

## Job Description

### 1. JOB DETAILS

**Job title:** Health Visitor (0-5 years), Band 6

**Accountable to:** Universal Team Manager (0-5 Years)

**Location:** Locality based within Cumbria

### 2. JOB SUMMARY

All staff are expected to work to the Trust Values:



**Kindness** – Kindness and compassion cost nothing, yet accomplish a great deal.



**Respect** - We are respectful to everyone and are open, honest and fair – respect behaviours.



**Ambition** – We set goals to achieve the best for our patients, teams, organisations and our partners.



**Collaboration** – We are stronger and better working together with and for our patients.

The Healthy Child Programme (HCP) is a Department of Health Universal Public Health programme available to all children, young people and their families. The principle aims of the programme are to:

- reduce health inequalities
- ensure that every child gets the good start they need and to lay the foundations of a healthy life.

The HCP promotes a whole system approach to the delivery of services, and as such requires agencies to collaborate to support children, young people and their families to lead a healthy life and maximise their full potential.

#### Health Visitor Role

The Health Visitor, though part of a team, works autonomously.

As a caseload holder, the Health Visitor will work with partners, most specifically as a lead within Childrens Centres, to improve health and well-being within families, and children under the age of 5yrs receiving a Universal service.

The Health Visitor will work in partnership with other organisations and the local community to lead and deliver the Healthy Child Programme –pregnancy and the first five years of life, to a defined caseload.

The Health Visitor will work as a key professional with other organisations within the Early Help framework to prevent children moving into statutory services (Strengthening Families Team) The Health Visitor will be required to work to CSCP and organisational procedures.

The Health Visiting Service includes 5 mandated Universal contacts. All parents/carers and their children (unborn to age 5) will be offered support by a Health Visitor.

Based on the needs of the families identified during universal contacts, the family may receive further support in the form of Community, Universal Plus and/or Partnership Plus level services which is delivered in partnership with the Strengthening Families Team.

Services are to comply with applicable National Service Standards and Integrated Pathways listed in Appendix 1 & 2 of the NHS 2015-16 National Health Visiting Core Service Specification.

**The Mandated Universal Contacts include:**

- Antenatal health promoting visit
- New baby review
- 6 to 8 week assessment
- 1 year assessment
- 2 - 2.5 year old review.

Dependent on the age of the child Universal contacts focus on one or more high impact areas including:

- Transition to parenthood and the early weeks
- Maternal Mental Health (perinatal depression)
- Breastfeeding (initiation and duration)
- Healthy Weight, Healthy Nutrition and physical activity
- Oral Health
- Managing minor illnesses and reducing hospital attendance and admission
- Health, wellbeing and development of the child aged 2 -2.5 year old so that they are 'ready for school'.

During a Universal contact the family when appropriate shall be:

- Provided with information about or signposted to Community based support and services.
- Prescribed medicine in accordance with prescribing regulations when a Health Visitor has undergone medicine management and prescribing training.

**Universal Plus level service**

Due to concerns being raised during a referral by a midwife and/or GP or during a Universal contact, a family may be regarded as needing additional support and require a *Universal Plus* level service, that when appropriate shall include:

- Referral to Early Help Services provided by the 0-12 Early Help Service commissioned Provider
- A Health Care package to meet the identified health needs of the Service User.

**Partnership Plus level service**

A Referral or Universal contact may also lead to a Partnership Plus level service being provided to a family that when appropriate shall include:

- The initiation, co-ordination and/or support of an Early Help Assessment (EHA), in accordance with the Cumbria CSCP EHA requirements. The Health Professional would co-ordinate or be a member of a Team around the Family alongside other agencies staff and is to maintain a focus on the health needs of the family.
- Supporting the assessment, development and review of Education Health and Care (EHC) Plans for a child 0-5 with Special Education Needs (SEN) and the provision of appropriate Health Visiting services.
- A Safeguarding / Child Protection referral being made to the Cumbria CSCP Safeguarding Hub.

