



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Student Health Visitor, Health Visiting Services, Manchester LCO</b>
<b>Salary</b>	<b>Agenda for Change: Band 5</b>
<b>Hours:</b>	<b>Full-time (13 month fixed term contract)</b>
<b>Reports to:</b>	<b>Band 6 Health Visitor  Band 7 Practice Assessor Health Visitor,</b>
<b>Accountable to:</b>	<b>1. Health Visiting Team Lead  2. Head of Service, Health Visiting</b>

### **1. JOB IDENTIFICATION**

**Job Title: Community Specialist Practitioner (CSP) / Specialist Community Public Health Nursing (SCPHN) Student**

(Community Children's Nursing, District Nursing, School Nursing, Health Visiting and Community Learning Disability Nursing)

**Organisation:** Manchester Local Care Organisation

**Division(s):** Children's Community Health Services

**Responsible to:** Practice Assessor Supervisor / Community Specialist Practitioner Mentor

**Accountable to:** Divisional Lead Nurse / Head of Service

## **2. JOB PURPOSE**

To undertake academic and practical training leading to a registered specialist qualification with the Nursing Midwifery Council.

To gain knowledge, skills and competence required in order to exercise higher levels of judgment, discretion and decision making in clinical care focusing on four broad areas:

- Clinical practice
- Care and programme management
- Clinical practice development
- Clinical practice leadership

## **3. MAIN DUTIES/RESPONSIBILITIES**

The post holder would undertake the duties of a District Nurse / Community Children's Nurse / Community Learning Disability Nurse / Health Visitor / School Nurse under the supervision of a CSP mentor / Practice Assessor

The student will demonstrate the following to take place:

- To study for and achieve Apprenticeship in Community Specialist Practice (CSP) / Specialist Community Public Health Nursing (SCPHN).
- To take full advantage of the opportunities offered whilst in a practice placement in order to underpin the theoretical knowledge gained within the educational institute and its application to clinical practice.
- To take responsibility for identifying own learning needs.
- Under the guidance of the CSP Mentor /Practice Assessor / supervisor to seek out additional learning opportunities available in the community.

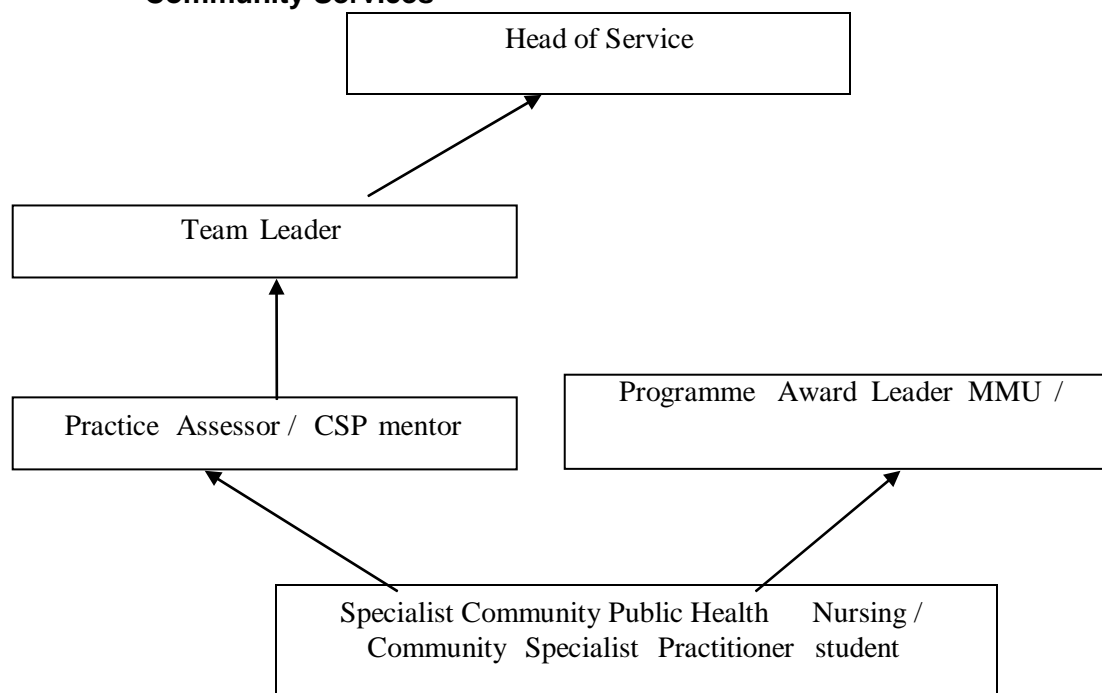
- ☐ To demonstrate the achievement of NMC competencies necessary to practice within specialist post by completion of the Portfolio.
- ☐ Attend university and successfully complete all assignments/exams.
- ☐ Attend practice placement and successfully complete all practical competencies and practice portfolio.

