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## JOB DESCRIPTION

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**JOB TITLE:** Specialist Community Public Health Nurse

**GRADE:** 6

**Hours of Work:** 37.5

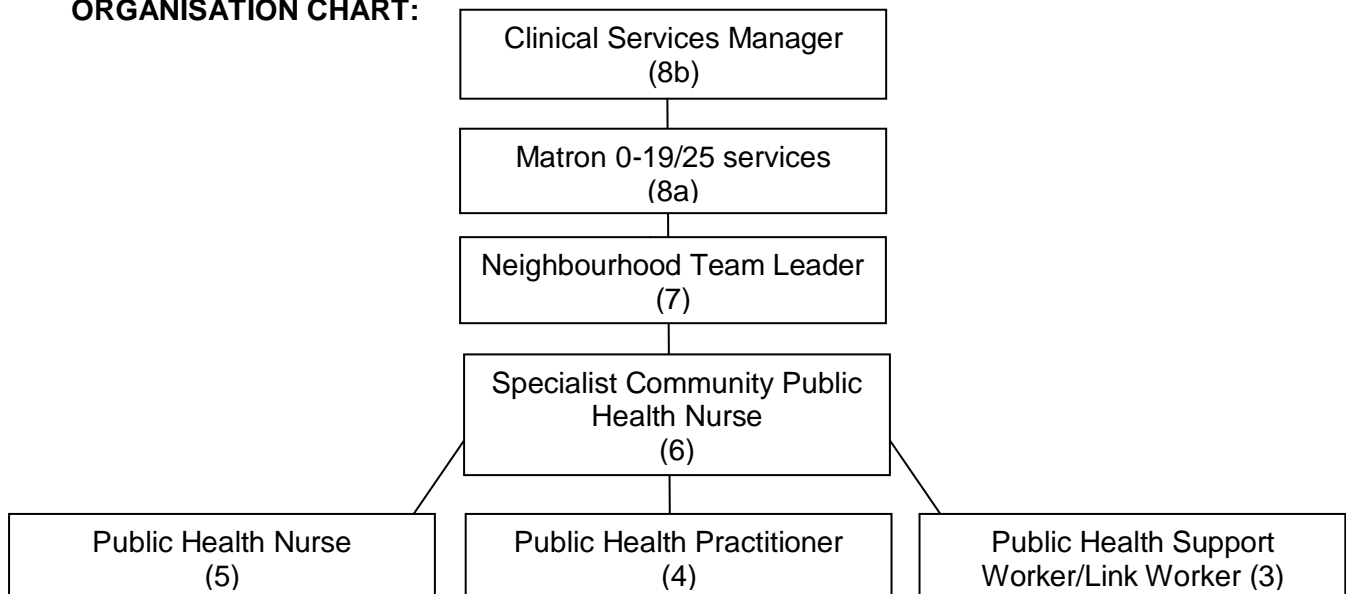
**Division:** Family Care

**Base:** To be confirmed

**Managerially Accountable to:** Matron 0-19/25 services and Neighbourhood Team Leader

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## ORGANISATION CHART:



## REPORTING ARRANGEMENTS:

**Managerially accountable to:** Matron 0-19/25 Services, reporting to Neighbourhood Team Leader

**Professionally accountable to:** Divisional Nurse Director

**Managerially responsible for:** Public Health Nurse, Public Health Practitioner, and Public Health Support Worker.

## KEY RELATIONSHIPS:

- Clinical Services Manager
- Matron 0-19/25 Services
- Transformation Lead
- Neighbourhood Team Leader
- Adolescent Service
- Midwifery Partners
- Healthy Families Service
- Psychological Therapy Services
- General Practitioners
- Children's Services
- Police Public Protection Investigation Unit (PPIU)
- FNP/Vulnerable Families Service
- Voluntary, Community & Social Enterprise Sector
- Startwell, Early Years Settings and Schools
- Community Therapy Services
- Integrated Community Paediatric Service (ICPS)
- Paediatricians and Neonatologists

