

## JOB DESCRIPTION

<b>Job title:</b>	<b>Specialist Community Public Health Nurse Health Visitor</b>
<b>Grade:</b>	6
<b>Directorate:</b>	<b>Children's and Wellbeing Service</b>
<b>Division:</b>	<b>Healthy Child Programme</b>
<b>Service:</b>	<b>Healthy Child Programme 0-5</b>

### 1. Job overview

The post holder will work within a skill mixed team to promote the health and wellbeing of children and young people, aged 0 – 5, and their families. The post holder will provide specialist practitioner knowledge and advice; assessing care needs to provide a child and young person centred, inclusive, holistic and accessible Healthy Child Programme.

The Specialist Community Public Health Nurse (SCPHN) will establish links with communities, schools, Primary Care Colleagues and the wider Children's workforce to develop, implement and evaluate programmes of care and public health developments in the community, liaising and collaborating with other agencies as required.

To promote the physical and emotional well-being of children and young people, supporting them to establish good health now and in the future and promote early intervention, health promotion, advocacy, empowerment, social inclusion and the reduction of health inequalities.

Make referrals as appropriate, to enable access to relevant professionals and support children and young people to reach their personal and educational potential.

Health Visitor SCPHNs will be expected to complete the mentorship module within two years of consolidation in order to support pre-registration and specialist practice students \*

Specialist Community Public Health Nurses (SCPHN) may be required to work anywhere in the Sussex Community Foundation NHS Trust area in order to meet the needs of the service.

In order to ensure all staff have a fair exposure to the affluent and more deprived areas across within the organisation, SCPHN's may be expected to move to a



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contrasting case-load periodically as identified through the appraisal process and in discussion with the post holder.

## 2. Communication and working relationships

- a. To work in partnership in a community- based locality with all members of the wider chil-dren's workforce, including voluntary and statutory organisations, to ensure effective communication in the best interest of the child, young person and family.
- b. To act as a health advocate for the child or young person by promoting prevention, facili-tating early help and supporting families to ensure the best outcome for the child or young person.
- c. Produce and present from a health perspective accurate reports that input into Safe-guarding Children Procedures by following Pan Sussex LSCB guidance.
- d. Managing situations where sensitive information has to be shared with clients e.g those relating to domestic abuse and child protection
- e. Plan and deliver public health sessions.
- f. Participate in shared learning and peer supervision to maintain and increase knowledge and quality of care.

## 3. Main tasks

- a. Work with the team to deliver the commissioned 0 – 19 Healthy Child Programme Ser-vice
- b. To identify health needs by undertaking an assessment in partnership with clients, in or-der to deliver an individual programme of care; delegating support as appropriate
- c. To maintain the safety and protection of children, by following the Pan-Sussex Child Pro-tection procedures and their local application, develop services which promote the safety and well-being of children and participate in meetings, discussions and case conferences as appropriate. To work in partnership with other agencies and disciplines to offer opti-mum support to all children and families, including Specialist School input.
- d. To offer training and support in schools, including medicines management and the PHSE/ Public Health agenda.
- e. To maintain accurate contemporaneous record keeping in line with the SCFT Health Record Keeping Policy

- f. Use IT and performance management systems to inform the quality and co-ordination of services and meet contractual requirements
- g. Provides support, as appropriate, for the recruitment and selection of team members including managing the induction and orientation for new staff
- h. Participates in analysis of the caseload to ensure an efficient and effective service and contributes to audit programmes as required.
- i. Records relevant clinical/staffing issues/incidents and where necessary reports to the Team Manager/lead in order to manage risk and maintain service delivery.
- j. Acts as a clinical expert and health information resource, participating in training, education and orientation programmes for staff, students and others as required.
- k. Incorporates relevant research findings into practice and participates in approved research programmes.
- l. Provides, supervises and supports the delivery of an effective programme of childhood developmental surveillance and health promotion activities both within the organisation and with community partners
- m. Participate in statutory, mandatory and other training as agreed in the PDR process and as required by the Trust
- n. Attend training for supervision and to participate in supervision on a regular basis
- o. Travel is essential to all areas where delivery of the Healthy Child Programme takes place. Some carrying of equipment may be required.

#### **4. Main responsibilities**

##### **Finance**

- a. To demonstrate responsible use of resources, with an awareness of budgetary restraints.

