



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

JOB DETAILS:

Job Title	Assistant Practitioner - Health Visiting/School Nursing/Social Care
Pay Band/Level	4
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	
Department	Health Visiting/School Nursing/Social Care
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Senior Registered Practitioner
Reports to: Name Line Manager	Senior Registered Practitioner
Professionally Responsible to:	Head of Service

OUR VALUES:

Ei'n GWERTHOEDD yw...

Pobl yn gyntaf

Cyfrifoldeb personol

Angerdd am welliant

Balchder yn yr hyn a wnaem

Our VALUES are...

People first

Personal responsibility

Passion for improvement

Pride in what we do

Am fwy o wybodaeth ffoniwch 01633 623801

For more information please contact the Organisational Development Team on 01633 623801

Job Summary/Job Purpose:

To independently manage their own caseload undertaking delegated tasks by a Registered Practitioner with appropriate supervision in place. They may delegate work to others and teach and assess other staff. To work with the team who delivers services to Children and Young People providing a preventative service as identified in the needs assessment carried out by the Registered Practitioner. The aim is to achieve equity of health and wellbeing outcomes following the Health Child Wales Programme (HCWP), The Social Services and Wellbeing Act and Childcare, Play and Early Years Workforce plan. The post holder will contribute to the overall healthcare/social care offered to individuals, families and communities, including delivering care packages for families and groups in the community.

DUTIES/RESPONSIBILITIES:**COMMUNICATION**

- Provide and receive complex or sensitive information for children and families in homes and group settings e.g. supporting mothers with post-natal depression, baby massage and school drop-in session for children and young people.
- To report and record any concerns/complaints or issues to the Registered Practitioner.
- Contribute to developments within the service e.g. attending relevant meetings, commenting on recommended changes to clinical care or service provision.
- To advise members of the public on how and where to seek advice on the promotion of emotional and physical health and well-being and the prevention of illness.
- To answer the telephone, record messages accurately and ensure the information is received by the registered staff.
- To consult with patients/relatives/carers to obtain views regarding consumer satisfaction as directed by the Registered Practitioner.
- Respond appropriately to parents, children and young people's queries, this may include frequently dealing with anxious and distressed children/young people parents/carers either face to face or by telephone.

- Keep accurate, contemporaneous records.
- Co-ordinating appointments and information that supports the HCWP and Department of Health childhood immunisation programmes.

RESPONSIBILITY FOR PATIENT/CLIENT CARE

- Undertake home visits to children and young people (as delegated by the Registered Practitioner) and participate in the assessment of care needs and implement a planned programme of care. To carry out ongoing assessment of needs and report progress / changes to the Registered Practitioner.
- Assist/complete developmental reviews e.g. preparation of information packs, making appointments and participating in child health clinics under the supervision of the Registered Practitioner.
- To contribute to the immunisations, screening and developmental assessments in line with the HCWP and other programmes as delegated by the lead health professional.
- Give appropriate advice to families regarding child care matters e.g. nutrition, sleep problems, and breast feeding.
- Monitor suitability of equipment in clinic/group settings.
- Assist in completing referrals as delegated by the Registered Practitioner.
- Follow-up parents / children / young people who default appointments.
- Reinforce key public health messages to children and young people/parents/carers provided by the relevant practitioner to enable informed health / life choices to be made.
- Give advice on issues of safety in the home and the local community.
- Facilitate a range of group work, e.g. Baby Massage, Parenting, and Young/Teenage Parents and health promotion programmes as delegated.
- Introduce families to the range of local support that is available to them i.e. Family Centres, Community Schemes, Playgroups, Mother & Toddler Groups. Support the introduction and integration of the family to these groups.
- Offer support to families and children with additional learning needs, development delay and disabilities under direction of the Registered Practitioner.
- Provide stimulating and educational play activities for children and their families in accordance with the care plan.

- To undertake a range of clerical duties to support the team.

EFFORT & ENVIRONMENT FACTORS

- **Physical Skills**

Required to undertake assessments such as height and weight measures of babies, children & young people using approved equipment. Demonstrate baby massage and care of the infant and child e.g. bathing, play activities to promote development. Promote physical activities in Children and Young People

The post holder will be required to exert occasional/frequent moderate physical effort, for short periods including bending, stooping, kneeling, lifting babies and small children and sitting at a desk e.g. during clinical settings, screening and immunisation sessions, escorting children to and from classrooms, utilising IT equipment, frequently getting in and out of cars, transporting and carrying equipment to homes/schools e.g. toys, screening equipment.

