

## JOB DESCRIPTION – Health Visitor

### RESPONSIBLE FOR:

<b>Job Title:</b>	<b>Specialist Community Public Health Nurse (Health Visitor)</b>
<b>Band:</b>	<b>6</b>
<b>Responsible to:</b>	<b>Team Lead</b>
<b>Accountable to:</b>	<b>Clinical Lead</b>
<b>Base:</b>	<b>In CBU geography</b>

### JOB PURPOSE:

To plan, organize and evaluate an innovative health visiting service, and where appropriate, delegate to other members of the health visiting team to ensure delivery of a high quality service

To provide a skilled, effective and evidence based health visiting service to clients in a variety of community settings.

To work in collaboration with other health care and service providers to ensure seamless delivery of services for clients and communities

To collaborate with team colleagues in order to deliver the Quality Strategy objectives.

### MAIN DUTIES AND RESPONSIBILITIES:

#### Clinical

1. Deliver the healthy child programme and work in partnership with families to develop and agree tailored health plans as required
2. Utilising specialist skills and knowledge, advise and support individuals and families on evidence based health care practices.
3. Understand the caseload profile including the health needs of the defined population and local communities, targeting outreach services to meet their needs.
4. Initiate referrals to multi-disciplinary/agency colleagues as required to ensure adequate care and support for families and children
5. Assess, plan, implement and evaluate individual/group programmes of care that meet the public health needs of the population
6. To develop and delegate appropriately the implementation of regular health promotion initiatives on specific health issues and to specific groups and individuals.
7. To facilitate the promotion of the national immunisation programme to ensure maximum possible protection against disease.
8. To provide care and attention to the needs of children identified as at risk and / or with complex needs, taking appropriate action when required.
9. To regularly review families causing concern within the guidelines of safeguarding policy and supervision. To record agreed action, prepare and present reports as required.
10. To prepare for, attend and participate in all relevant case conferences and interagency meetings relating to children at risk and / or in need.
11. To take the lead and provide professional expertise to other professionals and agencies in relation to child health matters
12. To develop champion roles in areas of specialist interest.
13. To identify and record any problems or concerns and report back to the Team Lead as appropriate.
14. Be prepared to undertake nurse prescribing in response to assessed need, in accordance with Trust policy and in line with NMC code for non-medical prescribers.

15. To have knowledge of and be able to effectively use local services and resources to promote client care.
16. Participate in managerial supervision i.e. 1:1s
17. Actively participate in the team duty process

## **2. Quality and performance**

1. To contribute to the undertaking and reporting of performance measures, alerting Team Leads of any shortfalls
2. Ensure the timely and correct entry of clinical and statistical data onto electronic patient records and systems as required by the Trust
3. To support the Team Lead with the delivery of the CBU Quality Strategy action plan
4. To actively seek out the voice of the client/child
5. To report all near misses/incidents on the Trust wide system
6. To attend a quality meeting e.g. PSRG once a year
7. To actively participate in clinical and safeguarding supervision on a regular basis in line with organisational guidelines.
8. To provide clinical supervision to others in line with Trust policy.
9. Actively participate in the learning from incidents/complaints e.g. 7 minute briefings
10. To participate in clinical audit to ensure the development of effective practice and maintenance of clinical standards.
11. Contribute to development of clinical policies and standards to support the delivery of the service

## **3. Management and leadership**

1. To facilitate and maintain good working relationships with colleagues as supported by local Integration agendas. These include the primary health care team, other health and social care service providers including children's centres and social work colleagues
2. To act as the link 0-19 professional for identified GP practices and/or children's centres
3. Attend multi- disciplinary meetings as per local agreement
4. To co-ordinate and supervise the work of team skill mix, e.g. community staff nurses, community nursery nurses, this includes day to day operational management and appraisal of junior staff
5. To undertake managerial responsibilities in the absence of the Team Lead, e.g., coordination of team activities, management of sickness, and where appropriate, allocation of work.
6. To take an active role in recruitment, selection and retention of skill mix staff.
7. Plan local induction programmes
8. To attend and actively participate in team, locality and other relevant meetings.
9. To take appropriate action in regard to any accident or incident to patient, staff or visitor within the scope of the post holder's responsibility and in line with Trust policy.
10. To be responsible for the care and safe keeping of equipment issued for personal and team use and to report any defect or loss.
11. To be an active member of working parties and groups e.g. shared governance, quality improvement, considering aspects of the service and professional practice as required. This includes initiating and coordinating working groups as required.
12. To take an active role in promoting the health visiting service, contributing to service development activities and identifying areas for improvement in response to changing service needs and priorities
13. Respond to complaints/incidents appropriately and in accordance with organisational policy, seeking guidance as required.

