

## JOB DESCRIPTION

*All staff share the Trust Vision and uphold and promote our Trust values*

<b><i>Our Vision</i></b>	<i>Outstanding services, healthier communities</i>
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### ***Our Values***

<b><i>Innovative</i></b>	<i>We seek new ideas and adopt best practice to improve our services.</i>
<b><i>Caring</i></b>	<i>We show kindness and consideration for others.</i>
<b><i>Agile</i></b>	<i>We deal with new situations quickly and successfully.</i>

**Job title:** Student Specialist Community Public Health Nurse (Health Visitor)

**Band:** 5

**Location / Work Base:** Placements across Hertfordshire

**Business Unit / Department:** Children's Universal Services

**Reporting to:** Community Practice Assessors & Senior Education Lead for Public Health Nursing

### **JOB PURPOSE SUMMARY:**

To undertake the Specialist Community Public Health Nursing degree course, incorporating fifty percent theoretical and fifty percent practical elements, both at University and within a practice placement in order to become a competent autonomous practitioner.

### **MAIN DUTIES and RESPONSIBILITIES:**

The fundamental responsibilities of the post holder are to attain the academic credentials and the clinical skills required to practice as a NMC registered Specialist Community Public Health Nurse on the Health Visitor pathway. These are summarised below:

- To fulfil the requirements of the Specialist Community Public Health Nursing programme by attending university course dates and practice placement days in accordance with University regulations and successful completion of the course

- To work with the Specialist Community Practice Assessor to develop the skills and competencies to achieve NMC Registration Standards for Specialist Community Practice
- With the support of the Specialist Community Practice Assessor to link the theoretical knowledge gained through the university programme to the practice situation
- To demonstrate an understanding of current and emerging National, Regional and local healthcare legislation, policies and guidelines to chosen pathway
- To develop/build on skills of caseload and team leadership and management
- To work within University Regulations pertaining to academic work and student conduct
- To work within employing organisation policies as they pertain to the relevant clinical setting
- To work within employing organisation policies relating to employee responsibilities.

## **Operational Delivery**

The Student will be required to:

- Manage their time effectively to ensure prioritisation of workload in order to achieve their academic deadlines
- Plan, organise and oversee the workload for both themselves and those for whom they are responsible when in specialist practice block (at the end of the course)
- Be responsive to fluctuations in workload and resources and take action as appropriate
- Manage unpredictable and/or volatile situations effectively
- Manage programmes of care to meet identified need
- Assist in the delivery of local implementation plans for the Hertfordshire Children and Young People's Plan, etc. In undertaking this role, work in collaboration with practice assessor, Service Leaders and stakeholders
- Identify and report appropriately all incidents and near misses that may compromise the safety of staff and clients and address and manage such issues in conjunction with the Team Leader & Practice assessor
- Undertake mandatory training as required by Hertfordshire Community Trust (HCT or the Trust) and be responsible for attending all clinical days that support development and practice

- Adhere to the Trust policies in a variety of settings Lead on the planning and organisation of public health sessions when in consolidation block.

## **Patient / Customer Care**

The Student will be required to contribute to the care provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits and asking for help and escalate concerns when necessary
- Escalating safety concerns and by doing so acting as effective advocates for those who use our services
- Being open and transparent about their own practice
- Reflecting on everyday practice to identify areas where improvements in safety or quality can be made
- Working with others to create a culture of continuous improvement
- Maintaining accurate, legible, comprehensive records following NMC and HCT records management policy
- Maintaining compliance with their mandatory training requirements.

## **Strategic Management**

The student will be required to:

- Assess, plan and implement interventions and programmes of care for children and young people aged 0-5 and their families (when in consolidation block)

- Participate in clinical supervision sessions within the University setting
- Use their own professional judgement to identify solutions to a range of day-to-day problems, seeking advice where appropriate from the Practice assessor and Team Lead in the first instance
- Identify the relevant health and social issues within the team's designated caseload when in consolidation and specialist practice block
- Recognise indicators of child abuse and initiate Safeguarding measures in accordance with recognised policies and procedures of the Trust and relevant Local Safeguarding Children Board, and attend any meetings as appropriate, with support from the Practice assessor.
- Be required to deal with situations where he / she will need to assess events, using a problem solving approach, making appropriate referrals as necessary whilst being supported by the Practice assessor and Team Lead
- Participate and lead in steering groups and research programmes which influence service and policy development (University setting)
- Monitor and highlight areas of risk for discussion at meetings and bring to the attention of practice assessor and Team lead.

## **Service Development and Improvement**

The Student will be required to:

- Ensure personal practice is evidence based and take responsibility for own professional development and identification of training needs during formative and summative assessments.