## **4. SCOPE AND RANGE**

- The student will be supernumerary during placement and will be assessed by a SCPHN Practice Assessor, supported to achieve competence by Practice supervisor.

5.

# **REPORTING STRUCTURE FOR CSP / SCPHN STUDENT WITHIN MFT Community Services**



The above is a broad outline only relating to the core elements of undertaking the Community Specialist Practitioner (CSP) / Specialist Community Public Health Nursing (SCPHN) programme and should be considered alongside the job description for a band 5 practitioner working in the relevant pathway.

## **Main Purpose of Job:**

To work with supported programme of study to qualify as a Health Visitor Specialist Community Public Health Nurse.

Support the Health Visitor in the delivery of the 0-5 Healthy Child Programme, both within the home, clinics and children's centres, delivering a range of services to children, their families and carers.

To use a child-centred and public health approach to improve the health of all children.

To establish respectful, trusting relationships with children, young people, families and carers using the appropriate form of communication.

This role is a development role; after 13 months the postholder will be supported to interview for permanent Health Visiting Specialist Community Public Health Nurse role.

## **Main duties and responsibilities**

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## **Clinical and professional responsibilities**

- To maintain professional registration in accordance with NMC requirements for revalidation.
- To be responsible for maintaining own clinical knowledge and skills, and for own continuing professional development, incorporating this into professional practice.
- To work within the NMC Code of Professional Conduct.
- To work in partnership with families implementing appropriate packages of care in response to identified need, working across the community, universal, universal plus and universal partnership plus spectrum of the Healthy Child Programme.
- To contribute to the development and implementation of agreed nursing and health visiting policies, upholding professional values in accordance with the Trust's Nursing Strategy.
- To contribute to the review, audit and update of health visiting clinical standards.
- To adhere to departmental and professional standards/protocols without direct day-to-day supervision.
- To be accountable to Health Visiting Team Lead and Head of Service for Health Visiting for own professional actions when dealing with clients.
- To work in partnership with families and other agencies that provide support to children and their families and carers, including those children with complex and additional needs.
- To undertake designated health activities to children and their families as directed by the Health Visitor.
- To utilise evidence-based practice to effectively meet the health care needs of children.
- To attend regular staff/team meetings as required.
- To carry out home visits as required working within relevant policies.
- To participate in identifying health needs and contribute to the implementation, delivery, assessment and audit of health plans.
- To effectively liaise and communicate with other agencies involved with children, their families and carers.
- To effectively communicate with children and their parents and carers, giving and receiving complex information and guidance.
- To participate in staff induction within own specialist area.
- To assist with organisation of, and participate in, immunisation sessions following appropriate training.
- To encourage children and their carers to be involved in and make informed choices about health-related issues wherever possible and appropriate.
- To maintain accurate, contemporaneous professional records in line with Trust policies and procedures and write reports as required.
- To be conversant with and work within national and local statutory legislation and guidelines for the Safeguarding of children.
- Participate in the development of the 0-5 Health Visiting Service.
- To attend in-service training and meetings as required and requested.
- To complete regular statistical returns as required.

