

A4C Banding No: P2528b

## Job Description

<b>TITLE:</b>	Health Visitor
<b>DEPARTMENT:</b>	Children and Families Division
<b>LOCATION:</b>	Various locations across Birmingham Community Healthcare NHS Foundation Trust
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Service Clinical Manager
<b>CLINICALLY ACCOUNTABLE TO:</b>	Group Clinical Manager
<b>BAND:</b>	6
<b>HOURS:</b>	37.5 hours per week

## Job Purpose

The post holder is responsible for assessing need and providing health promotion and illness prevention services to the local population. The post holder will work within a corporate caseload as well as with the local population on children and family centred public health related issues.

The post holder will be a first level registered nurse with a Health Visiting Degree/Diploma/Certificate. The post holder will work within the NMC Code of Professional Conduct.

## Responsible for

Day-to-day management and delegation of work to Assistant Practitioners, link workers, Community Public Health Nurses, and any other support staff within the team. This includes supervision and monitoring the work of these staff.

To oversee and plan in-service development for these staff.

## Main Duties

1. To consistently demonstrate in all relationships with families, colleagues and partner professionals, the BCHC Trust Values and the C's of nursing of commitment, competence, courage, communication, compassion and care in the role of Health

Visitor. To develop a workload profile identifying those groups within the population with specific health needs.

2. To work closely with the primary health care team, participating in activities that address the health needs of the general practice, case load, families using local children's centres, early education clusters, and other health partners.
3. To deliver the Health Child Programme through compassionate caring assessment, analysis of need, developing, implementing, and evaluating programmes of care using assessment tools in line with commissioner service specification for the health visiting service to address identified health needs. To use the common assessment framework to assess and plan with families where multiagency partnership working is required.
4. To formulate and agree with families packages of care appropriate to their need where necessary open active health and wellbeing files. To monitor all open files in accordance with the records keeping policy, closing when package of care is complete.
5. To carry out health promotion and disease prevention activities. Meeting and reporting on agreed key performance indicators where appropriate.
6. To give evidence-based advice on health issues to members of the local population in a way which promotes behavioural change and builds on strengths.
7. To work to current NICE guidelines on antenatal and postnatal mental health to identify, support and referral of women at risk of developing postnatal depression, and those who are mild to moderately depressed.
8. To maintain quality standards of care using audit and other monitoring systems to evaluate the service.
9. To identify vulnerable children in need of protection and refer to Social Care and Health following the Birmingham Safeguarding Children Board policies in all cases of suspected or actual emotional, physical, sexual abuse and neglect. To follow up domestic violence notifications in line with Trust policy.
10. To attend team around the family meetings, case conferences, undertake and fulfil the responsibilities that are appropriate to the role of the Health Visitor as agreed in the multi-agency child protection plan.
11. Work in partnership with families to plan and arrange appointments for clinics and home visits.
12. To develop and maintain effective working relationships with the families, primary healthcare team and other professionals working in both the statutory and voluntary organisations.

13. To ensure all equipment used by professionals in clinic settings are maintained and fit for purpose.
14. To order equipment for client use as identified following a healthcare assessment. To advise on safe fitting and appropriate use.
15. To promote and support immunisation programmes offered nationally to service users.
16. To enter all data required on the data collection system accurately and on time according to Birmingham Community Healthcare NHS Foundation Trust policy.
17. To attend and actively participate in staff meetings including multi-agency steering groups etc and take responsibility for completion of appropriate tasks arising from any such meeting e.g. commenting on, and having input into policy development and standard setting within HV remit.
18. To ensure all written records are kept to the required NMC standard, to be able to write letters of referral to other services and to produce complex reports for court hearings relating to child protection.
19. To deal with and support families through difficult family situations such as illness, domestic violence, bereavement and child protection.
20. To have ongoing responsibility for the management of a caseload, including electronic recording, data inputting and reports.
21. To provide professional advice on issues relating to Health Visiting and promote an understanding of health needs among other agencies.
22. To supervise, mentor and assess pre-registration student nurses on placement with Birmingham Community Healthcare NHS Trust where appropriate as part of their education programme. To provide mentoring for other healthcare students, including health visitor students.
23. To access safeguarding, caseload and clinical supervision in order to ensure a resilient workforce which prioritises excellent safe, compassionate care.
24. To participate in Nurse prescribing – undertaking a full assessment of minor conditions appropriate to the role of the Health Visitor, and where indicated prescribe from the
25. formulary appropriate to level of training, and access continuing professional development in prescribing.

