

Job Description

AfC Ref (if applicable):	524c
1 Job details	
Job title: Band: Hours: Contract: Location: Responsible to: Reports to: Liaises with:	Health Visitor 6 22.5 hours Fixed Term St Helens Service Lead Team Leader Statutory and Voluntary Agencies within St Helens

2 Job purpose
<p>2.1: To improve health and wellbeing through identifying health needs.</p> <p>2.2: Raising awareness of health and wellbeing, influencing the broader context enabling people to improve their own health. This is achieved through the health visiting contribution to public health which takes account of the different dynamics and needs of individuals, families, groups, and the community focusing on health promotion and prevention of illness, ill-health and injury.</p> <p>2.3: To work in partnership with the Local Authority and partner agencies.</p> <p>2.4: To manage an active caseload. To develop and deliver health care and health promotion using evidence-based practice and professional leadership and management.</p> <p>2.5: To promote positive health to individuals, families, groups, communities, and relevant agencies. To contribute to the development of best practice and facilitate shared learning to develop services and initiatives that meet local needs, in relation to aims and objectives of Wirral Community Health and Care NHS Foundation Trust.</p> <p>2.6: To develop effective links with key people in delivering services to enable people to improve their own health.</p>

3 Role of directorate/department

The Integrated Children's Division is a large dynamic frontline service within Wirral Community Health and Care Foundation Trust. It comprises of the 0-19 service in Wirral, Cheshire East, and St Helens, Integrated Children's Therapy teams and Sexual Health. Responsible for clinical delivery of services to defined performance indicators including quality standards and patient experience

4 Main duties and responsibilities

4. Professional

4.1: Works across St Helens supporting delivery of health visiting services.

4.2: Is an independent practitioner working as a member of a skill mixed team and as such is responsible for interacting constructively with team members and organising, prioritising and planning their work including arranging visits and supporting delivery of universal services and additional packages of care, facilitation and delivery of clinics and group sessions as required.

4.3: Supports vulnerable families and those coping with complex mental health problems, disability, drug and/or alcohol dependency and domestic violence.

4.4: Offers bereavement visits following child death and support delivery of SUDI, CONI.

4.5: Offers an educator/teaching and advisory service for other professional groups.

4.6: Is accountable for their own professional practice/actions initiating the referral Processes as appropriate using clinical judgement in every aspect of client care with reference to Trust Pathways, Protocols, Policies and Procedures.

4.7: Undertakes Healthy Child reviews/contacts and promotes uptake of immunisation as per Trust and professional guidelines.

4.8: Accepts delegated line management responsibilities for other members of the multi-disciplinary team which may include performance and development reviews, supervision of their daily work and utilising their skills most appropriately in health promotion.

4.9: In the absence of the team leader will act up taking delegated responsibility for supporting delivery of care across the team caseload. These duties may include responding to queries from the public, allocation of work, delegating duties to wider team members and allocation of team activities – see administration section.

4.10: Delegated responsibility to provide guidance and supervision to staff nurses /community nursery nurses who are delivering packages of care including monitoring and evaluation of progress.

4.11: Use public health skills to meet local and national targets, i.e., promotion of healthy lifestyles with individuals, families, groups and communities focusing on key targets in the NHS Plan and the Local Delivery Plan.

4.12: Is involved in the research process working in partnership with management and the service improvement unit to support development and implementation of evidence-based changes in practice.

4.13: Is responsible for risk assessing, organising, planning, and delivering home visits, clinic / drop-in sessions in various community settings adhering to Trust's guidelines and policies for infection control and health and safety.

4.14: Promotes positive health to individuals, families, groups, communities, and relevant agencies.

4.15: Actively participates / initiates Team around the child/ safeguarding meetings, case conferences, case reviews and core group meetings and attends for safeguarding supervision. Communicates concerns to safeguarding team as appropriate for professional advice and support. Writes reports for court and safeguarding meetings / case conferences attending court proceedings as required.

4.16: Participates in the training and teaching of medical and nursing students and act as a preceptor for new staff.

4.17: Promotes good working relationships with colleagues in the statutory and voluntary sectors including GPs, paediatricians, social workers, teachers, and members of other agencies.

4.18: Contributes to the prevention and control of the spread of infectious disease including contacting new entrants to Britain as directed by the Health Protection Agency.

4.19: Possesses the Trust's core competencies for Health Visiting and attends mandatory training and updates ie essential learning, fire lectures, team around the child and safeguarding.

4.20: As a clinical supervisor or supervisee participates in clinical supervision and mentorship as recommended in the Nursing and Midwifery Council guidelines and the Trust policy.

4.21: Contributes to recruitment and selection of staff as required.

4.22: Engage in the clinical and management supervision and PDR processes as outlined in the Trust policies

4.23: As a lone worker adheres to the Trust health and safety and lone working policy.

Administration

4.24: Maintains accurate up to date records and statistics as outlined in the Nursing & Midwifery Council Guidelines. Maintains contemporaneous, accurate and relevant information, i.e., family health records, PCHR, GP records / computers and court reports.

4.25: Completes health needs audits of caseload and submits as required. Provides information on breakdowns of health/social issues within the caseload i.e., post-natal depression, premature infants, teenage parents, and children with a Child Protection Plan.

4.26: Maintains and updates a system that identifies high priority families and families currently receiving increased levels of health visitor interventions. Identifies health needs within a caseload and uses the information to plan and undertake regular audits of the caseload, group work and public health initiatives.

4.27: Works in accordance with the Trust's policies/procedures and clinical guidelines i.e., Caldicott guidelines and Local Area Child Protection Committee.

4.28: Contributes to the development of and works in accordance with Trust policy on nurse prescribing and prescribes at the level expected within the guidelines of V100 prescribing.

4.29: Has read and works in accordance with the Nursing and Midwifery Council codes of professional conduct including guidance on accountability and delegation.

4.30: Ensures professional registration is always valid.

4.31: Reports any absence from duty to the Team Leader or Deputy Team Leader.

4.32: Attends courses/study days and training in accordance Trust training compliance and revalidation, individual and service requirements as identified in the annual staff development review and at staff meetings.

4.33: Attends essential learning in line with Trust guidelines. The post holder will be required to undertake any other duties and responsibilities within the framework of the post.

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

5 Vision and values

Our common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

Our common purpose is...

Together...

we will support you and your
community to live well.

Our values...

Compassion

Supportive and caring, listening
to others.

Open

Communicating openly, honestly
and sharing ideas.

Trust

Trusted to deliver, feeling
valued and safe.

6 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Wirral Community Health and Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 1998 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the

Compassion Open Trust

guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

7 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community Health and Care NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively. Wirral Community Health and Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

8 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

9 Risk management and health and safety at work

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community Health and Care NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrixes.

11 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

13 Policies and procedures

Wirral Community Health and Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working, in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Trust's policies, at all times.

14 Agreed job description

Post holder

Name:.....

(please print)

Signature:.....

Date:.....

Manager

Name:.....

(please print)

Signature:.....

Date:.....