

Candidate Information Pack



Message from Ben Travis, Chief Executive

Thank you for your interest in working at Lewisham and Greenwich NHS Trust and for taking the time to read this information pack. You will be joining the organisation at an important time. We are proud of how our staff met the demands of the Covid-19 pandemic, and we are working hard to reduce waiting lists for planned care.

As an organisation, we've made significant improvements for patients and staff. Our most recent full Care Quality Commission (CQC) inspection (in February 2020, found improvements across the organisation and gave us an improved rating of "Good" in the Well-Led and Effective domains, in addition to the rating of "Good" that we had already achieved in the Caring domain.

We've laid the foundations to achieve more transformational change through our clinical strategy, "Caring for our local communities". Our priority is to be a community focused provider of consistently high-quality local and acute care. We are working with our partners to play a more active role in contributing to the vitality of local communities and in reducing inequalities.

Our staff culture change programme has been key to the Trust's improvement journey, as we've stabilised our workforce by reducing vacancy rates and improving staff retention.

As a local employer and anchor institution we work closely with our community to recruit locally and we welcome applications from the widest variety of people to ensure our workforce is reflective of the local communities we serve. We encourage all suitable candidates to apply including if you are Black, Asian or other ethnic minorities, live with a disability (visible or not) or are LGBT+. We have a number of active staff networks including Disability, LGBT+, Multicultural Inclusion and Women's staff networks to bring staff together and celebrate diversity across our whole workforce.

I am very proud to work for Lewisham and Greenwich NHS Trust and I hope you are excited by the opportunity to join us.

Ben Travis
Chief Executive

A handwritten signature in black ink, appearing to read 'Ben', followed by a long, horizontal, slightly wavy line that extends to the right.

Our vision is



To be exceptional. In the quality of our patient care; our support for colleagues; and in the difference we make through our partnerships and in our communities.



To achieve that, we value...

Respect, Compassion and Inclusion

We treat all our patients, colleagues, partners and communities with respect, kindness and compassion. We are inclusive and celebrate diversity in our workplaces, partnerships and communities.



Being accountable
over staying
comfortable



Listening
over always
knowing best



**Succeeding
together**
over achieving alone

General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the General Data Protection Regulation 2018, the Caldicott Principles and the Common Law Duty of Confidentiality. The postholder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

General Data Protection Regulation 2018

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Corporate Records Management and Medical Records Management Policies. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

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

All staff have an obligation to ensure that (care) 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 General Data Protection Regulation 2018. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line the General Data Protection Regulation 2018.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information Systems as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff 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.

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.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical and information 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 receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and

Strategic Risk Management 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 Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks.

All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding

All staff must be familiar with and adhere to Trust adult and child protection procedures and guideline.

JOB DESCRIPTION

Post Title:	Specialist Practitioner Health Visitor
Department:	Health Visiting
Responsible to:	Neighbourhood Health Visitor Lead/HV Team Manager Children's Service Manager
Grade:	Band 6
Hours:	Full Time / Part time

Job Summary:

The post holder will be responsible for a skill mixed health visiting team of all grades. To provide high quality health visiting services to a defined population employing the principles of health visiting (CETHV 1977). To maintain and improve health and life chances for children and families through health needs assessment, health promotion and the initiation and participation in public health strategies. The health visitor is in a unique position to provide services, planned and opportunistic, with the well population in primary prevention, at home, in the child health clinic and other settings. Whilst managing an individual caseload he/she works as part of the primary health care team and collaboratively with statutory and voluntary agencies to promote the health and wellbeing of the local population.

Key Result Areas & Performance:

- ◆ To adhere to the NMC code of Professional Conduct and be conversant with the Scope of Professional practice and other NMC advisory papers.
- ◆ To maintain own level of clinical competence exercising awareness of professional responsibilities by reading relevant literature and taking opportunities for continuing professional development.
- ◆ To use evidence based practice within a clinical governance framework to develop and maintain best practice in health visiting.
- ◆ To generate, facilitate and participate in audit/research and to benchmark all clinical practices to improve quality.
- ◆ To develop and monitor the quality of health visiting to support the provision of best practice.
- ◆ To be aware of Trust policies and procedures and participate in the development of new policies.
- ◆ To be aware of and follow the Trusts policy and procedure regarding complaints.
- ◆ To keep accurate comprehensive updated records. To write factual reports for both child protection case conferences and child care legal proceedings.
- ◆ To provide and maintain statistical/audit data as required by the Trust.