26. To convey complex information to other professionals and to clients and to work with other professionals and clients in difficult circumstances such as child protection, terminal illness or bereavement.

27. To plan, organise and run clinics/groups.

### **Management and Leadership Responsibilities**

1. Develop and empower all members of your team to perform to high standards and innovate.
2. Ensure supportive staff management arrangements are in place and carry out personal development reviews for direct reports. Ensure all staff in your team/s have annual PDR's resulting in specific objectives and effective personal development plans.
3. Develop staff knowledge and skills to promote equality and diversity and address inequalities both in employment and service delivery. Ensure specific equality objective are included in PDR's.
4. Develop a culture that ensure that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

### **Key Relationships**

To establish effective working relation with the following:

- Parent and child
- Other Health Visitors
- Support Staff and Assistant Practitioners
- Team Leaders and Service Clinical Managers
- The Children and Families division
- GPs
- Children's Centres
- Safeguarding

## **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need

## **Health & Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health & safety of themselves and other people who may be affected by their actions at work.

## **Equal Opportunities**

Birmingham Community Healthcare NHS Foundation Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

## **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **Smoking**

The Trust operates a No Smoking policy.

## **Mobility**

Whilst the postholder will be based at various locations around the city this is a Trust wide appointment and travel around the Trust may be required.

## **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

## **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **Dignity in Care**

Birmingham Community Healthcare NHS Foundation Trust (BCHC) is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **Infection Prevention and Control**

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**A4C Banding No: P2528b**

**PERSON SPECIFICATION**

<b>Title</b>	<b>Health Visitor</b>	<b>Band</b>	<b>6</b>
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<b>Example key areas</b>	<b>Job requirements</b>	<b>W</b>	<b>How identified</b>	<b>Candidate score</b>	<b>Comments</b>
<b>Qualifications training</b> Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	Registered First Level Nurse Health Visitor Certificate/Diploma/Degree	E	AF		
	Evidence of recent professional development	E	AF		
	Non-medical nurse prescriber	E	AF		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Experience</b> Length and type of experience Level at which experience gained	Evidence of post-registration nursing experience	E	AF/I		
	Evidence of multi-disciplinary and multi-agency working and safeguarding children	E	AF/I		
	Evidence of time and resource management	E	AF/I		
	Experience of applying learning into practice	E	AF/I		
	Experience of caseload management	E	AF/I		



<b>Skills/knowledge</b> Range and level of skills Depth and extent of knowledge	Knowledge of evidence-based approaches in the provision of the Healthy Child Programme	E	AF/I		
	Evidence of assessment and care planning skills	E	AF/I		
	Ability to facilitate the learning of others in a one to one or group setting	E	AF/I		
	Ability to demonstrate sound knowledge and application of the NMC Code of Conduct	E	I		
	Ability to demonstrate sound knowledge and application of up to date evidence base for the Healthy Child programme, and the 6 High impact areas for 0-5s	E	AF/I		
	Ability to participate in setting standards and auditing practice	E	I		
	Ability to recognise and understand equality and	E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	<div>diversity issues</div> <div>Ability to demonstrate individual responsibility in respect of health and safety</div> <div>Ability to demonstrate written skills that are relevant, accurate, concise and legible</div> <div>Ability to work in a supervisory capacity</div> <div>Ability to demonstrate a commitment to Non Medical Prescribing</div> <div>Ability to use software packages as appropriate</div>	<div>E</div> <div>E</div> <div>E</div> <div>E</div> <div>E</div>	<div>I</div> <div>AF/I</div> <div>AF/I</div> <div>AF</div> <div>AF</div>		
<b>Personal qualities</b>	Ability to interpret difficult situations, make decisions quickly and take prompt action and have the ability to diffuse potentially aggressive or threatening situations.	E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	Ability to demonstrate a commitment to team working	E	I		
	Demonstrate an ability to be flexible and able to participate in the NHS changing environment	E	I		
	Ability to learn and apply knowledge, accessing supervision appropriately	E	I		
	Mature and confident approach to work	E	I		
<b>Other job requirements</b>	Independently mobile with ability to travel to fulfil job requirements	E	AF		
	Ability to occasionally work flexible hours, which may include weekends and evenings	E	AF		
	To contribute to safe staffing by being safely flexible in terms of caseload and location when other teams within	E	I		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
	the locality require support				
Overall Candidate score					

**W (Weighting)** - **E** = Essential **D**= Desirable

**How identified** = Application = AF; Interview = I; Test = T; Presentation = P.