**Strengthening Family Team**

Once statutory intervention begins (Child in Need/Child Protection Plan/Children In Care) the child/children and family will be transferred to the strengthening family's team following completion of all appropriate assessment and documentation. (Step up).

**3. ROLE OF DEPARTMENT**

The Children and Families Care Group within Cumbria Partnership Foundation Trust provides community clinical services across Cumbria, including health visiting, public health nursing, community children's nursing, therapy services, community paediatrics and CAMHS.

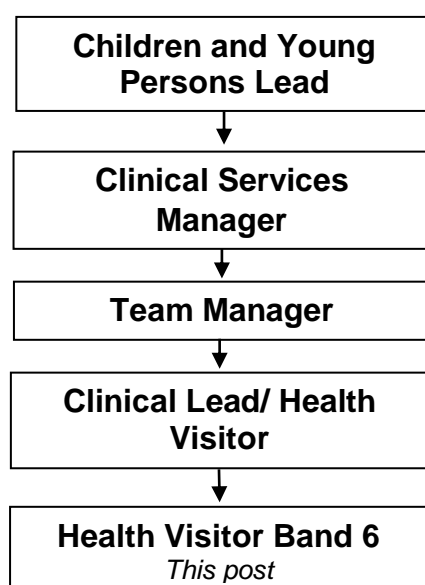
Non clinical support services, such as buildings and estate services are also provided.

The 0-5 Universal service within the Child and Families Care Group works with other NHS organisations in Cumbria to support the integration of clinical services to improve the health and wellbeing of children and young people under the age of 19 years.

The 0-5 Universal service also works in partnership with other organisations, statutory and non-statutory, to ensure that health services contribute to improving the social and educational outcomes of the young people of Cumbria; and that other services support the improvement of health & wellbeing.

The service has a lead role in the delivery of the Healthy Child Programme and responsibility in protecting children, and in supporting other health agencies and partner organisations to safeguard children and young people.

#### 4. ORGANISATIONAL CHART



#### 5. KEY WORKING RELATIONSHIPS

- Parents/carers/foster carers
- Young children
- Children Services
- General Practitioners/Practice Nurses/Practice staff
- Other Health Visitors
- Public Health Practitioners
- Safeguarding Named Nurse
- Children In Care Lead Nurse
- Safeguarding Hub
- Early Help panels
- Midwives
- Children's Centre staff
- Hospital staff – local hospital.
- Inspira
- Teachers
- Special Educational Needs Co-ordinators

- Mental Health Workers
- Children's Community Nurses
- Learning Disabilities Nurses
- Community Consultant Paediatrician
- Orthoptist
- Allied Health Professional's
- Audiology staff
- Nursery/Playgroup leaders
- Probation
- Housing
- Police
- Voluntary agencies e.g. Cumbria Family Support Organisation
- Hospital staff – in- and out-of-area acute services.

## **6. DUTIES AND RESPONSIBILITIES OF THE POST**

In addition to the service role and function identified within Section 1 – Job Summary, the Universal Health Visitor post holder will also be required to:

- Work as a Health Visitor in accordance with their NMC Registration, the NMC guidelines and Code of Conduct.
- Lead and deliver the Healthy Child Programme to a defined caseload of families with children under 5 years of age in partnership with parents, carers, Children Centres, Integrated Care Boards (ICB), General Practice and other partners.
- Lead and deliver the Healthy Programme in a variety of community settings including for example, home visiting and child health clinics.
- Ensure that all babies have a recorded new-born blood spot (NBBS) result by 17 days of age and receive appropriate follow up care when required.
- Ensure that all parents have a record of the NBBS by the time the baby is aged 6 weeks
- Support parents to take responsibility for the health and safety of their children and sign post to appropriate sources of information
- Assess, analyse and act on information from a variety of sources to identify family and child needs throughout the pre -school years to ensure that those children and their families who need a more targeted or intensive level of support are provided with the care they need. This ongoing process should take account of the relationship between the family history, the parenting and environmental factors and the culture of the community in which the family live.
- Develop and maintain positive, effective and timely liaison and communication with children, parents and other professionals in order to ensure that children's needs are met.
- Undertake Early Help Assessments and, where appropriate, act as Lead Professional.

