

# Recruitment Information Pack



## About KCHFT

We provide wide-ranging NHS care for people in the community, in a range of settings including people's own homes; nursing homes; health clinics; community hospitals; minor injury units and in mobile units.

We are one of the largest NHS providers in England, serving a population across Kent and 600,000 in East Sussex employ more than 5,000 staff, including nurses, physiotherapists, dietitians and professionals.

We firmly believe our trust belongs to our people we care for and the people who are our most valued asset and the best deliver all that is required of us. They responsibility for the lives of patients and reflect this; they should be trusted, have leadership and be duly recognised for their contribution.



community health of about 1.4 million and London. We doctors, community many other healthcare

people – both the work here. Our people resource we have to shoulder enormous their working life must compassionate

## Our values

KCHFT colleagues are expected to be kind and responsive, professional and informative and to contribute to the quality of our services by demonstrating our 'CARE' values:



### Compassionate

This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.



### Aspirational

This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.



### Responsive

This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.



### Excellent

This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

## Community Public Health Nurse Job Description

AFC Banding:	Band 5	Base:	
Hours:		Contract Type:	Permanent
Responsible to:	Health Visitor – Specialist Community Public Health Nurse	Directorate:	Public Health and Prevention Directorate

### Role overview

Working as part of the Health Visiting Service you will support the delivery of the Health Child Programme in accordance with national and local strategy/guidance, a key part of your role will be to undertake universal and targeted assessments, mandated well-being reviews and packages of care in line with evidence-based practice, recognising when to escalate concerns to the appropriate qualified Health Visitor or District Manager. This role requires you to undertake regulated activities to both Children and Adults.

You will play a vital role in promoting and protecting the public's health and this might be achieved by promoting healthy lifestyles and reducing the likelihood of ill-health, or preventing illness through immunisations or screening interventions or identifying needs requiring more specialist intervention. Under the supervision of the Health Visitor you will participate in a universal core service, and deliver targeted interventions, to address health inequalities by:

- Working with clients in a variety of community settings e.g. home, clinic, children's centre, educational establishment etc.
- Undertake Family Health Needs assessments in line with the Healthy Child Programme and according to local guidelines in various community settings as required, reporting back on any ensuing health problems.
- Working with the team to implement and prioritise planned programmes of health promotion, education and advice on all aspects of prevention of ill health to individuals, families and groups.
- Take appropriate action in cases of suspected or actual child abuse, working within the organisations Safeguarding Practice and Procedures.
- Attend Child Protection Conferences/Core Groups as required.

### Service overview

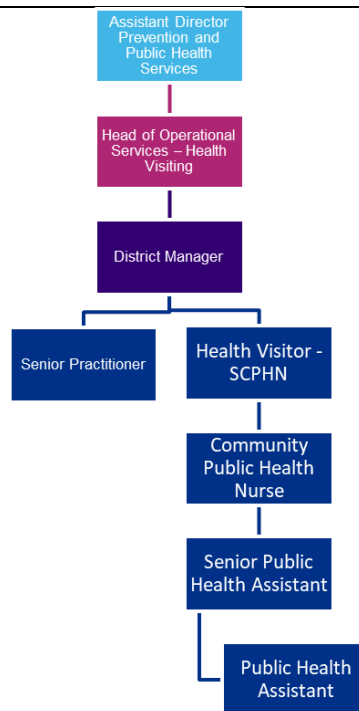
The Health Visiting service operates an open access service to children and families within home, community and primary care settings to promote a healthy lifestyle within the local population giving particular attention to the identified health needs of the locality, and target groups such as children 0-5 years, and vulnerable families.

To address inequalities in health, through participation, collaboration, empowerment and primary care, the Health Visiting service will deliver the agreed range of planned universal services, assess health needs, identify vulnerability and deliver targeted interventions to meet the needs of children and their families/carers.

