

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

Job Description

POST TITLE:	Specialist School Nurse Practitioner (advanced) Vulnerable children and young people (up to the age of 19 years)
DEPARTMENT:	School Health Service
HOURS:	37.5 hours per week full time across the year Band 7
RESPONSIBLE TO	Team Manager

ACCOUNTABLE TO: [Community Matron](#)

[Job Summary](#)

The post holder will lead the development of a service care pathway to meet the health needs of the following groups of highly vulnerable children and young people. This is an innovative post within the school nursing service. The services will be responsive to children and young people who are not attending mainstream education.

The caseload will consist of vulnerable children and young people:

- Who do not attend a statutory mainstream school provision.
- Attend specialist pupil referral units in the borough and CYP will be known to the criminal justice system, also includes some young people who may attend Lewisham College as part of their educational plan.
- Not in Education, employment and Training (NEET), Out of school and those who are home schooled.
- Responsible for the child protection caseload in the above plus young people aged 16 +- to 18 in the borough.
- Support the team with caseloads of mainstream schools if required to do so.

The post holder will work as a core member of the School Health Safeguarding Team providing leadership, expertise and support to the core service.

Clinical

This post is driven by nation and local drivers and strategy including the Lewisham Children and Young people Plan 2012-15, the ethos across the local partnership of a “no wrong door” approach for vulnerable CYP’s access to services. The pathway will support the health needs of young people who: Do not attend statutory mainstream school provision and attend specialist pupil referral units in the borough. Young people presenting at the emergency department who do not attend or are excluded from statutory mainstream school provision education provision.

The post holder will:

- Promote the health and well-being of this cohort of CYP so that they may be enabled to reach their full potential and not be disadvantaged by health or disability issues.

Provide safeguarding and child protection including direct work with children and families; reports on client and family to social services for child protection conferences; attend and participate in conferences, core group and planning meetings as appropriate.

- To provide leadership, expertise and support to the core service within the School Health Service.
- Be a key team player in the School Health Service providing cross cover as required and agreed with other members of the service.
- Support immunisation programmes and other health promotion activity for vulnerable CYP.
- Work with acute and mental health service in Lewisham
- To work within the School Health Service to deliver health promotion initiatives individually and in-groups within the school and less formal youth settings. Support the development of programmes for vulnerable children that focusses on engaging them to enhance their life chances as outlined in the Healthy child programme: e.g. risk-taking behaviour, sexual health and emotional health and well-being.
- To ensure that those children and young people who are recognised and referred to the appropriate service or professional.
- Engage and actively work with children young people and their families who are resistant to change.
- Support the development of partnership working for vulnerable children across organisations in Lewisham e.g. Compass, YOS, specialist education services, LAC services, ED, safeguarding advisor, Concern Hub, MASH and MARAC service to meet the needs of this population group are met.
- Liaise with parents, carers, education, Social care and Health, Healthy Schools Partnership and other relevant agencies to support the children and young people in Lewisham.
- To provide leadership and clinical guidance to the skill mixed school nurse team.
- Ensure that CYP on the caseload are assessed, and their care planned, implemented and evaluated in negotiation with the family and other staff caring for the child, and that this is accurately communicated and documented. Actively contribute to appropriate planning and management meetings within the school environment to ensure the health care of children is being adequately addressed.
- Ensure effective communication between all members of the multidisciplinary team both internally and externally to the trust, e.g. Local authority youth offending service, education department client and families.
- Undertake home visits as appropriate.
- Initiate and develop audits of service delivery and implementation of findings to improve patient care.
- Act as an ambassador both within and outside the Trust.
- Liaise with parents, carers, education, Social care and Health, Healthy Schools' partnership and other relevant agencies to meet the needs this group.
- Able to manage conflict and challenging situations

Leadership

- Responsible for the, leadership supervision and monitoring of junior practitioners: ensure all staff are inducted as required within the agreed time scale in accordance with the service competency framework.
- Provide staff appraisal and development of Professional Development Plan (PDP); and clinical supervision in line with Trust policies and procedures.
- Participate in appraisal as outlined in the policy; professional development as outlined in your PDP; clinical and safeguarding supervision in line with Trust policies and procedures.
- To have the day to day management of vulnerable children and young person caseload.
- Provide management support to the school nurse team
- Delegate appropriately to junior staff.
- To participate in the recruitment and selection of new team members.
- Present complex issues and information in a professional manner.
- Submit accurate and timely activity data as required by the Trust and local authority

Professional

- To adhere to the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- To use evidence-based practice to develop and maintain a high-quality standard of care in line with clinical governance and audit.

