

## PERSON SPECIFICATION

**Post Title: Health Visitor**

**Division/Department: Women & Child Health, Health Visiting**

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Experience</b> <b>Specify the relevant experience required to be competent in role.</b> <i>Eg: No experience necessary</i> <i>Under 12 months required</i> <i>Over 2 years experience required</i>	<ul style="list-style-type: none"> <li>An awareness and understanding of the knowledge and skills necessary for the development, implementation and evaluation of programmes of Health Promotion</li> <li>Experience of working in partnership with other agencies/patients/public</li> <li>Experience of current legislation relating to Child Protection and how it relates to practice</li> <li>Awareness of National &amp; Local Policies on Primary Care</li> <li>Awareness of using Public Health approaches</li> <li>Awareness of the needs of people from deprived and diverse communities</li> </ul>	<p>Application / interview</p> <p>Application / interview</p> <p>Application / interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<ul style="list-style-type: none"> <li>Ability and willingness to contribute to service development opportunities, e.g. developing guidelines, policies, primary care services</li> <li>Experience of clinical supervision and as a facilitator for supervision (or willingness to undertake)</li> <li>Leadership qualities</li> </ul>	<p>Application / interview</p> <p>Application / interview</p> <p>Application / interview</p>
<b>Qualifications</b> <b>Specify the qualifications required to be competent in role:</b> <i>Eg: Professional, Management, Training, Vocational</i> <i>Have or be willing to complete the A1 &amp; A2 Assessor award.</i>	<ul style="list-style-type: none"> <li>Registered General Nurse with Degree/Diploma in Health Visiting</li> <li>Qualified Nurse Prescriber</li> </ul>	<p>Application/ NMC check</p> <p>Application/</p>	<ul style="list-style-type: none"> <li>Mentorship</li> </ul>	<p>Application /interview</p>

	<ul style="list-style-type: none"> <li>Evidence of continued Professional Development</li> </ul>	NMC check Application		
<b>Personal Qualities</b>  <i>Eg: Able to work as part of a team Use initiative, Be creative – innovation skills.</i>	<ul style="list-style-type: none"> <li>Excellent oral and written communication/interpersonal skills</li> <li>Ability to work as part of a team</li> <li>Ability to liaise with relevant agencies</li> </ul>	Application/ interview  Application/ interview  Application/ Interview	<ul style="list-style-type: none"> <li>Ability to deal with conflict</li> </ul>	Application/ interview
<b>Management / Supervision / Coordination skills</b>  <b>Specify the level/type of skills required:</b>  <i>Eg: Able to co-ordinate work flows, determine staff rota's.</i>  <i>Able to supervise the work performance and attendance of a team. Sickness absence return to work interviews, may assist on interview panels.</i>  <i>Be able to manage all aspects of work including: identifying training needs, carrying out appraisals, full management of sickness absence; conduct; and capability cases of a department.</i>	<ul style="list-style-type: none"> <li>Ability to prioritise and manage own workload and that of others</li> <li>Must be flexible, creative and innovative</li> <li>Understanding of research and audit principles</li> <li>Ability to adopt a constructive and logical approach to dealing with conflict, and to challenge and support others appropriately and assertively</li> </ul>	Application  Application  Interview  Interview  Application/ interview  I	<ul style="list-style-type: none"> <li>Ability to participate in the recruitment and retention process</li> </ul>	Application/ interview

