

**CHILDREN'S UNIVERSAL HEALTH SERVICE MILTON KEYNES  
HEALTH VISITOR - JOB DESCRIPTION**

**Job Title:** Health Visitor  
**Grade:** 6  
**Hours:** 37.5  
**Salary:** £35,392 - £42,618

**Main Base:** Shipley Court, Newport Pagnell, MK16 8EA

In order to meet the needs of the role and service, you will be regularly required to work outside your normal place of work. The Trust reserves the right to change your normal place of work to any other location within the Trust.

**Responsible To:** Locality Team Lead

**Accountable To:** Children's Universal Health Service Operational Manager

**Key Relationships:** 0-19 Children's Universal Health Service staff

**JOB PURPOSE**

The post holder will work within a skill mixed corporate team to deliver a child focused, community-based specialist nursing service to all families in CNWL - Milton Keynes area; through the delivery of a universal core service and targeted interventions.

- Deliver the Healthy Child Programme within the framework of national and local targets
- Aim to achieve equity of health outcomes for the local population
- Work in partnership with statutory and voluntary agencies

**MAIN DUTIES AND RESPONSIBILITIES**

- Undertake initial family health needs assessments or delegate the responsibility where appropriate to other members of the team.
- Identify vulnerable families and create a care plan to meet their needs.
- Prioritise workload to reflect a service based on reducing health inequalities.
- Manage own workload within a locality team.

- Be pro-active in multi agency networking and collaboration to improve life chances for all children.
- Offer Health Visitor expertise to clients within a community setting
- Manage and develop skill mixed staff within the locality team
- Identify actual or suspected child abuse and follow local procedures
- Attend child protection conferences and core groups as required or delegate responsibility where appropriate to other members of the team.
- Work in partnership with vulnerable families to enable optimum health gains.
- Undertake risk assessments prior to home visits.
- Undertake child/family assessments and agree programme of child health screening and health promotion activity.
- Carry out specific health and developmental screening where identified, or delegate responsibility where appropriate to other team members.
- Facilitate group work for agreed health promotion programmes.

## CLINICAL DUTIES

- Undertake complex social/health needs assessments of individuals in a wide range of environments and across a broad population spectrum. Interpret, analyse and collate complex information, liaising with client and other services/agencies as relevant.
- To inform and implement a health care plan using evidence-based criterion being able to rationalise professionally decisions and actions. Monitor progress and adapt plans to maximise health benefits for clients.
- Help others e.g. patients, clients, carers to identify their own level of knowledge and skill and offer support, information and advice to enable them to access services and adopt healthy lifestyles.
- Use skills to communicate equally effectively with clients, social services, education, colleagues, etc.
- Have knowledge of Information Sharing and Assessment protocols and ability to identify and discern relevance of information to be shared to promote the safety of children.
- Assess exposure to unpleasant or difficult working conditions, which may be occasionally experienced in community settings and homes, e.g. very unhygienic conditions, take appropriate action
- Maintain knowledge of Infection Control Procedures and implement recommendations as necessary.
- If Non-medical prescriber diagnosis of clinical need to include patient history, clinical assessment, including physical examination where appropriate.

## PROFESSIONAL

- Use a range of skills to communicate taking account the diversity of the local population
- Contemporaneous record keeping in line with local and NMC policy
- Recognise personal distress when highly emotive or unpredictable circumstances arise and seek support and advice from colleagues and management team
- Take an active part in developing service objectives.
- Have responsibility to support a range of students by undertaking the Practice Assessor and Practice Supervisor role
- Actively participate in team discussions and help to support service developments.
- Where registered as a Nurse Prescriber, practice within the boundaries of the Trust Policy and Protocols of Prescribing.
- Participate in research, undertake surveys and audits.
- Understand and be involved in clinical governance activities.
- Be responsible for maintaining up to date and accurate registration with the Nursing and Midwifery Council
- Monitor own practice to ensure specialist knowledge is maintained through reading, study days, experiential learning etc and that all practice is evidence based.

