

JOB DESCRIPTION

JOB TITLE:	Health Visitor
BASE:	
DIVISION:	Women & Child Health
CONTRACTED HOURS:	
GRADE:	Band 6
RESPONSIBLE TO:	Health Visiting Team Leader
ACCOUNTABLE TO:	Lead Nurse for Community Child Health

OVERALL PURPOSE OF THE POST:

The post holder will work within the Health Visiting Service as part of the Children's Community Directorate. To manage, influence and deliver Universal Children's Services in line with the Healthy Child Programme 0-5 years. In order to improve health, reduce inequalities and safeguard children & young people.

PRINCIPLE DUTIES AND RESPONSIBILITIES:**CLINICAL:**

- Undertake family health care needs assessments (HCNA).
- Identify vulnerable families with special needs and those experiencing health or social crises. Mobilise appropriate resources to manage the care and provide support.
- Identify children at risk and follow Sandwell & West Birmingham Hospitals NHS Trust (SWBH) safeguarding policies & procedures.
- Deliver or delegate the Healthy Child Programme as appropriate.
- To be a Nurse Prescriber adhering to local policies, procedures, formularies and guidelines, maintaining cost & clinical effectiveness.
- Undertake a risk assessment prior to home visits.
- Prioritise workload to reflect a service based on reducing health inequalities.
- Manage workload in a corporate way within the integrated health visiting team.
- Collaborative working within a multi-agency setting to improve positive outcomes for children & families.
- Maintain patient records, both electronic & manual in accordance with the Trust's record keeping policy and NMC guidelines.

RESOURCES:

- Effectively manage own time in planning workload, in conjunction with other team members, including cover during annual leave/training.
- Be involved in the recruitment and selection of staff.
- Plan and participate in the induction of new staff.
- Management of skill mix within the team.
- Be responsible for the identification of training needs of staff, monitor staff performance using the agreed appraisal system and support the health visiting team in developing professional practice.
- Be responsible for maintenance & correct usage of medical devices, equipment and the office environment.
- Provide adequate learning resources for students.

COMMUNICATION:

- Create an environment in which colleagues of all disciplines enjoy good working relationships and share new and relevant information.
- Ensure effective communication within the team and with other agencies, particularly with regard to families and their on-going care.
- Offer advice & support at each contact with young people and their families, in order to empower and motivate them to adopt a healthy lifestyle.
- Complete reports and referrals in a timely manner.
- Complete statistical information and return as required.
- Ensure that client data is inputted electronically within 48 hours.

RESEARCH:

- Adopt a research approach to health visiting practice, utilise all relevant research findings and implement evidence based practice, to ensure positive health outcomes.
- Audit workload regularly to ensure effective use of resources.
- Set professional standards of care and monitor, measure and audit the effectiveness of care given.
- Utilize service user satisfaction questionnaires to improve service delivery.
- Work within local & national guidelines & frameworks, such as The Healthy Child Programme (DOH 2009)

TRAINING & EDUCATION:

- Provide and receive clinical & safeguarding supervision.
- Support new members of staff and pre & post registration students within the community setting, to ensure relevant competencies are achieved.
- Maintain mandatory and other relevant training & updates, as per SWBH's guidelines.
- Receive and actively participate in annual Personal Development Review.
- Attend nurse prescribing updates to maintain competencies, and prescribe in accordance with the Nurse Prescribers Formulary.

STRATEGIC & SERVICE RESPONSIBILITIES:

- Identify the health needs and desired outcomes within the identified client caseload.
- Advise & support parents/carers to achieve a healthier lifestyle by encouraging informed decision making.
- Implement the Healthy Child Programme.
- Work in strict accordance with Sandwell's Local Safeguarding Children's Board procedures.
- Follow Nursing & Midwifery Council Code of Professional Conduct (NMC 2008) to assume responsibility for own professional conduct with regard to confidentiality, professional standards of care, quality of service, clinical updating and accurate record keeping, both manual and electronic.
- Maintain corporate working by good team communication & delegation of work in an equitable manner, and to cover absent colleagues.
- Demonstrate good leadership and team building skills.

ORGANISATIONAL RESPONSIBILITIES:

- Discuss & record clinical incidents that may impact on effective & safe working by following clinical governance guidelines.
- Utilise all the available demographic data in order to identify the health trends and needs within the local population.
- Undertake other duties as required by the organisation.

CONFIDENTIALITY:

The post holder must maintain confidentiality of information relating to patients, staff and other Health Service business.

HEALTH AND SAFETY:

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and the Manual Handling Operations Regulations (1992). This ensures that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

If you are a manager you will be responsible for the Trust's policy on Health and Safety and for taking all reasonable steps to maintain and where necessary to improve health and safety standards. This will include training to ensure that all employees are able to carry out their health and safety responsibilities effectively.

RISK MANAGEMENT:

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

EQUAL OPPORTUNITIES:

The trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

CONFLICT OF INTEREST:

The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Orders require any officer to declare any interest, direct or indirect with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.

USE OF INFORMATION TECHNOLOGY:

To undertake duties and development related to computerised information management to meet the changing needs and priorities of the Trust, as determined by your manager and in accordance with the grade of the post

SAFEGUARDING – CHILDREN/YOUNG PEOPLE AND VULNERABLE ADULTS:

Every employee has a responsibility to ensure the safeguarding of children and vulnerable adults at all times and must report any concerns immediately as made clear in the Trust's Safeguarding Policies.

INFECTION CONTROL:

The Trust is committed to reducing the risk of health care acquired infection. Accordingly it is essential that you adhere to all Trust infection control policies, procedures and protocols (to include hand decontamination, correct use of PPE (Personal Protective Equipment) and care and management of patients with communicable infections). You are required to report any breaches/concerns promptly using the Trust's incident reporting system.

SMOKING:

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Trust No-Smoking Policy.

The above duties and responsibilities are intended to represent current priorities and are not meant to be a conclusive list. The post holder may from time to time be asked to undertake other reasonable duties. Any changes will be made in discussion with the post holder in the light of service needs and will be commensurate with the grade and competencies of the post.

I agree that this Job Description is an accurate reflection of my current role and responsibilities.

Name:

Signature:

Date: