

## **Job Description**

<b>Title:</b>	Health Visitor Team Leader
<b>Grade:</b>	Band 7
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
<b>Department:</b>	Children, Families and Young People's Service
<b>Responsible to:</b>	Health Visiting Locality Manager
<b>Accountable to:</b>	Lead for Haringey CYP ICSU

## **POST SUMMARY**

The Team Leader in Health Visiting is responsible for Team management and the delivery of Universal Health Services for Children in Children's Centres. Reporting to the Locality Manager, Universal Health Services for Children, they will support the development of the service and work with Team Leader colleagues to ensure the delivery of a safe and effective Universal Health Provision.

1. To be responsible for the management of integrated health visiting services across an area, working in partnership with Children's Centres to deliver universal health services that are focussed on improving the outcomes for all children.
2. To be responsible for identifying need within a family or community. To use child and family centred public health approaches to address health inequalities. Including the promotion of good health and the prevention of ill health in the community and the implementation and evaluation of individualised programmes of care.
3. To support the development and implementation of service development, standard setting, clinical audit and benchmarking. To deliver needs-led evidence based care that supports the local and national priorities and policies.
4. To be the principal point of contact for allocated GP Practices in an area as appropriate. To develop and deliver co-operative working arrangements with GP services that support healthy outcomes for children and their families and facilitate partnership working across Primary Care and other partner organisations.
5. To be the principal point of contact for allocated Children's Centres in an area. To develop and deliver co-operative working arrangements with Children's Centres that support healthy outcomes for children and their families and facilitate partnership working across Children's Centres and other partner organisations.
6. To work with local statutory, private and voluntary providers and users to develop and promote practice that is accessible and responsive to all sections of the local community, ensuring that services are targeted to the most vulnerable groups and individuals to support social inclusion.



## MAIN DUTIES

### **A. Management and Leadership**

1. To lead change within the health visiting team. To promote good team work through the use of excellent communication skills, in order that team objectives are understood and achieved. To lead and promote integrated working across Universal Health Services.
2. To comply with the NMC Code of Conduct and the Code of Conduct for NHS Managers. To manage staff working in accordance within these codes of conduct, that requires the post holder to model the code in every aspect of their work and for their actions to demonstrate a commitment to the code.
3. To directly manage members of the team and associated resources and agree with them performance objectives to reflect both local and national strategies and priorities. To ensure all complaints are investigated within agreed Trust policy, procedures and time scales and effect any necessary changes to practice and service that may result.
4. To support the Locality Managers with recruitment, selection and performance management of staff and ensure that all members of the Health Visiting team have access to regular management and professional supervision, appraisal and staff development.
5. To ensure that all members of the Health Visiting team have access to regular management and professional supervision, appraisal and staff development.
6. To ensure that individuals within the teams are aware of and work within the Trust policies and procedures. To ensure the maintenance of up to date, accurate records that complies with local and national standards.
7. To develop and maintain effective and appropriate communication systems with staff and colleagues within the organisation, Children's Centres and GP Practices. Including the delivery of Service Level Agreements as appropriate.
8. To take every reasonable step to see that the working environment is safe, healthy and hazard free for staff and users, including ensuring that infection control procedures are in place.
9. To facilitate the use of information technology and ensure that relevant and up to date information on clinical developments and service activity are provided to agreed time-scales.
10. To promote a continuous learning environment for colleagues and students within the organisation. Ensure that all staff has access to information that enables them to practice safely and effectively.
11. To participate in audit, research projects and/or innovations following agreed policy and protocol.
12. To support the financial management of the HV budget.



## **B. Clinical**

1. To carry out and support community/schools needs assessments in conjunction with Children's Centres. To be responsible for the delivery of Healthy Child programme, Health Protection and Screening Programmes for a designated area.
2. To undertake evidence-based child and family health assessments and develop child/family health plans in partnership with children and carers. To refer and treat and review as appropriate.
3. To undertake the Common Assessment Framework and act as Lead Professional for a family as appropriate.
4. To provide and promote access to information and other services, to refer as appropriate. To liaise and work in partnership with statutory and non-statutory agencies and other health services colleagues.
5. To participate in community development programmes in partnership with the local authority and voluntary agencies as appropriate.
6. To identify children in need and children in need of protection. Working with other agencies to support vulnerable families. To adhere to current Local Safeguarding Board and pan London Child Protection Procedures. To participate in regular discussion with Locality Managers and Child Protection Advisors about vulnerable children.
7. To identify, refer and support children with special educational needs or disabilities. To liaise with other agencies in health and social care to facilitate programmes of care.
8. To maintain and develop clinical skills in response to the changing needs within primary, including programmes of immunisation and child health promotion. To work within Patient Group Directives to plan and implement immunisation programmes as part of the public health role and to meet agreed targets.
9. To take responsibility for nurse prescribing in line with the Nurse Prescribing Formulary and the Whittington Health's Protocols for Nurse Prescribing, as appropriate.
10. To take responsibility for the delivery of extended health services and specialist community clinics as appropriate.
11. To undertake mandatory training, and service specific training as required maintaining skills and competencies.