### Key working relationships

Internal: Patients, families, carers, health professionals, management team etc.  
External: Visitors, general public, outside agencies, other hospitals or NHS organisations etc

### Organisational chart



### Job Summary

As a Healthcare Professional you will work within the health visiting service assisting in the delivery of the 0-5 years Healthy Child programme as delegated and supervised by a Specialist Community Public Health Nurse (SCPHN). You will work collaboratively and in partnership with other disciplines and agencies to improve the health and wellbeing of individuals, families and communities.

As part of the role you are expected to be kind and responsive but professional and informative and contribute to the quality of the services provided across the health economy by:

- Keeping the people who use our services as safe as possible through the use of sound clinical skills and effective risk assessments
- Ensuring the best possible clinical outcomes by using up-to-date skills and adhering to evidence based policies and procedures
- Ensuring the people using our services have a good experience by respecting, empowering and working in partnership with people throughout the care planning process

Registered Healthcare Professionals who work in all these services require a range of core skills as follows:

- Assessment, planning, implementation and evaluation of holistic care linked to packages of prescribed care
- The development of integrated care programmes in partnership with the patient
- To support in the supervision and development of all junior colleagues including Health Care Support Workers and Students
- To actively work as a member of the multi-professional team to provide high quality care to patients
- To undertake a range of competent clinical interventions to support the outcomes of both individual and group therapy
- Manage a caseload of patients on a daily basis consisting of patients with complex needs associated within a specific speciality.

### Dimensions

- To participate in rotational programmes across health economy (where relevant)
- To ensure that resources are used effectively, planning workload to meet the priorities of patient care by the most efficient use of time, equipment and manpower and other resources (medicines, medical devices)

- To comply with professional codes of conduct, relevant organisational policies and procedures.

## **Key Result Areas**

All our colleagues are committed to providing safe, effective services and providing patients and families with a positive experience.

### Patient Safety

You will contribute to the provision of safe and reliable services by:

- Using your 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 your own limits and asking for help and escalating 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 your own practice
- Supervising the work of others
- 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 and undertaking regular audits of compliance
- Maintaining compliance with their mandatory training requirements.
- Maintaining professional registration and demonstrate adherence to the Code of Conducts in line with relevant professional bodies (NMC (Nursing and Midwifery Council))
- Integrating best practice and identification of areas where improvement in practice is required.
- Utilising effective communication skills in the building of trusting partnerships with service users
- Being responsive when delegating interventions to junior colleagues.

### Clinical Outcomes

You will contribute to the effective delivery of services by:

- Providing skilled, evidence-based care which adheres to agreed policies and procedures
- Working with clients, families and carers to negotiate and agree a personalised care plan including assessing risks and needs
- Acting as a patient advocate in the multi-disciplinary team and overseeing the work of others to ensure that they are also responding to the needs of service users and providing clinically effective care
- Working as an autonomous practitioner and taking responsibility for the care you give to service users within your own limits of competency and confidence
- Contributing to creating and maintaining high performing teams by:
  - communicating well with all members of the team
  - understanding your role in the team and how you help the team achieve its' objectives
  - reflecting on your own practice regularly and encouraging the whole team to reflect on their practices in handovers and team meetings
  - Identifying how care could be improved.

### Patient Experience

You will contribute to the people using our services feeling respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with clients, their families and carers
- Gaining consent and, as far as possible, involving people in all decision making
- Signposting clients and carers to alternative services to support behaviour changes with improving current and potential health states
- Reassuring people by being professional, responsive, knowledgeable and confident in order to convey sensitive information around their care
- Responding to complaints or concerns effectively and quickly in line with the service's policy.

#### Supporting yourself and others

Engaged colleagues are more productive and as a Healthcare Professional you will play a role in engaging fellow health professional peers and the work we do by:

- Participating constructively in your own supervision and annual appraisal processes
- Demonstrating commitment to optimising your continuation of clinical learning whilst undertaking and maintaining clinical caseloads in different healthcare and community settings
- Developing mentorship skills to support students and junior colleagues
- Reviewing and reflecting on your own competence and performance through effective use of operational supervision and appraisal and identifying any personal training needs.