- ◆ To participate in clinical supervision as per Trust's guidelines. To facilitate professional meetings for the skill mixed health visiting team.
- ◆ To provide peer support within a primary care setting for vulnerable families and child protection cases and to attend conferences.
- ◆ To manage the delivery of health visiting services to a defined population in accordance with the local delivery plan and government targets.
- ◆ To manage and deliver a planned programme of health promotion for children under five in line with relevant research and national guidelines in partnership with GP practices and children Centres .
- ◆ To work collaboratively with primary care and develop and maintain close communication with GPs, members of the primary health care team, social care and health and other service providers.
- ◆ To identify local health needs and develop strategies to meet them.
- ◆ Provide a core health visiting service to all families in a defined population.
- ◆ Assess, develop and implement individualised care plans for each child based on a needs assessment, in consultation with parents/carers.
- ◆ To provide a health visiting service in the home, in child health clinics and other settings.
- ◆ To be a nurse prescriber and attend regular updates.
- ◆ Promote and support breastfeeding, identify and support those at risk of postnatal depression, encourage smoking cessation and support families in their parenting, implementing parenting programmes using advanced communication and counselling skills.
- ◆ Support clients with mental health issues and take part in psychological assessment reviews, using counselling skills, parent advisor and assessment tools including Edinburgh Postnatal Depression Scale (EPDS) PSQ and GAD
- ◆ To work within the Trust's Child Protection Policies and Procedures as related to the 1989 Children's Act, the current Pan London agreement, the Laming Report and recommendations from part 8 reviews.
- ◆ To assess, identify and refer children at risk to social care and health. To attend in care reviews, strategy meetings and child protection case conferences, where highly emotive, contentious and complex situations may arise.

Work force

- ◆ To support and deputise for the Team Manager in the management of a health visiting team and delegation of workload to team members dependent on their skills and training and level of competence.
- ◆ Line management of community support staff, carrying out appraisal and managing performance.
- ◆ To participate in the induction, orientation and training of students including GP registrars, pharmacists, medical students, and nursing students.
- ◆ To work closely with the Community Practice Teacher or Practice Educator as a mentor in supporting Specialised Practitioner Students - Health Visiting in their training
- ◆ To devise a programme of orientation, participate in the induction of new staff and act as a preceptor to offer peer support to newly qualified health visitors.

Financial

The Health Visitor post does not carry financial responsibility in relation to budget control