Education

- To participate in training and education programmes for undergraduate and post graduate students on community placements.
- To support newly qualified colleagues in mentor/preceptor role.

Confidentiality

In the course of your employment you will have access to confidential information relating to Lewisham & Greenwich NHS Trust. You are required to exercise due consideration in the way you use such information and should not act in any way, which might be prejudicial to the Lewisham & Greenwich NHS Trust's interests. Information, which may be included in the category which, requires extra consideration, covers both access to the general business of the Lewisham & Greenwich NHS Trust and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties, you should seek advice from your Line Manager before communicating such information to any third party.

Data Protection

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently, and that confidentiality is protected in line with the Trust's Code of Confidentiality Policy.

All staff has an obligation to ensure that care records are maintained efficiently, and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health and safety

Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working environment for both staff and visitors. Employees also have a duty to observe obligations under the Lewisham & Greenwich NHS Trust's Health and Safety policies and to maintain awareness of safe practices and assessment of risk in accordance with the Risk Management Strategy.

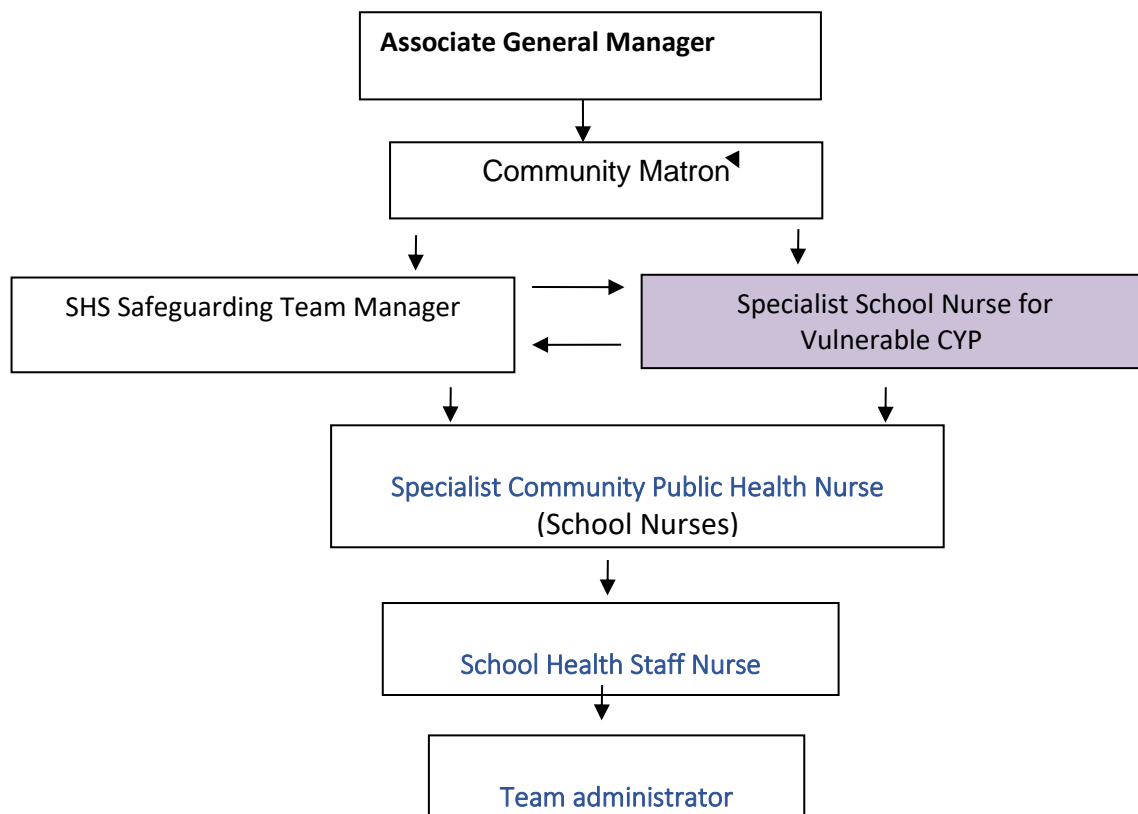
Financial regulation

All staff are responsible for the security of the property of the Lewisham & Greenwich NHS Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

General

- The postholder may be required to work at any of the Lewisham & Greenwich NHS Trust's sites in line with the service needs.
- The postholder must always carry out his/her responsibilities with due regard to the Lewisham & Greenwich NHS Trust Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Lewisham & Greenwich NHS Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Service Structure Chart



General Information

Why Join Us?

