

Job Title:	Specialist Community Public Health Nurse/ Health Visitor
Reports to (job title):	Clinical Team Lead
Line Manager to:	Health Visiting Teams

Job purpose

Bath and North East Somerset (B&NES) Health Visiting Service is an innovative and progressive service, and this role requires a flexible, warm, reflective practitioner who wants to make a difference to children and families. We are looking for fully qualified Health Visitors who are keen and enthusiastic to develop their skills and knowledge in order to maintain the excellent standards we value.

The post holder will work within the Health Visiting Service as part of Children's services (0-19). You will manage, influence, and deliver Universal Children's Services in line with the Healthy Child Programme in order to improve health, reduce inequalities and safeguard children & young people.

Applicants will have good organisational abilities, excellent interpersonal skills and be able to communicate effectively including utilising electronic systems.

An excellent knowledge of the current health agenda relating to Children's services and Health Visiting is a necessity to the role.

Base

Health Visitors within B&NES work in corporate teams supported by Early Years Community Practitioners and are based mainly in Children's Centres.

Key responsibilities

- To devise and implement individualised care plans for each child based on a needs assessment, within the Healthy Child Programme, 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 the 0-5 age range (0-19 Pathway) To advise and refer appropriately.
- To follow the guidance of the Unicef Baby Friendly Initiative across the organisation .
- Identify children at risk and follow B&NES safeguarding policies and procedures.
- Provide information and education in support of Childhood Immunisations.
- 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 Early Help Assessment (EHA) of children's needs, and taking a lead professional role where appropriate.
- To promote and develop effective mechanisms of communication with other agencies working with children and families.
- 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 maintain client electronic records in accordance the Organisations Policy and NMC guidelines
- Prescribe within the remit of the Nurse Prescribing Formulary (if qualified to do so) and offer holistic advice and education on treatments.
- 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 Early Years Community Practitioners.
- To be aware of and implement the Organisation's Policies and Procedures and Behaviours framework

Proposed job plan

- All staff will support their managers to make efficient and effective use of resources.
- 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
- 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 organisation as a learning and teaching organisation.
- To participate in training programmes for pre-registration nurses and others on community placements.

Outline of Provisional Job Schedule:

- **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:** We value supervision and there is always support from Professional Lead, Team Leads, Community Practice Teachers and other colleagues

Our values

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

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 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 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.
- 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.
- Registered Nurse Prescriber.

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.

Job Description

- Mentorship.
- Experience of innovative practice.
- Experience of first line staff management.
- Evidence of undertaking leadership course/qualification.
- 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 as and when required to do so.

Employee signature

Manager signature
