Job Description

Job Title:	Nursing Services Manager
Department:	Nursing Services
Line Manager:	Deputy Head – Pupil Support

Job Purpose:

This role is a Nurse Manager; an active Nurse in the service who also has leadership and management responsibilities.

The purpose of the role is to:

- Lead the School's Nursing provision to ensure high quality medical and first aid care is provided to our pupils and that the *Scottish Government's Guidelines: Supporting Children and Young People with healthcare needs in Schools* is delivered.
- Ensure the nursing service operates to the standards of the Nursing and Midwifery Council Code of Professional Conduct and scope of nurses professional practice at all times

Main Responsibilities:

1	**Leadership and Management** To lead the team of Nurses at George Watson's College to ensure the service meets the needs of the pupils in accordance with the Scottish Government Guidelines. Manage the performance of the nurses in the team, ensuring that they fulfil their obligations for professional development and reregistration of the NMC. Working with Guidance teams and the Learning and Development Manager, develop and deliver a programme of training and learning for teachers, staff and pupils is developed and delivered by all nurses in the team. Manage a working rota ensuring all nurses work 60/40 ratio across each school and all have a good understanding and awareness of the whole school service. Ensure cover is in place for the provision across critical times, cover absence etc. Plan in advance the key milestones in the school year and ensure key tasks are delivered on time, e.g. preparation for new session, planned trips etc. Attend meetings with the Guidance, ASL, Psychologist and senior school teams (JSLT/SSLT) as required to share information about specific children and cascade important information as required to the wider nursing team.	20%

	Ensures medical supplies stock control and rotation and timely ordering within the departmental budget. To design a system to collect customer data which is then analysed in order to inform the school management teams of issues and plans for the future. Develop a relationship with an appropriate external clinical practitioner to provide support as required.	
2	**Nursing Services** Facilitate safe, evidence based, cost effective, and individualised care for pupils, staff and visitors to the School through robust, high-quality clinical assessments and interventions. To provide on-going nursing support, advice, guidance and information to all key stakeholders (i.e. pupils, staff, visitors, parents/families) covering a range of clinical needs, including both physical and mental health conditions and concerns, in order to promote resilience (e.g. minor ailments, complex and/or chronic medical conditions, infectious diseases, sexual health, stress etc). To facilitate and support all necessary health screening requirements for the School (e.g. risk assessments for trips etc). To provide support in relation to rehabilitation from injury or illness, covering individual needs and the management of various return to school sport and post-concussion protocols. To provide support to Wraparound Care activities, i.e. Holiday Club and After School Club.	25%
3	**First Aid, Incident and Accident Management** Provides First Aid and emergency care and treatment including all initial health care support for the effective management of injuries, accidents or critical incidents, liaising with emergency services, staff, parents and pupils, as required. Where possible, this includes providing First Aid support for sport fixtures during the working week. To complete all appropriate/associated paperwork to ensure a clear audit trail, as well as health and safety and legal compliance (e.g. RIDDOR, near misses etc). To provide support, guidance and advice to other in-house First Aiders, and ensure systems are updated and pastoral records are completed. To attend as required, key trips out of school which could be day trips or residential with the purpose of providing health care where we have pupils attending who are considered 'high risk' or the location or activity is considered 'high risk'.	28%
4	**Immunisation Programme and Health Assessments** To facilitate the agreed NHS immunisation programmes in School, assist with the planning, preparation and screening of pupils for the programmes, collaborative working with the NHS Community Vaccination Team, and maintenance of associated clinical protocols. Complete Junior School Health Assessments, organise the School Nurses who document, measure and calculate percentiles.	2%

5	**Policies/Procedures and Governance** Develops and initiates the review of key policies as required, ensuring all the nursing team and wider stakeholders are consulted where necessary and are trained in the implementation thereof. Ensures policy adheres to the School ethos, legal and medical requirements, and current clinical best practice. Ensure necessary systems are in place for on-going compliance (e.g. emergency response protocols, risk assessments, effective and safe medicine management, consent management, staff training, infection control procedures, etc). Develops standard operating procedures for the whole provision, ensuring all nurses are trained in their use and manages compliance against standards and competency frameworks.	10%
6	**Departmental Support Services** To provide a range of clinical support services for departments across the School. Specific tasks and support requirements are wide and varied, e.g. ● provision of First Aid kits and spills packs ● partnership working with teaching staff ● training staff in the use of allergy/adrenaline pens, defibrillators ● support to Additional Support for Learning, regarding clinical and practical support for pupils under their care ● health care advice and information for school trips, attending trips where required ● working with the Health and Safety Manager in support of clinical aspects of risk assessments ● providing general health care support, advice, guidance and information ● Support the Child Planning/GIRFEC process by attending termly meetings as required (JS and SS). ● Attend termly Health and Safety Committee	5%
7	**Administration and Management of Health Information** Gathers essential health information from parents for their children, analyses the returns and transfers essential data to create the pupil medical record. Ensures accurate completion and maintenance of all documentation and medical records (electronic and paper) and raises any process improvements that are required. Ensures all data handling and storage complies with GDPR.	10%

Key Contacts and Working Relationships:

- All Nurses within the team
- Pupils (Preschool to S6), to assess health care needs
- Parents, guardians and family members, to obtain information relating to their child's health needs and to keep them informed of health care intervention
- Educate parents of the services provided by the Nursing Team and parental responsibilities of their child whilst at school.

