

Job Description

Title:	Family Health Advisor (FHA)
Grade:	Agenda for Change Band 4
Annual Leave:	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
Department:	Health Visiting – C & YP ICSU
Responsible to:	Team Leader Universal Health Services for Children
Accountable to:	Operational Lead Universal CYP Services Islington

The Directorate works in close collaboration with its local authority and voluntary and community sector partners in order to ensure that health priorities are embedded across the range of provision to achieve improved outcomes for children and young people in line with ***Every Child Matters: Change for Children, Choosing Health, The National Service Framework for Children, Young People and Maternity Services*** and local strategic priorities.

2. POST SUMMARY

The Family Health Advisor works as part of the Health Visiting Team within the wider Bright Start Early Childhood Offer to all family's resident in Islington. The role holder is responsible for assisting in the identification and assessment of health needs of children and families, and in carrying out delegated family support interventions in partnership with children and carers. This can include delivery of health promoting activities in homes, health care or children's centre settings, with individuals and groups.

3. MAIN DUTIES AND RESPONSIBILITIES

A. Leadership

1. To support the development of well functioning integrated teams by modelling effective team working and communication skills, and by supporting change within the service.
 2. To support all individuals within the team to be aware of and work within the Trust policies and procedures.
 3. To ensure the maintenance of up to date, accurate records that complies with local and national standards.
 4. To develop and maintain effective and appropriate communication systems with staff and
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colleagues within Whittington Health, Children's Centres, Schools, GP Practices and other identified agencies.

5. 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.
6. To facilitate the use of information technology and ensure that relevant and up to date information on clinical and service developments are provided to agreed time-scales. This includes a basic understanding of data systems. (Qlikview)
7. To participate in audit, quality improvement, research projects and/or innovations following agreed policy and protocol.
8. To participate in the induction of newly appointed team members.

B. Clinical

1. To work closely with the Bright Start Health Visiting team and partners in the planning and delivery of health promotion activities and public health initiatives in a variety of settings.
 2. To work within the Bright Start Health Visiting team and partners to meet the specific health needs of individual children and families, including carrying out programmes of support in the home, in the clinic or children centre setting as delegated by the Health Visitor.
 3. To work within the Bright Start Visiting team and with partners to provide group activities both online and face to face in community settings addressing the high impact areas of the Healthy Child Programme.
 4. To work within the Bright Start Visiting team supporting the child health clinic delivery as directed by the Health Visitor.
 5. To provide and promote access to information and other services, to refer as appropriate.
 6. To liaise and work in partnership with statutory and non-statutory agencies, and other health services colleagues.
 7. To work in partnership with local Bright Start services to involve parents with the programme and to have an input in the planning and delivery of services.
 8. To participate in integrated, partnership working and develop links with local nurseries and other community groups.
 9. To work in partnership with colleagues and other professionals to promote healthy lifestyles and healthy children centres through health promoting activities.
 10. To provide health promotion/ education in a range of settings and with groups and individuals.
 11. To carry out Developmental Review Assessments with children at certain ages (1 and 2 years) and review/refer as appropriate.
 12. To work with the Team Leaders to support children, young people and families who are vulnerable or at risk. To adhere to current Local Safeguarding Board and London Child
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Protection Procedures, and attend safeguarding supervision regularly.

13. To undertake mandatory training, and service specific training as required to maintain skills and competencies.

C. Partnership with Service Users

1. To support opportunities for ongoing involvement of children, young people, parents, and carers in development of services.
2. To participate in the Bright Start staff and family surveys.
3. To promote the completion of the family and friends test at each contact with families.

D. Quality Assurance

1. To adhere to Clinical Governance mechanisms and monitoring systems that assures the quality of the service.
2. To comply with trust infection control standards and policies, and attendance at annual infection control training.

Equal Opportunities

It is the aim of the Trust to ensure 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. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success. The hospital has a single equality scheme, which underpins its duty to promote equality. You can access a copy of the scheme on the trust's website.

Infection control

All staff has 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 children and child protection

To comply with the Trust's Safe Guarding Children and Vulnerable 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 Croydon Multi Agency Safeguarding Vulnerable Adults Pan 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 held on a computer or word processor you should do it 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 Promise to Patients

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

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.

PERSON SPECIFICATION

The person specification defines the skills, knowledge and experience required to carry out the job and will also be used in the short listing and interview processes.

