

Job Title: BANK Health Visitor

Band: 6

Responsible to: Health Visiting Team Lead/Team Coordinator/CNM's

Accountable to: Locality Lead

Base: Posts available across London

JOB PURPOSE

- To plan, organize and evaluate an innovative health visiting service, and where appropriate, delegate to other members of the Health Visiting team to ensure delivery of a quality service
- To deliver the healthy child programme and work in partnership with families to develop and agree tailored health plans to address their parenting and health needs.
- To actively participate in service development activities.
- To work in collaboration with other health care and service providers to ensure seamless delivery of services for clients and communities

MAIN DUTIES AND RESPONSIBILITIES

CLINICAL DUTIES

- To provide a skilled, effective and evidence based health visiting service to clients in a variety of community settings.
- To apply specialist skills and knowledge in the delivery of the health visiting service.
- To consult, advise and educate individuals and families on good health care practices.
- To develop health profiles of the defined population and local communities, identifying health needs of disadvantaged groups and targeting outreach services to meet their needs.
- To identify, prioritise and implement programmes of care that meets the public health needs of the population.
- To provide parenting skills support and information both through coordinating /participating in parenting groups and one to one home visits to families, especially those children and families identified with complex health needs/vulnerabilities
- To provide health assessments, advice and education to families and individuals of all ages in the population group, prioritising services appropriate to local public health and population need.
- To develop and implement regular health promotion initiatives on specific health issues and to specific groups and individuals.
- To organise and co-ordinate health clinics as appropriate to the population.
- To initiate, maintain and review the healthy child programme
- To develop specialist areas of knowledge as determined by service need.
- To facilitate the promotion and delivery of the local immunisation programme to ensure maximum possible protection against disease.
- To provide care and attention to the needs of children identified as at risk and / or with complex needs, taking appropriate action when required.

- To regularly review families causing concern within the guidelines of Child Protection Supervision. To record agreed action, prepare and present reports as required.
- To prepare for, attend and participate in all relevant case conferences and interagency meetings relating to children at risk and / or in need.
- To take the lead and provide professional expertise to other professionals and agencies in relation to child health matters
- To liaise with other professional personnel and agencies, and where appropriate initiate referrals, to ensure adequate care and support to clients.
- To identify and record any problems or concerns and report back to the health visiting team lead as appropriate.
- To prescribe in accordance with the role and prescribing qualification.
- To have an innovative approach to practice in response to changing service needs and priorities.
- To have knowledge of, and be able to effectively use local services and resources to promote client care

MANAGERIAL

- To facilitate and maintain good working relationships with colleagues as supported by local integration agendas. These include the primary health care team, other health and social care service providers including children's centers and social work colleagues so as to provide a comprehensive service to clients.
- To co-ordinate and supervise the work of team skill mix, including nursery nurses and health visitor assistants. This includes day to day operational management, appraisal of junior staff, reviewing and supporting personal development plans and assisting in the recruitment and selection of staff.
- To undertake managerial responsibilities in the absence of the team leader, e.g., coordination of team activities, management of sickness, and where appropriate, allocation of work.
- To attend and actively participate in team, locality and other relevant meetings.
- To take appropriate action in regard to any accident or incident to patient, staff or visitor within the scope of the post holder's responsibility and in line with Trust policy.
- To be responsible for the care and safe keeping of equipment issued for personal and team use and to report any defect or loss.
- To be an active member of working parties and groups considering aspects of the service and professional practice as required. This includes initiating and coordinating working groups as required.
- To take an active role in service development activities, identifying areas for improvement and options for change.
- To promote the health visiting service
- Applies equal opportunities in practice taking into account own behaviour and the needs of clients, carers and colleagues.

- Respond to complaints appropriately and in accordance with the organisation's Policy seeking guidance as required.