Learning and development opportunities to enable you reach your potential

We support staff to pursue formal education, conduct research and take part in courses, seminars and training programmes – including giving study leave. Wherever you are in your career, we offer opportunities for continuing professional development (CPD). We will support your personal development with access to appropriate training for your job and the support to succeed. We have a number of leadership development programmes to support you as you progress, alongside cross-specialty and cross-profession clinical education.

Feel supported by a positive culture

Our leadership team ensure they are accessible, you can expect leadership and the chance to do your best in an open, respectful working environment supported by a shared set of values.

Our people are our greatest asset. When we feel supported and happy at work, this positivity reaches those very people we are here for, the patients. Engaged employees perform at their best and our Equality, Diversity & Inclusion (EDI) initiatives contribute to cultivate a culture of engagement. We have four staff networks, a corporate EDI Team and a suite of programmes and events which aim to insert the 5 aspirations:

1. Improving representation at senior levels of staff with disabilities, from black, Asian, and ethnic minorities background, identify as LGBTQ+ and women, through improved recruitment and leadership development
2. Widening access (anchor institution) and employability
3. Improving the experience of staff with disability
4. Improving the EDI literacy and confidence of trust staff through training and development
5. Making equalities mainstream

Recognition and career progression

We value our staff and recognise the unique contributions they make to their patients and colleagues with our Staff Awards recognition scheme and annual awards ceremony. We encourage patients, members of the public, visitors, carers as well as colleagues to nominate our staff when they go the extra mile and celebrate the dedication of long-serving staff. Every year you'll have a personal development review where you'll identify objectives and development needs for the next year. Together you and your manager will establish a plan to help you fast-forward your career and gain the experience and skill you need to progress to the next level.

Access excellent benefits and enjoy your social life

At the start of your employment, you will join the NHS pension scheme – one of the most generous schemes in the UK. We will provide support and opportunities for you to maintain your health, well-being and safety. As a Trust employee, you will also be able to access well-being initiatives including Zumba and meditation classes, from on-site accommodation and employee travel. We offer you a good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives. Experience the best that London can offer on your doorstep – benefit from generous London weighting supplements that will help you make the most of it!

Review of this job description

This job description is intended as an outline indicator of 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 on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Medical Records Management Policy.

All staff have an obligation to ensure that (care) records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is

developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • RN/RMN/RSCN/RNLD • Specialist Public Health Practitioner BSc/M Level (School Nursing) • M Level study (or equivalent experience) 	Health Promotion qualification Sexual Health qualification Mental Health Experience
Experience	<ul style="list-style-type: none"> • Significant and relevant experience as a specialist practitioner in school nursing. • Working with other professionals and in/with multi-agencies • Experience of working with adolescents and young people in different settings. • Commitment to working as part of a multi-disciplinary team • Demonstrate a keen interest in public health and working in the community • Demonstrate an understanding of Safeguarding Children 	Completion of safeguarding modules Working with young people in youth and alternative education settings Evidence of personal development and acquisition of transferable skills relevant to the job description Understanding of clinical governance with some previous experience of undertaking audits Experience of working within multi-disciplinary teams
Skills Analytical/Judgement	<ul style="list-style-type: none"> • Plan, assess and implement care plans and make recommendations. • Implements health promotion programmes in response to National and Local priorities. • Knowledge of national and local strategies relating to the School Health Service. • Present complex issues and information in a professional manner. • Undertake audit and present analysis. • Able to manage conflict and challenging situations. • Innovative different ways of working in response to user engagement. 	Understanding of and Ability to carry out Audits
Information Resources	<ul style="list-style-type: none"> • Delegate appropriately 	

Communication	<ul style="list-style-type: none"> • Plan health promotion programmes with schools and team members, • Facilitate multi-agency meetings • Proficient with IT and computer skills. • Able to collect and collate statistics required by the service. • Use Rio • Produce safeguarding reports • Deliver health promotion programmes to age appropriate audience. • Able to supervise staff and monitor performance. • Excellent interpersonal skills and able to relate in appropriate ways with people from a variety of backgrounds and ages. 	
Personal Qualities	<ul style="list-style-type: none"> • Provide advice and guidance with tact and sensitivity. • Leadership skills • Work closely with team members and external agencies. • Understand and implements corporate caseload working. • Responsive to change and ideas. • Adapt a new systems and local agendas • Flexible working. • Must have a full clean UK driving licence and access to a car or be proficient in cycling and have access to a bicycle 	<ul style="list-style-type: none"> • Ability to innovate and motivate

Post Holder's name/s:

Post Holders' Signature/s:**Date:**

Manager's Name:

Manager's Signature:**Date:**