## JOB PURPOSE:

Specialist community public health nurses work as autonomous practitioners in Bolton and as part of the integrated 0-19/25 neighbourhood teams and lead on the delivery of The Healthy Child Programme, providing every child with a schedule of health and development reviews, health promotion, screening, and support for parents, carers, children and young people tailored to their needs. Universal health and development reviews are key features of the programme and aim to assess children, young people and families strengths, needs and risks and provide parents, carers, children and young people with the opportunity to discuss their concerns and aspirations. Growth and development are assessed at key points with the aim of promoting health and wellbeing and the early detection and management of health needs. Additional support is provided at key times to protect children, young people and families who are experiencing harm or are at risk of suffering significant harm. It supports a model of progressive universalism; a core universal programme for all children with additional contacts for those with identified need.

## Our Values

### • Vision

*We have a plan that will deliver excellent health and care for future generations, working with partners to ensure our services are sustainable.*

*We make decisions that are best for long term health and social care outcomes for our communities*

### • Openness

*We communicate clearly to our patients, families and our staff with transparency and honesty*

*We encourage feedback from everyone to help drive innovation and Improvements*



- *Integrity*  
*We demonstrate fairness, respect and empathy in our interactions with people*  
*We take responsibility for our actions, speaking out and learning from our mistakes*
- *Compassion*  
*We take a person-centred approach in all our interactions with patients, families and our staff*  
*We provide compassionate care and demonstrate understanding to everyone*
- *Excellence*  
*We put quality and safety at the heart of all our services and processes*  
*We continuously improve our standards of healthcare with the patient in mind*

## **DUTIES AND RESPONSIBILITIES:**

- To demonstrate the trust values at all times; Vision, Openness, Integrity, Compassion and Excellence.
- To work as part of a 0-19/25 integrated neighbourhood team, taking responsibility for the delivery of commissioned aspects of the healthy child programme to children, young people and families.
- Lead on the delegation and supervision of work to public health nurses, public health practitioners and public health support workers in line with their expertise and competence, ensuring that key objectives and outcomes are achieved relating to commissioned services and delivered in line with the healthy child programme guidance document.
- Undertake a comprehensive and holistic health needs assessment to a caseload of children, young people and families at universal, universal plus and universal partnership plus level, using evidence-based assessments and interventions to plan and evaluate care following clinical pathways.
- Provide Early Help using a strengths based approach to plan care with a child, young person and/or family when a multi-agency response is needed. To work in partnership with other key stakeholders to safeguard children and young people.
- Take and act upon referrals from other agencies and services, as appropriate.
- Promote positive healthy lifestyles and emotional health and wellbeing for individuals, children, young people, families, groups and communities, promoting self-care and relevant access to health care services with the aim of reducing Accident & Emergency attendances and reducing avoidable admissions to hospital.
- To provide neighbourhood health information to inform the Joint Strategic Needs Assessment.
- Provide training where necessary to children, young people, parents and other professionals.

- Make referrals to the healthy families' service as appropriate to promote healthier lifestyles and build capacity in individuals to promote self-care.
- To deliver on the emotional health and wellbeing pathway 0-19(25), which includes perinatal mental health, attachment and bonding.
- Practice within baby friendly standards to ensure that all parents have the information required to make informed feeding choices and are aware of the specialist support services available to manage complex feeding difficulties and to promote the continuation of breastfeeding.
- To maintain and develop professional practice; including non-medical prescribing and to act as an excellent role model to other team members and students.
- Work under the direction of the neighbourhood team leader to complete data collection, clinical and departmental audits.
- To have in depth knowledge and application of NMC guidance: The Code, NMC standards of proficiency: SCPHN's, NMC standards for prescribing programmes, NMC standards for student supervision and assessment.
- Maintain accurate and contemporaneous record keeping in line with NMC standards and trust guidance.
- The requirement to travel to any of the nine neighbourhood teams to support service delivery.
- Follow safe manual handling practices when transporting equipment to other locations or when being used in service user homes.
- Undertake nurse led immunisation programmes in schools and other venues following patient group directions, actively promoting the National and Local Immunisation Programmes.

