

Specialist School Nurse for Electively Home Educated (EHE)

JOB DESCRIPTION

JOB DETAILS

Directorate	Children and Young People
Service	Bexley 0-19 Public Health Nursing Service
Post Title	School Nurse for Electively Home Educated (EHE)
Staff Group	Nursing and Midwifery
Band	6
Reports to	School Nurse Team Lead
Accountable to	School Nurse Team Lead
Number of Direct Reports	Nil
Overall Headcount Responsibility	Nil
Budget Responsibility (£)	Nil

KEY RELATIONSHIPS

Internal:

- Head of Children's Public Health Nursing
- Service Lead
- All staff within 0-19 Public Health Nursing Service
- Professional Development Nurses
- Safeguarding Children Team
- Bromley Healthcare Directors and Heads of Service
- Learning and Development Team
- Safer Care Team
- HR Business Partner
- Information Department
- Systems Leads for Emis and Eroster
- Other Bromley Healthcare Services

External:

- Children and Young People and their families
- General Practices
- Local Authority Commissioners
- Key contacts at Bexley ICB
- Oxleas Specialist Children's Services
- Immunisation Team
- Bexley Local Authority including EHE Officer

- Schools and academies
- CAMHS
- Bexley MASH team and Social Care
- Key contacts in voluntary sector

JOB SUMMARY

The post holder will work within the Bexley School Nursing Team as the named School Nurse for the Electively Home Educated (EHE) and for schools within the area. The role has a focus on providing an accessible universal school nursing service to Children and Young People (CYP) who are EHE. The postholder will provide targeted, personalised care and support to vulnerable CYP aged 5 -19 years to reach their full health and educational potential.

The post holder will also work with schools, families and the wider community to improve the health of school aged children. This will be done by delivering the requirements from the service specification. They will work closely with the identified senior manager in each school providing expert information, guidance and assessments as required. They will support schools to empower parents, children and young people to make decisions that affect their health and wellbeing. They will work across health and education professionals and institutions, breaking down barriers to improve the sharing of information, ideas and expertise.

They will attend multi agency meetings to promote the service and identify children needing support, liaising with the EHE officer.

The post holder will act as a key health professional in coordinating health information to Children Social Care (CSC) and will contribute to related assessments. Working with the service lead they will develop appropriate databases and contribute to reports, highlighting any issues or concerns.

This role will incorporate a supervisory role for skill mix staff who work within the school nursing service.

MAIN DUTIES AND RESPONSIBILITIES

Clinical

1. To provide access to the universal School Nursing Service for Electively Home Educated Children and Young People.
2. To reduce inequalities in access to health services and the safeguarding risks for this population.
3. Provide a high quality, effective and evidence based service to school age children and young people living in Bexley.
4. Provide high quality health needs assessment identifying vulnerable children and following

up or referring on, any unmet health needs identified.

5. Contribute to the development of health profiles of the defined population and local community.
6. Support school staff to profile the health needs of school age children, their families, schools and their community using this information to inform commissioners and providers where necessary.
7. Support school staff to identify and implement the health care plans for individual children, providing information and advice for further support/training so that staff can recognise and act quickly when a problem occurs.
8. Promote the concept of health and its benefits, providing high quality information and advice and encouraging self-help and healthy lifestyles in children, young people and their families.
9. Meet with identified person in schools at least termly to address health needs of the school population.
10. Adhere to and work within child safeguarding policies National, BCSB & Bromley Healthcare in the prevention and early detection of abuse in all age groups.
11. Meet with all identified children at least once a term, referring/signposting to other professionals/services as necessary.
12. Offer support to schools in order to contribute to reducing the number of children who enter the safeguarding system through preventative work.
13. Signpost school staff to appropriate training materials to help them deliver PSHE (Personal, Social Health Economic Education)
14. Work in partnership with primary and secondary care colleagues to support children and young people with long term conditions or complex needs, signposting and referring school staff to appropriate support and to facilitate correct management of health conditions to ensure hospital admissions are kept to a minimum.

