



**Candidate Information Pack**

**Somerset  
Council**

# Student Specialist Community Public Health Nurse

## School Nurse

**Job Reference: SCC06349/DT**

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If you are interested in finding out more before applying, please get in touch with **Lucy Rees – School Nursing Service Manager** [lucy.rees@somerset.gov.uk](mailto:lucy.rees@somerset.gov.uk)

If you have any questions about the benefits we offer, or our recruitment process, please contact our Recruitment Team on [recruitment@somerset.gov.uk](mailto:recruitment@somerset.gov.uk) or telephone on **01823 355074**

We will notify you by email if you have been selected for interview or have been unsuccessful on this occasion. Please check that the automated email has not gone in your junk mail folder before contacting us.

When completing your application/CV please provide your full employment history and ensure that any gaps in employment are explained. Please start with your current or most recent employment.

# What You Will Be Good At

## Work Experience Knowledge & Skills

### Essential

- Proven post registration experience.
- Aptitude and confidence for working within a health care or school setting.
- Experienced in the use of IT applications, specifically experience of Word, Excel, PowerPoint and Email.
- Excellent proven organisational and time management skills.
- Experience of working across organisational boundaries.
- Experience of providing programmes of intervention at individual, group or community level.
- Experience of working in a team.
- Ability to study to required standard to achieve successful outcomes.
- Excellent interpersonal skills – influencing, negotiating and communication (written and verbal) skills, across all levels both inside and outside the organisation.
- Evidence of providing high quality effective and safe services within resource limits.
- Evidence of delivering programmes in a community setting and providing a range of diverse services within competency range.
- Ability to manage change in response to unpredictable working patterns.
- Excellent organisational skills in a rapidly changing environment.
- Maintain confidentiality in dealing

### Desirable

- Community experience working with children and/or young people and families.
- Experience of working with and or knowledge of child health issues.
- Working knowledge of Safeguarding policies and procedures.
- Experience of working across children service agencies and multi professional working.
- Experience of working with children and families with additional special needs.
- Experience and knowledge of child protection procedures.

<p>with professionals, the Trust and the general public.</p> <ul style="list-style-type: none"> <li>Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016)</li> </ul>	
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**Qualifications**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Registered Nurse /Registered Midwife (degree level)</li> </ul>	<p><b>Desirable</b></p>
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**Personal Attributes**

<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Develop &amp; maintain good working relationships both within the team &amp; the organisation.</li> <li>Compassionate and caring, sensitive to others needs.</li> <li>Able to contribute appropriately to workload allocation and identify and raise concerns as required.</li> <li>Flexible with working hours to suit the needs of the service.</li> <li>Able to work on own initiative and relate to a wide range of people.</li> <li>Ability to work within a diverse team and area.</li> <li>Work under pressure, dealing with a complex range of competing priorities and agendas.</li> <li>Access to vehicle for travelling to University and practice hours.</li> </ul>	<p><b>Desirable</b></p>
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All disabled applicants meeting the essential criteria will be interviewed.



# What You Will Deliver

## Key tasks and responsibilities

### The postholder will:-

Undertake required study with the affiliated university achieving outcomes in both practice and university based learning.

They will be required to work within the community setting facilitated by the Practice Teacher.

They will have a proactive identification of learning and responsibility for learning contract.

### Key Relationships

1.	Practice Teacher
2.	Children Young People and their Families and members of the public including face to face and telephone contact
3.	Specialist Community Public Health Nursing Course academic leads, University staff and students
4.	Public Health Nursing Team (Health Visiting and School Nursing) Clinicians and admin and clerical staff
5.	Public Health Nursing managers (Operational Service Manager / Team Managers)
6.	Locality Safeguarding Nurses
7.	Head of Children and Young Peoples Division
8.	Deputy Head of Children and Young Peoples Division
9.	Schools and other partner agencies such as Children's Social Care.
10.	GPs, nurses, other health professionals
11.	External relationships with other agencies as relevant
12.	Will be required to communicate effectively face to face, via telephone and electronically or in writing as necessary

**Key Responsibilities** – under supervision and guidance of the Practice Teacher

### Summary Of Tasks

To complete academic study at degree/masters level or above as per university and Organisation requirements.

Demonstrate ability to relate theory to practice by completing practice based learning outcomes.

To work effectively within a team.

To maintain professional accountability.

To develop assessment, planning and evaluation skills.

To identify programmes of support to targeted individuals/groups.

### **Leadership**

To identify current leadership styles and relate to practice and their own development needs.