## **C. Partnership with Service Users**

1. To ensure that there are opportunities for ongoing involvement of children, parents and carers in development of services and quality assurance.

## **D. Quality Assurance**

1. To ensure that there are Clinical Governance mechanisms and effective monitoring systems in place to assure the quality of the service.



2. To ensure that team members comply with the organisation's infection control standards and policies, and to lead by personal examples of good practice.
3. To ensure team and personal attendance at infection control training

## Revalidation and Registration

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of colleagues professional practice across the trust through leading ward and/or department projects, and supporting training.
- Ensure optimum use is made of working time.

## Equal Opportunities

Our latest policy known as "Promoting Equality, Diversity and Human Rights" outlines the Trust's commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> "

## Infection control

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

## Working patterns

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.



Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## Health & Safety Policy

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

## Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Safeguarding Vulnerable Adults Panel London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information in any format whether electronic or paper based, you should do so in a fair and

lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

## Whittington Mission, Vision and Goals



We have an excellent reputation for being innovative, responsive and flexible to the changing clinical needs of the local population. We are treating more patients than ever before and are dedicated to improving services to deliver the best for our patients.

### **Our mission**

Helping local people live longer, healthier lives.

### **Our vision**

Provide safe, personal, co-ordinated care for the community we serve.

### **Our goals**

We have developed six key strategic goals to make sure we continue to support people to live longer, healthier lives.

- To secure the best possible health and wellbeing for all our community
- To integrate and coordinate care in person-centred teams
- To deliver consistent, high quality, safe services
- To support our patients and users in being active partners in their care
- To be recognised as a leader in the fields of medical and multi-professional education, and population-based clinical research
- To innovate and continuously improve the quality of our services to deliver the best outcomes for our local population

<b>Whittington Values</b>
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Our values underpin everything we do. Our staff are committed to delivering the following values in everything they do.

Our ICARE values have been created by our staff and are embedded in our appraisal and planning processes and form part of our staff excellence awards.





### **Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

### **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

### **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

### **Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

### **Probationary Period**

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



Person Specification

Post:	Health Visiting Team Leader	Grade:	Band 7		
Department	Haringey Universal Children's Services	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
Education / Qualifications	Health Visiting professional qualification, with entry onto the 3 <sup>rd</sup> part of the NMC Register	E		A	
	Educated to degree level or equivalent		D	A	
	Management experience in a health service setting		D	A	
Skills & Abilities	Excellent communication skills: IT, written and oral	E		A/I	
	Willingness to lead and support management of change	E		A/I	
	High levels of clinical skills, with the ability to identify, respond to and evaluate health needs, including the delivery of public health programmes	E		A/I	
	Ability to set personal and team objectives, and manage time, priorities and stressful situations	E		A/I	
	Ability to manage other members of staff and delegate work appropriately and safely	E		A/I	
	Ability to work as part of a team	E		A/I	



	Commitment to the development of excellent services, which focus on improved outcomes for children	<b>E</b>		<b>A/I</b>	
<b>Knowledge &amp; Experience</b>	Knowledge of current legislation and national guidance relating to children	<b>E</b>		<b>A/I</b>	
	Ability to apply research to practice	<b>E</b>		<b>A/I</b>	
	Understanding of the safeguarding process and child protection procedures, clinical governance arrangements and the ability to make decisions in these areas	<b>E</b>		<b>A/I</b>	
	Evidence of Continuing Professional Development	<b>E</b>		<b>A/I</b>	
	Awareness of Equal Opportunities and Valuing Diversity	<b>E</b>		<b>A/I</b>	
	Knowledge of infection control standards	<b>E</b>		<b>A/I</b>	
<b>PERSONAL QUALITIES</b>					
<b>Other</b>					

Completed by: .....

Date:.....

Offer post Yes/ No

Comments .....