- Contribute to the Early Help Panel process where appropriate.
- Act as a nurse prescriber in accordance with the organisation and national guidelines, and within their scope of professional competency and registration status.
- Contribute to the collection and interpretation of data in order to identify local needs and development of services, e.g. increased breast feeding support services.
- Engage with the organisational clinical governance processes e.g. contributing to the development of guidelines, audit, sharing best practice and learning lessons.
- To undertake regular clinical supervision in line with organisational policy.
- To maintain accurate legible and contemporaneous electronic patient records in accordance with information governance NCIC policy
- Ensure that the views of parents and where possible children are taken into account and those views are recorded.
- Work with partners across the wider health economy in the delivery of strategic health economy projects, e.g. Integrated Care Boards.

**Safeguarding:**

- To work to the organisation and CSCP safeguarding policies and procedures.
- To act as a key professional in the prevention, identification of children at risk of significant harm, specifically working collaboratively with other agencies to plan, implement, and evaluate programmes of care.
- To contribute to decision making through report writing and attendance where required in court hearings.
- To participate fully in multi-professional safeguarding supervision in line with organisational policy.
- To participate in safeguarding training and apply knowledge and skills to practice.
- To identify own training requirements and to inform the Clinical Lead/ Team manager/named nurse of these requirements.

**Management:**

- Be responsible for maintaining all patient contact information using the RiO electronic patient record
- To undertake regular management supervision
- Be responsible for organising own work, assessing and planning whilst considering competing priorities and to consider revising workload to meet the changing needs of service users.
- To arrange cover for clinics and appointments when colleagues are off work at short notice, working collaboratively with colleagues to ensure the continuation of the service,
- Responsibility for ensuring student placements are organised to optimise learning opportunities.

- Undertake a generic mentorship role for pre and post-registered student nurses on both normative and summative placements in line with organisational policy, and act as mentor and preceptor of newly qualified Health Visitors.
- Participate in recruitment and selection procedures as required
- Provide clinical supervision to nominated members of the health visiting team, participating in appraisal and professional development plans.
- Provide leadership to health staff and non-health colleagues.
- Attend Early Help Panels and contribute to that process as appropriate.
- Attend and contribute to staff meetings.
- Actively contribute to working groups that will support the development of the profession and the service across Cumbria.
- Contributes to developing the workplace as a learning environment.
- Ensure current research is utilised to provide best practice
- Alert line manager when there are persistent quality problems.

## **7. WORK SETTING AND REVIEW**

The Health Visitor is expected to work autonomously both with individual families and to manage their caseload. However they are also expected to raise any issues of concern with regard to their work with the Clinical Lead in the absence of their line manager. The Health Visitor is expected to undertake regular managerial, clinical and regular safeguarding supervision. The Health Visitor through appraisal and professional development will be supported to develop competencies and skills and is expected to work to this level but should seek support at all times if unsure or unclear as to what course of action to take.

The Service shall be provided Monday to Friday (excluding public holidays) during the hours of 9am to 5pm but with flexibility from 8am to 6pm to meet the needs of Service Users.

Service Users should be offered a choice of days and times on which to receive a service.

Services shall be delivered to Service Users from premises that support the provision of an effective and efficient service that meets the needs of Service Users and may include:

- Service User's residence
- Children's Centres
- Integrated Care Board hubs such as General Practices and/or Community Clinics
- 3rd sector organisational settings
- Community Centres
- Educational Institutions including: childcare, schools and further education settings



## **8. INDIVIDUAL RESPONSIBILITIES**

The post holder is expected to

- adhere to Trust policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend mandatory training as identified by the Trust
- adhere to Trust infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

## **9. CONFIDENTIALITY**

The post holder must maintain the confidentiality of information about patients' staff and Trust business in accordance with the General Data Protection Regulations (GDPR), Data Protection Act 2018 and Caldicott principles.