Identify leadership opportunities within the public health agenda and undertake leadership responsibilities.

Demonstrate the development of their leadership styles throughout the programme.

To contribute to national health service objectives, guidelines and performance targets.

To gain skills in profiling and analysing caseloads and health needs within defined localities in order to be able to manage a population/geographical caseload on completion of course objectives.

### **Managing Information/Administration**

To preserve confidentiality and be aware of the Data Protection Act, Access to Health Records and Consent for Treatment guidelines.

Contribute to audits to maintain standards of care, support the implementation of audit outcomes and recommendations as required.

### **Effective Communication**

To communicate effectively with clients and carers where there may be different levels of understanding

To communicate effectively with agencies, community groups and individuals

To adhere to the Record Keeping policy

Identify and use the most appropriate modes of communication to overcome communication barriers

### **Education And Development**

Achievement of course objectives within defined timescale

To have effective clinical supervision

Through appraisal and personal development plan identify own personal training needs to meet both professional and course objectives

To undertake any necessary skills training, professional updates and mandatory training as appropriate to the post and as directed

Maintain professional portfolio

### **Working Environment**

The post holder will work within community settings alongside their Practice Teacher

The post holder must work within the organisation's Manual Handling policy. Physical activity will be required for short periods of time in any span of duty

The post holder will be required to have basic IT skills

The post holder may be required to support anxious or distressed patients and relatives and may be subject to occasional challenging behaviour

Within the community environment may be exposed to body fluids, dirt and lice on a regular basis

The post holder will complete this programme in the time allocated unless exceptional circumstances occur, when this will be discussed, and action plan and support programme implemented.

Whilst attending the Education Provider setting the post holder will always act in a professional and respectful manner .

Work with the delegated Mentor and Practice Teacher to successfully complete the course and identify any concerns as early as possible.

### **Working Conditions**

The post holder will be required to travel to University on the timetabled days, clinic locations, practices and other organisations within Somerset.

The post holder will use an electronic device on a regular basis to access and record information

There will be frequent interruptions throughout the course of the day which can result in changing the course of work, reprioritising as necessary.

The workplace will be community based within an office, clinic setting, clients home environments and school establishments

The post holder will work with an active caseload geographically defined within a recognised area with the flexibility to assist other teams within Somerset.

There is a requirement that work is undertaken in children, young people and family's homes, where the conditions are variable to a great degree including risk to personal safety, requiring emotional effort and physical effort to manage the situation and self safely

This role involves lone working in accordance with the Lone Working Policy

There is a requirement to have a flexible approach to the working day, week and the (academic year in which holidays are fixed) in order to meet the needs of the service.

Post holder will be exposed to verbal aggression / emotional upset from children, young people and families, face to face and via telephone calls and will be required to be sensitive when dealing with this.

Work with the delegated Mentor and Practice Teacher to successfully complete the course and identify any concerns as early as possible.

## **Expectations Of The Post Holder**

### **Confidentiality**

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Act 1998 or an action for civil damages under the same Act in addition to any disciplinary action taken by the Somerset county council, which might include dismissal. Data Protection applies even after staff have left their employment. It is the responsibility of each member of staff to be aware of and to comply with, the Staff Code of Confidentiality Policy, which highlights your responsibilities in respect of service user (patient) confidentiality. Staff who are governed by a professional Code of Conduct are expected to uphold their professional body's provisions relating to confidentiality.

### **Information Governance**

All staff must keep up to date with the organisational requirements and changes in this area. Your attention is drawn specifically to: *Information Technology*: correct, professional and safe use of computers and digital data storage solutions. *Data Protection*: Confidentiality of service user and staff information either verbally or in writing and including IT solutions, e.g. secure e-mails, paper records and other media. *Freedom of Information*: All staff may receive a FOI request and must be aware of who to contact. Senior Managers will be responsible for ensuring information governance is complied with by staff they are responsible for. Each Head of Service or Senior Manager will report any performance issues in relation to information governance to the Director they are accountable to.

Employees are individually responsible for the quality of data, which they input to Organisation systems and documents.

### **Freedom Of Information**

Staff must also be aware of the Freedom of Information Policy because they may be asked for confidential personal and/or corporate information under the Freedom of Information Act, which can only be disclosed if approved. Failure to adhere to this policy may result in dismissal.

### **Health And Safety**

All staff have a responsibility and duty of care to operate safe working practices to prevent injury to themselves and others affected by their acts or omissions whilst undertaking duties and activities for the Organisation. Individuals may find themselves liable to action if they fail to report health and safety/risk issues. All staff are required to make themselves aware of and comply with the Health and Safety policy.

