

# Job Description



<b>Job Title:</b> Community Nursery Nurse – 0-19 years Children’s Health Service (School Health)	<b>Service Area:</b>  Children’s Health Service 0-19 Years	
<b>Directorate:</b> CYPS	<b>Post Number:</b> TBC	<b>Evaluation Number:</b> JE 3987
<b>Grade:</b> Sc6	<b>Date last updated:</b>  December 2018	

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

## **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## **Overall Purpose of Job**

1. To work as part of the London borough of Newham (LBN) 0-19 years Children’s Health service as part of a skill mix team to deliver a universal Healthy Child Programme in partnership with multi- professionals across the Early Help Neighbourhood.
2. To provide essential observation skills for the children and families within school community, their homes, children’s centres, health centres/ GP surgeries and including working in partnership with the school health service to facilitate the smooth transitions and improve the health outcomes of the school age population 5-19 years.
3. To be proactive in establishing and facilitating effective Prevention and Early Intervention groups and deliver Health Promotion activities within a culturally diverse community based on locally identified needs through caseload profiling including delivery during parents coffee mornings and parents evenings.

4. To carry out assessments for the delivery of the mandated elements of the Healthy Child Programme (HCP) 0-5 and 5–19 and empower families on Every Child Matters (ECM) outcomes to give every child the best start in life
5. To provide knowledge and skills on safeguarding children and will be expected to highlight any safeguarding concerns in accordance with the Newham and London Safeguarding Protocols.
6. To work in partnership with the Nursery Nurses within the Health Visiting teams to strengthen the integrated approach of the 0- 19 years delivery model.
7. To have an awareness of identification of vulnerable children who may be subject to abuse, and to follow the organisation's Child Protection procedures and guidelines, referring any concerns to the School Nurse.
8. To assist the school health team in the planning, organisation and facilitation of health surveillance and health promotion sessions in the school or clinic setting including the delivery of targeted immunisations as per service level agreement.
9. To contribute to health protection, providing consistent health messages to school staff regarding communicable diseases, as advised by school nurses and the Health Protection Agency
10. To advise parents on aspects of child care and child health under the supervision of the school nurse or team leader.
11. In collaboration with the School Nurse and school education staff, provide group health promotion sessions to children and/or their parents in areas such as play, accident prevention, road safety, dental health, exercise, personal hygiene, Safe Talk (drugs & alcohol, child sexual exploitation), healthy eating and positive parenting
12. To assist in health review assessments of children ages 5– 19 years by working in collaboration with school nurses

### **Ages 5- 19**

- Physical (Fine, gross motor skills and vision) assessment
  - Emotional/ Social behaviour
  - Intellectual skills
  - Speech and language development
  - Diet and nutrition
  - National Child Measurement Programme- NCMP
  - Obesity prevention Weight, height measurement
  - Long term condition management (parental and self-care skills)
  - Raise awareness to improve Immunisation uptake.
13. To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2006.

14. To carry out as per Data Protection Act responsibilities with regard to the access and Health Records Act 1990.
15. To contribute to standard settings, auditing and evaluating projects as required.
16. To participate in quality benchmarking and improving practice against the Essence of Care quality standard
17. To assist in research being undertaken by the 0-19 years service or more widely within the organisation
18. To maintain accurate and contemporaneous health records in accordance with the organisation's guidelines and standards for records and record keeping

### **Job Context**

1. The post holder reports to The London Borough of Newham (LBN)- Clinical Team Leader (CTL)
2. The post holder will be required to proactively establish effective health promotion / prevention/ new into the borough groups which parents can access for advice and support to strengthen community cohesion and reduce social isolation.
3. The post holder will be required to co-ordinate and support the care of children within the 4, 5, 6 School Health service model and its high impact areas.
4. The post holder will work within the Healthy Child Programme guidelines for families with children, 0-5, 5 – 19 years to advise parents on aspects of child care and child health under the supervision of the school nurses or clinical team leader
5. The post holders is responsible for identifying deviation from the norm and make appropriate referrals when necessary; such as Speech and Language Therapy, Orthoptist, Dieticians, Dental, Clinical Medical Officer, CCNS, G.P and voluntary groups as agreed with the school nurse.
6. The post holder will assist with setting up and preparing drop in school sessions/ assessment rooms ensuring health and safety measures are met, reporting hazards and incidents occurring within the environment in accordance with LBN policies and procedures. Ensuring assessment rooms are clean, in accordance with the Infection Control Guidelines