## **Management and Leadership**

The Student will be required to:

- Maintain up to date professional registration with the Nursing and Midwifery Council (NMC). Provide evidence on an annual basis to this effect
- Actively participate in regular clinical supervision within the University setting and safeguarding children supervision as and when required during specialist practice block.

## **Communication and Relationship Building**

The student will be required to:

- Establish clear and effective communication links with children/young people, parents/carers, education staff and a range of other professionals from both voluntary and statutory organisations
- Listen appropriately and take into account any sensitive issues and communicate these to appropriate persons/agencies ensuring that children are protected and that disclosures are acted upon appropriately
- Utilise a range of communication skills e.g. negotiation to gain commitment from others, and formal presentations
- Act appropriately upon feedback obtained in order to enable appropriate interventions to be implemented
- Utilise a range of communication methods with colleagues and managers to include electronic communication.

## **Finance and Resource Management**

The Student will be required to:

- Be financially aware in order to manage the Trust's resources appropriately and effectively.
- Ensure the establishment and maintenance of resources and equipment.

## **Information Management**

The Student will be required to:

- Demonstrate accurate keyboard skills with working knowledge of Word and Outlook
- Accurately record all data and client contacts in accordance with the Trust policies and procedures, in light of Caldicott principles and Clinical Governance, including information that may be required for Safeguarding Children, audit and research purposes.
- Ensure all records are accurate, contemporaneous and updated regularly, according to local and NMC guidelines

## **General**

The Student will be required to:

- Work autonomously at times within the Trust and professional guidelines
- Exercise accountability as set out in the NMC Code of Professional Conduct (2018)
- Maintain personal competencies and professional development

#### **EFFORT, PHYSICAL SKILLS and WORKING CONDITIONS:**

<b>Physical skills</b>	Carry materials and equipment, e.g. weighing scales, Leicester height measure, boxes of leaflets, etc. in accordance with relevant HCT health and safety policies. Drive and hold a current driving licence and have access to a vehicle for work and to be able to travel efficiently around the local geographical area. Provide evidence that the vehicle is insured for business use. Move around effectively to undertake the roles and responsibilities of the post. Have the accuracy and dexterity to participate in public health sessions such as immunisations, growth monitoring and screening.
<b>Physical effort</b>	Sit at a computer in order to input data onto systems which would require accurate keyboard skills, maintain written documentation, and compile reports at desk on a daily basis drive on a daily basis to and from base, client's homes, schools, clinics and other venues undertake clinical tasks e.g. immunisation of adults and children as required
<b>Mental effort</b>	Sustain periods of concentration required for a range of tasks including analyzing information, assisting in report writing and attending meetings. Assess, plan, implement, deliver and evaluate episodes of care to children and young people within a defined caseload, adopting a flexible approach to meet individual needs. Be able to concentrate if the work pattern becomes unpredictable with frequent interruptions. Prioritise work to meet deadlines.

<b>Emotional effort</b>	Deal with issues around safeguarding and promoting the welfare of children with parents and carers that may cause angry reactions or distress. Work autonomously in clients' homes that may, on occasion, expose the student to difficult situations. Comply with the lone worker policy. Convey difficult and sometimes unwelcome information should this be required.
<b>Working conditions</b>	Unpredictable client behaviour in response to sensitive issues. Visits may occasionally be conducted in home environments where poor hygiene prevails. Student will be office based but will spend a large part of working day working in the community environment and other community venues.

## **Supplementary Information:**

### **Equality and Diversity**

The Trust is committed to eliminate racism, sexism and forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, social or economic status, nationality or national origins, race, religious beliefs or non-beliefs, responsibility for dependants, sexuality, trade union membership or hours of work.

It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

### **Mobility / Flexibility**

The normal place of work for the post is as stated above but as a term of employment postholders may be required to work from any of the Trust's establishments.

### **Health and Safety at Work**

In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities and to co-operate in meeting statutory requirements.

### **Infection Control**

Employees must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practice and infection control policies.

### **Data Protection and Confidentiality**

Employees must maintain confidentiality when dealing with sensitive material and information and be aware of the Caldicott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and individual may be prosecuted. Disciplinary action will be taken for any breach.

### **No Smoking Policy**

The Trust operates a smoke free policy which means that smoking is not allowed anywhere on the Trust sites including buildings, car parks and entrances.

**Safeguarding**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role. The expectation is that the post holder is familiar with the relevant procedures and guidelines, all of which can be found on the Trust's intranet.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other duties and responsibilities commensurate with the grade. Any changes to this job description to take account of changing service needs will be made in discussion with the post holder.