

## JOB DESCRIPTION

*All staff uphold and promote our Trust values*

<b>Innovative</b>	<i>We seek new ideas and adopt best practice to improve our services.</i>
<b>Caring</b>	<i>We show kindness and consideration for others.</i>
<b>Agile</b>	<i>We deal with new situations quickly and successfully.</i>

**Job title:** Public Health Staff Nurse / Practitioner (if a midwife)  
**Band:** 5  
**Location / Work Base:** TBC  
**Business Unit / Department:** Children's Universal Services  
**Reporting to:** Band 6 Public Health Nurse / Team Leader

### JOB PURPOSE SUMMARY:

The Public Health Staff Nurse / Practitioner will be responsible for delivering the Healthy Child 5 – 19 Programme to all children attending a Hertfordshire Local Authority School, free school, academy, pupil referral unit or those temporarily excluded, under the guidance & supervision of a Public Health Nurse. The aim of this programme is to ensure that children are able to achieve to the best of their ability whatever their health needs are, to be given every opportunity to learn how to live healthy, safe & emotionally stable lives through a Public Health approach.

### MAIN DUTIES and RESPONSIBILITIES:

#### Operational Delivery

- To support the Public Health Nurse to implement and deliver the Healthy Child 5-19 programme within the agreed specification from commissioners.
- To act as the initial point of contact for children, young people, families, schools and partner agencies on health and wellbeing related issues, to facilitate / co-ordinate care and refer on where appropriate.
- To carry out brief interventions, after triage and allocation by a Public Health Nurse, following agreed care pathways in response to referrals and health needs assessment alerts.
- Work in partnership with team members and other professionals to promote healthy lifestyles and deliver health promotion activities, in partnership with Family Support staff, and other professionals, where appropriate
- Deliver public health information / initiatives in line with the annual school profile in collaboration with the public health team, Family Centre staff and other agencies.
- Support children and young people who have complex and / or additional health needs including providing or coordinating support, education and training for school staff in

partnership with specialist healthcare professionals and contributing to individual education health and care plans.

- Deliver care and support to children, young people and families in need of universal plus services where an unmet health need exists.
- To actively contribute where appropriate, in line with role and responsibilities, to safeguarding multi agency assessments, meetings and reports including Common Assessment Framework, Child in Need, Looked After Children and Child Protection, with supervision from safeguarding nurse specialist and Public Health Nurse, adhering to the local safeguarding procedures.
- To proactively manage a caseload, prioritising cases according to risk and level of need, with regular supervision from a Public Health Nurse.
- To participate in audits, research projects or innovations as required, following agreed policy and protocol.
- To facilitate the use of information technology to ensure contemporaneous record keeping is maintained wherever possible to enhance the safety of clients.
- To participate in the training of pre-registration nurses and Associate Public health Practitioners, and induction of newly appointed team members.

## **Customer Care**

- Maintain a culture of person centred care within the service area.
- Promote a caring environment where equality & diversity issues are respected and patients/clients and carers are enabled to be partners in their care.
- Develop strategies for communication between staff, patients/clients and carers to ensure there are no barriers to understanding.
- Utilise a range of methods for engaging with and responding to patients/clients to ensure they have a positive experience in community settings.
- Facilitate positive communications between all members of the multi-professional team.
- Promote a valuing of patient/client cultural and spiritual preferences and behaviours that affect their experience.
- Identify opportunities for meaningful involvement of patients/clients and carers in relation to the development of care and services.
- Gain feedback from patient/client and carers on their experience of care. Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Ensure compliments and complaints are handled in line with trust policy.
- Ensure that the client and carer is central to the assessment of care and planning in partnership with all relevant professionals. Using their clinical judgement and risk assessments to keep the people using our services as safe as possible.
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services. Maintain own personal and professional development in accordance with NMC Code (March 2015), NICE guidance, NMC standards for competence for Registered Nurses 2010, NMC Record Keeping 2009, Public Health England Immunisations 2013.
- Being open and transparent about their own practice
- Maintaining accurate, legible, comprehensive records following NMC and HCT trust records management policy
- Maintaining compliance with their mandatory training requirements

## **Strategic Management**

- Adhere to organisational policies and procedures.
- Be aware of the health and well-being of team members and observe for any signs of stress or ill health and take appropriate action in line with HCT policies.
- Be aware of the management of annual leave and study leave to ensure adequate cover at all times.
- Monitor and highlight areas of risk for discussion at meetings and bring to the attention of Public Health Nurse and Team Lead.

