

Job Description

Job Title: Health Visitor	Service Area: Children's Health service
Division/Section: Brighter Futures	Job Number: TBC
Grade: P03	Date last updated: July 2017

Essential Qualification	<ul style="list-style-type: none"> • Registered General Nurse • RGN/ RSCN/ RM. • RHV/Specialist Community Public Health Practitioner Qualification in Health Visiting • Education to first degree level or equivalent. • Registered Nurse Prescriber • Qualification in teaching/ assessing and mentorship in clinical practice • Evidence of Continuing Personal and Professional Developments
Essential Experience	<ul style="list-style-type: none"> • Knowledge and ability to apply local and national policies and frameworks in the delivery of primary care services • Experience of working with professional from local statutory and voluntary agencies • Good working knowledge of child protection • In depth knowledge of the NMC Code of practice (2008) • Knowledge and understanding of relevant current health care legislations /policies at local and national level • Research Based Practice • A comprehensive knowledge of child development. • Experience of working as part of a team and interagency working. • Experience of direct supervision of skill mix staff and participation in their individual performance reviews and development. • Ability to prioritise workload, working to deadline. • Competent computer skills in Word, Excel databases systems to illustrate data, write

	<p>reports, use email, read excel spreadsheets etc.</p> <ul style="list-style-type: none"> • Experience of working with professional from local statutory and voluntary agencies. • Understanding of Clinical Audits and bench marking • High level of inter-personal skills and personal confidence. • Experience of managing highly sensitive, highly complex and confidential information: • Understanding of child protection issues - To carry out responsibilities in such a way as to minimise risk of harm to children or young people and promote their welfare in accordance with the Children Act 2004 and Working Together to Safeguard Children, HM Government 2010.HM Government 2010.
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EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The post holder will be responsible for the provision of high quality family centred health visiting services to a defined population employing the principles of health visiting (CETHV 1977) within the London Borough of Newham, to maintain and improve health and life chances for children and families through health needs assessment, health promotion and the initiation and participation in public health strategies.

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

The health visitor is in a unique position to provide services, planned and

The health visitor is in a unique position to provide services, planned and opportunistic, with the local population in primary prevention, at home, in the child health clinic and other settings such as children's centres, GP practices as part of the Early Help integrated neighbourhood model.

The post holder will manage an individual caseload he/she works as part of a locality team in collaboration with statutory and voluntary agencies to promote the health and wellbeing of the local children, young people and their families to deliver personalised and culturally sensitive care

The post holder is accountable to the Integrated Team Manager and reports the Clinical Team Leader

The post holder has line management responsibilities for members of the skill mix team

The post holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Responsibilities:

1. To provide a health visiting service to all children and their families based on the national 4, 5, 6 health Visiting model and evidenced by the Healthy Child Programme 0-5 years (HCP).
2. Responsible for developing health promotion and public health programmes in accordance with identified needs, Trust and National directives
3. Facilitate and co-ordinate health promotion programmes in partnership with statutory and voluntary agencies within established groups Identify and assess deviations from normal health, growth or development in Children and refer promptly to, or mobilise appropriate services and resources
4. Work within the London borough of Newham Children's Health service Safeguarding policies; participate in, and develop, early intervention initiatives designed to detect and prevent child maltreatment and neglect, attending relevant meetings and case conferences as required
5. Maintain professional accountability for children in need, in accordance with the NMC Professional Code, current legislation and the All London Child Protection Procedures and the London Borough of Newham Children's Health service Safeguarding Policies and Procedures.
6. To prepare reports for and participate in child protection conferences, Team around the family, Neighbourhood Action Meeting (NAM), court attendances and multi-agency planning meetings as required.
7. Develop, implement and evaluate health plans in response to the identified needs of the individual, family and community in partnership with clients. This

includes planning with families who have complex health and social needs in partnership with parents/ carers.

8. Through collaborative working, participate in the identification of local health needs and the development of strategies to meet them.
9. Participate in immunisation programmes in accordance with Patient Group Directives
10. To actively participate in clinical supervision and child protection supervision
11. To prescribe medication according to nursing formulary and London Borough of Newham Children's Health policy and attend regular updates
12. Promote and support breastfeeding, identify and support those at risk of postnatal depression, encourage smoking cessation and support families in their parenting, implementing parenting programmes using advanced communication and counselling skills.
13. Support clients with mental health issues and take part in psychological assessment reviews, using counselling skills, parent advisor and assessment tools including Edinburgh Postnatal Depression Scale (EPDS) PSQ and GAD

Management and Leadership:

1. Assist in the monitoring, development and review of quality measures and performance indicators
2. Support team members, and participate in staff appraisal and performance review ensuring that training needs are identified and met and that all team members attend clinical /child protection supervision.
3. Participate in the recruitment and selection of high-calibre staff into the healthy start team as appropriate.
4. Lead and support community staff nurses, community nursery nurses, health visitor assistants and other support staff, and conduct appraisal professional development and supervision.
5. Participate in performance management with support from the Clinical Team Leader as required
6. Responsible for the management, safekeeping and retrieval of records.
7. Address and minimise clinical and non-clinical risks within the work environment and undertake risk assessments as required in accordance with the Adverse Incident Policy.

8. Collect accurate data and submit reports and statistical information as determined by the London Borough of Newham Children's Health service.
9. Ensure effective and efficient use of resources.

