

Job Description

Job Title:	Transfer in Nurse
Reports to (job title):	Team Leader
Line Manager to:	

Job purpose

An exciting opportunity has become available for a band 5 staff nurse to work within the Health Visiting team. As a transfer in nurse, you will complete visits to children and families within the Preston area. You will assess health needs, give advice and support on local services and where appropriate complete some aspects of the Healthy Child Programme. As part of the role, you will also be expected to do one day of your working week completing duty for the health visitor service, processing health information and giving help and advice over the telephone, you will also be required to facilitate some Bump , Birth and Beyond classes which requires occasional evening work

Base

The area you will cover will predominately be the Preston area, but you may be required to work in other areas according to the needs of the service. For the duty aspect of the role, you may work from home or the nearest base.

This post is responsible for

- Completing transfer in visits to new families who have moved into the local area, with the exception of families requiring a New Birth Visit or those with a targetted level of need and assessed as Universal Partnership Plus.
- Completing certain aspects of the Healthy Child Programme, including development checks
- Complete newborn screening blood spot checks for transfers in under the age of one as required

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- To assess health needs of children and families who have moved into the area
- To escalate any concerns to the named health visitor
- To assess and action any referrals required by the family
- To assist in the delivery of Bump, Birth and Beyond

Key responsibilities

- To visit children and families who have moved into the area within a set timescale
- Ability to recognise health needs for individual clients and situations in relation to the health of children, young people, individuals and families, sometimes in complex situations, identifying situations where referral for support from SCPHN is necessary
- Support the SCPHN to identify, prioritise and implement programmes of support in response to the public health needs of a given population
- Offer advice and support to children, young people and families in accordance with evidence-based practice, including utilising the Solihull parenting approach
- Act as a mentor to junior members of staff
- Undertake the role of Practice Assessor/Supervisor in the management of pre-registration students, ensuring all steps are taken to support the student to achieve their competencies
- Act as Line Manager to members of the wider Healthy Family Team
- Organise delegated workload to meet priorities of client care
- Undertake any other work/tasks as delegated by the SCPHN
- Adhere to and support the implementation of the clinical duty processes, as per local locality agreements
- Ensure all health records are completed contemporaneously in accordance with NMC and HCRG Care Group Clinical Records Policy
- Support leadership and delivery of a quality function (such as, service user experience and undertake supervision as per HCRG Care Group guidelines)
- Any other function commensurate with competencies and job role

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- Deliver components of the Intensive Health Visiting Offer (Maternal Early Childhood Sustained Home-visiting – MECSH), under the direction of a health visitor
- Deliver antenatal education as part of the Bump Birth and Beyond (BBB) programme

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

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Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

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Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

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The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Registered Nurse (RN) & NMC Registration.
- Appraisal and Personal Development Planning
- Valid UK Driving Licence.
- Daily access to a car in order to carry out duties of the post
- Understand the limits and concepts of confidentiality and principles of the Data Protection and Freedom of Information Acts.
- Experience of health promotion/ public health activities
- Experience of working as part of a team
- Ability to take full responsibility for workload.
- A flexible approach to meet client/service needs.
- Ability to act independently as part of a multi-disciplinary team.
- Able to maintain factual, consistent, accurate, contemporaneous, comprehensive records.
- Have an awareness of child protection
- Able to ensure quality of care through contribution to audit and research.
- Able to design, record and implement specific action plans in partnership with child/family and client.
- Ability to demonstrate good written and oral communication skills and to effectively communicate with all disciplines and agencies.
- IT literate, ability to utilise local and web based software and applications.
- A positive commitment to maintaining and updating as appropriate
- Professional and clinical skills, attitude and knowledge.
- Recognises own responsibility for educating students, peers and colleagues

Desirable

- Experience in facilitating group work

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- Experience of innovative practice.
- Experience of first line staff management.
- Evidence of undertaking leadership course/qualification.
- Experience of working closely with team members and external parties to review patient care and make recommendations for improved service delivery.
- Experience of effectively appraising and supervising team members and able to ensure that professional needs of staff are identified.
- Experience of working with Safeguarding/Child Protection issues

Other requirements: Willing to work in other areas of the Trust or Trust-wide as and when required to do so.

Employee signature

Manager signature