##### **Staff Management**

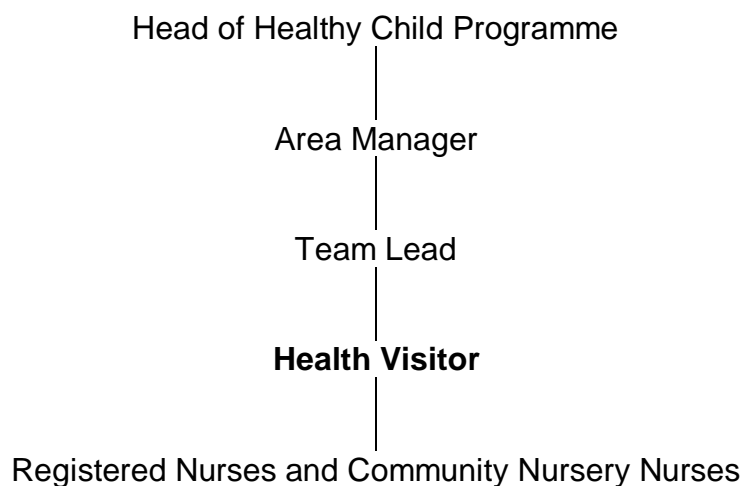
- a. To participate in regular team meetings with all grades of staff to ensure that all staff are kept informed of clinical and locality issues to facilitate the management of change, ensuring service continuity.
- b. To arrange the induction and orientation of new staff and instruct all staff in new procedures and policy changes.

- c. To support and supervise skill mix staff to enable effective delivery of the service.
- d. To contribute to training, education, PDR, supervision and orientation programmes for staff, students, and others as required

### **Staff Development**

- e. Undertake mentor role with both pre-registration and specialist practice students

## **5. Organisation chart**



- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

## **6. Flexibility**

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

## **7. Policies and procedures**

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

## 8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

## 9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

## 10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Level 3 Disability Confident Leader. We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

## **11. Use of technology**

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

## **12. No smoking policy**

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

## **13. Professional registration**

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

## **14. Infection prevention and control**

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

## **15. Safeguarding children, young people and vulnerable adults**

- a) SCFT 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. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

## **16. Quality**

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.

- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.

## PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of Assessment
Qualifications and/or Professional Registration		
Registered Nurse/Midwife Qualification	E	A/C/I
Registered Health Visitor	E	
Leadership qualification	D	
Mentorship qualification level 6/7	E within 2 yrs of qualifying as HV or within 1 yr of appointment to post	
Practice Teacher	D	
Nurse Prescriber	D	
Experience		
Experience of working within a team environment	E	A/C/I
Evidence of a range of clinical competencies appropriate to role	E	
Management of team/staff members	D	
Skills and Knowledge		
Good numeracy and literacy skills	E	A/C/I
Ability to use IT as required	E	
Excellent written skills	E	



Criteria	Essential or desirable	Method of Assessment
Ability to apply and promote the public health role of the health visitor.	E	A/C/I
Current knowledge of local and national policies Informing health and social care.	E	
Ability to draw information from a range of sources in order to make a contribution to service development.	E	
Demonstrates leadership in practice	E	
Demonstrates ability to apply research to practice.	E	
Demonstrates competency in a range of clinical skills	E	
Knowledge of clinical governance, clinical audit, clinical supervision and professional codes of conduct (NMC)	E	
Demonstrate cultural awareness and sensitivity to differing needs of client groups while promoting independence and choice.	E	
Able to work on own initiative, make decisions and prioritise.	E	
Able to assess , develop, implement and develop Programmes of care.	E	
Demonstrates ability to reflect and take learning From situations.	E	
Active participant in the safeguarding of children.	E	
Able to demonstrate partnership working with other agencies and service providers.	E	
Able to demonstrate the ability to plan and facilitate group work.	E	
Demonstrate a high level of understanding of self and able to identify personal limitations and shows openness to address them.	E	
Demonstrate excellence in communication skills and with an ability to negotiate and manage conflict	E	

Criteria	Essential or desirable	Method of Assessment
<b>Other requirements</b>		
Equal Opportunities: <ul style="list-style-type: none"> <li>Demonstrates ability to implement equal opportunity agenda</li> </ul>	E	A/C/I
Mobility to travel across sites Car driver with current driving licence and access to a car for work Able to work flexibly across a specified Area Team/Locality Demonstrate a commitment to lifelong learning and development	E E E E	

**Good luck with your application!**

Author's name:	<i>Carole Perry</i>
Version number:	<i>V1.1</i>
Reason for change:	<i>Copied into new Template</i>
Date:	<i>29.09.2014 Updated by K Webster 06/06/2022</i>
Job evaluation number:	