

# PROGRESS *your* CAREER



## Health visitor Band-6

### Job Description and Person Specification

## Job Description

**JOB TITLE: Health Visitor**

**BAND: 6**

**RESPONSIBLE TO: Appropriate Senior Manager**

**KEY RELATIONSHIPS:**

Internal	External
Own Team Line Manager School Health Team Community Doctor Operational Lead Team Leader Members of the 0-19 Early Intervention/Universal Team Members of Immunisation Team Child Health Department Clinical leads Children's Community Nursing Teams Speech and Language Teams Physio's/OTs Child Development Teams CAMHs	Social Services Acute Hospital Children's Centres Voluntary Agencies GPs Public Health Children's Services Housing Police Early Intervention Services Domestic Violence Services/Refuges

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 expectation of this post holder will be 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:** The post holder will work as an autonomous Practitioner who will provide a safe, effective, and high-quality service to service users using research-based evidence to inform practice within the NMC Code of Professional Conduct and Clinical Governance Frameworks.

The post holder will lead and ensure delivery of Healthy Child Programme with a focus to implement early help/intervention so reducing health inequalities and improving health outcomes for individuals, families, and the community.

Health Visitors in NELFT will apply a family focused public health approach to Universal programmes and targeted packages of care and interventions as stipulated by the Healthy Child Programme. They will deliver intensive programmes for the most complex and vulnerable children and families.

They will provide leadership to other members of the 0-19, inclusive of preceptorship, mentorship, managerial and Safeguarding supervision. They will give professional advice and support to parents, carers, health team members and other partners within the health arena.

The post holder will be pro-actively involved on going service developments, inclusive of the wider integration agenda whilst working as part of a multi-disciplinary team.

The post holder will be a Registered Nurse (RN12-NMC) SCPHN Health visitor, responsible for patients allocated to them and will assess, manage, plan, and deliver care, including being professionally and legally accountable.

The post holder will support their peers and team leader and be an effective team member whilst working on their own initiative. They will have a commitment to collaborative working and actively support and liaise with other health and social care professionals and agencies.

### **Key Responsibilities:**

- To lead the delivery of the Healthy Child Programme model and implement in practice.
- Ensure services are provided within the 4-tier model- Community, Universal, Targeted and Specialist. This will incorporate building community capacity, and embedding this into caseload, team, and locality management.
- Responsible for the management of caseload allocation as per locality/team and classify cases in line national stratify of Your Community, Universal, Targeted and Specialist.
- Work in accordance with the Locality commissioned service specification, to ensure the 5 mandated reviews are completed within required timescales, services provided are evidence-based practice and the High impact areas are embedded within practice.
- To improve the health and wellbeing of children and young people especially those from disadvantaged groups.
- To Identify, prioritise, develop, and implement programmes of care to meet individual and local needs, considering cultural diversity. This will be achieved through evidence-based assessments, effective care planning and implementation of a range of support packages for individual families, targeting the most vulnerable families and groups utilising best available evidence.

- To clinically interpret information, analyse and identify appropriate plans/packages of care in line with Universal, Universal plus and or Partnership plus cases within the Health Visiting caseload.
- To plan and organise workload with appropriate skill mix application in line with NELFT's service operating procedures and competency frameworks.
- To provide expert advice, support, and interventions to all families with children in the first years of life.
- To identify the needs of individual children, parents, and families (including safeguarding needs) and refer or direct them to existing local services, thereby promoting early intervention.
- To operate within Children & Young People Services Child Safeguarding Policies, Standards and Procedures, recognising and taking appropriate action in relation to children where there is suspicion of abuse.
- To participate in strategy meetings, case conferences, providing reports as required and to have clinical and safeguarding supervision as per policy for Safeguarding children.
- To support the development of caseload profiles on a local and Trust-wide via caseload weighting and analysis, identifying priorities of need and facilitate in the planning of future service provision in negotiation and partnership with Commissioners and key stakeholders.
- Liaise and maintain good working relationships with statutory and voluntary agencies whilst making referrals and consulting as necessary. This is with the informed consent of clients and within Trust policies.
- Undertake Nurse Prescribing as appropriate to the role.

