



# Job Description

<b>School:</b>	<b>Bradstow School</b>
<b>Post Held:</b>	<b>School Nurse</b>
<b>Salary Scale:</b>	<b>PO3</b>
<b>Hours:</b>	<b>37 hours a week, Term Time Only*</b>
<b>To Whom Responsible:</b>	<b>Head of Residential Services</b>

## **Aim of the Post**

Bradstow School offers a range of general and specialist services to Young People with neurodevelopmental disorders, mental health difficulties and other non-specific health issues. The emphasis is very much on working collaboratively with the multidisciplinary team, external agencies, education and care teams to deliver ongoing care for the Young People, and advice to staff, parents and carers.

### **Job Summary:**

The post holder will be practising autonomously as an advanced nurse practitioner within the designated speciality area. This will encompass the skills of advanced clinical assessment, examination, diagnosis and treatment (including first aid) within an agreed scope of practice throughout the organisation providing they are suitably qualified.

The post holder will support new ways of working that emphasise a more efficient and Young People focused service. The post holder will have responsibility for leading the on-going development of clinical practice and standards of care within the service, including the development of policies, procedures, protocols and guidelines in collaboration with multidisciplinary colleagues.

The service will be implemented using research-based practice to plan, deliver and evaluate school nursing interventions throughout the School and the homes. The post holder will also be responsible for the strategic development of the Health provision in line with recommended best practice guidelines from the Royal College of Nursing while working within the NMC (Nursing and Midwifery council's) stipulated code of professional conduct. The post holder is expected to work in partnership with Young People, parents, School personnel, GPs and other appropriate external agencies to carry out health surveillance, health promotion and other public health initiatives required by the School.

### **Duties Comprise:**

#### **1. Clinical**

Responsible for the development and provision of a specialist, evidence based service to children with neurodevelopmental disorders and learning disabilities such as autism or ADHD.

To provide clinical leadership for the School to ensure a high standard of care, providing support and supervision as required. This will include support and supervision to other first-aiders in the school.

To co-ordinate and facilitate effective pathways of care to deliver a seamless service for Young People optimising their safety and wellbeing.

To exercise a higher degree of personal and professional autonomy, drawing upon advanced knowledge and experience.

To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of Young People by identifying and initiating appropriate steps for effective care. This can include:

- Guidance and support on managing a young person's care including aspects of medication and health, auditing, preparation of MARS sheets, administration of medication and the implementation of associated medication administration policies and procedures. This will include Health Passports and Plans.
- ordering and reviewing diagnostic tests as required or as appropriate depending on need
- To provide first aid and emergency care and treatment as necessary
- Making and receiving referrals internal and external to other agencies
- Running clinics where appropriate to triage minor ailments and treat if appropriate or direct to appropriate services including CAMHS & vaccinations.
- To oversee/supervise or appropriately allocate the Health Care Planning for Young People and co-ordinate medical appointments and assessments for individual Young People. To inform parents and all necessary others of any changes to medication for Young People
- To delegate, supervise and ensure all medication is both signed out and signed back in following holidays and Young People returning home and for any new admissions
- To have oversight and appropriately support with the school medical examinations, including; hearing, orthodontic and ophthalmic appointments and ensure these are added to the School outlook planner and relevant people informed
- To lead on the reduction of medication for Young People in line with STOMP/STAMP
- Ensure there is a satisfactory process of communication between all health and social care staff including SMT, Care Management Team, MDT, behavioural team and the Therapy team.
- Ensure there are appropriate systems organised within the school year to monitor and plan the care of all the Young Peoples' health care needs. This includes carrying out health assessment as deemed necessary, checking immunisation and health promotion programmes have been correctly administered and followed up from allocated individuals.
- Ensure medical health care plans are developed and written for appropriate Young People in liaison with the Home Managers and Teachers
- Ensure that a Code of Confidentiality is maintained, provide confidential advice and/or support to all Young People and staff as necessary
- Continue and maintain a communication strategy for the health department and ensure it is effective making sure a comprehensive process of record keeping is maintained accurately
- To ensure all relevant information is available to enable the Young People to make an informed choice about their treatment where appropriate.

