

Job Description

Job Ref:	20-207
Job Title:	Health Visitor
AfC Pay Band:	Band 6
Number of hours:	Various
Clinical Unit / Division	Women's, Children's, Sexual Health and Audiology Division
Department:	Women's, Children's, Sexual Health and Audiology Division
Location:	East Sussex – Various
Accountable to:	Head of Early Help Services
Reports to:	Locality Manager – Early Help Services

Job dimensions & responsibility for resources	
Job purpose	<p>Your role as a Health Visitor will be to provide and manage a comprehensive service to a defined population. You will hold your own caseload and contribute to the reduction of health inequalities and safeguarding of those at risk.</p> <p>You will work as part of an integrated health visiting and Early Help 0 -19 service delivering the Healthy Child Programme for children aged 0 - 5. As a member of the Primary Health Care Team, you will be responsible for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards of care within the community.</p> <p>You will engage in partnership working with colleagues in the integrated team and other agencies to ensure that communication, referrals and actions are transparent.</p> <p>You will work in accordance with Trust child protection guidelines and in accordance with East Sussex Area Child Protection Committee Procedures and within the NMC Code of Professional Conduct and East Sussex Healthcare NHS Trust policies and procedures.</p>
Budgetary & Purchasing, Income generation	To support the Clinical Service Management Team in managing services within allocated resources.

Staff	<ul style="list-style-type: none"> • To support and participate in the functioning of the community team including day to day supervision, appraisal, mentoring and training, to undertake appraisals of junior staff once trained. • To lead, supervise and delegate to a range of clinical staff including Band 5 and Band 4 skill mix and administration staff. • To assess, implement, plan and evaluate programmes of care for a designated client group and oversee their delivery. • Utilise an appropriate skill mix to manage your own caseload. • May be required to deputise for the Locality Manager and coordinate the workload of up to 10 staff.
Information Systems	<p>Competent use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, Trust Information Governance Policy and Data Protection Legislation</p> <p>Specialist systems: SystmOne</p> <ul style="list-style-type: none"> • The post holder has responsibility for the maintenance of accurate contemporaneous paper / electronic records in accordance with Trust and Nursing & Midwifery Council guidelines and the Data Protection Act. • Responsible for contributing to local health needs data and workload data to inform planning and to provide community profiles. • Access to East Sussex County Council information system, Liquid Logic, to gain information about children on their caseload. • Completing outcome focussed action plans for children requiring an enhanced service. • Compiling of case conference and court reports from case notes and other sources.
Other	<ul style="list-style-type: none"> • In order to ensure all staff have a fair exposure to the affluent and more deprived areas across Sussex, we will expect Health Visitors to move to a contrasting caseload periodically as identified through the appraisal process and in discussion with the post holder. • To comply with all statutory requirements governing East Sussex Healthcare NHS Trust (ESHT) including corporate, personnel and clinical policies and procedures. • As a registered Community Nurse Prescriber or Independent Prescriber the practitioner will undertake prescribing duties within their identified and agreed scope of prescribing practice. To be familiar with and conform to responsibilities under the Data protection Act 1998) • To be familiar with and conform to responsibilities under the Health & Safety at Work Act (1974) in relation to patients, colleagues, self and the general public • To take responsibility for personal development in accordance with the Trusts policy guidelines, ensuring evidence based practice and sharing of best practice with other practitioners • To participate in Clinical Supervision as per NMC guidelines and Trust policies.

Department Structure

One of 5 Operations Managers

One of 10 Locality Managers

Health Visitor

Health Visiting Staff Nurse

Community Nursery Nurse

Communications and Working Relationships

List people with whom the postholder interacts on a regular basis.

With Whom:	Frequency	Purpose
Colleagues	Daily / as required	Communicate and work in partnership with colleagues within their team, across teams within a locality and colleagues across localities. Communicate on a one to one basis in meetings both verbally and written. To liaise with a wide range of other specialist health care staff.

Clients	Daily / as required	Provide advice, information and support on a wide range of health promotion topics, child care development. To communicate with patients where safeguarding is a concern and excellent communication skills are required.
Outside Agencies	Daily / as required	To communicate and work in partnership with a wide range of other professionals including Health, Education, Social Care, Police and voluntary sector.
Other	Daily / as required	Proactively liaise with GP's and practice managers Proactively liaise with midwifery services Proactively liaise with hospital services, i.e. A and E , paediatric ward, SCBU

Key duties and responsibilities

Clinical:

- Assesses, analyses, implements, plans and evaluates programmes of care for a designated client group with agreed resources.
- Develops specialist care packages, programmes for complex needs and provides specialist lifestyle advice
- Operates in accordance with Trust child protection guidelines and in accordance with East Sussex Area Child Protection Committee procedures.
- The Health Visitor will offer support to a designated client population:
- Maintain professional curiosity at all times and develop relationship based practice with clients and offer:
 - a) Access to a named Health Visitor and information on the service that the Health Visiting service provides.
 - b) A professional assessment based on individual need, which is made at the first visit to any client, irrespective of age.
 - c) An individual programme of care, planned in partnership with the family. , based upon a shared perception of needs.
 - d) All visits, as far as practicable, to be by appointment, but unannounced, opportunist visits are appropriate when a number of visits have been missed
 - e) Completion of an outcome focussed action plan for children with complex needs and having multi agency input.
- Able to make decisions as a lone worker in relation to changing clinical situations, unpredictable deterioration in health or condition as well as health and safety.
- Keeps accurate, contemporaneous records and written reports as required, based on a process approach.
- Involvement in health promotion and health surveillance activities to educate and raise awareness
- Writes case reports for legal purposes and for concerns around safeguarding of children. Attends and participates in meetings /case conferences / discussion as appropriate.
- To actively participate as a supervisee in regular clinical and safeguarding supervision in accordance with ESHT Policy.
- Health Visitors are professionally accountable and are expected to adhere to the NMC Code of Professional Conduct

Leadership:

- Provides leadership and work with others to promote team development and the implementation of a family-centred public health role.
- Participates in the Trust's supervision policy including the provision of supervision to the designated skill mix team. Reports relevant information/clinical issues to the Locality Manager
- Demonstrate strong team building skills and ability to work equitably with colleagues
- Works with colleagues to achieve integration with East Sussex Council staff and liaison with School Nursing service in line with Trust requirements.
- Understands how the work undertaken by the post holder relates to and affects the work of others, in order to achieve the best outcomes in terms of effective processes and quality of services.
- Participates in audit programmes to measure the quality of the service.

