



Royal Russell

Job Description

Job Title: Lead Nurse

Reports To: Deputy Head Pastoral

Place of work: Based in Medical Centre but may be required to visit other areas of the site as required.

Responsible for: 2 Registered Nurses (including a Nurse Practitioner), 2 Bank nurses and 1 Health Care Assistant.

Purpose of Job:

The Lead Nurse takes overall responsibility for the day-to-day management of the facility to ensure the highest levels of care for pupils, with responsibility for the strategic development of the Medical Centre following best practice guidelines from the Royal College of Nursing, Boarding Schools Association and other regulatory bodies as necessary.

Main Duties and responsibilities:

Management

- Ensure opportunities for service improvement are identified and implemented where appropriate, recognising and responding to changing School and Medical Centre requirements.
- Identify opportunities for improving and developing management practices and operational procedures to ensure a compliant and cost effective service.
- Ensure the Medical Centre Team's mandatory and core clinical training requirements are met and recorded in accordance with NMC guidelines.
- Ensure the nursing team and other relevant staff are kept up to date with training and development on School procedures and policies and there is a process in place for team communication, ensuring seamless and continuous care for pupils.
- Identify skills and competencies required for each nurse and through the appraisal processes set objectives for learning needs through formal training, supervisory sessions, distance learning. Thereafter, undertake assessment of the progress or achievement of skills and competencies of each Team Member as part of their annual performance review and NMC registration and revalidation (including the School Counsellors).
- Plan and implement annual rotas for the Nursing Team and the Health Care Assistant, ensuring an appropriate level of cover is made available for the provision of an efficient and effective service that meets the needs of the School at all times.
- Co-ordinate and manage recruitment for the Medical Centre and plan induction programmes.
- Manage the Medical Centre budget and spend.
- In liaison with the HR department attend interviews for new Nurses/Bank Nurses and plan and carry out Nurse Induction programmes.

- Liaise with the Estates Department regarding maintenance and the continuous improvement of the Medical Centre Facilities.
- Ensure the review of medical and first aid policies

Clinical

- To be responsible for the standard of nursing care for all patients through ensuring correct processes and procedures are implemented and kept up to date; and that staff have the required skills to meet the standard of care at the recommended level.
- Ensure the smooth running of the doctors' clinics.
- Manage the process for new pupil registration ensuring the appropriate medical information is received and that health checks are carried out for new pupils.
- Undertake immunisation programmes, including for overseas travel.
- Oversee the work of the nurse team as Link Nurses for boarding houses; link nurses provide health advice, including sessions on key topics such as smoking and health and wellbeing and are a support for the House staff and as a point of contact for a pupil, and their parents, where there is a specific health concern.
- Organise a system for appropriate sharing of medical information including care plans, their population and appropriate dissemination to all who need them, including staff leading trips.
- Ensure safe storage, use and disposal of medical supplies and safe disposal of clinical waste.
- Ensure adherence to best practice in respect of infection control.
- Ensure that appropriate audits are carried out on individual Nurses' adherence to medical protocols.
- Maintain Medical Centre statistical records and distribution to relevant groups.
- Ensure a comprehensive and accurate process of record keeping is in place, maintaining appropriate levels of confidentiality at all times.

Provision and lead on training in health related issues

- Take ownership for and develop all policies and standards relating to medical provision in the School for sign off by line manager before updating school management.
- Ensure that all medical staff are competent in using our medical platform (ISAMS).
- To use research based practice to plan, deliver and evaluate School nursing interventions throughout the School.
- To liaise closely with key staff on PSHE, ensuring there is provision and access to a range of Health promotion materials and a co-ordinated Medical Centre participation in a 'whole school approach to health'.
- Provide training for staff on supporting children with medical needs in School.
- Lead the provision of training and support for the Nurses' on basic medical issues and updates to maintain and improve best practice in areas such as medical book record keeping, asthma, EpiPens, first aid focus points.
- Meet with other members of the School community on a regular basis, including operations and catering.
- Attend Common Room meetings each Monday.
- Organise regular team meetings and sessions focussing on significant event analysis and forward planning. Trouble shooting in Boarding Houses as required.

Professional

- Maintain accurate contemporaneous records on the NHS and School systems in accordance with organisational policies, including IT, while adhering to the Medical Centre and School Policy on Confidentiality and Information sharing.
- Keep up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC – both for self and the team.
- To ensure that National Minimum Boarding Standards for medical provision are adhered to at all times.

Internal & External Contacts and Key Relationships

- The post holder is expected to work in partnership with pupils, parents, school staff, School doctors, and other appropriate agencies.
- The post involves communicating with all staff groups using all forms of communication across the school.
- Attend Health and Safety committee meetings and supervisors meetings.
- Liaise with the School's Counsellors, and Child Protection and Welfare Groups and assist in the provision of welfare support for pupils through the provision of Nurse led clinics as appropriate.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

Person Specification – Lead Nurse

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and personal statement (A), at interview (I) and in some instances by an exercise (E) or Task (T).

	Essential Criteria Criteria Assessed by: Application (A) and Interview (I)	Desirable Criteria
Qualifications and Experience	<ul style="list-style-type: none"> ● Registered Nurse on the Nursing and Midwifery Council Register with significant post registration experience (I). ● Valid NMC registration PIN (I) 	<ul style="list-style-type: none"> ● Educated to A Level standard (or equivalent) or above (preferable to have degree level nursing qualification) (I) ● A minimum of 5 years' post registration experience (A/I)
Knowledge /Skills	<ul style="list-style-type: none"> ● Good understanding of clinical governance (A/I). ● Experience of young people (A/I). ● Proven leadership experience of managing and motivating a team (A/I). ● Proven experience of change management – people and processes (A/I). ● Computer literate – sound knowledge of Microsoft office (A/I/E). ● Previous experience of managing budgets (A/I). 	<ul style="list-style-type: none"> ● Experience of working in a school environment, particularly a boarding school, or with children (A). ● Proven experience of accident and emergency, or minor injuries (A/I). ● Experience of dealing with nursing in specialist areas relating to (A/I): <ul style="list-style-type: none"> ○ Children and young adults ○ Practice nursing ○ Occupational health ○ Mental health
Personal Attributes	<ul style="list-style-type: none"> ● Confident, calm and tactful communicator with good listening skills, at all levels (I). ● Excellent interpersonal skills (A/I). ● Team leader, with flexible approach and ability to motivate others (I). ● Makes clear and informed judgements, particularly in challenging situations(A/I). ● Liaises and works effectively with staff outside own area of control – able to build relationships (A). ● Uses own initiative appropriately and prioritises well (A/I). ● Is adaptable but understands the boundaries of a role (I). ● Excellent organisational abilities with a thorough approach ensuring completion of any initiatives (I). ● Thorough with ability to think strategically (I). 	

	<ul style="list-style-type: none">• Empathetic approach (I)	
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