- Other School nursing staff (e.g. to obtain pupil health and medical history, seek guidance or support, or assistance.)
- Support staff in their responsibilities relating to the care of pupils, (e.g. Trip Leaders, Year Heads, Guidance and ASL, Psychologist, Pupil and Curriculum Support departments.)
- Medical colleagues and contacts, e.g. emergency services, NHS Lothian specialist nurses, Royal Hospital for Sick Children, GPs and medical service teams in other independent schools
- External contractors, healthcare providers and medical suppliers
- General school departments to support the effective operation of the Nursing Service, e.g. IT, Catering (for allergen information), PE, Janitors, Galleon (for Immunisation Programme), Reception, Deputy Head (Enrichment)

Planning and Organising:

- Ensuring adequate nursing provision is in place, according to school need/activity, which involves planning work rotas, absence/cover arrangements, management of casual bank.
- Managing distressing complaints and the risks involved. Anticipation of the numbers/nature is not possible.
- Ensures the key milestones for key events are delivered to ensure the smooth and calm operation of the provision, for example, all new session planning is completed across the summer break period.
- Many activities require forward planning in the academic year, (e.g. annual trips, S1 admissions, S3 Projects, S2 Heartstart, Duke of Edinburgh, collection of consent, vaccination programmes.) These activities must be anticipated, planned and implemented to support these events taking into account the ad hoc nature of a working day.
- Medical provisions are assessed and ordered ahead of known events to facilitate the supply, issue and delivery
- Support the NHS Schools Immunisation Programmes

Problem Solving and Decision Making:

Generally, the job holder operates with high levels of autonomy with regards delivery of nursing services, however, support for general leadership and management issues is provided as required.

A high volume of routine medical and complex conditions are handled by the service. Triage, based on clinical needs.

Complex cases may require collaboration with others in specialist fields of medical profession, input from other School Nurses, input from other staff, (e.g. Guidance teams, Head of School, Human Resources or Health and Safety Manager, Sports/PE staff and Coaches.)

Examples of typical challenges, problems and decisions likely to encounter are:

- High volume playground injuries
- Sport injuries: head trauma, injuries to limbs
- Period pains, colds/flu, seasonal virus', cases of chickenpox
- Mental health/wellbeing with complex support e.g. eating disorders, stress, anxiety, bereavement
- Disabilities and chronic disease, e.g. diabetes
- Acute clinical conditions e.g. appendicitis, kidney infections.

Resources and Requirements:

Line manager to a Nursing team of c 3 FTE posts across two sites.

Supports 2400 pupils, 400 staff plus visitors.

Responsible for ensuring the Medical Bays are fully stocked, ordering supplies as required and ensuring there is minimal excess stock to keep waste to a minimum as medical supplies expire. Ensuring best value for money is obtained through supplier comparisons.

Ensures medical kits that are returned to the Medical Bay are stocked with in date supplies and are ready for reissue.

Purchase of small items of equipment for PE, Chemistry, Nursery.

Knowledge, Skills and Experience:

Essential:

- RGN/RN Qualified or hold a degree in a relevant Nursing qualification.
- Current Registration with the Nursing and Midwifery Council (NMC)
- Experience of managing a team, including recruitment, selection, training and development and performance management of colleagues.
- Considerable previous experience in a nursing environment
- Demonstrable experience of evaluating the safety and effectiveness of own practice and professional development.
- Ability to work both autonomously and collaboratively as part of a nursing team
- Excellent time management skills, with the ability to demonstrate previous, effective prioritisation of a complex workload
- Demonstrable understanding of the accountability arising from the NMC Code of Professional Conduct
- Demonstrable understanding of Child Protection regulations and requirements
- Excellent, concise, oral and written communication skills, demonstrating the highest levels of sensitivity, diplomacy and confidentiality
- Ability to use Microsoft packages/IT skills to successfully manage administration and support effective communication pathways
- Ability to identify personal and professional limitations of self and in doing so:
    - work within the scope of practice
    - value the individual
    - work in a professional manner
    - Operate with empathy, compassion, transparency, integrity, commitment, confidentiality, flexibility, attention to detail, sound interpersonal skills, fairness, confidentiality, communication skills (active listening), non judgemental approach, patience.

Desirable:

- Specialist relevant nursing qualification (e.g. RSCN/RMN)
- Previous experience working in paediatric nursing

- Previous experience working in a school environment