ATTRIBUTE	ESSENTIAL	HOW	DESIRABLE	HOW
-----------	-----------	-----	-----------	-----

		IDENTIFIED		IDENTIFIED
<b>Written skills</b> <b>Specify the level of written skills, requiring the use of English, routinely required by the post-holder</b> Eg: Able to follow basic written instructions. <i>Proficient in reading and writing, routine note taking.</i> <i>Able to comment on complex documents such as policies/reports.</i> <i>Be able to write complex reports and formulate policies.</i>	<ul style="list-style-type: none"> <li>• Able to complete accurate, concise and contemporaneous patient records, reports and other relevant documents when working within time constraints</li> <li>• Able to comment on complex documents such as policies/reports</li> <li>• Able to write reports and make referrals to other agencies</li> </ul>	Application/ interview  Application/ interview	<ul style="list-style-type: none"> <li>• Be able to write complex reports and formulate policies</li> </ul>	Application/ interview
<b>Communication/Verbal skills</b> <b>Specify the extent and frequency the post holder will be required to use a range of communication skills.</b> Eg: <i>Able to speak and understand basic English.</i> <i>Able to speak, receive and issue instructions in English without risk of misunderstanding</i> <b>Specify the main type(s) of communication the post holder will be required to use.</b> Eg: <i>Face to face contact, Telephone contact, E-mail, Internal and external meetings</i>	<ul style="list-style-type: none"> <li>• Have excellent verbal and written skills</li> <li>• Have excellent interpersonal skills in order to establish rapport and work effectively with families and colleagues</li> <li>• Have good IT skills email, word and excel</li> </ul>	Application/ interview  Application/ interview  Application/ interview		Presentatio n/ exercise
<b>Responsibility for financial and physical resources</b> <b>Specify the extent to which the post holder has responsibility for financial resources and physical assets.</b> Eg: <i>Able to manage a non-pay budget, pay budget or manage income generation targets (indicate - size and complexity)</i>	<ul style="list-style-type: none"> <li>• Able to contribute to cost efficiency savings</li> </ul>	Application/ interview		
<b>Knowledge</b> <b>Specify any specialist knowledge the post holder will be required to hold</b>	<ul style="list-style-type: none"> <li>• Understanding of current issues, policies and frameworks affecting Children's services</li> <li>• Able to deliver evidence based care that is responsive to the needs of patients and carers, and that is negotiated in</li> </ul>	Application/ interview  Application/ interview	<ul style="list-style-type: none"> <li>• Understanding of research and audit principles</li> </ul>	Application/ interview Presentatio n/ exercise

	<ul style="list-style-type: none"> <li>partnership with service users</li> <li>Ability to carry out comprehensive assessments on children and their carers and evaluate outcomes</li> <li>Prescribe appropriately</li> <li>Working knowledge and understanding of the importance of confidentiality</li> <li>Knowledge and understanding of Agenda for Change, and Knowledge &amp; Skills Framework</li> <li>Understanding of Clinical governance systems and processes</li> </ul>	Application/ interview  Application/ interview  Application/ interview  Application/ interview		
--	--	--	--	--

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
<b>Physical skills</b> Specify the extent and frequency the post holder will be required to use physical skills.  <i>Eg: Have a typing speed of 120 words per minute</i> <i>Able to record blood tests results accurately</i> <i>Able to quickly and carefully pass surgical instruments to surgeons</i> <i>Able to safely manipulate patient joints</i> <i>Able to safely carry out manual handling of patients. (Please specify the range of weights and duration/frequency of manual handling undertaken)</i>	<ul style="list-style-type: none"> <li>Able to meet the travel requirements of the post</li> <li>To be able to safely carry out non manual handling procedures</li> </ul>	Application/ interview  Application/ interview		
<b>Mental Effort</b> Specify the extent the post holder will be required to concentrate for prolonged periods and cope with regular interruptions. <i>Eg: Able to deal with frequent telephone enquires</i> <i>Able to accurately analyse high volumes of slides</i> <i>Able to research complex information</i>	<ul style="list-style-type: none"> <li>Able to deal with frequent telephone enquiries</li> <li>Able to analyse complex information</li> </ul>	Application/ interview	<ul style="list-style-type: none"> <li>Able to research complex information</li> </ul>	Application/ interview
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>To adhere to the lone working</li> </ul>	Application/		

<p><b>Specify the extent / frequency the post holder will be required to work in challenging working conditions.</b></p> <p><i>Eg: Able to work in an environment with unpleasant smells, or noisy/dusty/hot environment.</i></p> <p><i>Post at risk of coming into contact with body fluids and/or of being exposed to physical / verbal aggression.</i></p>	<p>policy</p> <ul style="list-style-type: none"> <li>• To work in a variety of settings: clinic, home and children's centre</li> <li>• Able to work flexibly</li> </ul>	<p>interview</p> <p>Application/ interview</p> <p>Application/ interview</p>		
<p><b>Emotional Effort</b></p> <p><b>Specify the nature, frequency and duration the post holder will be required to deal with distressing or emotionally demanding duties.</b></p> <p><i>Eg: Able to take responsibility for imparting bad news to staff, patients or relatives in a sensitive manner.</i></p>	<ul style="list-style-type: none"> <li>• Ability to prioritise workload effectively when under pressure</li> <li>• Willingness and ability to adapt positively to changes in working practices and to develop new and innovative approaches to children's universal services</li> <li>• Able to take responsibility for imparting bad news to staff or parents in a sensitive manner</li> </ul>	<p>Application/ interview</p> <p>Application/ interview</p> <p>Application/ interview</p>		

## **Notes on completion**

Please complete only the criteria that are relevant to the post otherwise leave blank.

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested: AF - Application Form  
I - Interview  
P - Presentation  
T - Test

If you have any queries please contact your Divisional Human Resources Manager

*I confirm that this Person Specification has been discussed and agreed with me.*

Name: .....

Signature: .....

Date: ...../...../.....