- To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of specialist care.
- To participate in the process of monitoring and devising operational policies reviewed annually in accordance with national standards.
- To ensure all care is given in accordance with agreed protocols
- To actively involve the Young People, parents, carers and other stakeholders in providing feedback of their experience of the current service and suggestions for improvements
- To participate as deemed necessary in internal reviews, LAC meetings, Medical Reviews, CHC assessments and other statutory meetings to represent the service's perspective
- To promote facilitate and lead where appropriate evidence based practice and clinical monthly medication audits within the organisation
- To certify that all medication administrators are appropriately trained and that they have been observed and confirmed to be competent to carry out this task

## **2. Management and Leadership**

- To lead and co-ordination of a nursing/health promotion team
- Responsible for the efficient running of the service, ensuring effective and efficient systems and processes are in place
- Responsible for the management of the department's budget where deemed appropriate
- Act as a role model providing clear and consistent leadership at all times.
- Organise and prioritise own workload within agreed timescales building in flexibility to deal with unforeseen demands on time and resources.
- To certify the best use of available resources is used within agreed budget to provide a cost-effective service
- To maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as requested
- To introduce and comply with measures to actively manage and reduce risk to Young People. Ensuring formal reporting and recording of adverse incidents in line with the organisations policy
- To oversee the ordering and maintenance of adequate stock levels of Young People related resources within the medical room, school and homes. As well as ensuring safe disposal of clinical waste and expired drugs.
- To be responsible for the clinical supervision of junior staff/ staff in training
- To participate in the core group and Clinical Governance meetings as invited and deemed appropriate e.g. seclusion reviews
- Recognise the need for change and be proactive in delivering service improvements to both Young People and staff.
- To participate in the evaluation of the service in terms of clinical effectiveness, clinical excellence and value for money
- To be familiar with and work in accordance with the organisation's Control of Infectious Diseases, Fire, Health & Safety and Security policies and other policies
- To contribute to achieving the vision for the School community and the organisation's nursing strategy

## **3. Education & Training, Research & Audit**

- Share evidence based literature, research and forums.
- To ensure all Young People, their social workers and families are fully informed of the risks and benefits of proposed medical interventions and procedures/ treatments, contributing to the process of securing informed consent.

- To produce and provide all Young People with relevant and accessible information regarding their treatment in accordance with organisational standards.
- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the organisation and within the specialist services locally and nationally
- To participate in and where appropriate lead any appropriate/relevant organisational approved research projects conducted within the School
- To promote and research evidence based practice relevant to the speciality and cascade as appropriate.

#### **4. Professional**

- To achieve a range of clinical competencies as required fulfilling the role
- To keep up to date with current literature and research in the speciality
- To maintain personal and professional development – attending mandatory professional development as required
- To take responsibility for ongoing clinical excellence through evidence-based practice and development of standards, policies and guidelines in conjunction with the departmental standards committee.
- To undergo and actively participate in performance appraisals and supervision.
- To keep up to date with relevant specialist organisational guidelines and protocols.
- To comply with professional codes of practice, professional guidelines and School policies.

#### **5. General**

- You will be required to work two weeks in the holidays for the School's Short Term Break provision. This may not comprise of your normal duties, and additional payment will be made.
- To keep written records of contacts in accordance with the organisational standards for record keeping.
- To liaise as appropriate and necessary with; Senior Management Team, Multidisciplinary team, Home Managers, Care and Education Staff, Pharmacy, Primary and Secondary Care Services such as CAHMS and specialist outpatient clinics, parents, carers and Young People.
- To have an understanding of the organisation's Equal Opportunities policy and provide a fair and non-biased service and eliminate unlawful discrimination in relation to employment and service delivery.
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and Young People.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

*This job description may be amended at any time after discussion with you.*

*\*This is comprised of 38 weeks of term time, 5 training days and 2 weeks short term break (as detailed under point 5)*



# Person Specification

## Qualifications and Experience

Required:

1 NMC Registered Nurse with post registration experience

Desirable:

2 School Nurse Qualification - Specialist Community Public Health Nursing - Health Visiting (SCPHN - SN)

3 Working in a School, Children's home or similar setting

4 Relevant post-registration qualification in advanced physical assessment and diagnostic

5 Independent prescriber

## Knowledge

Required

6 Evidence of continuing professional development

7 Experience of undertaking clinical audit/research

8 Experience of multidisciplinary team working

9 Experience of service development

## Abilities and Skills

Required:

10 Excellent oral and written communication skills with people from a wide variety of backgrounds.

11 Ability to impart complex information to Young People, parents, carers and social workers, with different levels of understanding and who may be distressed.

12 Advanced clinical assessment skills or willingness to develop these

13 Presentation skills and ability to work effectively individually and as part of a group

14 Ability to prioritise own workload, set priorities and meet deadlines.

15 Computer skills including working knowledge of Microsoft Office

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*