

Job Title:	NCMP Practitioner
Reports to (job title):	NCMP locality lead
Line Manager to:	N/A

Job purpose

The post holder will report to the NCMP locality lead, to support the delivery of the National Child Measurement Programme in schools.

- To deliver the National Child Measurement Programme (NCMP) in line with ECFWS guidance and National guidelines.
- To undertake vision screening for Reception children as part of the school entry screening.
- Accurately record NCMP data onto S1 to achieve KPI targets and related outcomes.
- To correctly identify and contact parent/carers of overweight children and offer support towards achieving healthier lifestyle choices.
- Promote Health and wellbeing activities to school aged children, their parents, schools and local communities.

Base

Various across Essex with occasional support Essex Wide.

Key responsibilities

- Build and maintain good relationships with allocated schools to ensure successful completion of NCMP. This includes requesting class lists, booking school visits, sending parent/carer information, chasing up absent children, identifying child/parent NCMP opt outs and any children with additional needs.
- Accurately weigh and measure the height of consenting children in Reception and Year 6 as part of NCMP and to check that they are growing healthily and identify any growth problems.
- Undertake Vision screening of children in Reception as part of the School Entry Health Screening offer. Follow up any failed vision tests with parents and offer onward referral.
- Liase with NCMP locality lead in managing own case load. Ensuring the full completion of NCMP screening and achieving set KPIs. Providing updated tally reports to ensure trajectories are kept up to date.
- Engage with families as part of the NCMP programme and offer signposting and support where required

- Offer brief interventions and health promotion advice to support children to achieve a healthy weight
- Complete onward referrals at parent/carer request to the Family Healthy Lifestyles service
- Work with Family Healthy Lifestyles service in identifying trends to best support families across Essex
- Support with BU14 family events
- Maintain regular contact with outcome 10 families to promote healthier outcomes and provide ongoing support to help achieve a healthy weight
- Maintain accurate records including data entry using SystemOne
- Complete and maintain Level 3 Safeguarding supervision and escalate any concerns about the welfare of children where there are concerns to the local Safeguarding Team
- Work independently, using own initiative to ensure completion of NCMP. Working towards meeting own personal development plan/ training needs
- Able to follow standard operating procedures, protocols and organisational procedures
- Able to make suggestions in relation to service improvements/developments
- Responsible for safe use of equipment (including calibration) and maintaining a safe working environment
- Work proactively and enthusiastically with parents and children to encourage uptake of service provision
- Support with weigh and measure drop-in clinics and health promotion activities in Family Hubs, Delivery Sites and out-reach sites in school holidays to follow-up missed children and to provide additional support to overweight children.
- Ensure privacy, confidentiality and sensitivity in all dealings with children and parents/carers
- Attend relevant team meetings
- Complete and maintain all mandatory training
- Work as part of a wider NCMP Essex team supporting with NCMP as required
- Undertake any other delegated work

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 1998 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 flourish. 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 procedure.

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

- Relevant Health and social care or equivalent qualification, this can include the Care Certificate
- Experience working with children, young people and families
- Able to manage own time and work as part of a team
- Excellent communication skills both written and verbal including telephone
- Excellent listening skills, offering empathy and understanding and manage difficult conversations
- Able to share information appropriately
- Excellent organisational skills
- Awareness of normal child development
- Awareness of confidentiality and consent.
- Awareness of Safeguarding
- Ability and willingness to attend training courses as directed
- Behave professionally and be able to set clear and appropriate boundaries.
- Ability to identify limitations and ask for advice and help.
- Update and maintains accurate record keeping using appropriate methods, tools and technology
- Hold a full driving licence, access to own car and be able to travel across Essex

Desirable

- Relevant knowledge of health improvement/ public health
- Understands health inequalities and the impact of social circumstances and lifestyle choices on health and well-being
- Understand relevant legislation, policy and guidance
- Experience in partnership working and community development

Employee signature

Manager signature