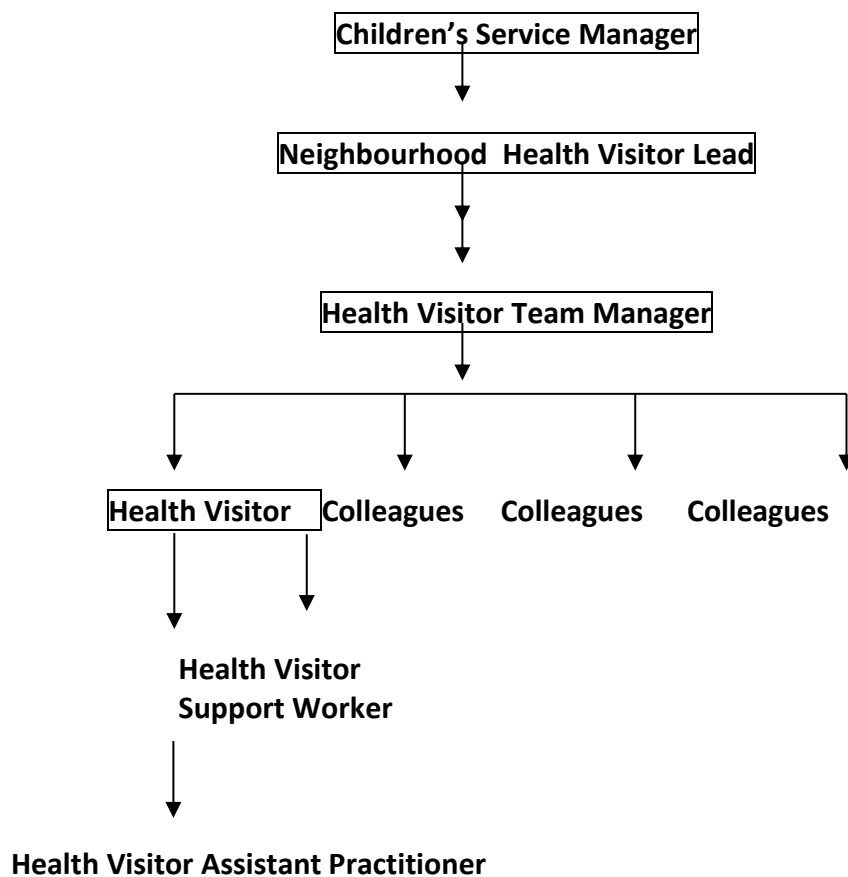
Partnerships

- **Communications and Relationships**

- To communicate effectively and work collaboratively with all inter-professional teams, statutory and voluntary agencies.
- Work together with local statutory and voluntary agencies in the implementation of Lewisham Information Sharing and Assessment (LISA) according to LISA procedures and guidelines to achieve a better outcome for children.

General

Structure Chart



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General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

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 Single Equality Scheme and it is for each employee to contribute to its success.

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.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and 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 Trust policy

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>RGN Part 1 or 12 NMC</p> <p>RHV/Specialist Practitioner Qualification in Health Visiting</p> <p>Education to first degree level or equivalent.</p> <p>Evidence of Continuing Personal and Professional Developments.</p> <p>Registered Nurse Prescriber</p>	<p>Additional / ENB qualifications (i.e. ENB 997/998 or equivalent)</p>
Experience	<p>Ability to prioritise workload, working to deadline.</p> <p>Experience of leading and managing team.</p> <p>Good working knowledge of child protection</p> <p>Experience of working with professional from local statutory and voluntary agencies.</p> <p>Understanding of Clinical Audits and Benchmarking</p> <p>Knowledge and ability to apply local and national policies and frameworks in the delivery of primary care services</p> <p>Knowledge of recent NHS development/reform keen to learn new areas of work</p>	

	<p>Experience of using Screening tools to assess maternal mental health</p> <p>Vaccination/Immunisations skills/knowledge</p> <p>Relevant Clinical Skills - Child Development skills</p> <p>Experience of teaching and assessing students.</p> <p>Recent experience of work in the community (within the last 2 years).</p>	
Knowledge	<p>The concept and application in practice of the NMC Code of Professional Conduct.</p> <p>Able to provide a high standard of evidence based care that is responsive to the needs of clients.</p> <p>Assess client care programmes and make recommendations/referral to other agencies when required</p> <p>Ability to supervise and motivate team members.</p> <p>Ability to plan, prioritise and delegate work appropriately.</p> <p>Ability to reflect in or on practice and apply learning through practice.</p> <p>Plan team meetings and organise Team around family support meeting involving local</p>	

	<p>statutory and voluntary agencies.</p> <p>Able to produce clear and accurate records.</p> <p>Ability to provide clear, concise and objective reports and feedback to colleagues, doctors and other professionals, carers and patients – verbally and in writing.</p> <p>IT literate e.g. Word processing, internet and e-mail use</p> <p>A clean full UK Driving Licence Access to a car for work.</p>	
Personal Qualities	<p>To assist colleagues to implement programmes of care using a client centred approach at all times.</p> <p>To respect the customs, values and spiritual beliefs of patients and colleagues and demonstrate non-discriminating practice in all aspects of work.</p> <p>Highly developed interpersonal and counselling skills</p> <p>Able to provide advice and guidance in a sensitive and tactical way.</p> <p>An understanding of and commitment to equal opportunities</p> <p>Experience of working in a team</p> <p>Ability to work as an effective motivated team member within</p>	

	<p>a team and the wider team member.</p> <p>Ability to work under pressure, use initiative and be flexible to the changing demands in workload.</p> <p>Flexible approach to work and problem solving</p> <p>To be able to learn new skills and participate in in-service training as appropriate.</p> <p>To undertake any other appropriate duties commensurate with the post.</p> <p>To be able to work flexibly including weekends as required.</p>	
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Post Holder's name/s:

Post Holders' Signature/s:**Date:**

Manager's Name:

Manager's Signature:**Date:**