- To assist in the implementation of agreed nursing policies and procedures, using evidence-based practice and maintaining clinical standards.
- To ensure safe keeping of records and maintain confidentiality in accordance with NMC policy.
- To report any concerns/problems in the work environment to the Health Visiting Team Lead.
- To use appropriate risk assessment and management at all levels of practice.
- To ensure safe and professional use of all Trust equipment.

### **Child Protection**

- To be proactive in identifying risks to the safety of children, individuals, families or groups.
- To work within national and local statutory legislation and guidelines for the protection of children, e.g. The Children's Act 1989.
- Under the guidance of a health visitor, monitor and support families with children subject to a Multi-Agency Child Protection Plan, liaising with other disciplines and agencies to promote an inter-professional framework of care surveillance.

### **Management Responsibilities**

- To plan and manage own workload, with the support of the Health Visitor.
- To identify risks and adverse events and raise concern using the Trust's incident reporting system.
- The postholder may be required to manage lower-band team members with work and the planning of work objectives.

### **Education and Training**

- To be responsible for individual professional development and be part of the Trusts annual development and listening review – A Different Conversation.
- Ensure all mandatory training is completed in time as per Trust policy
- To undertake training for specific clinical tasks with regards to the Nursing & Midwifery Guidelines on Scope of Professional Practice.
- To participate in training programmes for trained and untrained staff, including other professionals and carers.
- To be responsible for, and participate in, induction and orientation of new colleagues.
- To participate in mentorship for learners and other staff as appropriate.
- To initiate and participate in research programmes as appropriate.

### **Communication**

- The post holder will be required to communicate complex information, and will use skills to convey information, negotiate and support changes.
- There may be barriers to communication with clients such as sensory or language difficulties.

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**Specific Working Conditions:**

- Regular manual handling of items such as health screening equipment, and health education resources.
- An unpredictable workload may on occasion demand flexibility in working hours and duration of interventions.
- On occasion the post holder will be a Lone-Worker and as such will be expected to work within agreed Lone-Worker policies/guidelines.
- Use appropriate risk assessment at all levels of practice.
- There is a requirement to drive as part of the job. Some parts of the working day may be spent driving in congested areas.
- High levels of concentration are required at nurse-led immunisation sessions, on a one-to-one basis with clients, and other lengthy multi-agency meetings.
- The post holder may occasionally experience verbal abuse and aggression.
- Occasional exposure to poor personal hygiene conditions, body fluids/head lice.
- Occasional exposure to distressing or emotional circumstances occurs in dealing with domestic abuse, child bereavement, unwanted pregnancy, safeguarding children, and anaphylaxis following immunisation.

**Data Protection**

- The Data Protection Act 2018 requires that all organisations processing personal data keep this information safely and securely. The Trust is required to ensure that it complies fully with all its legal obligations in this area, including data protection. The post holder must be responsible for data protection and report all potential or actual breaches of the Data Protection Act

**Research, Development and audit**

- Work with Service Leads to address the key performance indicators for health visiting service to audit and evaluate as required.
- Liaise with clinical/operational leads on all aspects of research activity to ensure that the benefits of research are identified.
- Participate in the evaluation of the Healthy Child Programme contributing to appropriate quality outcome indicators
- Participate in all relevant aspects of clinical audit at national and local level

**Equality and Diversity**

- Be aware of and comply with all national and local policies relating to Equality and Diversity for all children, parents, students, carers, colleagues, staff and other contacts in your daily working life.
- Support the Equality and Diversity Agenda within the Directorate.
- Ensure that the impact on equality and diversity of proposals and policies within own area of responsibility is assessed and action taken to reduce any negative impact.

**Health and Safety**

- Monitor and complete risk assessments as and when appropriate to support safe practice.
- Respect at all times client confidentiality in line with NMC guidelines.
- Provide a safe environment for the treatment of clients and protection of staff by ensuring the effective use of equipment and materials in compliance with health and safety and other relevant policies.
- Ensure the adoption of safe work practices consistent with Health and Safety. The post holder must not, by act or omission, wilfully endanger themselves or others whilst at work. All accidents and untoward occurrences must be reported and potential hazards identified.
- Be responsible for all Trust property and the reporting of all potential or actual breaches of security.
- Attend and complete the full induction programme and appropriate mandatory training relevant to job role.
- MLCO and Manchester Foundation Trust operates a non-smoking policy.