Department: Children and Young People ICSU		
Designation: Community Nursery Nurse/Family Health Advisor, Universal Services		Band: 4
REQUIREMENTS		
EDUCATION and EXPERIENCE		
E1	CACHE Level 3 Diploma in Child Care and Education & 4 GCSEs, including English and maths (A –C) or NVQ Level 3 in Children’s Care, Learning and Development (C&G, EDEXEL) or NVQ Level 3 Child Care Learning and Development (CACHE) or Level 4 Certificate in Early Years Practice (OU) or Level 3 BTEC National Diploma in Early Years (EDEXEL) & four GCSEs/S grades (A-C/1-3)	A
E2	Experience working in the community and/or with children and families	A/I
KNOWLEDGE, SKILLS and ABILITY		
E3	Excellent communication skills: IT, written and oral	A/I
E4	Willingness to support management of change.	A/I
E5	High levels of clinical skills, with the ability to identify, respond to and evaluate health needs.	A/I
E6	Knowledge of current legislation and national guidance.	A/I
E7	Ability to apply research to practice.	A/I
E8	Understanding of the safeguarding process and child protection procedures, clinical governance arrangements and the ability to make decisions in these areas.	A/I
E9	Ability to set personal objectives, and manage time, priorities and stressful situations	A/I
E10	Ability to delegate work appropriately and safely.	A/I
E11	Ability to work as part of a team.	A/I
E12	Evidence of Continuing Professional Development.	A/I
E13	Commitment to the development of excellent services, which focus on improved outcomes for children.	A/I
E14	Awareness of Equal Opportunities and Valuing Diversity	A/I
E15	Knowledge of infection control standards.	
E= Essential D= Desirable		
Assessed by: A= Application I = Interview		

Nursery Nurse Band 4: Knowledge Skills Framework Outline Form

This form should be completed for each role identified within the Trust. There is a requirement to indicate the subset KSF levels to be achieved for use in foundation gateways as well as the KSF levels to be achieved at the second gateway.

	KSF DIMENSION	NEEDED FOR POST?	LEVELS				NOTES
			1	2	3	4	
CORE DIMENSIONS	1 Communication	Yes		O	X		Promotes effective communication. Aware of barriers to communication. Communicates with the first/preferred language of client. Requires good IT, written and oral skills
	2 Personal & People Development	Yes		OX			Identifies own personal needs and sets objectives in agreement with line manager. Maintains own portfolio. Willingness to extend knowledge and skills. Contributes to the learning environment within the team. Applies a reflective approach to own role and is aware of own level of competence.
	3 Health Safety & Security	Yes		OX			Is aware of Trust policies and risk assessment procedures. Supports staff and users in maintaining health, safety and security. Intervenes to prevent others from risk. Reports any issues of health and safety to line manager.
	4 Service Improvement	Yes		OX			Supports audit, clinical effectiveness and user satisfactions surveys. Adapts own practice as agreed with line manager. Alerts line manager when policies etc adversely affect service users.
	5 Quality	Yes	O	X			Participates in clinical audit. Reports complaints and incidents. Alerts line manager to informal complaints. Uses and maintains resources efficiently and effectively.
	6 Equality & Diversity	YES		OX			Acts in accordance with legislation, policies and procedures. Takes account of behaviour and its effect on others. Is aware of and respects people's beliefs, preferences and choices.

HEALTH & WELLBEING	HWB1 Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing	YES	O	X		Plans and delivers health promotion sessions in a range of settings e.g. parent support groups. Forges links with local partners such as, children's centres, nurseries. Contributes to the running of child health clinics, and offers advice on issues such as diet, play, behaviour. Participates in the child health promotion programme as delegated by the health visitor. Offers home visits to users as appropriate, and as delegated by the health visitor.
	HWB2 Assessment and care planning to meet people's health and wellbeing needs	YES		O	X	Conducts children's health needs assessment with parents as delegated by health visitor. Records and monitors evidence based care plans. Agrees care plan with health visitor/team leader and provides feedback.
	HWB3 Protection of health and wellbeing	YES	O	X		Is aware of child protection procedures and undertakes appropriate training and supervision. Reports any suspicions of risk to line manager or appropriate person. Records any relevant information accurately and in line with record keeping policy. Carries out work to support families under the delegation of the health visitor, and offers regular feedback.
	HWB4 Enablement to address health and wellbeing needs	YES		O	X	Supports parents to develop their parenting skills. Signposts parents to appropriate agencies for further support. Offers home visits to support parents with issues such as child behaviour, development, nutrition etc, as delegated by the health visitor. Alerts and informs the health visitor/line manager to any identified risks. Implements parent groups in a variety of settings such as, health centres and/or children's centres.
	HWB5 Provision of care to meet health and wellbeing needs	NO				
	HWB6 Assessment and treatment planning	NO				
	HWB7 Interventions and treatments	NO				

	HWB8 Biomedical investigation and intervention	NO					
	HWB9 Equipment and devices to meet health and wellbeing needs	NO					
	HWB10 Products to meet health and wellbeing	NO					
ESTATES & FACILITIES	EF1 Systems, vehicles and equipment	NO					
	EF2 Environments and buildings	NO					
	EF3 Transport and logistics	NO					
INFORMATION & KNOWLEDGE	IK1 Information processing	NO					
	IIK2 Information collection and analysis	NO					
	IK3 Knowledge and information resources	NO					
GENERAL	G1 Learning and development	YES	OX				Contributes to planning and evaluation of students learning programme. Familiar with the appropriate paperwork relevant to students' programme. Supports the learning environment. Attends assessment tools workshop as required.
	G2 Development and innovation	NO					
	G3 Procurement and commissioning	NO					
	G4 Financial Management	NO					
	G5 Services and project management	NO					

	G6 People management	NO					
	G7 Capacity and capability	NO					
	G8 Public relations and marketing	NO					