### **Communication and Relationship Skills**

- Establish and maintain productive working relationships within the neighbourhood team. Facilitate communication with other health professionals, external providers and community and voluntary sector providers.
- Support integrated working by ensuring that team members have a shared understanding of processes and relevant care pathways.
- Maintain sensitivity to the emotional needs of service users when discussing development delay, and the nature, prognosis and implications of health and medical conditions.

- Use specialist skills and knowledge to engage hard to reach children, young people, families, groups and communities.
- Be able to communicate with children, young people and families for whom English is a second language, using service link workers, telephone interpreting or bookable face to face interpreters.
- To lead, support and develop team members, with a view to maximising their effectiveness, and enabling them to fulfil their full potential e.g. line management, coaching, mentorship.
- Support and deputize in the team leader's absence when appropriate.
- The ability to manage challenging, distressing and emotional circumstances, accessing team support, leadership support and clinical supervision as required.

### **Analytical and Judgmental Skills**

- Identify risks and undertake risk assessments, formulating controls and actions to reduce risk.
- Promote critical thinking and reflective practice within teams, using group clinical supervision to identify learning needs. Liaise with neighbourhood team leader and/or practice educators to identify training needs for all staff within the team.
- Develop and exercise high levels of judgment and decision making during the assessment and delivery of interventions with children/young people and families.
- Demonstrate high levels of concentration, judgement and decision making to prioritise workload when responding to unpredictable work pressures whilst managing deadlines.

### **Planning and Organisational Skills**

- Accountable for the planning, implementation and management of your own caseload, supporting service user demand, prioritising against the service specification.
- Contribute to the organisation and planning of student nurse practice placement experiences.
- Organise and facilitate multi-professional child in need meetings when you are the Lead Professional for the child/young person/family.

- Have a solution focused approach to service delivery, prioritising safeguarding children, the delivery of the vulnerable families pathway and mandated contacts whenever possible.

### **Patient/Client Care**

- Responsible for ensuring the delivery of high-quality care to children, young people and families.
- Promoting strong parent-child attachment and positive parenting, resulting in better social and emotional wellbeing among children and young people.
- Identification of parents, carers, children and young people who are experiencing mental health difficulties, timely management of risk and referrals, for example to GP's, Thrive Partnership, Psychological Therapy Services, CAMHS or A&E as appropriate.
- Growth monitoring to support the early recognition of growth disorders, faltering growth and obesity.
- Health promotion to encourage uptake of childhood Immunisations, to prevent serious and communicable diseases.
- Early Identification of factors that could influence health and wellbeing in families.
- Encourage access to community services and education provision to improve short and long-term outcomes for children who are at risk of social exclusion.

### **Responsibilities for Policy and Service Development**

- Use Specialist knowledge to lead service and practice development including the implementation of policies, procedures and guidelines related to SCPHN practice and the delivery of the 0-19/25 service delivery model.
- To ensure that the service complies with statutory local and national guidance and policies and procedures.
- To have an awareness of national contemporary and innovative SCPHN practice and promote best practice and skills development within the local workforce.
- To ensure that Service User Participation and Equality and Diversity is promoted as a key theme running through all service work streams.

### **Responsibilities for Finance**

- To identify and actively participate in any cost improvement measures.

- To support the appropriate use and management of resources within the neighbourhood team.

### **Responsibilities for HR**

- Attend training as agreed. Advice on the education and training needs of support staff, participating in the development and delivery of training as required.
- Provide individual clinical supervision for other SCPHN's and participate in group clinical supervision.
- Provide line management supervision to support staff within the neighbourhood team.
- Practice supervisors will support practice learning in student placements, including formative and summative assessments of practice and contribute to practice placement audit as required.
- To support preceptorship programmes for newly qualified SCPHN's.

### **Responsibility for Information Resources**

- Demonstrate competence in and make best use of IT systems in order to facilitate and improve service delivery.
- Maintain contemporaneous clinical records in line with NMC professional standards/code of practice and departmental/trust record keeping policy.
- Maintain compliance of electronic patient record and other appropriate records, accurately, legibly and concisely.
- Complete timely input of data relating to individual activity and performance. Ensure activity is recorded and reported according to departmental procedures.

### **Research and Development:**

- Comply with, and contribute to, quality standards and guidelines, and take part in Clinical Governance, CNST and Research and Development initiatives.