### **Freedom to Act**

- Work autonomously within the Health Visiting Service following completion of competencies and training.
- Be responsible for increasing own professional research and knowledge base by promoting a questioning and analytical approach to care.

### **Infection Control**

All staff are expected to adhere to Manchester Foundation Trust infection control policy and procedures as appropriate to their role and responsibilities in their work setting.

### **Safeguarding Children and Vulnerable Adults**

All staff are expected to adhere to MFT policies and procedures in relation to Safeguarding Children and Vulnerable Adults and to undertake the appropriate level of mandatory training in this area.

### **Disability Discrimination Act 1995**

MFT may make 'reasonable adjustments' to the post/work place in order to facilitate the employment of individuals with a disability. These adjustments will be in line with the requirements of the Disability Discrimination Act 1995.

### **Disclosure of criminal background**

All NHS employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply to work with vulnerable patients.

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of offences.

Please note applicants refusing to sign the form will not be progressed further.

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**Standards of Business – Declaration of Interest**

All NHS Staff should be impartial and honest in the conduct of their official duties and should not abuse their official position for personal gain or advantage

Staff must not engage in outside employment which may conflict with their NHS work or be detrimental to it. Staff, if concerned that they may be risking a conflict of interest, should raise the matter with the relevant director, who will be responsible for judging whether a conflict has arisen.

Staff must ensure that they are not placed in a position which risks or appears to risk conflict between their private interests and their NHS duties and to declare any relevant interests either on starting work or on acquisition of the interest.

**Any other duties within the framework of the post**

The post holder will:

- Take responsibility for own personal development.
- Be required to undertake any other duties and responsibilities within the framework of the post.

This job description is intended as an outline of the duties and responsibilities and may change in light of the changing needs of the organisation. Any review will be in association with the post holder.



**PERSON SPECIFICATION: Community Staff Nurse Band 5 – Health Visiting**

Criteria	Essential	Desirable	Method of assessment
<b>EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</b>			
Registered Nurse (NMC)	√		A
Meet NMC Standards for entry for specialist community education and practice for: Health Visiting with an entry on either parts 1 or 2 of the NMC register (District Nursing, Midwife, Community Children's Nursing, Community Learning Disability Nursing with an entry on part 1 of the NMC register)			
1-year post-registration experience	√		A/I
Must have GCSE math's and English	√		A
Meets the academic requirements minimum 120 credits at Degree Level or equivalent apprenticeship pathway	√		A
<b>EXPERIENCE</b>			
Nursing experience of working with families/children in either acute or community		√	A
Experience of working within a skill mix team	√		A/I
Experience of working with vulnerable children		√	A/I
Working on own initiative	√		A/I
Interagency working	√		A/I
Experience of planning and carrying out health promotion programmes		√	A/I
Knowledge of the Public Health Agenda for 0-5 years		√	A/I
<b>SKILLS/ABILITY</b>			
Able to organise, prioritise and delegate	√		A
Able to present information, written and orally in a clear logical manner	√		A/I
Excellent interpersonal communication skills	√		I
Problem solving skills	√		I
IT skills – including use of email, clinical databases, word processing	√		A
Evidence of ongoing professional development	√		A/I
<b>KNOWLEDGE AND UNDERSTANDING</b>			

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
Child protection, policies, procedures and practice	√		A/I
Principles of confidentiality and consent	√		A/I
Knowledge of national and local strategies relating to the Health Visiting service	√		I
Health needs of a culturally and ethnically diverse urban population with high levels of deprivation	√		I
<b>OTHER REQUIREMENTS</b>			
Flexible and adaptable to changing needs in the service. Willing to provide service out of hours as and when required, e.g. parents evening.	√		I
Respects the values, culture and beliefs held by others	√		I
Has a full UK driving license and access to a car.	√		A/I