### **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time, including weekend working.

To undertake all responsibilities listed below:

### **Home and School Visits**

1. To undertake visits either jointly with the School Nurse or alone, as delegated by the School Nurse, being mindful of the LBN 0-19 years Children's Health Service Lone Worker Policy.
2. To follow up of children who have attended Accident & Emergency, as delegated by the School Nurse – receiving notifications, agreeing appropriate action with the School Nurse, making contact with parents in school or at home, and reporting back to the school nurse. Document on Open RiO (electronic record keeping system) and report all findings to the named school nurse
3. To carry out delegated follow up interviews in relation to the public health priorities, reporting concerns to the school nurse or clinical team leader
4. To carry out delegated health screening of school children in primary schools in accordance with LBN Policies, protocols and guidelines, including height and weight checks, vision and hearing tests.
5. To ensure that all clients/users referred to the service are appropriately assessed and relevant care plans developed by staff in line with evidence based criteria
6. To identify and refer to the School Nurse any concerns arising from screening procedures or highlighted by parents or school staff.
7. To make referrals to other professionals, as agreed and delegated by the School Nurse.
8. To participate in audit programmes, with regard to uptake and results of screening programmes, reporting on the results and implementing changes recommended
9. To work with specific children and families, in the home or school setting, according to their individual care plan as agreed with the school nurse or team leader. This will include children with special health needs, in order to promote inclusion, working in collaboration with other health professionals, school staff and parents.
10. To support the multi-disciplinary team to follow up on any non- attendances as delegated by the Clinical Team Leaders (CTL) and or School Nurse .
11. To contribute to the development of school health profiles for primary schools in the locality in order to shape the service delivery model based on local needs.

### **Health Promotion/Group Work**

1. To advise parents and teachers on aspects of child care and child health under the supervision of the school nurse or team leader
2. To contribute to the planning, and facilitation of group activities such as managing minor ailments/ accident prevention home safety awareness, fussy eating, oral health promotion, emotional health and wellbeing, anti- bullying under the supervision of the school nurse or team leader.
3. To proactively work closely with school community to promote healthy schools and Asthma Friendly schools agenda under the supervision of the school nurses and the 0-19 years Practice Development Facilitator.
4. To support the School Health Team in carrying out group / individual health promotion as delegated by school nurses.
5. To support the school nurses in providing relevant information to families to raise awareness of health related topics; such as reducing obesity, accident prevention, immunisations uptake and improving emotional health and wellbeing,
6. To work in accordance with the Neighbourhood Early Help partnership working across the health and social care economy to achieve a seamless integrated approach to service delivery in order to improve access and timeliness of care
7. To monitor and identify appropriate health promotion materials as required and replenish stock as necessary.
8. To participate in regular team meetings, health promotion meetings, multi-disciplinary meetings.
9. To provide advice to colleagues on child development as requested.
10. To have responsibility for the health, safety and welfare of self and others and to comply at all times with Health and Safety regulations.

### **Administration/Communication**

1. To safeguard at all times, the confidentiality of information relating to patients/clients and staff.
2. Responsible for effectively communicating changes in clients needs, health and social circumstances, through verbal and written feedback with skill mix team
3. Responsible for communicating childcare and child related information to parents /carers with empathy and reassurance
4. To use interpreters / language line and bilingual advocates as needed to enable families with English as a second language and those with sensory impairment to access the service