QUALITY AND PERFORMANCE

- To contribute to the implementation, monitoring and reporting of performance outcome measures, alerting team leads and managers of any shortfalls
- To complete statistical returns as required by the Organisation including entering data onto the computerised system within the required time frames
- Ensure the timely and correct entry of clinical and statistical data onto the RIO /CIS systems

EDUCATIONAL

- To actively participate in the teaching and support of junior staff and act as a preceptor for new staff in the locality.
- To act as a mentor to student nurses and support staff, for example health visitor assistants.
- To provide training and support to nursing colleagues and others, for example Allied Health Professionals.
- To actively participate in clinical and child protection supervision on a regular basis in line with Organisational guidelines.
- To actively participate in the Maternal Early Childhood Sustained Home-visiting (MECSH) programme.
- To participate in research and audit to ensure the development of effective and innovative practice and maintenance of standards.
- To develop and ensure an active learning environment for all staff grades.
- To provide clinical supervision to others in line with Trust policy

PROFESSIONAL

- To be aware of, and act in accordance with, the Organisation's clinical and organisational policies and guidelines.
- To maintain appropriate and up to date knowledge and skills by undertaking continuing education in accordance with personal and service needs.
- To be responsible for own professional development through active learning and reflective practice and contribute to the development of others within the team.
- To maintain accurate and contemporaneous records.
- To work on own initiative, planning, prioritising and organising own workload.
- To be responsible for developing effective communication skills when in dialogue with clients, colleagues and external agencies

ADDITIONAL INFORMATION**Trust Vision, Values and Behaviours**

The Trust has a clear strategic vision in place: **to lead out-of-hospital community Healthcare**. The post-holder is expected to have a good understanding of how this post contributes to the achievement of the Trust vision.

The Trust expects all staff to share the values which are important to the Trust and to behave in a way that reflects these values.

The Trust values are:

- **We put quality at the heart of everything we do** □ **We value our relationships with others**
 □ **We deliver services we are proud of** □ **We make a positive difference in our communities**

Our values and behaviours:**QUALITY:****We put quality at the heart of everything we do.**

1. I take responsibility for the standard and outcomes of my work
2. I provide services which are safe, effective and deliver a good experience
3. I use best practice and feedback to innovate and constantly improve my service

RELATIONSHIPS:**We value our relationships with others.**

1. I work collaboratively and in partnership
2. I am caring compassionate and kind
3. I support the development of skills talents and abilities

DELIVERY:**We deliver services we are proud of.**

1. I treat people with courtesy dignity and respect
2. I work hard to achieve the aims of my service and the organisation
3. I make the best use of resources and provide value for money

COMMUNITY:**We make a positive difference in our communities.**

1. I am visible accessible and approachable
2. I ensure people, partners and purchasers are actively engaged in planning service and care
3. I embrace difference, diversity and fairness

Professional Standards

All staff must comply with the Central London Community Healthcare (CLCH) NHS Trust Staff Code of Conduct and demonstrate the Trust's Values and Behaviours. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group. In addition staff are required to demonstrate the Customer Care Standards of the organisation.

Equal Opportunities and Dignity at Work

It is the aim of CLCH NHS Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end CLCH NHS Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

Performance Appraisal and Development Review (PADR)

All staff will actively participate in the annual Performance Appraisal and Development Review (PADR) process with their line manager. All staff should have SMART objectives and a personal/professional development plan. Objectives and personal development plans should be reviewed together on an ongoing basis through regular one to ones and/or supervision. In conjunction with their manager, all staff should actively identify and pursue agreed learning and development opportunities. All managers are required to carry out annual Performance Appraisal and Development Reviews with their direct reports and support their appraisee to achieve their objectives through ongoing management supervision and one to one meetings.

Safeguarding

CLCH NHS Trust is committed to safeguarding and protecting children and vulnerable adults. All health employees have a responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to

disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to CLCH's NHS Trust Records Management Policy. Staff should be aware that patients' records throughout CLCH NHS Trust will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with CLCH NHS Trust Policy.