### **Freedom to Act:**

- Report and record all untoward incidents and investigate any incidents, which occur.
- Prioritise own work appropriately and manages own time effectively.
- Delegated duties are realistic, achievable and take into account the team member's role, abilities and development needs.



**Legal & Professional responsibilities:**

- Adhere to Trust and departmental policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Maintain registration, and nursing competencies, and comply with NMC code of Professional Conduct, and related documents.
- Sustain and improve own professional development by personal study, work-based learning activities, and by using opportunities provided by the Trust.
- Keep up-to-date with legal matters that may arise during the course of duty.

**Health, Safety and Security:**

- All employees have a duty to report any accidents, complaints, defects in equipment, near misses and untoward incidents, following Trust procedure.
- To ensure that Health and Safety legislation is complied with at all times, including COSHH, Workplace Risk Assessment and Control of Infection.

**Confidentiality:**

- Working within the trust you may gain knowledge of confidential matters which may include personal and medical information about patients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

**Data Quality:**

- All employees are reminded about the importance of Data Quality and staff should make themselves aware of both departmental and corporate objectives for Data Quality.
- Data Quality forms part of the appraisal and objective setting process for staff responsible for data entry and data production; staff should ensure that they always adhere to policies and procedures. Failure to do so may result in disciplinary action being taken.

**Codes of Conduct and Accountability:**

- You are expected to comply with relevant Bolton NHS Foundation Trust codes of conduct and accountability.

**Infection Prevention and Control:**



- You must comply with all relevant policies, procedures and training on infection prevention and control.

**Safeguarding Children and Vulnerable Adults:**

- You must comply with all relevant policies, procedures and training on safeguarding and promoting the welfare of children and vulnerable adults.

**Valuing Diversity and Promoting Equality:**

- You must comply with all relevant policies, procedures and training on valuing diversity and promoting equality.

**Training:**

- Managers are required to take responsibility for their own and their staff's development.
- All employees have a duty to complete all mandatory training sessions as required by the Trust.

Any other general requirements as appropriate to the post and location

The range of duties and responsibilities outlined above are indicative only and are intended to give a broad flavour of the range and type of duties that will be allocated. They are subject to modification in the light of changing service demands and the development requirements of the postholder.

Date Prepared: 30/04/2019

Prepared By: Julie Sephton and Nicola Monaghan

Agreed By:

Employee's Name and Signature:

Date:

Manager's Name and Signature:

Date:

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Prepared By:  
Bolton NHS Foundation Trust

Date:

## Person Specification

	<b>ESSENTIAL</b> i.e. Those qualities without which a post holder could not be appointed	<b>DESIRABLE</b> i.e. Those extra qualities which can be used to choose between candidates who meet all the essential criteria	<b>METHOD OF ASSESSMENT</b> i.e. The method by which the person specification criteria will be assessed/evaluated
<b>QUALIFICATIONS</b>	NMC Registration Specialist Community Public Health Nursing – Health Visiting or School Nursing. Independent Prescriber v100 or equivalent.		Application Form / Certificates
<b>EXPERIENCE</b>	Evidence of Continuing Professional Development.	Experience of mentoring students and staff. Experience working in a multi-disciplinary environment Experience of public health work Experience of safeguarding work	Application Form / Certificates / Interview
<b>SKILLS</b>	Ability to use information systems. Ability to use a problem solving approach and apply evidence to practice. Excellent interpersonal and communication skills. Presentation skills Good organisational skills and ability to prioritise Leadership skills.	European Computer Driving License Community Development skills	Application Form / Interview
<b>KNOWLEDGE</b>	Up to date clinical knowledge relevant to the post. Knowledge of the local community.	Understanding of community development/public health	Application Form / Interview
<b>OTHER (Please Specify)</b>	Ability to work alone and use own initiative and work as part of a team as appropriate. Can develop good working relationships with other professional and voluntary agencies. Enthusiastic	Motivation and enthusiasm to support development of practice	Application Form / Interview

Our Bolton NHS FT Values





**Bolton**

NHS Foundation Trust

	Motivated Flexible Ability to travel throughout Bolton.		
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Our Bolton NHS FT Values