Working Conditions	
<b>Physical Effort</b>	You will need to have the ability to travel across the health economy, in a timely manner to ensure completion of role. There will be a requirement for a combination of sitting, standing, bending, stooping, walking and driving. Use of computer equipment.
<b>Mental Effort</b>	Your work pattern may be unpredictable work pattern, necessitating an ability to adapt to a changing workload in the course of a day. Periods of concentration are required on a daily basis, especially when undertaking assessments.
<b>Emotional Effort</b>	Occasional exposure to children, young people and adults with identified safeguarding issues.
<b>Freedom to Act</b>	You are required to be accountable your own actions, working to organisational policies and procedures under the direct/ indirect supervision of a Specialist Community Public Health Nurse.
<b>Working Conditions</b>	You will have occasional exposure to bodily fluids.

This is an outline job description designed to summarise the key responsibilities of the role and is not intended to cover every task that may be required. The post holder will be expected to be flexible to respond to change and organisational need.

Job description agreement	
Job holder's name:	
Job holder's signature:	
Date:	
Line managers name and title:	
Line managers signature:	
Date:	

Person Specification		
	Essential	Desirable



<b>Qualifications</b>	Registered Healthcare Professional with relevant Professional body – NMC.	Higher education modules in: <ul style="list-style-type: none"> <li>• Level 6 Early Intervention in Public Health</li> <li>• Level 6 Child Development and Assessment</li> </ul>
<b>Experience</b>	Experience of recent community/acute healthcare gained through education or work experience placement or previous employment	Ability to demonstrate clinically effective practice with children and families
<b>Knowledge</b>	Awareness of professional issues and recent developments in the NHS  Knowledge of up to date clinical practice	
<b>Skills &amp; abilities</b>	Sound communication and interpersonal skills (verbal and written)  Ability to self- manage within a team environment  Ability to use own initiative	
<b>Personal attributes</b>	Ability to motivate and organise others to ensure best practice.  Ability to work under pressure  Flexible and adaptable	
<b>Ability to manage</b>	Able to support the implementation of local and national agenda's for health under the guidance of the team lead / ward manager.  Ability to prioritise care delivery in a professional manner, taking into account Trust policies and procedures.	

#### Additional Information

<b>Standards of Business conduct</b>	<p>You will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.</p> <p>All Trust colleagues may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.</p> <p>It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.</p>
<b>Risk Management</b>	<p>You will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.</p>

Governance Standards	Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.
Data Protection	To comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of patient information.
Confidentiality	Trust employees are required to ensure that information about patients and staff is safeguarded to maintain confidentiality and is kept securely in accordance with General Data Protection Regulations (GDPR), Data Protection Act 2018 (DPA18), the Caldicott Principles 1998 and the National Data Guardian Data Security Standards. The trust's Data Security and Protection policy and the Cyber, Network and Information Systems policy provide guidance on how this can be achieved.
Child/Adult Safeguarding	All colleagues must be familiar with and adhere to Trust child/adult safeguarding procedures and guidelines, in conjunction with Kent Safeguarding Children/Vulnerable Adults Board procedures and supporting policies/guidelines. All staff are required to attend child/adult safeguarding basic awareness training and additional training regarding child /adult safeguarding, commensurate to their position and role.
Records Management	To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.
Freedom of Information	To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.
Security	To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.
Infection Control	You will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.
Freedom to Speak Up (Whistleblowing)	You will have responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Freedom to Speak Up Policy for alternative options.
Environmental Impact	You will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.



<p>Performance review</p>	<p>This Job Description will be used as a basis for individual performance review between the post holder and the manager.</p> <p>The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.</p>
<p>Equality and Diversity</p>	<p>The Trust aims to maintain the goodwill and confidence of its own colleagues, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.</p>