

JOB DESCRIPTION

JOB DETAILS

Job title: Specialist Community Public Health Nurse – Health Visitor
Job code:
Band: 6
Location: Countywide
Accountable to: Head of Service

JOB PURPOSE

The post holder will have responsibility to assess, implement and evaluate care programs offered to individuals' families and their communities based on a model of progressive universalism.

DIMENSIONS

The post holder will identify early and engage the hardest to help at risk families delivering evidenced based episodes of care.

- The post holder will have a shared responsibility for managing skill mix teams.
- The post holder will participate in practice development and public health initiatives.
- The post holder will have a responsibility for safeguarding children.
- The post holder will manage a caseload.
- The post holder will have a responsibility for maintaining own professional accountability through supervision and updating.

CORE KEY RESPONSIBILITIES

Clinical Responsibilities:

- To provide and maintain evidence-based specialist care adapted to meet the needs of a defined community population to ensure that service users receive appropriate intervention, maintaining the standards set at local and national level.
- To be responsible for negotiating individual and family healthcare plans with service users, continually assessing and evaluating to ensure that agreed outcomes are adequately met.
- To work in partnership with members of the multidisciplinary team and statutory and voluntary agencies in planning, delivering and evaluating care to improve outcomes for service users.
- To work in collaboration with the Public Health Directorate to identify and analyse local health needs and areas for development.

- To identify and disseminate relevant research findings within health visiting practice.
- To base health visiting practice on accepted research findings and participate in local audit and research projects.
- To prioritise workload, managing time and caseload effectively, appraising standards of practice.
- To be professionally accountable for the work delegated to other members of the skill-mix team according to their competencies and workload.
- To take responsibility for assessment of complex care needs, develop and implement programs of care including diagnosing and prescribing treatments (from NPF) comparing a range of options.
- To promote a high uptake of immunisation and vaccination programs.
- To be professionally accountable for nurse prescribing.
- To oversee the delivery of the universal Child Health Promotion program.
- To carry out health reviews and refer to other agencies and clinical specialists, e.g. paediatricians, Social Services and speech and language therapists where appropriate.
- To accept appropriate referrals from other agencies and health professionals and assess, plan and deliver care to the individual or group.
- To provide advice at Child Protection case conferences, court and children in need reviews.
- To authorise the request of court statements and compile child protection reports from electronic records.
- To attend and participate in professional and multi-agency meetings and promote team working.
- To be proactive in identifying and referring children and families where assessment identifies evidence of physical, sexual, emotional abuse or neglect.
- To act at all times within the guidelines produced by the Gloucestershire Safeguarding Children, based on national recommendations and research and participate in multi-agency child protection procedures.
- To act at all times within the Benchmarks, Protocols, Clinical Policies and Pathways issued by Gloucestershire Health & Care Foundation Trust.
- To participate in working groups for service development, protocol and clinical policy development.
- To develop and facilitate public health initiatives and health promotional activities to deliver national and local objectives.
- To maintain accurate, factual and contemporaneous records in line with NMC guidelines and local policy.

Training and Education Role:

- To take responsibility for the teaching, assessing and support of Student nurses & Specialist Public Health Nurses within their community placements, meeting the aims and objectives set by the university.
- To ensure effective learning experiences and opportunities to achieve learning outcomes for pre-registered students through mentorship and supervision.
- To provide mentorship and preceptorship for newly qualified health visitors.
- To take responsibility for the development of skill mix appropriate to local area needs supported by competency frameworks produced in partnership with the Practice Assessors & Mentors.

Managerial:

- To line manage staff in the skill mix team as appropriate.
- To undertake staff appraisals.
- To participate in recruitment and selection of staff and develop induction programmes in conjunction with the Team Leader.
- To be responsible and accountable for the management of their caseload as well as delegating appropriate work within their team.
- To participate regularly in the induction, orientation and training of new staff/pre-registered student nurses.
- To participate in working groups for service development, protocol and clinical policy development and propose change of working practice.
- To identify and alert line manager to any clinical or service risk.

Clinical Governance:

- To continually evaluate own professional practice and maintain expertise, including participation in reflective practice and clinical supervision.
- To participate in the appraisal system and maintain own portfolio.
- To undertake training as agreed in the personal development plan.
- To work within Health and Safety guidelines of the Trust found in the Health and Safety control book.
- To work with guidelines of the NMC Code of Professional Conduct and to follow local Protocols and policy guidelines.
- To input data and information accurately, according to local and national guidelines.

Communication and Working Relationships:

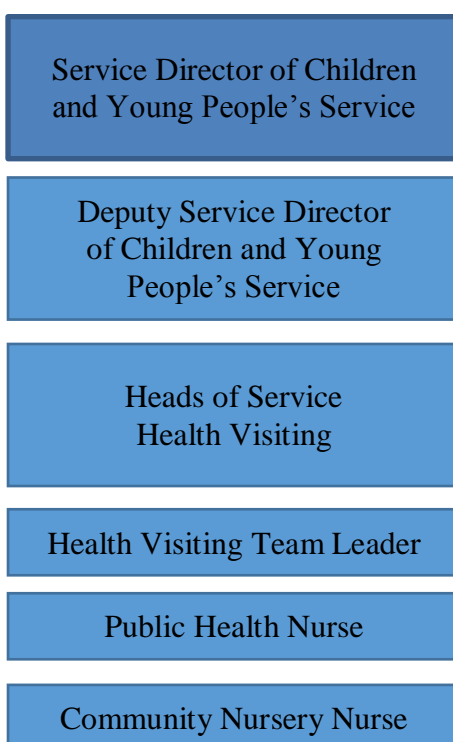
- To communicate in a manner to enable the development of effective relationships with clients, colleagues and other agencies. This may include non-directive counselling.

- The post holder will liaise with multi-disciplinary team to arrange ongoing care for clients which will include complex and sensitive information to include domestic abuse, looked after children and children with special needs
- To develop and maintain good working relationships and liaison with the Primary Health Care Team and Children Centre teams.

SPECIFIC KEY RESPONSIBILITIES

As agreed in personal job plan

ORGANISATIONAL CHART



COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users / Stakeholders
- GHC Colleagues
- Multiagency professionals
- Voluntary agencies
- Virtual platforms / Social media

EFFORT AND HEALTH & SAFETY FACTORS

- Visiting clients at home where there may be frequent exposure to secondary smoking, poor hygiene standards, illicit substance misuse, equipment, body fluids, communicable diseases and dangerous animals.
- This post will involve mostly a combination of sitting, standing and occasional manual handling of clients and equipment.
- On occasions may be required to deal with verbally aggressive clients.

- The post will require concentration on client related activities and unpredictable client demands.
- Exposure to distressing and emotional circumstances, e.g. domestic violence, child protection situations, bereavement, disability, mental health issues, abusive and non-co-operative clients.
- Ongoing accountability for clients with child protection issues, domestic violence, family breakdown, substance misuse, disability and mental health issues.
- The ability to move between sites within Gloucestershire Health & Care Foundation Trust and patients residences as demanded by the job.
- Working alone in clients homes.
- Frequent carrying of heavy and bulky equipment e.g. weighing scales.
- Difficulty in accessing clients e.g. flats, farms, travelling sites.
- Observes personal duty of care in relation to equipment and resources used in care of work.
- The post will require concentration on client related activities and unpredictable client demands.

• MOST CHALLENGING PART OF THE JOB

- Conversations of a sensitive nature which may be upsetting to service users and their families.
- Exposure to distressing and emotional situations.

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

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