## **4. Professionalism**

1. To maintain appropriate and up to date knowledge and skills by undertaking continuing education in accordance with personal and service needs.
2. To develop professional curiosity, to include awareness of, and to act in accordance with, the Trust's clinical, safeguarding and organisational policies and guideline
3. Take responsibility for ensuring statutory/mandatory training is up to date

4. To be responsible for own professional development through active learning and reflective practice and contribute to the development of others within the team.
5. To maintain accurate and contemporaneous records.
6. To work on own initiative, planning, prioritising and organising own workload.
7. To be responsible for developing effective communication skills when in dialogue with clients, colleagues and external agencies
8. To adhere to Trust policy and be aware of responsibilities with regards to confidentiality when using emails, IT and social media.
9. Maintain annual registration with the NMC and professional revalidation every three years
10. To participate in research to ensure the development of effective and innovative practice and maintenance of clinical standards

#### **5. Teaching and training**

1. To actively participate in the teaching and support of staff and act as a preceptor for new staff in the locality.
2. To act as a practice assessor/ supervisor for learners in the workplace
3. To provide training and support to nursing colleagues and others, for example Allied Health Professionals.

#### **Job Description**

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the postholder.

Person Specification Job Title: Health Visitor Band 6

Factors	Criteria	Assessment
<b>Education/Qualification</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Registered Nurse/Registered Midwife</li> <li>• Registered Health Visitor (SCPHN)</li> <li>• Current NMC registration</li> <li>• Evidence of continuing post-registration education and training</li> <li>• Practice assessor/supervisor training or working towards</li> </ul>	AF/I
<b>Experience</b>		
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Health visiting experience</li> <li>• Be able to co-ordinate health promotion initiatives in line with local and national health improvement targets</li> <li>• Experience of working collaboratively as part of a multidisciplinary team and inter-agency working</li> <li>• Experience of organising and managing own workload and that of others</li> <li>• Experience of assessing, planning and implementing programmes of care and writing care plans</li> <li>• Experience in providing practice based learning support to others</li> <li>• Experience of evidence based care</li> <li>• Experience of supervising staff / students</li> </ul>	AF/I
<b>Skills and Knowledge</b>		

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of recent developments in primary care</li> <li>• Knowledge of current health and social care agenda relevant to area of work and professional practice</li> <li>• Knowledge of current health legislation [including Change for Children agenda, Children’s Plan etc.)</li> <li>• Current knowledge of child protection issues</li> <li>• Appropriate knowledge of clinical skills</li> <li>• Knowledge of quality issues, the audit process and clinical governance</li> <li>• Knowledge of NMC Code</li> <li>• Knowledge of Personal Development Planning</li> <li>• Knowledge of clinical supervision</li> <li>• Knowledge of how equal opportunities can be implemented in practice</li> <li>• Knowledge of managing difficult situations and conflict resolution</li> </ul>	<p>AF/I</p>
-------------------------	--	-------------

	<ul style="list-style-type: none"><li>• Ability to work without direct supervision and plan, organise, review and prioritise own workload and others</li><li>• Able to delegate work effectively and safely</li><li>• Ability to be flexible and responsive to</li><li>• Be able to identify and access sources of information to inform practice</li><li>• Critical appraisal skills and ability to utilise research evidence in practice</li><li>• Good communication skills, both written and verbal</li><li>• Able to adapt to change and have an open approach to new ways of working</li><li>• Office management and caseload organisational skills</li><li>• Able to work in a team</li><li>• Motivated to learn and develop to meet the needs of the service</li><li>• Willingness to facilitate and support the learning of others in the practice environment</li></ul>	
<b>Other</b>		

<b>Essential</b>	<ul style="list-style-type: none"><li>• Able to carry out the duties of the post</li><li>• Able to travel round the locality[car/bike/public transport/foot]</li><li>• Able to provide evidence of where you have demonstrated the Trust's Values and Behaviours</li><li>• Able to demonstrate excellence in Customer Service</li><li>• Able to meet the required IT Skills for the post</li></ul>	
<p><b>* Assessment will take place with reference to the following</b> <b>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</b></p>		