the way we want to work, the way we want to treat each other and the people we support.:

### We CARE through:



**Compassion**



**Accountability**



**Respect**



**Excellence**

**Compassion**

we listen, we are kind, and put the needs of people first

**Accountability**

we work together openly and responsibly

**Respect**

we treat each person fairly, as an individual

**Excellence**

we empower people to continuously improve care

## HEALTH AND SAFETY

Everyone is responsible for their own safety and the consequences of their own acts and omissions that can affect the health, safety and wellbeing of others. The Trust is committed to promoting a healthy and safe environment for staff, visitors and patients that enter Trust premises. Employees have a duty under the Health and Safety at Work etc. Act 1974 to take responsibility for their own and others health and safety while at work or on Trust Business.

All employees are responsible for :

- Carrying out their work in a safe and competent manner, following detailed safe operating procedures, where applicable or directed by their relevant functional manager and in accordance with all Trust policies and procedures.
- Attending mandatory and statutory training sessions and other training, as directed by their line manager. Employees must bring to the attention of their line manager any outstanding training requirements needed to ensure they carry out their work activities in a safe and competent manner. A member of staff should not carry out any work activity if they are not qualified or trained to carry out these tasks.
- Conducting activities with due regard for safety of themselves and others within the scope of their knowledge and training. All employees are required to co-operate with and assist workplace/departmental health and safety representatives as required, in accordance with the organisations' Health and Safety policy.
- Using any machinery, equipment, dangerous substances, transport equipment or personal protective equipment (PPE) provided, in a safe manner and in accordance with their level of competence and any training and instruction received.
- Reporting all health and safety related incidents/accidents, dangerous occurrences' and near miss events via the Trusts incident reporting system. If the incident or event requires immediate action to preserve evidence and an investigation is required, the member of staff should contact the Corporate Health and Safety Department.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **SUSTAINABLE DEVELOPMENT**

It is the responsibility of all employees to support the Trusts' vision for sustainable development. To undertake their duties in a way that is not wasteful of environment, financial and social resources.

## **EQUALITY AND DIVERSITY**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of Equality & Diversity Strategies and Policies.

## **INFORMATION GOVERNANCE**

As an employee you will have access to information that is sensitive to either an individual or to the organisation and you are reminded that in accordance with the requirements of Information Governance, NHS Code of Confidentiality, Data Protection Act 1998 and also the terms and conditions in your contract of employment, you have a duty to process this information judiciously and lawfully; failure to do so may result in disciplinary action.

## **PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT**

The Trust is committed to providing a high quality service through the effective management and development of its employees. The Performance Appraisal process ensures that the Trust is able to achieve its key aims of delivering cost effective, high quality and responsive healthcare, whilst enabling employees to understand how the outcome of their contribution fits within these overall aims.

All staff have the responsibility to support all learners and to keep their knowledge of supporting learners in practice up-to-date, according to appropriate governing bodies regulations.

## **STATUTORY AND MANDATORY TRAINING**

The Trust will assess the requirements for Statutory and Mandatory training for all new staff prior to commencement and aims to ensure that all Statutory and Mandatory training requirements are completed before staff start their full duties.

All required Statutory and Mandatory training must be completed within the first three months of staff start date and refresher training must also be undertaken on a regular basis and in accordance with the Trust's policy.

## **INFECTION PREVENTION AND CONTROL**

The Trust has designated the prevention and control of infection and the full implementation of the Code of Practice (2008) as a core component in the organisations clinical governance, managing risk and patient safety programmes. All employees are expected to follow consistently high standards in the prevention and control of infection, especially with reference to hand hygiene, adherence to dress/uniform code and for clinical staff all procedures involving aseptic technique. Be aware of and follow all Trust Infection Control guidelines and procedures relevant to their work. Participate in mandatory training and annual updates. Protecting patients from infection is everyone's responsibility.

## **SMOKE-FREE POLICY**

This Trust operates a Smoke-free policy. This means that smoking is not permitted anywhere within owned or leased premises, including within their grounds and within owned or leased vehicles. In the interests of promoting responsible healthcare all staff are to refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place. The policy also applies to all staff employed by the Trust at any location they may work, whether within or external to the Trust's premises. The policy contains further details including support facilities; subsequent failure to comply with this policy may result in disciplinary action.

## **CONFIDENTIALITY**

In the course of your employment you will have access to confidential information of a personal and/or clinical nature, including information relating to the Trust, its clients, patients, employees and other parties.

You must not use such information for your own benefit nor disclose it to other persons without the consent of the Trust and the party concerned unless required to do so by law. This applies both during and after the termination of your employment. Any breach of confidentiality during employment may be regarded as serious misconduct and could lead to summary dismissal

## **REHABILITATION OF OFFENDERS ACT 1974**

This post is subject to an exception order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment but must be declared in writing at the appropriate stage during the recruitment process.

## **SAFEGUARDING CHILDREN AND ADULTS AT RISK**

The Trust is committed to promoting the welfare and safeguarding of children, young people and adults at risk of abuse and neglect. As an employee, you are accountable to ensure that you know to how to respond when you are concerned for the safety of a child, young person or adult at risk, applying the principles of the Family Approach to ensure evidence based analysis, risk management and appropriate action and escalation. The Trust require staff to work effectively together using the Family Approach to achieve better outcomes for adults, children and families. The Trust will support you in this duty by providing ongoing training, support and advice and have a Corporate Safeguarding Team who can be contacted for guidance and the provision of safeguarding supervision.

## **DATA PROTECTION**

As your employer, the Trust will need to process your personal information for purposes connected with your employment.

The sort of information we will process will include your contact details, your bank details and other information for payroll purposes, information about you from third parties when obtaining references and records relating to your career with the Trust (this is not an exhaustive

list). Further information about how your data is processed is available in the Privacy/Fair Processing Notice (workforce) available on the Trust intranet.

## **RECORDS MANAGEMENT AND QUALITY**

As an employee, you are legally responsible for all records that you gather, create or use as part of your work within the Trust and they remain the property of the Trust. This includes patient, financial, personal and administrative records, whether paper based or on computer. All such records are considered public records and you have a legal duty of confidence to all service users.

You should consult the Trust's Records Management Policy and ask for guidance from your manager if you have any doubt about the correct management of records with which you work. All staff have a responsibility to ensure information quality standards are achieved.

## **INFORMATION SECURITY**

Under the provisions of the Data Protection Act, it is the responsibility of each member of staff to ensure that all personal data relating to patients and members of staff, whether held in manual or electronic format, is kept secure at all times. Computer passwords must not be shared either between systems or users. The Trust may monitor e-mail messages, any files stored on the networks or on equipment and usage of the Internet, NHS.net and computer systems, irrespective of whether these relate to trust or personal use.

Access and usage of the Trust's computers must be in accordance with the Trust's Policies. Safeguarding procedures are to be used for all electronic transfers of personal data. This is in order to protect the Trust's patients and staff, and its reputation and to ensure that it complies with the law and other guidelines.

## **NHS CONSTITUTION**

You are obliged to comply with Staff Duties under the constitution, which are as follows:

1. To accept professional accountability and maintain the standards of professional practice as set out by the appropriate regulatory body applicable to your profession or role.
2. To take reasonable care of your health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements.
3. To act in accordance with the express and implied terms of your contract of employment.
4. Not to discriminate against patients or staff and to adhere to equal opportunities and human rights legislation.
5. To protect the confidentiality of personal information you hold unless to do so would put anyone at risk of significant harm.
6. To be honest and truthful in applying for a job and in carrying out that job.