# East & North Herts NHS Trust
## Children’s Services

**Job Title:** Special School Nurse  
**Base:** Special Schools (base may Change depending on the needs of the service). However, you may be required to work on a permanent or temporary basis elsewhere within East and North Hertfordshire NHS Trust.  
**Band:** 5  
**Qualifications:** Registered on Part 8 of professional register/Part 15 ENB 998/Teaching & Assessing/Mentorship & Preceptorship qualification  
**Responsible to:** Team Manager Special Schools  
**Accountable:** Deputy Nursing Service Manager Children’s Community Services

## Our values

Our aim is ‘To deliver quality health care that is trusted and valued’ and our Trust values are **PIVOTAL** in helping us to achieve this aim.

We expect all our staff across the Trust to demonstrate, promote and encourage these values.

Our values are:

- **P** We put our PATIENTS first, focussing on the patient to provide high quality care and a service that is tailored to the individual  
- **I** We strive for excellence and continuous IMPROVEMENT, taking personal responsibility for making things happen and achieving results  
- **V** We VALUE everybody, considering and showing respect for the opinions, circumstances and feelings of colleagues and members of the public  
- **O** We are OPEN and honest, ensuring that we communicate with tact, diplomacy and transparency, that information is accurate and that others feel able to ask questions  
- **T** We work as a TEAM, working effectively as a team member and developing strong working relationships to achieve common goals
JOB SUMMARY

The Special School Nurse will have responsibility for assessing and meeting the complex health care needs of children within the educational establishment, conforming to the highest standards of clinical governance. He/She will undertake the key worker role coordinating the continuing care needs of children within the school. He/She will ensure that adequate nursing cover is provided for the needs of the children and young people. The Special School Nurse will work autonomously as part of the health care team. He/She will ensure that the Team Manager Special Schools is kept informed of all issues affecting staff and resources.

MAIN DUTIES AND RESPONSIBILITIES

COMMUNICATION

1. Act as role model for all staff.
2. Seek opportunities to implement communication initiatives both within Children’s Services and externally to users.
3. Communicate effectively with other team members and other health care professionals, recognise and respect their particular contributions within the multidisciplinary teams
4. Communicate effectively with the head teacher and all education staff, providing training programmes, advice and support within school nursing hours.
5. Facilitate clear communication between the skill mix team and management.
6. Attend relevant meetings and cascade as appropriate.
7. Demonstrate the ability to operate IT equipment to benefit the school nursing service.
8. Coordinate and actively participate in public health and health promotion events.
9. Communicate effectively with all agencies involved in a child’s well being.
10. Communicate effectively with children and their families initiating written information where relevant, taking into account children and families with additional communication challenges.
11. Ensure that account is taken of the families’ customs, values and spiritual beliefs.
12. Deal with problems, investigating family’s complaints promptly and cultivating an environment of customer awareness among staff.
13. Document and maintain records professionally and accurately.

Clinical

1. Create a child centred atmosphere, delegating to other members of staff to maintain standards at a high quality level.
2. Take the lead in establishing excellent standards of care.
3. Carry continuing responsibility for the assessment of care needs and the development, implementation and evaluation of programmes of care unsupervised.
4. Provide individual care as appropriate to the child and carers ensuring the physical, psychological and social needs of the family are addressed.
5. Demonstrate understanding of complex clinical, emotional and social family situations.
6. Empower child and family to participate in their care.
7. Identify and initiate the development of additional clinical skills that will enhance care.
8. Ensure condition of equipment in use is safe at all times and monitored appropriately, documenting relevant training.
9. Ensure that high standards of Infection prevention and control and evidence based practice are applied to all aspects of care delivery.
11. Assist in the development and evaluation of new initiatives that are research based.
12. Operate within the Trust child safeguarding procedures, providing written and verbal report. Participate in core groups, case conferences and implement agreed action plans.

