

Health Visiting Service

Job Description

Job Title:	Health Visitor
Band:	6
Reports to:	Team Lead
Accountable to:	Heads of Service

Main Purpose of Job

The post holder will:

- Be a member of a Health Visiting (HV) team undertaking responsibility for a named caseload.
- Use evidenced-based interventions to meet the health-related needs of individuals, families, groups and communities and be able to assess and evaluate their effectiveness.
- Work across the community, universal, universal plus and universal partnership plus spectrum of care delivery.
- Lead and deliver the Healthy Child Programme (HCP), providing support from pregnancy and throughout childhood until age 4½ years; identifying early those children and families who require additional/specialist intervention and support.

Responsibilities for Care Delivery

The post holder will:

- Work within a health visiting geographical team, having continuous responsibility for a named caseload
- Work in partnership with families implementing appropriate packages of care and interventions in response to identified need.
- Work with local communities and partner agencies to identify and respond to population and community needs
- Participate in the development, provision and evaluation of healthy child drop-in (formerly baby clinic) and health and development review sessions
- Be conversant with and work within local safeguarding, looked after children and vulnerable children policies and procedures and advise and support others within the team.
- Participate in the identification, referral and support of children with additional needs utilising up to date, Trust assessment tools and the Early Help offer
- Undertake home visits in accordance with Trust policies and guidelines
- Identify the likely impact of new local and national strategies on health visiting practice.
- Improve care delivery via the continuous audit of interventions/care pathways and the feedback from families/children.
- Work in collaboration with children's centres, schools, pre-school childcare settings and groups in the local community to ensure shared objectives and reduce repetition

- Respect confidentiality and ensure that professional standards are maintained in accordance with Trust guidelines and Nursing and Midwifery Council (NMC) requirements.
- Maintain accurate, contemporaneous professional records in accordance with NMC guidelines and Trust Record Keeping Policy.
- Be a registered Non-Medical Prescriber

Responsibility for Human Resources

- Be responsible for own appraisal and participate in the appraisal process with designated team members.
- Support the development and facilitate the provision of student and professional training opportunities.
- Participate in recruitment and selection procedures as agreed.
- Participate in induction programmes in line with Trust Policies.
- Be responsible for own continuing professional development in accordance with NMC guidelines and Trust policies.
- Train, mentor and support community staff nurses and nursery nurses through defined competency frameworks and assessment processes for delivering care safely and efficiently.
- Delegate appropriate care delivery to staff nurses and nursery nurses and adhere to Trust guidelines to ensure safe and effective lines of delegation and accountability.
- Ensure community staff nurses and community nursery nurses access appropriate internal and external training and clinical supervision as necessary.

Responsibility for Physical and Financial Resources

- Be responsible for the maintenance and ordering of stock to support the health visiting service as required.
- Be responsible for equipment and resources used.
- Adhere to Trust policy including competence to assess and ensure the safe practice of others through feedback, training, supervision and audit.
- Ensure the cost effective use of equipment and materials.

Communication and Leadership

- Support the development of a learning culture within the team and facilitate team members to develop appropriate skills that contribute to overall health visiting service objectives.
- Establish and maintain robust communication channels with colleagues and partner agencies.
- Communicate relevant and timely information to operational and/or clinical leads, colleagues and other stakeholders as appropriate.
- Be a positive role model within the health visiting team, encouraging openness and support among team members.
- Report any resource issues to operational and/or clinical leads.
- Encourage team members' participation in professional development in accordance with NMC guidelines.
- Access appropriate clinical supervision.

Partnership Working

- Liaise and work in collaboration with other professionals both statutory and voluntary for the benefit of children and their families.
- Be conversant with regulations for GDPR and work within local and national Information Sharing Guidelines.
- Be conversant with and work within the Manchester Safeguarding Board (MSB) policies and procedures.

- Work closely with school health colleagues ensuring safe, timely and effective transfer of care delivery between health visiting and school health.
- Liaise and work with all midwifery services from Trusts across the city in the development of care pathways and co-ordination of care.

Analysis and data management

- Adhere to agreed quality objectives and key performance targets around service and care delivery
- Collect, collate and update appropriate data and figures as required by operational and/or clinical leads both paper and electronic.
- Undertake service-led data collection and analysis as required for the purpose of service monitoring, evaluation and development.

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.

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.

Key: E – Essential D – Desirable A – Application Form I – Interview C – Test/Certification/Reference					
Person Specification – B6 Health Visitor		Criteria	Assessment		
		E / D	A	I	C
Education/Qualifications	Registered Health Visitor or Registered Specialist Community Public Health Nurse (SCPHN) degree	E	✓		✓
	Registered Non-Medical Prescriber	E	✓		✓
Experience	Evidence of professional development	D	✓	✓	
	Evidence of teaching/training or supervision	D	✓	✓	
	Experience of community development	D	✓	✓	
Skills and Ability	Caseload management skills	E	✓	✓	
	Experience and evidence of prioritising work, delegation and working autonomously	E	✓	✓	
	Teaching, assessing and people development skills	E	✓	✓	
	Good written and verbal communication skills	E	✓	✓	
	Information Technology skills	E	✓	✓	
	Time management skills	E	✓	✓	
	Leadership skills	D	✓	✓	
	Clinical Supervision Skills	D	✓	✓	
	Audit and Evaluation Skills	D	✓	✓	
Knowledge and Understanding	Understanding of Healthy Child Programme	E	✓	✓	
	Knowledge of national and local drivers for service development	E	✓	✓	
	Knowledge and understanding of safeguarding and child protection policies, procedures and practice	E	✓	✓	
	Understanding of how role may change over time	E	✓	✓	
	Understanding of the need for appropriate information sharing and engagement with other agencies	E	✓	✓	
Other Requirements	Self awareness	E	✓	✓	
	Strengths based approach to practice	E	✓	✓	

Powered by:

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Person Specification – B6 Health Visitor		Criteria	Assessment	
		E / D	A	I C
	<ul style="list-style-type: none"> Committed to positively promoting the health and well being of children and families 	E	✓	✓
	<ul style="list-style-type: none"> Flexible and adaptable to changing needs of health visiting service 	E	✓	✓