Smoking is prohibited on all Organisation sites.

### **Fitness To Practise & To Undertake Job Role**

The Organisation has an obligation to ensure that employees do not start work without careful examination of their fitness to undertake the post for which they applied.

Employees should also be honest and trust-worthy, acting with integrity at all times. In order to demonstrate that they are fit to practise, employees should: -

Act quickly to protect the safety of patients if you have reason to believe that you or a colleague may not be fit to undertake the duties within their job role.

Take effective action if they have concerns about the honesty of others.

Be honest and trust-worthy when writing reports, completing and signing forms and using the electronic patient record system.

Be honest and trust-worthy in any financial dealings, especially if you are managing finances, and make sure that any funds are used for the purpose they were intended for.

Co-operate with any formal inquiry by your professional body or the Organisation into your health, behaviour or performance, or that of anybody else.

Comply with the regulations of your professional body and all Organisation policies and procedures.

If the ability to perform Control and Restraint (C&R) or Prevention of Violence, Management of Aggression (PVMA) techniques is a requirement of the role the individual must declare physical fitness to undertake such a role.

All members of staff are required to undertake the level of mandatory training and personal safety training appropriate to their role and work area, and to keep this training up to date.

### **Appraisal**

Employees are entitled to an annual appraisal identifying learning needs and reflecting on performance. Each employee should agree a personal development plan and ensure that they access mandatory training on an annual basis.

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in developing the role in accordance with changes in the Organisation's organisational objectives and priorities.

### **Infection Control**

The Organisation regards infection control as an essential requirement in the provision of a safe service to all its patients. All members of staff will be expected to follow the Organisational policies in relation to infection control and staff have a duty to make themselves aware of the policies and how they affect them. Decontamination of hands is regarded as an integral part of the provision of the service and in particular staff in clinical areas who are in patient contact must decontaminate their hands following all examinations or treatment and before dealing with another patient. Similarly, ensuring the cleanliness of equipment is the responsibility of all staff, with staff in clinical areas expected to decontaminate equipment in line with Organisation policy. Staff who are observed not complying with any infection control policy should be expected to be challenged and action may be taken in line with the Organisation's Employee Relations policy.

### **Safeguarding**

It is a requirement that all staff undertake both the mandatory Level 1-3 Children and Adults Safeguarding training. These are combined for all staff and form part of the Organisation's induction programme. The Organisation has clearly defined structures for Safeguarding Adults and Children; these are underpinned with policies, procedures and additional training where appropriate depending on individual roles. Each team has a Lead for Safeguarding who will receive additional role specific guidance and training from the Safeguarding Lead and Named Nurse. The Organisation's Safeguarding intranet pages provide all staff with up to date policies, procedures and guidance that must be adhered to as well as other useful information and contact details for the Safeguarding Team.

### **Safeguarding Adult At Risk**

All staff must have an understanding of their roles and responsibilities in relation to Safeguarding Adult at Risk. Staff must be familiar with the specific policies and associated procedures, and understand the responsibility relevant to their position within the organisation.

Staff must be familiar with and understand the correct safeguarding reporting process.

### **Sustainability/Carbon Footprint**

The Organisation, as one of the largest public organisations in the county, is committed to promoting sustainable development and reducing the harmful effects of its activities on the environment. Staff are expected to promote and embrace the principles of sustainable development in their daily duties; specifically to ensure that they use energy and other natural resources as efficiently as possible to minimise their carbon footprint.

### **Further information specific to this job**

The successful candidate has a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with.

Somerset Council is subject to Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English will be an essential requirement for customer-facing roles.

This job requires a criminal background check (DBS) via the disclosure procedure.

## What We Will Offer You in Return

<b>Salary and grade:</b>	Agenda for Change Band 5, between £32,073 - £39,043 per annum
<b>Contract type:</b>	Fixed term until 31/08/2027
<b>Location:</b>	Somerset, County wide
<b>Hours of work:</b>	37.5 hours per week. These will be in agreement with the line manager.
<b>Annual leave:</b>	Leave is set within the academic terms and this will be shared within the academic timetable.
<b>Probationary period:</b>	The appointment will be subject to a probationary period of 6 months. Internal applicants who have already completed their probationary period would not normally be expected to complete this again.
<b>Notice period:</b>	Following completion of the probationary period, this post will be subject to a notice period of three calendar months on either side.



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