Communication and Relationships

1. Liaise appropriately and effectively with other stakeholders, including the EHE officer within Bexley Local Authority, to improve access to School Nurses and other professionals.
2. Work in partnership with primary care, ensuring that where appropriate, the relevant GP practice is notified of CYP health concerns, to secure an integrated system of care that safeguards service users.

3. Act as a specialist resource and liaison between parents, children/young people, education personnel, health, social care, voluntary and other agencies breaking down barriers and improving the sharing of information, ideas and expertise.
4. Develop accurate factual reports, attend case conferences and other multi professional meetings as required for identified children and their families.
5. Write comprehensive court reports if requested.
6. Work in partnership with other key stakeholders to promote the welfare and safety of CYP.
7. Work in liaison with identified school staff to contribute to the delivery of health improvement, promotion and preventative approaches through signposting to other healthcare professionals/ services and available resources.
8. Promote emotional well-being through the school aged years working alongside children and young people to support those with emotional and mental health difficulties and referring to CAMHS where appropriate.
9. Maintain a defined link into the school's senior management team via a named member of staff identified by the school.
10. Ensure services are delivered in a culturally sensitive manner adapting the service provision accordingly to promote equal access to services.
11. Work in liaison with identified school staff to contribute to the delivery of health improvement, promotion and preventative approaches through signposting to other healthcare professionals/ services and available resources.
12. Maintain knowledge of other available resources to support emotional and mental wellbeing and signpost appropriately

Leadership and Governance

1. Carry out caseload analysis and reviews as necessary, monitor and disseminate data, and negotiate solutions with the team members as appropriate.
2. Stay up to date with relevant guidance, research and processes, sharing with colleagues and stakeholders in order to support quality and service improvement.
3. Identify and manage areas of clinical risk in conjunction with School Nurse Team Leader.
4. Deliver clinical supervision and appraisal if required to the school nursing skill mix team.
5. Participate in clinical audits, research projects, policy management and review for service development.

6. Contribute to the monitoring and evaluation of service performance, putting in control measures where indicated in conjunction with professional leads.
7. Contribute to and develop processes for improving client engagement and feedback
8. Lead on and deliver identified work streams to support the school nursing lead with the delivery of clinical and strategic priorities of the service
9. Work with the Service Lead to develop appropriate data bases, contribute to reports as necessary reporting any issues/concerns that may arise and making sure that the service meets all targets in the service specification.

Professional

1. Keep timely, accurate, comprehensive and contemporaneous records, ensuring adherence to confidentiality and information governance policies at all times.
2. Adhere to the NMC Code and maintain own professional requirements in line with revalidation procedure.
3. Participate actively in continuing education programmes, undertaking appropriate training to meet individual development needs and accepting responsibility for professional and self-development
4. Maintain BHC mandatory training compliance
5. Participate in regular clinical supervision/professional reflection

Exceptional Effort Factors

1. Bromley Healthcare is a community healthcare provider. The post holder may therefore be expected to carry out aspects of this role in, and travel between, service user's homes, clinics and other designated educational/social/care settings.
2. In order to carry out the clinical aspects of this role, light to moderate physical effort, bending, kneeling and lifting, may be required. In some settings, such as service users' homes, space and equipment may be limited.
3. The post holder may occasionally need to concentrate for prolonged periods e.g. for the preparation of court reports.
4. The post holder may occasionally be directly exposed to distressing or emotional circumstances e.g. safeguarding concerns or delivery of unwelcome news.

MANDATORY REQUIREMENTS FOR ALL ROLES

The post holder is expected to demonstrate the values of Bromley Healthcare including:



- Compassion
- Health and Wellbeing
- Continuous Learning and Innovation
- Belonging

The post holder is expected to work within the requirements of the 6 C's – Care, Compassion, Competence, Communication, Courage and Commitment.

