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Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board

All Wales Health Visitor Job Description

Directorate	Children and Women
Job Title	Health Visitor
Pay Band	6
Department	Child Health
Base	Community / Locality Premise
Reports to (Line Manager):	Pamela Powis
Accountable to (Professionally/managerially):	SCPHN/Health Visiting Senior Nurse
Safeguarding Children Training	Level 3

Job Summary/Job Purpose

Manage a caseload within a defined population; with the overarching aims of increasing family resilience, improving population health outcomes and reducing health inequalities whilst safeguarding the wellbeing of children

Organisational Chart

Line Manager's Line Manager



Line Manager of Post Holder



Post





Staff Managed or Supervised by Post Holder (if applicable)

Key Tasks and Responsibilities of the Post

Management

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| <ol style="list-style-type: none">1. To be responsible for providing a Health Visiting service for a defined caseload and to provide cover for other health visitors during periods of leave.2. Utilise the All Wales Health Visiting Acuity tool to ensure safe staffing levels and support colleagues during fluctuations in workforce and activity3. To be responsible for individual performance and formulate personal development plans and adhere to NMC revalidation requirements4. To take responsibility for promoting new opportunities for integrated working and contribute to local partnership plans5. Develop and maintain health profiles of an identified population in order to identify health needs and influence service plans.6. To share responsibility for chairing Health Visiting Forums/team meetings.7. To contribute to the development of local policies and guidelines |
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Clinical

1. Deliver the Universal Healthy Child Wales Programme (Welsh Government 2015) to all families with children under 5 years of age. This will include the following evidence based interventions:
 - Public health (for example, infant feeding, safer sleeping, perinatal mental health, immunisations),
 - Screening programmes (for example, Newborn Blood Spot) ➤ Safeguarding interventions.
2. Apply the Family Resilience Assessment Tool (FRAT) as scheduled within the Healthy Child Wales Programme.
3. Apply targeted interventions as directed by the FRAT for families with low resilience, to provide more intensive support.
4. Initiate safeguarding procedures (All Wales Child Protection Procedures 2008) and work in partnership with families and carers to implement child protection plans.
5. Participate in statutory safeguarding functions, for example, Court and MARAC/MAPPA processes.

6. Apply risk management processes eg lone working and risk assessments

Professional

1. Be compliant with the NMC The Code (2015) and comply with revalidation process
2. To be responsible for the implementation of the Quality Assurance Framework that underpins the HCWP
3. Be professionally and legally accountable for all aspects of work, including management of clients within the caseload



Service Delivery

1. To be responsible for implementing the principles of clinical governance ensuring that all elements of the Quality Assurance Framework are adhered to and comply with audit requirements.
2. Ensure effective risk management and facilitate a safe working environment
3. Work in partnership with statutory, non statutory and voluntary organisations (eg primary care, children's services, 3rd sector) to support families to increase their resilience

Leadership

1. To ensure professional leadership within the multi-agency arena by contributing to the development and support of multiagency plans.
2. Utilise skills to undertake a leadership role in service development as identified in the PDR process
3. Ensure all delegated activities are in line with the All Wales Guidelines for Delegation (NLIAH 2010)

Communication

1. To be responsible for effective working relationships and communications with colleagues, professionals and statutory agencies to provide a seamless service for the children, families and communities.
2. To be responsible for effective communication in all aspects of care with careful explanation of highly complex and sensitive information.
3. Have the ability to negotiate and use skills of diplomacy in order to defuse potentially threatening and violent situations within the community.

4. Comply with information governance legislation and use professional Judgement in disclosing information to other agencies as necessary.



Education and Training/Staff Management

1. Manage own professional development through Personal Development Review / Plan (PDR / PDP), continued professional development and clinical supervision.
2. Recognise the limits of your professional competence and be responsible for limiting your actions to those which, you feel competent to undertake and identify areas where further training is required.
3. Comply with mandatory and statutory training requirements and specified professional training within the HB
4. Contribute to the development of others in a manner that is consistent with legislation, policies and procedures including KSF competencies for their posts
5. Provide appropriate support to others to improve their knowledge and understanding and share own knowledge, skills and experience with others during induction and training sessions for staff
6. To be responsible for providing appropriate education, training and development opportunities to students on a one to one basis acting as a mentor

Information Resources

1. Be competent in the use of informatics to support caseload management and communication
2. Contribute to the gathering of statistical information for the future planning and provision of services.
3. Contribute to the collation of data for statutory purposes for example Health Care Standards

Finance

1. To be cognisant with the principles of prudent health care
2. To ensure cost efficiency and effectiveness of all resources.
3. To be compliant with financial procedures

Research and Development

1. Collect and interpret health data pertaining to individual caseloads to assist in the development of community initiatives and action plans.
2. Participate in research projects and focus group and share outcomes of research and learning at staff meetings.



GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development including rotation
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the Health Board's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children:** The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training. This post requires level **Level 3**.
- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control

provided by the Health Board.



- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they are have any doubts about the correct management of records with which they work.

- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke- free.



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Person Specification

All Wales Health Visitor

	Essential	Desirable
Qualifications	SCPHN Health Visitor Post graduate diploma or Certificate Live current NMC Registration Nurse Prescribing	SCPHN Degree Mentorship Clinical Supervisor
Knowledge	In-depth understanding of Public health agenda & priorities Ability to apply and enact local strategy Understanding of clinical governance agenda All Wales Child Protection Procedures (2008) and practice In depth knowledge of Health Visiting practice and strategic drivers Healthy Child Wales Programme (2015)	Level 3 Safeguarding



Experience	Teaching in a clinical setting	Partnership working
	Safeguarding	Facilitating group work
	Multi-agency working	Proven change

		management experience
Skills	Excellent interpersonal and communication skills	MECC
	Effective mentoring	Change management skills
	Ability to work autonomously	
	Ability to work under pressure and meet deadlines	
	Proven skills in motivating and influencing others	
	Leadership skills	
	Basic IT skills to include WORD and email	

Personal Attributes	<p>Flexible approach to unpredictable workload demands/patterns</p> <p>Ability to reflect and critically appraise own performance</p> <p>Confident and ability to motivate others</p> <p>Team player and change agent</p> <p>Ability to travel between sites and visits in a timely manner</p>	<p>Ability to speak Welsh</p>
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