Effective Communications and Working Relationships

1. Maintain accurate, legible and contemporaneous client records, and ensure the Confidentiality and security of all written, verbal and electronic information.
2. Maintain effective communications with families, children, young people, Colleagues and other professionals e.g. midwifery, GPs, Practice nurses, Children's Centre and Early Help staff.
3. Participate in the joint planning, implementation and evaluation of a coordinated service for the benefit of the client and community.
4. Make referrals when appropriate in response to identified needs.
5. Demonstrate commitment to the team approach by attending team forums and other meetings as required.
6. Communicate with individuals and client groups where English is not their first language in liaison with Language line
7. Chair and take minutes at professional meetings on rotational basis.
8. Work across localities to maintain equity of service in the absence of colleagues in negotiation with management.

Education, Training, Mentorship:

1. To Participate in, and plan, induction programmes for new staff, and provide planned learning programmes, mentorship, teaching and assessment for students on placement.
2. To attend professional /clinical supervision and facilitate clinical supervision groups for nurses
3. To Successfully complete mentorship training and keep updated as required.
4. To act as a mentor and/or preceptor for community staff nurses, community nursery nurses, newly qualified health visitors and any other new staff members.

Data & Records management:

1. Work with the record keeping and safe data management guidance to maintain data management and quality assurance systems and processes in relation to London borough of Newham's Children health service
2. Responsible for the efficient processing and secure storage of all electronic/paper records and electronic information in relation to clients
3. Maintain everyday oversight of the service's data, working with the clinical team leader and the wider team to collect, collate, input and quality check data, ensuring that it is entered into the Central Information System in a timely manner and regularly reviewed for completeness
4. Develop a good understanding of the specific clinical and performance review requirements of the service to demonstrate productivity and quality.

Infection Control:

Staff are responsible for protecting themselves and others against infection risks.

.All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the London borough of Newham Children's Health service.

Professional:

1. Adhere to the Nursing and Midwifery Council (NMC) Code, Standards of conduct, performance and ethics for nurses and midwives (2008) and maintain own level of professional/clinical/teaching competence as required by the NMC
2. Maintain registration of the required qualification for the post in accordance with PREPP and the NMC Code (2008).

*The above mentioned duties are neither exclusive nor exhaustive and can be amended from time to time after consultation with the post holder.

*The post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager / Head of Service within the grading level of the post and the competence of the post holder

Personal Specification

Job Title: Health Visitor	Service Area: Children’s Health Service	
Directorate: Brighter Futures	Post Number: tbc	Evaluation Number:
Grade: P03	Date last updated: July 2017	
IMPORTANT INFORMATION FOR APPLICANTS		
The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.		

QUALIFICATIONS	ESSENTIAL	DESIRABLE
Registered General Nurse RGN/ RSCN/ RM.	x	
RHV/Specialist Practitioner Qualification in Health Visiting	x	
Education to first degree level or equivalent.	x	
Evidence of continuous professional development	x	
Mentorship qualification.		x
Registered Nurse Prescriber.	x	
Valid UK driving license.		x
Knowledge		
In depth knowledge of the NMC Code (2008)	x	
A comprehensive knowledge of child development.	x	
Knowledge and understanding of relevant current health care legislations /policies at local and national level	x	
Understanding of Equal Opportunity and diversity.	x	
Understanding Risk Management, Clinical governance, audit and outcomes	x	
Awareness of data, its use and requirement within the local council and NHS	x	

Experience		
Working with child protection issues.	x	
Experience of direct supervision of skill mix staff and participation in their development.	x	
Experience of working as part of a team and interagency working	x	
IT literate e.g. RiO, word processing, email and internet use.	x	
SKILLS AND COMPETENCIES		
Ability to work as an autonomous practitioner and to make clinical judgements and decisions.	x	
Accurate keyboard skills and pays attention to detail	x	
Excellent written and verbal communication skills with the ability to demonstrate diplomacy, fluency, clarity and effectiveness working with senior and frontline staff, service users and their families	x	
Time management skills and able to prioritise effectively to meet timescales	x	
Demonstrate the ability to be responsible and accountable for choices.	x	
Ability to maintain factual, consistent, accurate, contemporaneous records.	x	
Demonstrate the ability to be responsible and accountable for choices.	x	
Ability to demonstrate leadership skills and organise and delegate work within a team.	x	
Excellent team working skills	x	
Ability to manage conflicts in difficult situations and appropriately challenge and support others assertively.	x	
Ability to deal with highly confidential client/staff information	x	
Ability to work flexibly and respond to changing demand in workload.	x	
Ability to design, record, implement and monitor specific action plans in partnership with child, family/ client, demonstrating sound decision making skills.	x	
Other requirements		
Non-judgmental	x	
Ability to demonstrate well developed and excellent Interpersonal skills.	x	
Excellent organisational skills.	x	
Ability to produce good quality reports.	x	
Approachable, motivated and enthusiastic about working with children and young people. Good Presentation Skills	x	
Smart professional appearance	x	

Positive view of young parents	x	
Willingness and ability to work occasional evenings and weekends to maintain service delivery, as well as travel across the borough of Newham.	x	
This post is subject to an enhanced DBS check.	x	

The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. This post may be considered politically restricted in accordance with the provisions of the above Act. Should this be the case you will be notified and your contract of employment amended

This post is exempt from The Rehabilitation of Offenders Act (1974).