Training & Education:

- Acts as a clinical expert, participating in training and education programmes for staff students and others as required.
- Plan and participate in the induction of new staff
- Contribute towards a positive learning environment for all pre and post registration students.
- Adopts a research approach to health visiting, implementing evidence based practice and participates in Trust approved research programmes.
- Receive and actively participate in annual Personal Development Review and ensure ESHT Values are embedded in practice.
- Actively participate in Health Visiting Practice Development Days

Communication

- Ensures effective liaison and communication with other professional groups within the Trust, Council and outside agencies
- Complete all reports and referrals in a timely manner and in partnership with parents
- Ensures open, transparent and effective communication with families at every contact to empower and motivate health improvement.
- To maintain and facilitate a positive working environment within the Health Visiting Team and Locality as a whole.

Service & Strategic Responsibilities:

- To contribute to the service business planning, development and clinical governance processes to ensure there is a sustained effective and efficient service delivery to the Trust's residents.
- To participate in Locality and Trust wide health education initiatives to ensure both staff and the wider public have a greater understanding of the health prevention and health promotion agenda.
- Follow Nursing & Midwifery Council Code of Professional Conduct to assume responsibility for own professional conduct with regard to confidentiality, professional standards of care, quality of service, clinical updating and accurate record keeping, both manual and electronic.

General Duties & Responsibilities applicable to all job descriptions

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

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Working Environment:					
Driving	X	Lifting	X	Verbal aggression	X
Use of PC/VDU	X	Physical support of patients		Physical aggression	
Bending/kneeling	X	Outdoor working		Breaking unwelcome news to others	X
Pushing/pulling		Lone working	X	Providing professional emotional support	
Climbing/heights		Chemicals/fumes		Dealing with traumatic situations	X
Repetitive movement		Contact with bodily fluids	X	Involvement with abuse cases	X
Prolonged walking/running		Infectious materials	X	Care of the terminally ill	
Controlled restraint		Noise/smells	X	Care of mentally ill & challenging patients	X
Manual labour		Waste/dirt	X	Long periods of concentration i.e. hours	X
Food handling		Night working		Working in confined spaces (eg roof spaces)	

Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.

9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.



Person Specification

Job Title: Health Visitor		Grade: Band 6	
Department: Women's & Children's Division		Date: September 2020	
*Assessed by: A= Application I= Interview R= References T= Testing C = Certificate			
Minimum Criteria	*	Desirable Criteria	*
Qualifications			
Current NMC registration	AI	Nurse prescriber or commitment to undertake training within 2 years of joining the Trust	AI
1 st Level registration	AI		
HV qualification - Educated to degree level supplemented by diploma level specialist training or relevant equivalent training and experience certificate/diploma/degree	AI	ENB 997/998, Learning through Mentorship module, or commitment to undertake within one year of joining the Trust	AI
Evidence of continued professional development	AI		
Child protection qualification	AI		
Experience			
HV practice covering all aspects of health visiting, including teaching	AI	Community experience	AI
Demonstrates ability to deliver appropriate HV service and lead innovative practice	AI		
Experience of working in a multi-agency environment	AI		
Experience of delivery of innovative practice	AI		
Skills / Knowledge / Abilities			
Ability to provide full range of HV experience	AI		
Ability to demonstrate knowledge of child protection procedures	AI		
Identify child abuse and risk assessments	AI		
Ability to demonstrate the use of research based practice	AI		

Ability to demonstrate up-to-date clinical expertise	AI		
Ability to demonstrate an understanding of current NHS legislation and policies, including the Children Act 1989	AI		
Ability to identify own learning needs	AI		
Ability to demonstrate knowledge of primary health care team working	AI		
Ability to demonstrate knowledge of NMC guidelines	AI		
Ability to demonstrate knowledge of management of people, resources and caseload	AI		
Knowledge of clinical governance	AI		
Leadership skills and the ability to act as an appropriate role model	AI		
Ability to promote the understanding of the public health role of the HV	AI		
Ability to demonstrate effective verbal and written communication skills	AI		
Ability to work on own initiative, make decisions and prioritise	AI		
Ability to organise workload, manage time effectively and delegate as appropriate	AI		
Ability to relate theory to practice	AI		
Ability to assess develop, implement and evaluate programmes of care	AI		
Ability to supervise and manage a team and work as an effective team member	AI		
Ability to teach	AI		
Experience of dealing with emotionally upsetting situations	AI		
Other			
Need to be physically fit in terms of mobility manual handling and practical	AI		

elements of the job			
Ability to demonstrate effective problem solving approach.	AI		
The ability to work with changing scenarios and the ability to prioritise work appropriately.	AI		
Must be mobile for regular travel across a geographical area	AI		
Ability to participate in health promotional sessional work outside of core hours.	AI		
Reliable work record	AIR		
<i>DBS clearance if applicable</i>	C		
Evidence that personal behaviour reflects Trust Values	AIR		

Managers Signature

Date

Postholder's signature

Date