

Job Title:	Healthy Child and Family Practitioner
Reports to (job title):	Immediate Line Manager/Team Leader

Job purpose

The post holder as part of the Lancashire Young People & Healthy Families Service will work under the direction of the Health Visitor (SCPHN-HV), School Nurse (SCPHN-SN) and Staff Nurse.

The post holder will work across the Lancashire Young People & Healthy Families Service with preschool and primary school aged children and their families. You will utilise your knowledge of child developmental milestones to provide key elements of the Healthy Child Programme and targeted provision based on need as delegated by a SCPHN/Team Leader and members of the wider team.

You will be required to safeguard children in line with safeguarding policy. You will work in a variety of community settings including lone working in service users homes. The post holder will work in line with the organisations corporate objectives and will be expected to make a positive contribution to the provision of health services. The post holder will be expected to work in line with HCRG Care Groups values and behaviours delivering excellent care with compassion.

You will be responsible for maintaining accurate records including data entry, working proactively with parents and children to encourage uptake of service provision.

Key Relationships

- Service Manager/Team Leader/Development leads
- Health Visitors/School Nurses / Staff Nurses/Healthy Family Support workers/Link Workers
- Nurseries
- Local authority early help and wellbeing service
- GP's
- Paediatric therapies
- Paediatric nurses
- Paediatricians
- Voluntary sector

Key responsibilities

- To undertake mandated Health reviews as delegated, for example Pre 1 year and 2-2.5year Developmental checks. Identify children who may need further support and refer into specialist services as required
- You will have the confidence to work in a community setting and have the ability to work under your own initiative

- To provide targeted support for children and families in line with your competencies, as delegated by Health Visitor, School Nurse or Staff Nurse, for example behaviour management, infant feeding and other delegated packages of Care
- Facilitate community Healthy Family Drop In sessions (Child Health Clinics) in designated sites
- Support delivery of bump, birth and beyond
- To act as a link to nurseries
- To ensure that service users views are actively sought and fed into service developments.
- To participate in risk assessments carried out as identified by staff or environmental needs, and in compliance with health and safety, organisational policy and audit.
- Ensures participation with children, young people and families who use services at a community and individual level acting as an advocate to facilitate the views and choices expressed by children, young people, families, groups and communities where appropriate
- Is inclusive to service users by using appropriate tools/resources to ensure understanding has been achieved i.e. language link workers, sign workers and telephone interpretation services
- Participates fully in the CAF process participating in meetings as required and acting as CAF lead professional when appropriate
- To keep accurate, comprehensive and contemporaneous records and reports and ensure high standards of record keeping within team.
- Maintain local communication systems for lone workers
- To participate in supervision and appraisal and take responsibility for own professional development.
- Undertake statutory and mandatory and other training as required.
- 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 a manner consistent with organisational policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

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

Think

- Challenge
- Improve

Do

- Accountability
- 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

- NNEB/ BTEC National Diploma in Early Years/ NVQ Level 3 in Early Years
- Care and Education/ CACHE Level 3 Diploma in Child Care and education or equivalent.
- Evidence of personal and professional development

Experience

- Working in partnership with families
- Working as a member of a team
- Working with children, observing, assessing and recording their developmental milestones
- Liaising with parents regarding their child's needs

Skills

- Ability and willingness to attend training courses as directed
- Up to date knowledge of child development to provide key elements of the healthy child programme and targeted care based on individual families
- To recognise when a child needs further assessment
- Up to date knowledge of safeguarding and the confidence to follow up with the support of the wider team
- Awareness and understanding of confidentiality, consent and data protection
- Excellent organisational skills and ability to plan own workload
- Confident to work independently in a community setting
- Ability to identify limitations and ask for advice help and supervision
- Working as a member of a team
- Good communication skills both verbal and written
- Have a good level of knowledge and general skill base in MSWord, e-mail, excel Spreadsheet and the use of data systems or similar
- Observational and assessment skills
- Ability to develop a good rapport with young children and families
- Ability to work with families in a non-judgemental way
- Work within the HCRG Care Group values
- Organise and participate in health promotion and health education

Job Description

Other Requirements:

- Behave in a professional and courteous manner and be able to set clear and appropriate boundaries
- Car owner/driver
- Flexible to work across the service as required. Flexible working – including ability to work weekends/evenings according to service requirements as part of an all year round service.

Employee signature

Manager signature
