

We care
We respect
We listen



Stockport
NHS Foundation Trust

A photograph of three NHS staff members walking towards the camera. They are wearing blue NHS uniforms. The woman on the left is smiling, the woman in the middle is laughing, and the woman on the right is looking towards the camera. The background is a blurred view of a building entrance.

Stockport NHS Foundation Trust
**Job description and person
specification**
Health Visitor

Making a difference every day

www.stockport.nhs.uk

Job Title: Health Visitor		AfC Reference No:	
Business Group: Women, Children and Diagnostics Business Group		Band: 6	
Staff Group <i>Please indicate ✓ This section must be completed</i>	<ul style="list-style-type: none"> • Administrative Services • Allied Health Professionals • Health Science Services 	<ul style="list-style-type: none"> • Nursing and Midwifery • Support Services 	
Hours or Programmed Activities: Various	Base: Community		
Accountable to: Team Leader			
Responsible for: Skill mix staff			
Professionally Accountable to:			
Job Summary: <ul style="list-style-type: none"> • To lead provision of the Health Visiting Service with families in their home and multiple community venues • To identify and monitor the health needs of a given population and facilitate the implementation of evidence-based health care • To be responsible for providing a prioritised service based on progressive universalism to children, families, and communities according to assessed need • To line manage skill mix within a Start Well team and delegate pieces of work appropriately • To ensure provision of the Healthy Child Programme to children and families in a defined population • To be proactive in developing innovative practice to improve outcomes for children 			
Organisation Chart <div style="text-align: center;"> <p>Team Leader</p> <p><u>Health Visitor</u></p> <p>Staff Nurse</p> <p>Early Years</p> <p>Health Visiting Locality Assistant</p> </div>			

JOB DESCRIPTION

Main Duties and Responsibilities

To contribute to the development and implementation of national and local priorities for children and families

To maintain professional registration and work within the NMC Standards of conduct, performance and ethics for nurses and midwives

To contribute to maintenance of quality and service improvement in health visiting

To prioritise, plan, implement and evaluate Start Well activities in partnership with families to improve health outcomes for children

To provide a face to face and virtual health visiting service as appropriate to the need of families to deliver the Healthy Child Programme and Start well offer.

Communications

To lead staff in developing a professionally accountable approach to work by acting as an exemplar

To foster good working relationships within teams to actively problem solve issues as they arise, utilising principles of restorative practice.

To develop an effective communication system with GP's and members of the multi-agency team to avoid duplication and ensure a co-ordinated seamless service with families

To develop and maintain an effective communication system with Multi Agency Safeguarding and Support HUB (MASSH) to ensure relevant and timely information sharing and a coordinated and seamless service for families

Attend and participate in professionals' meetings and meetings with families as required e.g. Team Around the family, Team around the Child, Case Conferences, Team Around Early Years and communicate confidential, sensitive and complex information

Maintain close liaison and good communication with nursing and midwifery colleagues, GPs, Multi Agency Safeguarding and Support Hub, all members of Stockport Family and voluntary agencies as required to maximise outcomes for children and their families.

To attend briefings, training and professional meetings as required by the leadership team in order to be fully informed about local priorities as well as emerging professional issues and national priorities

To ensure that Early Help to families is a key priority in delivering care to families using appropriate systems to support the sharing of this information

Responsibility for Patient Care

To react appropriately to any concerns about the safety or welfare of children by adhering to the procedures defined in local and national safeguarding children's guidelines

To maintain accurate and contemporaneous child and family health records in accordance with Trust policy follow data security, confidentiality and information sharing policies

To undertake and prioritise management and safeguarding supervision in line with current guidelines

To ensure that Early Help to families is a key priority in delivering care to families using appropriate systems to support the sharing of this information

To initiate and participate in health promotion activities based on national and local public health priorities

To implement specific high priority health promotion programmes to facilitate improved health outcomes for individuals

To promote health and facilitate healthy choices with children and their families and communities by working in a way which empowers clients

To refer to other agencies as required ensuring that appropriate services are accessed to maximise life chances for children

To ensure all practice provides equal access for all children and families and works towards reducing inequalities in health

To prescribe according to the Nurse Prescribers Formulary and local protocols/guidelines to provide a more responsive and efficient service for families

To provide a lead role and support for families of children with Special Educational Needs and Disabilities (SEND) including targeted interventions, contribution to health care plans, ongoing development assessments, continence assessments and liaison with specialist services.

Planning and organising

Plan and organise own work daily, prioritising and responding to need to re-prioritise as needs/demands change

Take responsibility as Manager of the Day on a rotational basis to support the team and manage new information, working alongside Health Visitor Local Assistant

Plan and organise team meetings and 1:1s with clinic team staff.

To take responsibility for own professional development, in discussion with line manager

To facilitate the learning experience of students of various disciplines, to ensure they can meet their learning outcomes.

To contribute to and implement multiagency assessments, chair meetings and be lead professional when appropriate.

Responsibilities for Physical and / or Financial Resources

Ensure safe and efficient use of equipment, resources, and consumables at all times.