## **Service Development and Improvement**

- Participate and review the local implementation of policy initiatives, to identify areas for change.
- Participate in Lean/Mobile Working and review practice to ensure efficiency of service to enhance patient/client care/service delivery.
- Foster a culture of enquiry that is supportive and facilitative, encouraging creativity and innovation.
- Participate in practice and/or service improvements taking account of relevant research, clinical guidelines and policy. Develop a proactive and positive working relationship with partnership organisations and staff associations around change issues.

## **Management and Leadership**

- To support the development of well-functioning integrated teams by modelling effective team working and communication skills, and by supporting change within the service.
- To ensure that junior staff within the teams is aware of and work within the Trust policies and procedures.
- To ensure the maintenance of up to date, accurate record complies with local and national standards.
- To develop and maintain effective and appropriate communication systems with staff and colleagues within HCT, Public Health Nurse Bases, School Aged Immunisation Team, Schools and GP Practices.
- To promote a continuous learning environment for colleagues and students within the Trust.
- If a mentor, to ensure annual update and triennial review training is up to date
- Ensure that all staff have access to information that enables them to practice safely and effectively
- Actively participate in regular restorative supervision and safeguarding children supervision in line with trust policy.
- Observe a duty of care in relation to equipment and resources used in the course of work and in relation to personal resources of time, travel and caseload management.

## **Communication and Relationship Building**

- Establish clear and effective communication links with children/young people, parents/carers, education staff, and a range of other professionals from both voluntary and statutory organisations.
- Listen appropriately and take into account any sensitive issues and communicate these to appropriate persons/agencies ensuring that children are protected and that disclosures are acted upon appropriately
- Utilise a range of communication skills e.g. negotiation to gain commitment from others and formal presentations, etc.
- Feedback the views and needs of children/young people, families and schools to the Public Health Nurse as necessary, to enable appropriate interventions to be implemented.

- Utilise a range of communication methods with colleagues and managers to include electronic communication

### **Finance and Resource Management**

- Be financially aware in order to manage the HCT resources appropriately and effectively, including time and travel management
- Be responsible for ensuring that equipment is maintained in accordance with HCT policy.

### **Information Management**

- Demonstrate accurate keyboard skills with working knowledge of Word and Outlook.
- Accurately record all data and client contacts in accordance with Trust policies and procedures, in light of Caldicott principles and Clinical Governance (including information that may be required for Safeguarding Children, audit and research purposes). Adhere to the Data Protection Act (1998).
- Ensure all records are accurate, contemporaneous and updated regularly, according to local and national guidelines

### **EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:**

<b>Physical skills</b>	<i>The post requires advanced keyboard skills, good hand dexterity &amp; the applicant must be a car driver. There is a requirement on occasions to handle bulky equipment.</i>
<b>Physical effort</b>	<i>There will be periods of time when sitting in one position will be required &amp; on occasions, it may be necessary to bend or kneel to effectively communicate with a child.</i>
<b>Mental effort</b>	<i>There is frequent requirement for concentration, work patterns may not be regular &amp; interruptions are likely.</i>
<b>Emotional effort</b>	<i>There will be occasions where the staff member may encounter emotional &amp; distressing situations but support will be provided by the specialist nurse &amp; each nurse is a member of a supervision group.</i>
<b>Working conditions</b>	<i>Occasional exposure to unpleasant working conditions or clients.</i>

### **Supplementary Information:**

#### **Equality and Diversity**

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs, or non-beliefs, responsibility for dependents, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

#### **Mobility / Flexibility**

The normal place of work for the post is as stated above, but as a term of employment post holders may be required to work from any of the Trust's establishments.

### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

### **No Smoking Policy**

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on Trust sites including buildings, car parks and entrances.

### **Safeguarding**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.