



#### JOB DESCRIPTION

<b>Job Title</b>	<b>Specialist Public Health Nurse 0-19 (25 SEND) (Health Visitor)</b>
<b>Band</b>	<b>Band 6</b>
<b>Responsible to</b>	<b>0-19 (25 SEND) Team Lead</b>

#### Our Vision

“We will work closely with our health and social care partners to give patients more control over their own care and find necessary treatments more readily available. We will support people with multiple health conditions, not just single diseases, and deliver care as locally and conveniently as possible for our patients. We will develop our current and future workforce and introduce innovative ways to use technology.”

#### JOB PURPOSE

- To deliver innovative; evidence based Public Health Service to a defined population, and develop Public Health initiatives to meet the needs of the population served.
- To be the named specialist public health nurse for early years / State Schools within a geographical area.

#### COMPETENCY BASED KEY RESULT AREAS

**These are key leadership result areas which will be applicable to the area of responsibility outlined above and are commensurate with the grade of the post.**

#### Vision

- To have a clear understanding of the vision of the Trust and Local Authority and be able to translate this into a local context for operational implementation within the Public Health services.
- Contributing to the establishment of an ethos of modern, customer-orientated health service and translate that into a culture of effective patient/public/user centred delivery throughout the Public Health services.

## **Delivery**

- Take responsibility and accountability for ensuring services meet fundamental standards that people have a right to expect whenever they receive care through the delivery services in accordance with fundamental standards as determined by Care Quality Commission
- To lead and deliver the Healthy Child Programme 0-19 years (25 SEND) within own speciality and as part of the Children and Families division. The post holder will lead, influence and deliver the 4 5 6 SN/HV model of provision in order to improve health, reduce inequalities and safeguard children.
- To support and promote health to improve outcomes of children and young people within the local health economy. This will incorporate working in collaboration with partners, services winning an early help framework.
- Provide a public health service for families identified in Healthy Child Programme in accordance with the agreed standards/policies which promote equalities within the CQC 9 characteristics.
- Give support and advice on high impact areas within 4 5 6 model e.g. immunisation, nutrition, life style issues, emotional and behavioural issues. Promoting local and national public health messages within specialism and various settings e.g. clinics; early years and school drop in.
- To formulate, implement and evaluate agreed contracts of care of children with individual health needs.
- To undertake health assessments and any necessary follow up action.
- Work to the local Adult/Child Protection and Domestic Abuse policies and procedures working in partnership and in close co-operation with relevant agencies and colleagues.
- To liaise with other agencies including social care, educational services and voluntary sector.
- To take an enhanced Public Health role by working in co-operation with colleagues and other agencies to target identified health needs taking into consideration local and national priorities. Contribute to community development work as appropriate to the local area.
- Provide clinical advice and support in this defined speciality to other professionals within the health care setting and to external agencies and parents and carers.
- Understand the role of clinical governance in improving patient care, through practice and service delivery.
- Ensure that accurate and contemporaneous records are maintained and these are appropriately stored and safeguarded.
- Participate in clinical audit, review and evaluation as requested by the service manager/clinical co-ordinator.
- Bring to the attention of the Manager any serious clinical and non-clinical incidents/hazards that present a risk to members of the public, staff or the organisation; proactively participating in Risk management procedures/management.
- Keep professionally updated: evaluate, use and undertake research as a basis for good practice, ensuring that it is communicated to other staff in order to build up excellence uniformity of practice.

## **Understanding and Managing in Context**

- Provide a lead role in a clinical area of interest in consultation with the Locality Lead. As part of this lead role the post holder would be expected to keep up to date with current developments, represent the school nursing service at meetings in relation to lead role, provide feedback to colleagues at team meetings, provide induction to new staff on their lead area, provide or organise training and advice to other professionals and outside agencies, and be a point of contact for colleagues within the team.
- Be responsible for the day-to-day management of the caseload and participate in the development of the service in line with local and national directives/policies
- To ensure that appropriate data is submitted promptly and accurately as required by the Trust.
- To supervise and support the activities of skill mix staff both clinical and non-clinical within the team.
- To formulate policies and practices which operate within the area of responsibility with the manager or other professionals.
- Take part in the recruitment and selection of staff.
- Provide a professional friendly working environment to encourage good team working practices and a happy positive workforce.