To be responsible for the effective use of resources within the team

To ensure the effective use and deployment of staff in delivering services

Responsibility for Policy and Service Development and Implementation

To be aware of, comment on and/or actively participate in changes on policies, Standard Operating Procedures (SOPS) and service developments.

To ensure that innovative practice is evidence based and restorative.

To work to governance and quality assurance guidance to promote a safe working environment and improve the delivery of service with children and families

To implement key standards from national directives and local policies and SOPs

Responsibilities for Human Resources and Leadership

To attend supervision and training re safeguarding children

Support new or less experienced work colleagues to adapt to the workplace.

To attend all education and training needed to maintain effective practice and ensure Mandatory and Role Specific training is kept up to date

To provide mentoring and support to all members of the Start Well team.

To facilitate professional development of self, students, and staff

To provide line management and leadership in the team as required.

To participate in the appraisal process for self and those that they manage, ensuring that objectives and development plans are in place and updated on an annual basis

To create, maintain and enhance effective working relationships with immediate and multi-agency colleagues

To participate in recruitment of staff when requested

Responsibilities for Teaching and Training

Participate in training and development activities that are relevant to the job role.

Act as a Supervisor and/or Assessor for pre-reg and SCPHN students on placement within the clinic team.

Attend Mentorship updates and meet requirements of NMC live register of Mentors.

Responsibilities for data and information resources

To submit any data requested within a given period to fulfil record keeping and service requirements

Ensure records are completed to fully comply with Key Performance Indicators and review this data with the team on a quarterly basis

To collect and use local data to inform local delivery and planning of interventions to improve outcomes for children

Research, Development and Audit

To analyse research, NICE guidance etc to ensure practice is up to date and evidence based

To contribute to governance and quality assurance, reducing risk to children, families and staff

To take part in audit activities as directed by manager

Physical Skills and Effort

Car driver

Non-patient moving and handling may be required and training is provided.

General Duties for all employees

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI's"

Safeguarding

All Stockport Foundation Trust employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children, young people and vulnerable adults. Familiarisation with and adherence to the policies and procedures relating to child protection and safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns and they must therefore be aware of child and adult safeguarding procedures and who to contact within the Trust for further help and guidance. It is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees roles and responsibilities.

Prevention

To actively work with patients/clients/service users to identify appropriate opportunities in Making Every Contact Count for preventative interventions which may reduce the risk of future harm to health and wellbeing and to provide brief advice and refer or signpost to sources of further information and support which may include advice on lifestyle behaviour and social care needs as well as safety and management of long term conditions.

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake the annual data security awareness mandatory training. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

Health & Safety

Under the Health and Safety at Work Act 1974, the Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. Equally the post holder is required to work within the Trust Health & Safety Policy and fulfil a proactive role towards the management and control of risk. This entails the identification, assessment and the immediate reporting, using the Trust Incident Reporting System, any incident, accident, hazard or near miss involving patients, service users, carers, staff, contractors or members of the public.

The Post holder has a personal responsibility to adhere to a statutory and departmental duty of care for their own personal safety and that of others who may be affected by their acts or omissions at work

Harassment & Bullying

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

Dignity & Respect

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

Quality Improvement

Our mission is to make a difference every day helping people to live their best lives. We have a trust wide approach to quality improvement and we expect everyone to contribute to improving our services by always learning and continually improving our services. For all staff, it is about learning from what has worked well as well as what has not, being open to change and improvement and working in smarter and more focused ways to improve our services. The Trust encourages and provides opportunities for staff at all levels to engage in the Trust's approach to quality through quality improvement projects, clinical audit, innovation and quality assurance.

No Smoking Policy

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Disciplinary Policy & Procedure.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder

Date:

Manager's Signature: _____

Postholder's Signature: _____

PERSON SPECIFICATION

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

Post: Health Visitor

Band: 6

Requirements	Essential (E) / Desirable (D)	Assessment Method – Application Form (AF) / Assessment Centre (AC) / Interview (I) / References (R)
<u>Education & Qualifications</u>		
Registered Nurse	E	AF / I
Registered HV / Specialist Community Public Health Nurse HV or student due to qualify	E	AF / I
Nurse Prescribing qualification	E	AF / I
Evidence of CPD	E	AF / I
Mentorship qualification	D	AF / I
<u>Knowledge</u>		
Sound knowledge of professional developments in Health Visiting	E	AF / I
Sound knowledge of evidence based practice.	E	AF / I
Able to translate theory into practice	E	AF / I
Demonstrates commitment to own professional development	E	AF / I
Research experience, knowledge of evidence based parenting approaches	D	I
<u>Experience</u>		
Broad based experience in nursing and/or health visiting	E	I
Working with a range of communities	D	I
<u>Skills & Abilities</u>		
Good communicator, both written and verbal	E	I
Active listener	E	I
Reflection skills	E	I
Self Motivated	E	I
Flexible/adaptable approach	E	I
Empowering skills	E	I
Able to assess health needs of a	E	I

population. Ability to work under pressure/ to tight deadlines Able to work equally well alone as in a team. Innovative and creative approach to care	E E E	I I I
<u>Work Related Circumstances</u> Occupational Health Clearance Car driver	E E	I