## **10. HEALTH AND SAFETY**

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

## **11. RISK MANAGEMENT**

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

## **12. EQUALITY AND DIVERSITY**

All employees of the Trust have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with Trust's Single Equality Scheme, Equality and Diversity policy, and Dignity in the Workplace policy.

## **13. SAFEGUARDING**

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with the trusts Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in the Trust.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.



#### **14. INFORMATION GOVERNANCE**

The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow Trust policies and procedures to ensure that trust information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with the Trust Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 2018 notification.

The post holder must manage the records they create or hold during the course of their employment with the Trust in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 2018, Freedom of Information Act 2000, General Data Protection Regulations, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the new Data Protection Act 2018 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore is responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

#### **15. GREEN STATEMENT**

Across the North East and North Cumbria we are working together to deliver our ambition to be the greenest region in England by 2030. There is an expectation for all staff to support this by familiarising yourself with the Trust's sustainability initiatives such as waste and recycling, going paperless, videoconferencing, sustainable transport and others.

We encourage you to think about what you can do as an individual and within your team to contribute in to embedding carbon reduction into the everyday running of our organisation.

## PERSON SPECIFICATION

**POST TITLE: Health Visitor (0-5 years)**

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• RGN/RN/RCN/RM/LD Nurse Dip HE</li> <li>• Health Visiting Qualification and /or Community Specialist Practitioner in Public Health - Health Visiting (BSc.Hon)</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and Assessing in Clinical Practice or equivalent.</li> <li>• Leadership training and development.</li> <li>• Dual qualification.</li> <li>• Independent Nurse Prescriber statutory recordable qualification.</li> <li>• V100 Nurse Prescriber.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Experience of working with children and families in a community setting.</li> <li>• Experience of working on own or as part of a team.</li> <li>• Experience and understanding of working within safeguarding procedures and guidelines processes.</li> <li>• Experience of working to address health inequalities.</li> <li>• Experience of working collaboratively with other professionals within the health economy and from other organisations.</li> <li>• Evidence based health promotion</li> <li>• Knowledge and understanding of other supporting agencies and voluntary organisations</li> <li>• Knowledge and experience of child development</li> <li>• Knowledge and understanding of child protection procedures.</li> <li>• Knowledge of relevant government policy and professional issues.</li> <li>• Understanding of the determinants of health and health inequalities.</li> </ul>	
Skills and Aptitudes	<ul style="list-style-type: none"> <li>• Ability to work in a child and family centred way</li> <li>• Excellent and highly developed</li> </ul>	

	<p>communication skills both written and verbal.</p> <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Ability to work in an integrated multi-agency way with partner organisations as stated in the 2004 Children Act and Working Together to Safeguard Children 2010.</li> <li>• Enthusiasm and ability to work as part of a team and maintain positive working relationships.</li> <li>• Ability to adapt to situations and work within sometimes difficult environments</li> <li>• Willingness to continue professional development</li> <li>• IT skills, knowledge and appreciation</li> <li>• Demonstrates ability to work independently</li> <li>• Ability to use initiative and demonstrate leadership</li> <li>• Ability to apply research to practice.</li> </ul>	
Personal Circumstances	<ul style="list-style-type: none"> <li>• Approachable personality with ability to demonstrate empathy towards others</li> <li>• Reliable.</li> <li>• Demonstrates flexibility to meet the needs of the service.</li> <li>• Integrity.</li> <li>• Clean driving licence / able to travel independently of public transport.</li> </ul>	
Other requirements	<ul style="list-style-type: none"> <li>• Equality and Diversity</li> <li>• Act in ways that support equality and value diversity (Level 1)</li> <li>• Support equality and value diversity (Level 2)</li> </ul>	