

Job description and specification



Bank Health Visitor Band 6



JOB DESCRIPTION

JOB TITLE: Bank Health Visitor

BAND: 6

RESPONSIBLE TO: Locality Matron

KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager	Health Visiting Teams School Health Nurses Locality Matron Social Services Community Doctors Children's Centres Voluntary Agencies

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by:

- Ensuring delivery of the core universal programme of health visiting interventions for the population that NHS South West Essex Services.



- To be responsible for the management of a caseload that includes assessing, planning and implementing a range of support for individual families, targeting the most vulnerable families and groups.
- To be pro-actively involved in strategic developments within the organisation.

Key Responsibilities:

- To liaise with other agencies, statutory and voluntary, and maintain good working relationships, making referrals and consulting as necessary with the informed consent of clients, and within the policies of the Trust.
- Act as a health resource to other agencies.
- Be responsive to local health needs, using skills of advocacy as appropriate, eg: committee membership.
- Responsible for the management of a team based caseload.
- Supplying reports, statistical returns and information as required.
- Defining priorities, setting objectives in line with service objectives.
- Implementing Child Health Promotion programmes in accordance with the Health Visiting Core Programme.
- Organisation of caseload cover in periods of planned absence eg. Annual leave and study leave.

Leadership

- Lead projects as agreed with the Matron that deliver clinical improvements / health gain / performance improvement.

Clinical Skills

- To assess the health needs of the individual, and to involve the client/carer in the process of meeting those health needs.
- To monitor the health of children under five years of age, and to involve the family in promoting optimum health and development of all children.
- To be aware of deviations from the normal in health and behaviour, and to intervene to protect vulnerable children and adults by prompt action, by referral and working with other agencies as part of a specialist team. Examples include child abuse interventions, special needs assessments, and work with the chronically sick and disabled.
- Health Education and information to individuals, families and groups of all ages.
- Identification of possible environmental factors implicated in ill health and initiating public health measures where necessary.
- Selective contact with vulnerable groups and individuals giving information and support
- Undertake the nurse-prescribing role.

Computer/Administration

- Awareness of demographic trends and use of this information to search for unmet health needs in the community.
- Participate in Clinical audit in line with Trust policy working closely with the Clinical Audit Committee.

Communication



- Liaise with workers of other disciplines and agencies regarding children at risk and families in need.
- Liaise with the Named Nurse Safeguarding Children within the Trust.
- To contribute to effective working within the multi-disciplinary team and the wider community.
- To maintain contemporaneous accurate and legible records, complete and signed according to NHS South West Essex policy
- To keep a diary for planning and recording all work
- To attend staff meetings and team briefings as requested
- To maintain a good relationship with professional colleagues and the general public
- To ensure effective communication to parents/carers of any interventions undertaken
- To continue to develop the skills required to make appropriate onward referrals
- To begin to develop the skills required to deputise at Trust meetings when the Locality Matron is unable to attend

Training

- Undertake clinical supervision in line with Trust Policy.
- To work in a flexible manner according to Service needs.
- To keep up to date with all mandatory training.



Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

North East London NHS Foundation Trust (NELFT) 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.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.



Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;
- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.



Equality and Diversity

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
RGN	✓		Application Form Interview Assessment
Registered Health Visitor Specialist Practice Qualification	✓		Application Form Interview Assessment
Teaching / Assessing, Mentoring qualification		✓	Application Form Interview Assessment
Ability to travel effectively and efficiently throughout the required area in a timely manner	✓		Application Form Interview Assessment
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
Health promotion on individual and group basis	✓		Application Form Interview Assessment
Child protection knowledge and experience	✓		Application Form Interview Assessment
Awareness of Epidemiology	✓		Application Form Interview Assessment



Understanding of social factors affecting Health	✓		Application Form Interview Assessment
Awareness of change in Health Visiting role	✓		Application Form Interview Assessment
Up to date knowledge of legislation and guidance e.g. Every Child matters, Public Health White Paper Choosing health	✓		Application Form Interview Assessment
An understanding of clinical governance framework in relation to practice	✓		Application Form Interview Assessment
Immunisation knowledge (theory and practice)	✓		Application Form Interview Assessment
Experience			
Identifying the health needs of practice/local population by profiling caseloads and assessing needs	✓		Application Form Interview Assessment
Working in multi-professional and skill mix teams	✓		Application Form Interview Assessment
Able to demonstrate positive contribution to integrated care	✓		Application Form Interview Assessment
Can demonstrate management of change both individually and in service delivery.	✓		Application Form Interview Assessment
Using E.P.D.S. for detecting post natal depression	✓		Application Form Interview Assessment
Experience of contributing to the development of standards, protocols and policies		✓	Application Form Interview Assessment
Experience or Equivalent working as a Health Visitor	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Motivational skills	✓		Application Form Interview



			Assessment
Able to communicate highly complex, sensitive or contentious information including child protection to clients, relatives	✓		Application Form Interview Assessment
Analytical and judgement skills for assessment and interpreting client presentation	✓		Application Form Interview Assessment
Team building/Leadership skills	✓		Application Form Interview Assessment
Good decision making/reflective skills	✓		Application Form Interview Assessment
Well organised	✓		Application Form Interview Assessment
Effective collaborative working		✓	Application Form Interview Assessment
Other			
To be aware and demonstrate the Trust Values	✓		Application Form Interview Assessment
To be able to travel efficiently throughout the area	✓		Application Form Interview

