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| Job Title: | Specialist Health Visitor for Refugees and Asylum seekers |
| Reports to (job title): | Team Leader |
| Line Manager to: | N/A |
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## Job purpose

The post holder will be part of the Lancashire 0-19 service and based within the South Ribble team and will be responsible for the delivery of the Healthy Child Programme to pre school children residing within the refugee and asylum seeker community within the South Ribble area, along with having a small generic caseload.

The post holder will also offer targeted support once a public health need has been identified with signposting to and aligning with other services to ensure the individual needs of the families are met.

Our service covers the Lancashire County Council footprint therefore, you may also need to advise Health Visitors in other localities on issues relating to this specific community.

The post holder will deliver public health and health promotion to the children, young people and families.

There will also be a requirement to be part of a multiagency approach within the safeguarding arena including child protection, child in need and team around the family where applicable.

The post holder will be required to support the development of the care pathways required for this population group to reach their optimum potential and work with a child & family focus, in a solution focused way.

The post holder will be required to liaise with other 0-19 teams locally and nationally to ensure safe transfer of care as required

The post will be 0.6 WTE on a fixed term contract 6-12 months dependant upon need.

The post holder will be a band 6 AFC qualified SCPHN (Health Visitor) .

Base: Leyland

To work mainly in the South Ribble area.

This post is responsible for

## Key responsibilities

**Consultation, advice and training**

* Act as a resource for health visiting services including students and members of the multi-disciplinary team.
* Provide a visible, accessible and authoritative presence, acting as a professional role model by providing leadership and support within multidisciplinary and health visiting teams.
* Give a professional opinion in safeguarding arenas where the Specialist Health Visitor is the caseload holder.

**Professional**

* Be aware of and practice professional accountability with due regard to the NMC Code of Professional Conduct.
* Maintain patient confidentiality at all times.
* Adhere to HCRG Care Group policies and procedures and including NMC guidelines and current legislation.
* Maintain standards of record keeping and report writing in accordance with NMC guidelines and organisation policy
* Participate in strategic and other identified meetings as directed by the team leader and feedback information as appropriate
* Receive safeguarding supervision on a regular basis from the relevant clinician
* Participate where applicable in the safeguarding arena including child protection, Child in Need and team around the family.
* Participate in staff development identified through the appraisal and personal development planning process.
* Maintain continuous professional development requirements with regard to mandatory training and NMC Revalidation.
* Follow HCRG Care Group policy and procedures with regard to the safeguarding of children and adults.
* Meet on a monthly basis with the Team Leader for management supervision.
* Take accountability for the effective use of HCRG Care Group resources, identifying where efficiencies and savings can be made.
* Prioritise and manage own workload.
* Report incidents, accidents and complaints which occur in the course of his/her duties in accordance with the correct procedure, undertaking risk assessments and incident investigations as delegated by the Team Leader

**Service Development/Quality Assurance**

* Identify areas for audit and development relevant to asylum seekers and refugees participate in research and clinical audit programmes as required.
* Ensure that all local health policies and procedural guidelines relating asylum seekers and refugees are evidence based and appropriate.
* Support and assure the implementation of guidelines by statutory and professional bodies as they relate to asylum seekers and refugees.
* Provide specialist advice to strategic groups and guidance on the policies and practices that impact on asylum seekers and refugees.
* Contribute to the delivery of Key Performance Indicators

**Knowledge and Development**

• Develop and maintain up to date research based professional knowledge about asylum seekers and refugees including appropriate interventions

• Understand the impact this has on children and families affected and the role that the health visiting services can play mitigating this.

• Develop and maintain a good working knowledge of relevant legislation, policy and guidance.

**Service Development/Quality Assurance**

• Have good up to date knowledge of local services available to asylum seekers and refugees.

• To undertake a community health needs assessment in partnership with appropriate stakeholders.

• To evaluate the effectiveness of clinical intervention

• To be proactive within local regional and national forums around asylum seekers and refugees.

• To assist in the management of complaints from clients and colleagues as per organisational policy. Analysing and responding as appropriate

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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

## 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.

## 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.

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/Midwife
* Specialist Community Public Health Nurse (Health Visiting)
* Specialist knowledge and experience in relation to asylum seekers and refugees.
* Experience of multi-agency working
* Proven leadership skills
* In depth knowledge of child and family health
* Evidence of the ability to influence and motivate others
* Ability to process and utilise research evidence to promote good practice
* Ability to work effectively as part of a team
* Experience in safeguarding
* Experience of auditing
* IT Skills: Use of Microsoft Office programmes including Word, Excel, Powerpoint and Outlook
* Car owner/driver

Desirable

* Experience of mentoring
* Trained in NBO/NBAS
* Trained in MESCH

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| Employee signature |
| Manager signature |