## Clinical Skills:

- Use child and family centred approaches to address health inequalities, including the promotion of good health, the prevention of ill health and the implementation and evaluation of individualised programmes of care. This should involve the service user by developing child/family care plans in partnership with families.
- Monitor the health of children under five years of age and their families, and to involve the family in promoting optimum health and development of all children.
- Use strength based, problem solving/solution focused strategies and motivational interviewing skills to enable families to develop behaviour change strategies.
- Undertake home visits and regular reviews to support vulnerable families, groups and individuals giving information and support.
- Be aware of deviations from the normal in health and behaviour, and to intervene to protect vulnerable children and adults by prompt action, referral and working with other agencies as part of a specialist team.
- Identification of possible environmental factors implicated in ill health and initiating public health measures where necessary.
- Undertake and record Child Health Surveillance and Screening programmes in accordance with Trust Standard Operating procedures, working closely with General Practitioners/ Children Centres and other health/voluntary care professionals.
- Apply Early help strategies and procedures and act as Lead Professional for families as appropriate.
- Participate in health promotion to identify target groups promoting the achievement of immunisation targets and undertake immunisations as appropriate.
- Be aware of, and adhere to, national and local Child Protection guidelines and procedures in the Children's Act.
- To operate within Children & Young People Services Child Safeguarding Policies, Standards and Procedures, recognising and taking appropriate action in relation to children where there is suspicion of abuse.

- To participate in strategy meetings, case conferences, providing reports as required and to have clinical and safeguarding supervision as per policy for Safeguarding children.
- Access Clinical and Safeguarding supervision in line with NELFT Safeguarding and supervision Policies.
- In line with Borough direction work within a “Think Family Approach”.

### **Leadership:**

- Lead the delivery of the Healthy Child Programme working in ways most appropriate to local public health needs and across a range of settings and organisations including general practice, maternity services, and Children’s Centres.
- Active participation in Children’s Centres Advisory Boards, promoting, and providing advice on the Healthy Child programme’s evidence base, to maximise safe delivery by appropriately skilled staff.
- Act as a General Practice link Health Visitor as aligned by your Team Leader-to provide effective communication, support, and direction with regards to identified children within the practice, the Healthy Child programme, and required services within your local community.
- To participate in projects that deliver clinical and service improvements and health gain outcomes whilst improving the health and well-being of the child and family.
- Deputise for the Team Leader/Specialist Health Visitor as required.
- Be responsible for setting exemplary standards and acting as a role model for others.
- Be responsive to local health needs using skills of advocacy as appropriate e.g. committee membership.
- Responsible for the organisation cover in periods of planned absence e.g. annual leave and study leave.
- Act as a health resource to other agencies.
- Attend staff meetings and team briefings as required.
- Work always in accordance with the NMC Code of Professional Conduct.
- To be compliant with the NELFT mandatory training programme.
- To support and appraise staff as required.
- Support the development of clinical governance initiatives in conjunction with line manager.

### **Administration**

- To be computer literate.
- To ensure accurate recording of actions, and updating patient’s records, always maintaining confidentiality.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload.
- Be aware of digital communications and the sharing of links to clients.
- Be willing to undertake IT and digital training as required.

### **Communication:**

- Provide and receive complex information in relation to children and their families and communicate this information in a sensitive and professional manner.
- Recognising and responding to clients who have communication barriers and booking interpreters when required.
- To be able to effectively communicate with colleagues, peers, senior managers, and clinical /operational Leads within the Trust.

- To attend Health Forums and Team meetings and to attend other meetings as requested by the Operational Lead and/or Team Leader.
- To operate within agreed NELFT policies, standard operating procedures, and guidelines.
- Ensure systems are in place to proactively disseminate information to the health visiting teams together with the multidisciplinary teams.
- Maintain positive working relationships, offering advice and support, with professional colleagues and the public.
- Demonstrate highly developed negotiating and influencing skills, empathy, tact and persuasion for use with parents/professionals and team members.
- Manage conflict effectively, seeking advice when necessary.
- Ensure effective communication with parents/carers for interventions being undertaken.
- Liaise with Safeguarding Advisor/Named Nurse Safeguarding Children regarding children at risk and families in need.

## **Training:**

- To be a named supervisor for junior team members inclusive of provision of 1-1s, appraisals and on-going day to day supervision and support.
- Provide mentorship to pre-registration students.
- Provide/participate/lead (as per consolidated experience) under the direction of your team lead/manager in the Preceptorship of Newly qualified Health Visitors.
- With appropriate training/competence, provide professional Safeguarding supervision to identified staff, as per NELFT policies/procedures.
- Support the delivery of a consistent and effective programme of induction and on-going support for new staff.
- Demonstrate experience in the pursuit of professional and personal development to maintain up to date specialist knowledge and skills.
- Assume responsibility and maintain own level of continual professional development and clinical competence whilst exercising awareness of professional responsibilities.
- Participate in annual performance appraisal, identify own training needs, and participate in regular clinical supervision.
- Incorporate relevant legislation, national and local guidelines into guidance and advice given.
- Ensure professional portfolio (inclusive of reflection) is maintained to enable ongoing NMC revalidation.
- Maintain up to date professional registration with the NMC.

