



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	School Health Support Worker
<b>Pay Band:</b>	3
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Women & Childrens
<b>Department:</b>	School Nursing
<b>Base:</b>	To be completed on recruitment
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	School Nurse
<b>Professionally Accountable to:</b>	Lead School Nurse
<b><u>VALUES &amp; BEHAVIOUR</u></b>	
	<p>Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.</p>

## **JOB SUMMARY / PURPOSE:**

The postholder will primarily support and assist the School Nurse Service and Child Health Department in the delivery of the school-based immunisation programme in line with the Welsh Government requirements.

Assist with the Child Measurement Programme and vision and hearing screening programme of reception aged children. They will also be required to carry out any other duties and tasks as delegated by the School Nurse including assisting with administrative duties.

Able to organise own routine and work without day-to-day supervision.

## **DUTIES & RESPONSIBILITIES**

### **Service Management**

Responsible for planning own day to day tasks/duties in collaboration with School Nursing team.

Work with Child Health Administrators in the pre and post immunisation organisation of sessions, including the inputting of the data.

Provide support in the immunisation sessions with the School Nursing team.

Responsible for the observation of students post immunisation.

Work as part of the team delivering emergency treatment to students who are unwell following immunisation.

Responsible for planning and organising the heights and weights schedules appointments, records, and computer data.

Responsible for planning and organising the screening programme for vision and audio testing including arranging appointments with schools, accessing records and computer data to support the programme.

Responsible for carrying out the heights and weights programme in schools at various locations in Powys. This will involve the post holder working independently, attending schools alone to carry out work.

Responsible for carrying out vision screening assessment and audio screening assessment of reception aged children and reporting back to School Nursing team. The post holder would be expected to use school nursing protocols to decide whether children have reached acceptable levels in screening.

Adhere to and comment on relevant Powys Teaching Health Board (PTHB) policies and practices.

Carry out some administrative duties as directed by School Nurses and Lead School Nurse.

### **Service Improvement**

Support the Lead School Nurse in achieving service objectives.

Participate in Research, Development and Audit as part of the role and demonstrate ongoing continuous development.

### **Communication**

Responsible for liaising with schools to arrange sessions for immunisations.

Assist with the administration before, during and after immunisation sessions.

Work with School Nurses to ensure that children and young people who do not return immunisation consent forms are followed up.

Work with School Nurses to develop information packages and health promotion resources for immunisations and other subjects.

Responsible for liaising with Head Teachers in all schools in various locations in Powys to arrange the height and weight monitoring and screening sessions and carrying out of the same.

Able to communicate effectively with children, young people, and their parents.

Attend and contribute to regular staff meetings.

Working with children in immunisation settings.

Responsible for minute-taking at staff meetings, typing and distribution of same.

Recording of results from screening programmes and work with child health to input immunisation data.

Reporting concerns back to School Nurse and recording concerns.

### **Finance and Resources**

Responsible for maintaining stock control and ensuring that equipment used is in an ethical way and any deficit highlighted to Lead School Nurse.

### **Personal and People Development and People Management**

Assist in training and disseminating appropriate information to new employees within the team.

Limited amount of health promotion in school settings.

### **Information Processing**

Responsible for recording the heights and weights data on the child health system.

Responsible for recording the results from audio and vision screening data on the child health system.

Responsible for completing and submitting statistical returns as required.

Responsible for undertaking surveys and audits as necessary to own work.

Assisting Child Health administration to input immunisation data. Contacting GP surgeries to clarify client's immunisation history.

### **General**

Adhere to the Health Board's Lone Worker Policy.

Be prepared to be exposed to distressing or emotional situations and refer on to the School Nurse, adhering to Child Protection Procedures (training undertaken at level 2).

Safe handling and carrying of all records and equipment.

Responsible for the care and maintenance of all equipment used.

<b>PERSON SPECIFICATION</b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Good level of education to GCSE level or equivalent including Maths and English</p> <p>NVQ Level 3 in Health and Social Care or equivalent health care related qualification</p>	<p>Ability to use a number of software programmes</p> <p>Awareness of child protection procedures</p>	<p>Pre-employment checks</p> <p>Application Form</p>
<b>Experience</b>	<p>Childcare experience – voluntary or paid</p>	<p>Experience of working within the NHS</p>	<p>Application Form and Interview</p>
<b>Aptitude and Abilities</b>	<p>Ability to work well on own and in a group environment</p> <p>Able to understand and work within protocols independently</p> <p>Able to demonstrate tact and diplomacy when working with others</p> <p>Ability to adapt communication methods to interact with children and young people of all ages</p> <p>Ability to be well organised</p> <p>Demonstrates discretion and confidentiality when appropriate</p> <p>Ability to prioritise workload</p> <p>Good communication and telephone skills</p> <p>Able to remain calm and carry out duties when children and young people are unexpectedly ill or emotionally upset</p>	<p>Ability to speak Welsh</p>	<p>Interview</p> <p>Application Form</p>

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Values</b>	Demonstrate PTHB Values		Interview Application Form
<b>Other</b>	Ability to travel between sites in a timely manner		Application Form and Interview

## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Organisational Chart**