## MANAGERIAL

- Cooperate and liaise with the Team Lead and colleagues to organise cover for periods of absence and assist in the emergency cover of work
- Manage sensitive or contentious information e.g. child abuse or abuse of vulnerable adults; infant/child death; domestic abuse
- Manage and maintain office communication systems including Microsoft office, skype and work mobile phone
- Adhere to the Trust Lone working Policy and local Safety in Practice Local Operating Procedure
- Take responsibility for submission of annual leave request and travel expenses through local systems
- Complete correct templates on Systmone to ensure national and local reporting and performance management is accurate

## **RIDER CLAUSE**

This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

## **CONFIDENTIALITY**

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

### **1. SAFEGUARDING**

All staff have a duty to safeguard and promote the welfare of children and adults at risk of abuse. Staff should be aware of local safeguarding procedures and how to contact named professionals for advice and support as well as reporting any concerns. Staff are supported with the supervision and training needed to recognise and act on welfare concerns and to respond to the needs of children and adults. Staff have a responsibility to ensure they are up to date with any safeguarding training.

### **2. PROMOTING EQUALITY & VALUING DIVERSITY**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success. As a member of staff at Milton Keynes CNWL Trust you have a personal responsibility to ensure and to support equality and value diversity. This means that you ensure that you do not discriminate, harass or bully or contribute to discrimination, harassment or bullying of a colleague, visitors or service users or condone discrimination, harassment or bullying by others. In addition, if you are a team leader, manager or director, you have a personal responsibility to promote and develop a culture that promotes equality and values diversity.

### **3. HEALTH & SAFETY**

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

### **4. NO SMOKING POLICY**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

### **5. DATA PROTECTION**

If you have contact with computerised data systems you are required to obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the

specific registered purpose and not to use or disclose it in any way incompatible with such purpose. To disclose data only to authorised persons or organisations as instructed.

## **6. ACCESS TO HEALTH RECORDS**

All staff who contribute to patients' health records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the Trust will be subject to regular audit.

All staff who have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Confidentiality of Health Records Policy.

All staff have an obligation to ensure that health records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1998.

## **7. WASTE DISPOSAL**

All staff must ensure that waste produced within the Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

## **8. INFECTION CONTROL**

Infection prevention and control is the responsibility of all provider services staff. All duties relating to the post must be carried out in accordance with the Trust hand hygiene and infection control policies and procedures.

## **9. IMPROVING WORKING LIVES (IWL)**

IWL is an NHS-wide initiative aimed at ensuring staff have good work/life balance, access to training, and support from their employer. The Trust is committed to maintaining a high standard of practice within IWL and, as such, staff have access to a wide range of flexible working options, childcare support, and many training and development opportunities.

## **10. PROFESSIONAL REGISTRATION**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action which may result in the termination of your employment.

- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## **11. RISK MANAGEMENT**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receive appropriate training, that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Governance Committee and Risk and Assurance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

## PERSONAL SPECIFICATION

**Job Title: Health Visitor**

Requirements	Essential	Desirable
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>Registered Nurse/Midwife with current NMC registration</li> <li>SCPHN qualification</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in teaching/assessing clinical practice</li> <li>Unicef Breastfeeding and Relationship Building training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with families and children to improve health outcomes through the delivery of the Healthy Child programme</li> <li>Evidence of caseload management and organisational skills</li> <li>Experience of multi agency working</li> <li>Evidence of leadership in practice</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing skill mix</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Safeguarding children and understanding of associated local and national policy, procedure and practice</li> <li>Awareness of local and national public health initiatives</li> <li>Awareness of frameworks for accountability and issues of confidentiality</li> <li>Excellent communication skills and the ability to adapt to a variety of situations</li> <li>Confident in managing change</li> <li>Competent in use of IT and associated programmes eg. Microsoft Teams, Systmone, Microsoft Office</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Able to prioritise work, manage time and work under pressure to deliver to deadlines</li> </ul>	

	<ul style="list-style-type: none"> <li>• Positive attitude, with a solution focused outlook</li> <li>• Innovative and enthusiastic</li> <li>• Commitment to self-development and to share experience with others to influence practice</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Must be able to meet the travel requirements of the post</li> <li>• Flexible working to meet the needs of the service, this may be on occasions outside normal office hours</li> </ul>	