## **Governance:**

- Work in line with information governance protocols and NELFT standard/policies in relation to sharing information.
- Ensure that individualised plans are developed with children and young people and their careers.
- Responsibility for monitoring standard of practice using, evidence-based techniques which maintain or improve the health and well-being of the child and family.
- To undertake evidence-based, cost-effective Nurse Prescribing/Non-Medical Prescribing decisions, after making any assessment/diagnosis. To ensure safe prescribing practice within professional and Trust guidelines/policies.
- To undertake and record Child Health review programmes in accordance with guidelines and protocols, working closely with General Practitioners, Childrens Centres, allied professionals, and other partner agencies.
- To undertake home visits as necessary which may require carrying of equipment, in accordance with Manual Handling Regulations.

- Complete accurate, contemporaneous record keeping, inclusive of electronic record outcoming in a timely manner.
- Oversee and maintain high standards of record keeping in practice. Accurately document and maintain written and electronic records which are professional, accurate, contemporaneous, and legible according to Trust standards.
- Support collecting data to inform the performance management framework for the service ensuring team members are completing timely and accurate data collection via RiO/System One.
- Participate in research, clinical and non-clinical audit, research projects and/or innovations in line with Trust policy and highlight gaps in service which require auditing to the team leader.
- Participate in User surveys/questionnaires.
- Ensure information is stored in accordance with the Data Protection Act and Caldicott guidance.
- Ability to move across all areas of the borough as required in a timely manner.

### **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 interest 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 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 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 regarding 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) and Objectives**

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.

**Date last reviewed:** 04/04/2024.

**Date to be reviewed:** 04/04/2025.

**Job evaluation reference number:** OPBA.

## Person Specification

Please note if you do not meet all the criteria listed in the person specification, we encourage you to still apply, and development needs can be discussed at the interview.

Demonstration of Trust Values	Essential	Desirable	Measurement
<ul style="list-style-type: none"> <li>Putting people first</li> <li>Prioritising quality</li> <li>Being progressive, innovative, and continually improve</li> <li>Being professional and honest</li> <li>Promoting what is possible, independence, opportunity, and choice</li> </ul>	✓		Application Form Interview Assessment

Qualifications	Essential	Desirable	Measurement
Registered Nurse (RN) SCPHN, Diploma / Degree Specialist Community Public Health Nurse – Health Visiting	✓		Application Form Interview Assessment
Non-Medical prescribing		✓	Application Form Interview Assessment

Experience	Essential	Desirable	Measurement
Able to provide evidence of undertaking ongoing training and personal development i.e. Health Needs Assessment, Child Protection training	✓		Application Form Interview Assessment

Experience of partnership working with external agencies and organisations	✓		Application Form Interview Assessment
Experience of working across organisational boundaries within health/social care	✓		Application Form Interview Assessment
Experience of employing evidence-based practice	✓		Application Form Interview Assessment
Clinical Supervision	✓		Application Form Interview Assessment
Experience of multi-disciplinary team working	✓		Application Form Interview Assessment

Knowledge	Essential	Desirable	Measurement
An awareness of NHS priorities	✓		Application Form Interview Assessment
Good understanding of the Healthy Child Programme	✓		Application Form Interview Assessment
Knowledge and understanding of Clinical Governance	✓		Interview Assessment
Ability to communicate effectively at all levels both verbally and in writing	✓		Interview Assessment
The ability to work autonomously and as part of an integrated skill mix team	✓		Interview Assessment
An understanding of professional, personal, and managerial accountability	✓		Interview Assessment
Ability to engage and work within communities	✓		Interview Assessment
An understanding of leadership and team dynamics including conflict resolution	✓		Interview Assessment
Able to demonstrate effective time management skills	✓		Interview Assessment
Good knowledge of current legislation relating to Safeguarding children and young people and how it relates in clinical	✓		Interview Assessment

practice			
Ability to assess health needs of individuals, families, and populations	✓		Interview Assessment
Able to demonstrate an understanding of National and local policies and guidance that relates to children's health services	✓		Interview Assessment

Skills	Essential	Desirable	Measurement
Basic IT computer skills i.e. word, PowerPoint, Excel	✓		Application Form Interview Assessment
Able to demonstrate group work/health promotional skills		✓	Interview Assessment
An understanding of audit and research methodology		✓	Interview Assessment
Presentation skills		✓	Interview Assessment
An understanding of Clinical Governance	✓		Interview Assessment

Other	Essential	Desirable	Measurement
To be able to travel efficiently throughout the area	✓		Application Form Interview
Applicant will need a valid UK Licence (these criteria will be reasonable adjusted to	✓		Interview Assessment

meet the requirements of a disabled applicant) and access to a car for work purposes.			
Commitment to the future development of NELFT Flexible approach to work, Ability to demonstrate Innovation and motivation,		✓	Interview Assessment
Ability to undertake mentorship/preceptorship		✓	Interview Assessment
Ability to undertake professional supervision (with required training and support)		✓	Interview Assessment