

JOB DESCRIPTION

1. GENERAL INFORMATION

JOB TITLE:	Bright Start Islington Health Visitor
GRADE:	Agenda for Change Band 6
SALARY:	Agenda for Change Band 6
SUPERANNUATION:	6% of salary (optional)
HOURS:	37.5 hrs
TERMS AND CONDITIONS OF SERVICE:	In accordance with the Agenda for Change NHS Terms & Conditions of Service
SERVICE AREA:	Children and Young People Integrated Care Service Unit
RESPONSIBLE TO:	Bright Start Health Visiting Team Lead
ACCOUNTABLE TO:	Bright Start Locality Manager

2. JOB SUMMARY

To work within an integrated service to provide The Healthy Child Programme 0-5 years as part of the Islington Bright Start Early Childhood Offer. You will be part of a skill mix team, working a geographical area designed to support you to deliver to meet the community, family and individual needs.

You will be expected to work across organisational and professional boundaries delivering innovative and engaging services which impact on outcomes for families and children. This work will be undertaken in a variety of settings including health centres, children centres and community centres and will be delivered as home visits and group sessions.

You will be supported through a comprehensive training programme and given opportunities to work within a variety of integrated workshops as part of your professional development.

3. MAIN DUTIES AND RESPONSIBILITIES

A. Leadership

1. To support the development of a well-functioning integrated team by modelling effective team working.
2. To support the Team Lead to develop team objectives and organise and evaluate the service delivery.

3. To directly manage members of the team in line with Trust policy providing regular supervision, annual appraisal and any identified additional support or training as required.
4. To actively participate in service development.
5. To agree and participate in audit, quality improvement initiatives following agreed policy and protocol.
6. To be engaged with the Trust data reporting systems in use, understanding their application in the identification of activity recording.
7. To undertake management responsibilities in the absence of the Team Lead, including allocation of work and management of sickness.
8. To take appropriate action with regard to any accident or incident in line with Trust policy.
9. To actively participate in the teaching and support of junior staff and act as a preceptor for new staff in the locality.
10. To act as a practice assessor and ensure an active learning environment for all staff grades.

B. Clinical

1. To support the delivery of Healthy Child Programme for a geographical area within the Bright Start locality.
 2. To be competent in the use of the Trust electronic clinical record system following Trust guidelines in its use. (RIO)
3. To be responsible to work/lead to deliver the Healthy Child Programme for a geographical area within the Bright Start locality with health and early years colleagues
4. To undertake evidence based child and family health assessments and develop child/family plans in partnership with children and carers.
5. To undertake the Early Help assessment and attend professional multi agency meetings as required.
6. To liaise and work in partnership with other services including early years settings, early help and voluntary agencies such as Bright Beginnings.
7. Working with other agencies to identify and support vulnerable families, adhering to current Local Safeguarding Board and pan London Child Protection Procedures, including access to regular training and supervision.
8. To identify, refer and support children with special educational needs or disabilities. To liaise with other agencies in early years, health and social care to facilitate programmes of care.
9. To take responsibility for nurse prescribing in line with the Nurse Prescribing Formulary and the Whittington Health's Protocols for Nurse Prescribing, as appropriate.

10. To support the development of integration with Early Years services by leading on identified topics/issues in task and finish groups/integrated meetings and strategy groups.
11. To undertake mandatory and service specific training as required maintaining skills and competencies.
12. To ensure regular attendance at reflective supervision sessions and skills based practice consultations embedding learning and sharing experiences to strengthen resilience and practise.

C. Partnership with Service Users

1. To have an understanding of co production and engage in the opportunities for ongoing involvement of children, parents and carers in development of services and quality assurance alongside Bright Start early years.
2. To ensure all team members have knowledge of the national feedback mechanisms such as the family and friends test and are registered on Meridian to enable access to the feedback.

D. Quality Assurance

1. To ensure that the quality assurance programme for the service is complied with at team level.
2. To ensure all team members comply with the competency framework associated with their role.
3. To engage and work with the early years integrated services in any agreed surveys such as the family survey and the Bright Start staff survey.

4. CONFIDENTIALITY

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

5. VALUING DIVERSITY

It is the aim of Whittington Health is 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 organisation has a Valuing Diversity in the Workplace Policy and it is for each employee to contribute to its success.

6. 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.

7. NO SMOKING POLICY

There is a smoke free policy in operation in the organisation. 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.

8. 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.

9. DATA PROTECTION ACT 1998

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

All staff that have access to patients' records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the 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 Data Protection Act 1998.

10. WASTE DISPOSAL

All staff must ensure that waste produced within the organisation 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.

11. 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 organisation 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.

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12. 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 Whittington Health 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 Whittington Health, 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.

13. RISK MANAGEMENT

All 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 through out 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 brining these risks to the attention of the Clinical Governance Committee or Risk and Assurance Committee if resolution has not been satisfactorily achieved.

14. 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 an annual basis.

15. INITIALS AND DATE OF PREPARATION

(JC/SG Jan 2020)

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 & Young People's Services	
Designation: Bright Start Islington Health Visiting	Band: 6
REQUIREMENTS	
EDUCATION and EXPERIENCE	

E1	Health Visiting professional qualification, with entry onto the 3 rd part of the NMC Register	A
E2	Evidence of continuing post registration education and training.	A/I
KNOWLEDGE, SKILLS and ABILITY		
E3	Excellent communication skills: IT, written and oral	A/I
E4	Knowledge of change management methodology and its application.	A/I
E5	High levels of clinical skills, with the ability to identify, respond to and evaluate health needs, including the delivery of public health programmes.	A/I
E5	Knowledge of current legislation and NICE guidance relating to all aspects of the HCP	A/I
E6	Knowledge and ability to apply audit and Quality Improvement methodology.	A/I
E7	Understanding of the local and national safeguarding procedures and its application to the role.	A/I
E8	Knowledge and understanding of application of the Clinical Governance Framework.	A/I
E9	Knowledge of managing difficult situations and conflict resolution.	A/I
E10	Ability to work without direct supervision, to plan, organise, review and prioritise own workload and that of others.	A/I
E11	Knowledge of current health and social care agenda relevant to work and professional practice.	A/I
E12	Ability to co-ordinate health promotion initiatives in line with the Islington Bright Start vision.	A/I
E13	Awareness of Equal Opportunities and Valuing Diversity	A/I
E14	Willingness to support and facilitate the learning of others in the practice environment.	A/I
E= Essential D= Desirable		
Assessed by: A= Application I = Interview		