- **Mental Effort**

There is a frequent requirement for concentration e.g. delivering and updating care plans, reporting back to the lead case holder, making appointments, filing, driving. Occasional exposure to children, young people and adults with identified safeguarding issues.

- **Emotional effort**

The post holder will experience occasional exposure to highly distressing or frequent exposure to distressing emotional circumstances, this may include caring for upset children pre and post immunisation or working with children where there are safeguarding issues.

- **Working Conditions**

The post holder will be frequently and unavoidably exposed to highly unpleasant working conditions e.g. contact with body fluid.

ORGANISATIONAL, ANALYTICAL AND JUDGEMENTAL SKILLS (SERVICE DELIVERY)

- Recognise situations that may be detrimental to the health and well-being of the individual and recording and reporting concerns to the Registered Practitioner.
- To ensure the effective use of all resources, materials and equipment in the clinic, school or community settings, paying particular attention to the safety and well-being of Children and Young People.
- To supervise staff effectively and delegate work to others appropriately in accordance with organisational guidance.
- Participate in teaching children, young people, parents and carers. Supervise the work of students and be a role model and participate in the development of less experienced staff.

- To evaluate health promotion activities in the community working with other disciplines and agencies.
- To monitor and record the progress of interventions, assessing the child and young person's needs and planning care as required, reporting back to the lead practitioner. Issues could include sleep programmes, toilet training, behaviour intervention, play, healthy lifestyles, emotional health and wellbeing.
- To participate in reflective practice as part of ongoing personal and professional development
- Contribute new ideas to improve the child and young person's journey by utilising a number of relevant evidence based approaches e.g. behaviour management, motivational interviewing etc.
- Use initiative when acting on information from children, young people, parents and carers and be able to respond appropriately and document discussions and actions e.g. safeguarding disclosures.
- Adheres to The Code of Conduct for Health Care Support Workers in Wales and The Code of Professional Practice for Social Care (2017 Social Care Wales). All delegated activities will be in line with All Wales Guidelines for Delegation (NLIAH, 2010).

PLANNING & ORGANISATIONAL SKILLS

- Manage own time effectively to include planning of workload in collaboration with other team members.
- Update all health education displays and assist the team with health promotion activities.
- Will be required to plan own delegated daily workload undertaking home visits, plan and deliver group activities.
- To work effective in the team, Scheduling/cancelling/rearranging appointments.
- Report any adverse incidents in the most appropriate way following the relevant Local and National Policies.
- Keep an accurate diary.
- Complete and return statistical information as required and maintain / update electronic data systems as appropriate. Assist the team in community and caseload profiling
- Ensuring that completed consent, screening and data collection forms are returned to the Child Health Department for data entry.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>Good standard of education, GCSE English and Maths (Grade A-C) or Level II equivalent qualification.</p> <p>NVQ/QCF Level 4 or equivalent level of knowledge or NVQ/QCF Level 3 PLUS Additional training to Diploma level or equivalent or Equivalent through short courses and experience and equivalent competencies achieved and evidenced through accredited courses</p>	Community experience.	Application form and pre-employment checks
Experience	Experience of working in health visiting, school nursing, children's social care or education.		Application form and interview
Aptitude and Abilities	<p>Be able to demonstrate tact and diplomacy when working with others.</p> <p>Ability to engage members of the public.</p> <p>Ability to work independently and as part of a team.</p>	<p>Ability to speak Welsh.</p> <p>Able to demonstrate situations where effective organisational skills have been used, such as organising groups.</p>	
Values	<p>A high level of interpersonal and communication skills.</p> <p>Able to work in a multi-disciplinary/multi agency team.</p>	Demonstrates a committed and caring attitude.	Application Form Interview References
Other	<p>Ability to travel within geographical area.</p> <p>Able to work hours flexibly.</p>		Application form and interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Assistant Practitioner, Senior Support Worker and Support Worker for Children and Young People:** Assistant Practitioner, Senior Support Worker and Support Worker for Children and Young People make a valuable and important contribution to the delivery of high quality health and social care. The national Code of Conduct for NHS Wales and the Code of Professional Practice for Social Care describes the standards of conduct, behaviour and attitude required of all Assistant Practitioners, Senior Support Worker and Support Worker for employed within NHS and Social Care Wales. Assistant Practitioners Senior Support Worker and Support Worker for, are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Legislation (1998 & 2018):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the organisation to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The organisation is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the organisation Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the organisation pre-employment check procedure. .
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Organisation Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Organisation sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Organisational Chart – To be complete by each organisation relevant to post.

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.





