

Job Title:	SCPHN Health Visitor
Reports to (job title):	Healthy Family Team Leader

## Job purpose

To provide evidence based family centred public health service that focuses on identifying health needs and vulnerability of children, young people and their families aged 0 to 19 years. The Health Visitor assesses client need, plans, implements, and evaluates care in accordance with guidance contained within The Healthy Child Programme. Care is delivered in a variety of settings.

## Key responsibilities

- To work as an independent practitioner having responsibility for own caseload within a corporate team. To plan and organise own workload to meet constantly changing needs of service users in line with local and national targets. To work closely with all other members of the statutory and voluntary sectors.
- To identify vulnerable children. To assess, plan, implement and evaluate their care. Participate in child protection processes attending case conferences/core group meetings/inter-agency assessment meetings and family support meetings, working in collaboration with other agencies, parent/carers and children within agreed local procedures. Participate in child protection clinical supervision of team and self.
- To actively promote the health of the pre-school age child and their families by providing a universal, dedicated and accessible service which promotes positive attitudes to healthy lifestyles enabling children and their families to make informed health choices.
- To lead on child health surveillance and delivery of the Healthy Child Programme and recognise physical, mental and social deviations from the norm and refer and support appropriately.
- Undertake audit and surveys within Children's Services. Implement change in accordance with Children's Services, to improve quality and service delivery (using critical appraisal of current research and the process of benchmarking).
- Undertaking annual reviews/health assessments on request from the Named Nurse Looked After/Safeguarding Children.

- Supervise students/junior members of the team and take part in the appraisal process as required.
- Act as an advocate for children and their families.
- To develop caseload/practice profiles working with local people to identify needs, using a community development approach to deliver health improvements.
- To participate in the planning, implementation and evaluation of public health programmes with individuals and groups, e.g. parenting programmes, postnatal therapy groups and accident prevention.
- To undertake independent nurse prescribing, working within the confines of the nurse prescribing formulary (if appropriately qualified).
- To lead on the management of post-natal depression in individual families within the community, including assessment of risk of self harm (suicide). To identify and support families with a variety of mental health problems, monitoring the impact on family health.
- To provide accessible equitable services including child health clinics, targeting hard- to-reach groups in a variety of settings.
- Planning, implementing and the administration of programmes, that promotes and protects health such as immunisations and screening programmes, health promotion campaigns, planning and delivering integrated services across agencies.
- To support families with children with special needs/disabilities; to recognise when extra support and services to promote health and development are needed and to enable parents to find the services they require.
- To communicate effectively in complex and sensitive situations i.e. child protection, bereavement, parenting, depression, substance misuse and special needs.
- All written information and referrals are shared in an open and honest way within the realms of data protection and confidentiality.
- To competently use IT systems and input data on HCRG Care Group's computers whilst maintaining the Data Protection Act. To maintain record keeping in line with The NMC code

of Conduct and HCRG Care Group policies.

- To be responsible for and organise own caseload, having regard for prioritising complexities, and the changing pattern of work to meet contingencies as necessary.
- To contribute to the development of and implementation of policies, procedures and guidelines relevant to own area of work.
- Maintain active status on NMC register.
- Act always in accordance with NMC code of conduct and guiding documents
- To participate in the Personal Development Review process to identify opportunities for enhancing professional or clinical knowledge.
- To participate in development groups to further health visiting practice and disseminate information to other team members.
- To mentor pre- and post-registration students, and other practitioners as requested by the Local Co-ordinator. Provide mentorship for SCPHN students and preceptorship for newly qualified staff.
- Maintain professional portfolio that demonstrates evidence of ongoing professional development.
- To offer clinical supervision (if appropriately trained) for a designated team of staff, and engage in on-going personal and professional reflective practice.
- Deliver the Maternal Early Sustained Home Visiting Programme (MESCH) to identified families including providing relevant timely data to enable appropriate evaluation of the programme.
- Contribute to the delivery of required KPI's to ensure delivery of the commissioned service specification

## 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
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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

- Health Visitor qualification (cert, diploma or degree)
- Registered Nurse
- Car Driver
- Evidence of CPD
- Organisational skills
- Team player
- Ability to influence others towards Evidence based practice

### Experience

- Caseload management
- Health promotion
- Safeguarding Children
- Ability to work in a team

### Knowledge and Understanding

- Up to date practice
- Understanding of Children's Act, Healthy Child Programme Choosing Health and other relevant national and local documents
- Safeguarding Children policies and procedures
- Understanding the commissioning and provider agenda

- Research methods
- Working a corporate caseload
- EPDS

## Personal Attributes

- Time management skills
- Well motivated
- Calm in a crisis
- Management of change
- Commitment to further training

## Desirable

- Nurse prescriber
- Extended Nurse prescriber
- Breast Feeding Initiative training
- Leadership Skills
- Stress management training
- Broad based nursing experience

**Employee signature**

---

**Manager signature**

---