The post holder is expected to comply with all Bromley Healthcare's relevant policies, procedures and guidelines; including the appropriate code(s) of conduct associated with this post.

Safeguarding

The post holder is responsible to safeguard children, young people and adults at risk.

All staff must be familiar with and adhere to Bromley Healthcare's child/adult safeguarding procedures and guidelines, in conjunction with the multi-agency policies and procedures of the relevant borough's Safeguarding Children Partnership and Safeguarding Adults Board.

Staff must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of Bromley Healthcare in line with the requirements of the Children's Act 1989 and 2004 and the Care Act 2014. Staff are required to attend child/adult safeguarding training relevant to their position and required for their role.

The job description reflects the immediate requirements and objectives of the post. This is not an exhaustive list of duties and responsibilities and the post holder may be required to undertake other duties which fall within the grade of the job, as directed by the line manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

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PERSON SPECIFICATION

ESSENTIAL AND DESIRABLE CRITERIA

	Essential	Desirable	Mode of Testing
Qualifications	Registered PGDip or BSC School Nurse/ Specialist Community Public School Nurse (SCPHN) SSSA practice supervisor/assessor or equivalent or willing towards completing training in role	Leadership/Management qualification	Application
Professional Registration	Current NMC Registration		Verification with NMC registration
Training	Evidence of Continuing Professional Development	Member of relevant special interest groups	Application / Interview
Specific Skills	Ability to work autonomously and as part of a wider team Ability to quickly build effective relationships with children and young people Excellent communication skills with the ability to: <ul style="list-style-type: none"> • convey sensitive and sometimes complex themes to a diverse audience • adjust communication style in order to manage barriers to understanding/ acceptance • negotiate, persuade and motivate with empathy and sensitivity 	Leadership/management skills Teaching and supervisory skills Knowledge of managing change Understanding of service performance and outcomes	Application / Interview

	<p>Thorough understanding and knowledge of safeguarding policies and procedures</p> <p>Good standard of report writing and presentation skills</p> <p>Ability to work in a multi-agency setting</p> <p>Understanding of clinical governance</p> <p>Excellent organisational and time management skills, with the ability to prioritise and manage conflicting demands</p>		
Experience	<p>Experience of working in a school nursing team/community setting</p> <p>Experience of delivering health promotion and ability to show its importance in promoting healthy lifestyles</p> <p>Experience of child safeguarding, including holding child protection caseload</p> <p>Demonstrable experience of partnership working</p> <p>Experience of clinical audit</p>	<p>Experience or an understanding of working with Electively Home Educated CYP</p> <p>Experience of developing and writing policies and procedures</p> <p>Experience of Clinical Risk Assessment</p> <p>Experience of supervising/ appraising staff, students and working with the clinical governance framework</p> <p>Experience of effective working in a complex and challenging environment</p> <p>Experience of health profiling</p>	Application / Interview

Personal Qualities	<p>Knowledge of our business</p> <p>Committed to our values</p> <p>Committed to 6 Cs</p> <p>Motivated, enthusiastic and innovative</p> <p>Enthusiastic in practice</p> <p>Excellent interpersonal skills</p> <p>Flexible approach to meeting service & client needs</p>		<p>Application / Interview</p>
Other, including Information Technology	<p>Car driver with use of car is essential (business class insurance will be required)</p> <p>Advanced IT skills including Microsoft Word and Excel to produce and evaluate reports and data.</p> <p>Comfortable with mobile working i.e. use of laptop, smartphone etc</p> <p>Competent in use of electronic patient record system</p> <p>Competent in use of risk management system</p>	<p>Experience of using EMIS and incident reporting systems (e.g RADAR/ Datix)</p>	

Details of person completing job description and person specification:

<p>JD and PS completed by (job title):</p>	<p>Caroline Whitford Tri-borough Head of PHN</p>
<p>For an existing JD and PS – date reviewed:</p>	
<p>For a new JD and PS – date completed:</p>	<p>18/06/2024</p>