**MANAGEMENT RESPONSIBILITIES**

1. Demonstrate leadership skills and act as a role model to other staff members.
2. Effectively manage caseload and ensure the smooth running of the nursing team within the special school nursing service on a day-to-day basis.
3. Manage time effectively within the school nursing hours
4. Make effective use of inset days (i.e. use of effective training)
5. Provide cover to the other schools if required
6. Organise, develop and ensure the smooth running of school clinics in collaboration with the multi-disciplinary team
7. Be conversant with and adhere to policies and procedures of the Trust.
8. Report incidents, complaints and compliments, and adhere to all Trust policies.
9. Manage the nursing resources to provide a cost-effective service, reflecting the needs of the children and their families.
10. Participate in recruitment, selection and orientation processes.
11. Monitor team sickness and keep manager informed of the process.
12. Lead nursing audit initiatives in relation to the quality of special school nursing service.
13. Actively participate in the promotion of child health services within the Trust.
14. Ensure and monitor annual appraisal system for all staff. Participate in appraisal systems, and assist junior staff with objective setting as necessary. Ensure individual development plans are in place.
15. Identify areas for service development and highlight to Special Schools Team Manager
16. Have regard for the physical, psychological, emotional, environmental needs of the team in line health & safety guidance and carry out obligations with regard to all legislation.
17. Risk assesses all work situations to ensure the safety of staff and service users.
18. Ensure an environment that is suitable for the educational needs of learners.
19. Act as a mentor to convey acquired knowledge to colleagues and learners. Undertaking assessment as required.
PROFESSIONAL DEVELOPMENT OF SELF & OTHERS

1. Identify own professional training needs.
2. Actively participate in in-service training to develop specialist skills.
3. To be involved in the development and implementation of quality initiatives, benchmarking and standards of care.
4. Accept responsibility relevant to own professional competencies to meet the requirements of the NMC Code of Practice and Registration.
5. Teach trained and untrained nurses and educational staff in either formal or informal settings on a regular basis within current school nursing hours.

GENERAL

1. Ensure compliance with Children’s Services, Trust and local (special school) Policies and Procedures, particularly relating to nursing care and standards.
2. Actively participate in in-service training to develop specialist skills.

This job description will be reviewed as necessary to meet the needs of the service and no less than an annual basis in consultation with the post holder.

Other Responsibilities:
This job description is neither exclusive nor exhaustive and the duties and responsibilities may vary from time to time in the light of changing circumstances and in consultation with the jobholder.

SUPPLEMENTARY INFORMATION:

CONFIDENTIALITY: Attention is drawn to the confidential aspects of this job and your personable responsibility and liability under the Data Protection Act 1998. Matters of a confidential nature, including information relating to patients or staff, must not under any circumstances be divulged to any unauthorised person. Breaches in confidence will result in disciplinary action, which may result in dismissal. In exceptional circumstances this could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

HEALTH & SAFETY: The job holder is required to take reasonable care of his/her own health and safety and that of other people who may be affected by his/her acts of omissions at work and to ensure that statutory regulations, policies, codes or practice and department safety rules are adhered to.
SUSTAINABLE DEVELOPMENT

Our Trust recognises the need for a sustainable development strategy that focuses on reducing carbon emissions. We do this through:

Reducing environmental impact achieved by greener waste disposal and travel, energy and water consumption.

Being a good community role model and supporter of the local economy.

Providing excellent value for money.

In order to reduce our carbon footprint, every single one of us must play a part in ensuring we are an environmentally-responsible organisation.

You recycle at home, we ask that you do the same simple things at work.

When you can, use public or inter-site transport, cycle between sites and claim for mileage.

Recycle all you can: paper, CDs, batteries – there are recycling stations throughout the Trust.

Always switch off lights, PCs and other electrical appliances when not in use.

Don't waste water.

SAFEGUARDING:

Employees must at all times have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004.

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults are safeguarded from abuse and neglect within the provisions of the Hertfordshire Safeguarding Adults from Abuse Procedure.

INFECTION CONTROL STATEMENT:

Take individual responsibility to ensure working practice is safe.

EQUAL OPPORTUNITIES POLICY STATEMENT:

The Trust believes that discriminatory practice against employees or potential employees is unacceptable. The Equal Opportunities Policy is intended to ensure that no job applicant or employee suffers direct or indirect discrimination with the Trust. The Trust also believes that sexual and racial harassment is unacceptable and is committed to ensuring such behaviour is eliminated. The Trust will act to support its staff in situations where clients’ or visitors’ behaviour towards them is contrary to the spirit of this policy. Legislation gives legal force to this policy statement.
STAFF INVOLVEMENT:

The Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions which affect them and their working conditions.

They should develop and implement communication systems that ensure that staff are well informed and have an opportunity to feedback their views.

All managers should engender a culture of openness and inclusion so that their staff feel free to contribute and voice concerns.

REVIEW

These guidelines are provided to assist in the performance of the contract, but are not a firm condition of the contract. This job description will be reviewed as necessary to meet the needs of the service, in consultation with the post holder.