Health and Safety

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and CLCH NHS Trust Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by CLCH NHS Trust to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within CLCH NHS Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Infection Control

All staff are required to follow CLCH NHS Trust infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

No Smoking Policy

There is a no smoking policy in operation in CLCH NHS Trust. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

Engaging patients and the public

CLCH NHS Trust is committed to putting patients, their carers and the public at the heart of everything we do. **Engaging People is everybody's responsibility – regardless of the job that you do.**

Everyone is responsible for encouraging people to be engaged in decisions about their care and treatment, through providing information and responding to concerns. All staff should seek people's views about services, respond to feedback and actively involve people to find solutions to meet

expectations, where possible. All staff should take part and promote Trust-wide activity, such as Patient Reported Experience Measures (PREMs) and promoting the recruitment of new Foundation Trust members. All staff should take a note of any feedback that you receive from patients and feed this back to your manager or through complaints and compliments procedures.

Job Description

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the postholder.

Person Specification

Job Title: Health Visitor

Factors	Criteria	Assessment
Education/Qualification		
Essential	<ul style="list-style-type: none">Registered NurseRegistered Health VisitorCurrent NMC registrationEvidence of continuing post registration education and training	AF/C
Desirable	<input type="checkbox"/> Mentor training or prepared to work towards	AF/IV
Experience		
Essential	<ul style="list-style-type: none">Recent health visiting experienceBe able to co-ordinate health promotion initiatives in line with local and national health improvement targets.Experience of working collaboratively as part of a multi-disciplinary team and inter-agency workingExperience of organising and managing own workload and that of othersExperience of assessing, planning and implementing programmes of care and writing support to othersExperience in providing practice based learning support to othersExperience of supervising junior staff	AF/IV
Skills and Knowledge		

Essential	<ul style="list-style-type: none"> • Knowledge of recent developments in primary care • Knowledge of current health and social care agenda relevant to area of work and professional practice • Knowledge of current health legislation [including Change for Children agenda, Children's Plan etc] • Current knowledge of child protection issues • Appropriate knowledge of clinical Skills i.e. administration of immunisation • Knowledge of quality issues, the audit process and clinical governance • Knowledge of NMC Code of Professional Conduct • Knowledge of Personal Development Planning • Knowledge of clinical supervision • Knowledge of how equal opportunities can be implemented in practice • Knowledge of managing difficult situations and conflict resolution 	AF/IV
Desirable	<ul style="list-style-type: none"> • Ability to work without direct supervision and plan, organise, review and prioritise own workload and others • Able to delegate work effectively and safely • Ability to be flexible and responsive to client and organisational needs • Be able to use information technology effectively • Be able to identify and access sources of information to inform practice • Critical appraisal skills and ability to utilise research evidence in practice • Good communication skills, both written and verbal • Able to adapt to change and have an open approach to new ways of working • Office management and caseload • Organisational skills • Able to work in a team 	AF/IV
	<ul style="list-style-type: none"> • Motivated to learn and develop to meet the needs of the service • Willingness to facilitate and support the learning of others in the practice environment 	
Other		
Essential	<ul style="list-style-type: none"> • Able to carry out the duties of the post • Able to travel round the district[car/bike/public transport/foot] 	
<p>* Assessment will take place with reference to the following</p> <p>AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate</p>		

Terms & Conditions of Service

Post Title	Bank Community Nurse
Base	Various
Band	5
Contract Type	Bank
Hours	Ad-hoc
Salary	£12.24 ph basic
Pensions	You will automatically join the NHS Pension Scheme, but it is possible to opt out and make your own private pension arrangements.
Annual Leave	Dependent on NHS Service

Sick Pay

Continuous Employment Period	Period of Full Pay	Period of half pay
Up to 12 months	1 month	2 months
Over 1 year and up to 2 years	2 months	2 months
Over 2 years and up to 3 years	4 months	4 months
Over 3 years and up to 5 years	5 months	5 months
Over 5 years	6 months	6 months

Probation Period:

All posts in CLCH are subject to a 6 month probationary period, during which time you will be expected to demonstrate your suitability for the post. This does not apply to current employees.

Nationality:

This post is open to UK nationals, EU and certain non-EU citizens. Other nationals must be free from any restriction to reside or take up employment in the UK, in order to be considered for this post.

Notice Period:

None

Method of Payment:

Monthly direct credit transfer into bank or building society.

No smoking policy:

The Trust has a no smoking policy.