

Job Title:	Health Visitor
Reports to (job title):	Team Leader
Line Manager to:	N/A

Job purpose

- To work within the Lancashire Health Young People and Family Services, working within and across organisational boundaries.
- To provide a high-quality Health visiting service to a defined population in accordance with Trust policies and priorities.
- To deliver individualized care and support to clients, within the framework of the 'Healthy Child Programme.'
- To understand the concept of Clinical Governance and be skilled in the identification, assessment and protection of vulnerable children and families.
- To exhibit excellence in the standards for Specialist Community Public Health Nursing / Health Visiting practice, and to be an effective teacher and role model for others to aspire to.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

Patient Client Care

- To work as part of the Children and Family Health Service and to provide strong clinical leadership and supervision to an integrated 0-19 skill mixed team.
- To provide family centered, evidence based public health service that promotes and improves health and addresses inequalities to a defined caseload, population or community. This will be achieved through delivery of the model of health visiting at a community, universal, universal plus and universal partnership plus level. The role will promote safeguarding and effective risk management of children, young people and families
- To devise and implement individualized care plans for each child based on a needs assessment, within the Health Visiting Strategy, while actively involving the child/parent/carer/family in the planning and implementation of any proposed programme of care and support.

- To identify and assess health, growth and development in babies and children. To advise and refer appropriately.
- Effectively manage caseload by using the Priority Index System as a tool.
- Ensure Managers are informed of local changes that may affect the service based on identified needs of local community.
- Carry out Newborn Hearing Screening to all babies on caseload in line with New Born hearing Screening Protocol.
- Prescribe within the remit of the Nurse Prescribing Formulary (if qualified to do so) and offer holistic advice and education on treatments.
- To contribute to the implementation of the Unicef Baby Friendly Initiative across the Trust. Participate in initiatives and support of clients in smoking cessation.
- Provide information and education in support of Childhood Immunisations.
- Through appropriate methods, collect accurate and consistent manual or electronic data as required by the Organisation.
- To assist in developing and monitoring the quality of Health Visiting practice to support the provision of a first class service, by contributing to the development and review of quality and outcome measures and performance indicators.
- To participate in effective partnership working with other agencies, including the early help assessment, team around the family process, and taking a lead professional role where appropriate
- To promote and develop effective mechanisms of communication with members of the wider Primary Health Care Team and Children's Services Teams and meet regularly with them.
- To adhere to the Nursing and Midwifery Council (NMC) Code of Professional Conduct and be conversant with NMC Advisory papers. To maintain professional registration.
- To use evidence based practice to develop and maintain a high quality and cost effective standard for Specialist Public Health Nurse/Health Visiting practice.
- To be responsible for delegation of workload as appropriate and take day-to-day supervisory responsibility for Nursery Nurses and Health Visitor Assistants.
- To be aware of and implement the Organization's Policies and Procedures, and participate in the development of new policies as required.
- To facilitate change and the implementation of strategy within the Health Visiting Team.

- To participate in staff appraisal and performance development planning process, identifying training needs of team members and to ensure appropriate training is provided and that training is utilized positively in practice.
- To participate in the professional supervision of team members (in conjunction with Managers and Team Leaders) to ensure that standards are maintained and poor performance is addressed through developmental action plans, which are monitored and evaluated.

Financial Responsibilities

- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.
- All staff must ensure they use resources in an efficient and effective manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit.
- To provide cost effective prescribing activity. **Responsibilities for People or Training**
- To participate in mandatory training and to take responsibility for identifying own professional development needs and accessing appropriate training in discussion with own line manager.
- To participate in the orientation and induction of colleagues, visitors and other staff.
- To foster the development of the Trust as a learning and teaching organisation.
- To participate in training programmes for pre-registration nurses and others on community placements.
- To participate in clinical supervision and facilitate the same for other members of the Health Visiting Team.

Other Factors

- Physical effort: the post is based within one of the teams in the Organisation's area and will involve travel across the Organisation's area, including lone working. You will require access to an appropriately maintained vehicle during all working hours.
- Mental effort: the post may have an unpredictable workload pattern, frequent concentration required, and ability to deal with incidents.
- Emotional effort: the post may necessitate dealing with clients at distressing and emotional times, including bereavement, family breakdown, domestic violence.

- Working conditions: occasional unpleasant conditions, home visiting required. Occasional spillage of body fluids.

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 Think Do

- | | | |
|---------------|-------------|------------------|
| • Inspire | • Challenge | • Accountability |
| • Understand | • Improve | • Involve |
| • Communicate | • Learn | • 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

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 Midwife and/or Registered Nurse (RN).
- Registered Health Visitor (RHV).
- 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.
- In the absence of evidence, is able to demonstrate the application of a 'best practice' approach to practice development and the development of standards and guidelines for practice.
- Experience of working as part of a team.
- Experience of working with Safeguarding/Child Protection issues.
- Ability to take full responsibility for caseload management and workload.
- Ability to act independently as part of a multi-disciplinary team.
- Able to work flexibly and respond to changing demands in workload.
- Able to maintain factual, consistent, accurate, contemporaneous, comprehensive records.
- A sound understanding of the Children Act 1989 and 2004.
- Ability to develop, set and monitor quality standards and data.
- Ability to adopt a proactive role in prevention, identification and monitoring of child protection activity.
- Experience of contributing in a multi agency arena
- Able to justify decisions and action in an inter-professional/inter-agency arena and demonstrate reasoning to senior management if required.
- Able to ensure quality of care through contribution to audit and research.
- Able to Influence programme developments to maximise their contributions to improving health and health care promotion.
- An understanding of working within budgetary and resource constraints.
- A comprehensive knowledge of child health development.
- 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.
- Provide advice and guidance with tact and sensitivity. Ability to maintain calmness and composure and to function positively within difficult or stressful situations.
- A positive commitment to maintaining and updating as appropriate professional and clinical skills, attitude and knowledge.

- Ability to demonstrate leadership and supervisory skills, e.g. understanding of managing conflict.
- Recognises own responsibility for educating students, peers and colleagues.

Desirable

- Education to 1st Degree Level or equivalent.
- Relevant post registration course or experience in a specialist clinical area e.g leadership, management and teaching.
- Recruitment and retention experience.
- Registered Nurse Prescriber.
- Mentorship.
- 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.

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