5. To communicate and work in partnership with other professionals in Health, Education, and Social Services to provide a cohesive service to support children with special needs.
6. To liaise with members of the health visiting service and primary care team to help facilitate a smooth transition for the child on entry to school
7. To develop effective working relationships with Head Teachers and their staff in the schools based in the locality
8. To lead on collecting data such as the number of children attending ED with specific complaints such as gastroenteritis, respiratory concerns and severe injury whilst actively involved in reducing the figures to inform service development.
9. Participate in answering and actioning telephone queries in an appropriate manner and taking minutes during team / unit meetings and present when required
10. Responsible for providing own statistical data as required by LBN Children's health service and Early Help.
11. To maintain accurate record keeping in accordance with Management of Records and Record Keeping for Integrated working across Health Visitors, School Nurses, and specialist Health Visitors and Family Nurses Procedure.
12. To report all clinical and non-clinical incidents, accidents or near misses promptly and, when necessary, co-operate with any investigation undertaken using the RADAR reporting system
13. To provide and receive feedback on care given to families in order to provide a high standard of service within the context of the integrated multi-disciplinary team. This includes written communication with other agencies, including letters reports, referrals
14. To assist in developing guidelines which promote effective joint working across primary, community and secondary care.
15. To work in accordance with the organisation's health records management systems so that records are transferred, stored and filed in a manner which complies with legal safeguards and allows for rapid retrieval when needed.
16. To use child health and other clinical information systems to submit information about children and to retrieve relevant information.
17. To inform and advise schools and parents about community health services that are available and how to contact them and provide written information as required.

### **Screening**

1. To maintain a high level of mental focus throughout the day when carrying out screening tests, observing children, completing documentation and reporting back to nurses.
2. To be adaptable and able to work in environments within schools which will not necessarily be customised for conducting screening and other health-related procedures
3. To be able to gain the co-operation and support of school staff in order to undertake the school health role in schools.
4. To carry screening equipment (e.g. audiometers, vision tests, laptops) to and from schools, in accordance with the organisation's Manual Handling Policy.
5. To travel between base and schools as required.

### **Training**

1. To assist with and facilitate training, including planning and organising materials (handouts) given to new staff as part of their induction and contribute to the on-going development of the service by participating in various task and finish/steering groups.
2. To provide support, advice, mentor and train new staff appointed within the team as appropriate with local community organisations e.g. Early Help, Fire Safety Unit, Road Safety Unit, and other Voluntary Organisations
3. To keep up to date on personal development by participating in formal and informal training and updates
4. To maintain own competency and knowledge regarding the appropriate use of screening equipment, ensuring that the equipment is calibrated and checked according to guidelines
5. To participate in the organisation's Performance Appraisal process and clinical supervision systems including safeguarding group supervision as per local policy
6. To participate in all mandatory training as required by the LBN guidelines
7. To identify own training needs as part of Continuing Professional Development Plan in discussion with manager and to attend training as appropriate
8. To keep up to date with current clinical /professional developments through reading, attendance at courses, meetings and special interest groups.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b></p> <p>A clear understanding of Confidentiality</p> <p>In depth knowledge of Child Health Development and Surveillance</p> <p>An understanding of Children Act &amp; Early Years Foundation Stage Framework.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>



Knowledge of Health and developmental issues affecting children	Application Form/Interview/Test
<p><b>EXPERIENCE:</b></p> <p>Experience of working with children of different ages, parents and carers.</p> <p>Experience of facilitating Health Promotion activities.</p> <p>Experience of working with children with additional needs (Desirable)</p> <p>Demonstrable evidence of team and multi- agency working</p> <p>Experience of working in a child care setting</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Excellent verbal and written communication skills.</p> <p>Good organisational and planning skills.</p> <p>Ability to work within a team</p> <p>Ability to undertake delegated tasks</p> <p>Good observation skills</p> <p>Ability to work with parents /carers in their own home.</p> <p>Ability to use own initiative</p> <p>Sound ICT skills and Literacy –including Word, Excel and E-mail for effective communication of information.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Ability to deal sensitively with children of</p>	Application Form/Interview/Test

<p>different ages, explaining in appropriate language about screening tests to gain their agreement and involvement</p> <p>Ability to demonstrate enthusiasm and willingness to learn</p> <p>Ability to recognise own limitations</p> <p>Flexible and approachable manner</p> <p>Ability to travel independently</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>NNEB (National Nursery Education Board) NVQ L3 in childcare &amp; Education</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>Some of the duties undertaken by this post [may/will] require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test.</p> <p>This post is subject to a [standard/enhanced] DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Satisfactory clearance at conditional offer stage</p> <p>Application Form</p>