### **Relationship building**

- Develop networks and facilitate a collaborative style of working amongst professionals from health, social and education service and other services.
- Develop networks around health, social care providers and education services across the health economy.
- Engage and participate in patient/service user groups to contribute to and influence service developments.
- Actively participate in meetings and activities that support the positive development of the team, service and organisation.
- Raise issues relating to service development, professional practice or concerns in a timely manner with the Manager as appropriate

### **Team and People Development**

- Mentor and support new and newly qualified members of staff and pre-registration students in practice.
- Be actively involved on a regular basis and make a specialist contribution to the teaching of a variety of professionals and health care workers.
- Participate in and provide Clinical Supervision and facilitate reflective practice.
- Undertake individual Developmental Reviews for team members including objective setting and facilitate the implementation of development plans-
- To take active participation in supervision and safeguarding supervision in accordance with direction from the line manager and local protocols.

### **Emotional Intelligence**

- Behaves consistently with the values and beliefs of the organisation and promotes these on day to day basis.
- Behaves consistently with the NHS Code of Conduct.
- Maintains emotional resilience and maturity with the occasional exposure to highly distressing or highly emotional circumstances.
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## **Personal Development**

- To take responsibility for keeping up to date and reviewing your personal development needs and objectives on a regular basis including participating in reviews with your manager at least a 12 monthly basis.
- Undertake training and development as directed by the Manager or as agreed on an individual basis according to the processes in place.

## **Corporate responsibilities**

- To ensure that your actions and behaviours are in line with, and consistent with, our values
- Matters of a confidential nature, regarding both staff and patients may be available to the post holder; divulgence of information or even of the knowledge of such information must only occur in the proper exercise of the above duties.
- All members of staff must ensure that information security is maintained at all times, taking personal responsibility to be aware of and ensure that their actions and behaviours are in line with, the Trust's information governance policies.
- The post holder will be required to comply with regulations relating to the Health and Safety at Work
- The post holder will be required to comply with regulations relating to Infection Prevention and Control (IPC) including adherence with IPC policies challenge poor IPC practices of others and to report any breaches, using appropriate Trust mechanisms e.g. incident reporting policy
- The post holder will be required to comply with policies and procedures issued by and on behalf of the Trust.
- The Trust is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.
- This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

**Post Holder's Name:**

**Post Holder's Signature:**

**Date:**

**Manager's Name:**

**Manager's Signature:**

**Date:**

## Person Specification

<b>Job Title:</b>	<b>Public Health Nurse 0-19 (25 SEND)</b>
<b>Band</b>	<b>6</b>

	<b>ESSENTIAL</b>
<b>TRAINING AND QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NMC Registered</li> <li>• Specialist Community Public Health Nurse -Health Visitor qualification</li> <li>• Evidence of broader and recent CPD</li> <li>• Nurse prescriber (HV)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant post-registration experience.</li> <li>• Demonstrable knowledge and experience of child protection/safeguarding.</li> <li>• Experience of working with children and young people</li> <li>• Experience in multi-agency and collaborative working</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• IT skills and computer literacy</li> <li>• Ability to undertake critical appraisal of research</li> <li>• Ability to analyse complex data and present findings</li> <li>• Safeguarding Policies and Procedure</li> <li>• Health Needs Assessment</li> <li>• Clinical Governance – Application to service Improvement and patient safety</li> <li>• Common Assessment Framework</li> <li>• Adaptable and flexible to changing needs of client group</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Good communication skills, written and verbal</li> <li>• Self-motivated</li> <li>• Ability to work as part of a team and also able to be self-directed and innovative</li> <li>• Sound organisational skills with the ability to prioritise workload</li> <li>• Ability to influence Service developments and delivery</li> <li>• Ability to work in partnership with clients and other service providers to ensure clients' needs are met effectively and efficiently</li> </ul>
<b>EMOTIONAL EFFORT</b>	<ul style="list-style-type: none"> <li>• Ability to maintain emotional resilience</li> </ul>
<b>MENTAL EFFORT</b>	<ul style="list-style-type: none"> <li>• Short periods of concentration in the preparation of reports</li> <li>• Formulation of short and long term implementation plans</li> </ul>
<b>PHYSICAL SKILLS</b>	<ul style="list-style-type: none"> <li>• Regular use of keyboard, skilled in the use of IT in clinical practice.</li> </ul>

<b>REQUIREMENTS DUE TO WORKING ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Work to deadlines to deliver local and national agendas and deliver on uptake targets Must be able to meet travel requirements of post</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Flexible approach to working hours and venues</li> </ul>