

Job Title:	Health Visitor
Reports to (job title):	Team Leader – 0-19
Line Manager to:	n/a

## Job purpose

Specialist Community Public Health Nurses - Health Visitors - Work within Surrey 0-19 to lead and deliver a high quality, proactive service for children and the Healthy Child Programme. The aim of the service is to reduce health inequalities, safeguard children and improve outcomes.

## Base

Our Healthy Family Teams support our Surrey-wide service, and you will be based at one of our Office Hubs across Surrey with the opportunity for hybrid working.

HCRG Care Group is a flexible-first employer, whilst you will have an office base, our teams are agile and work in flexible/hybrid arrangements.

## Key responsibilities

- Public health lead for the health visiting skill mixed team within the defined population/locality area. Delivering the Universal Partnership Plus reach of the Healthy Child Programme, assessing health needs and identifying and implementing appropriate interventions for a personalised or targeted response utilising the skills of and delegating to the skill mix team in an outcome-focused context.
- To take responsibility for the outcomes of the children on a child protection plan within the defined population and collaborate with key partners to address identified public health needs.
- Develop and foster effective professional relationships and networks with families and other key partners.
- Provide families and children on a child protection plan with a service that promotes their physical, mental, emotional health and wellbeing. This will include partnership working with other agencies.
- To promote health and wellbeing through the universal reach of the healthy child programme and signposting. Referring/introducing to partner agencies as required.
- To contribute to multi-agency assessment of children and families and take on lead professional role where appropriate.
- To co-manage a caseload within a team of other health visitors acting autonomously and taking responsibility for the outcomes of those allocated for assessment, intervention and management.

- Understanding the concept of clinical governance and safeguarding. Using this knowledge and skills to identify, assess and safeguard vulnerable children and families.
- Exhibiting excellence in and role modelling the standards for Specialist Community Public Health Nursing practice for the supervision of learners and colleagues.
- Developing the health visiting service in the defined locality through proactive leadership and innovative practice to meet health needs.
- Working flexibly across organisational boundaries to contribute towards the identification of population health needs in line with HCRG Care Group policies and priorities.

### **Leadership and Communication skills**

- To develop a specialty within own working practice and act as a resource and lead to other health visitors through project development and further training
- To use evidence based practice to develop and maintain high quality and cost effective standards for Specialist Public Health Nurse/health visiting practice.
- To provide management and leadership to other skill mix team members including allocation meetings, delegation of the mandated visits of the Healthy Child Programme, interventions caseload monitoring and support.
- To plan, develop and co-ordinate the public health agenda and interventions for the early year's population on a child protection plan in the locality area for the skill mix team to deliver.
- To have a working knowledge of the HCRG Care Group policies and procedures and to implement them as appropriate. To participate in the development of new policies as required.
- To act as a champion and facilitate change within the health visiting strategy and participate in teams to develop practice and pathways to improve care processes.
- 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 utilised positively in practice.

### **Professional responsibilities**

- 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 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.
- To maintain professional relationships within HCRG Care Group and with other agencies.
- To work within Information Governance guidelines in the protection of data.

# Job Description

- To participate in mandatory training and to take responsibility for identifying own professional development needs and accessing appropriate training in discussion with line manager.
- To participate in the orientation and induction of colleagues, visitors and other staff.
- To foster the development of HCRG Care Group as a learning and teaching organisation.
- To participate in training programmes for pre-registration nurses, SCPHN and others on community placements.
- To participate in clinical supervision and facilitate the same for other members of the health visiting team.

## 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

- Specialist Community Public Health Nursing qualification
- Current NMC registration on third part of the register
- Experience in leading and working in health visiting teams
- Experience in leading interventions to improve outcomes and safeguard children and families
- Qualification in practice supervising/assessing for nurse learners
- Working knowledge of the tools and programmes used in health visiting to improve outcomes for children.
- Ability to work with electronic health records and with IT systems

### Desirable

- Qualification in leadership and innovative practice
- Experience in line management and developing teams
- Experience of presenting policy and outcomes to commissioners and partners
- Experience of goal setting and managing interventions to meet outcomes.

Other requirements: Full UK Driving Licence and access to a car insured for business use.

Employee signature

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Manager signature

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