

## **JOB DESCRIPTION**

### **1. GENERAL INFORMATION**

<b>JOB TITLE:</b>	<b>Bright Start Islington Health Visitor Team Leader.</b>
<b>GRADE:</b>	Agenda for Change Band 7
<b>SALARY:</b>	Agenda for Change band 7
<b>SUPERANNUATION:</b>	6% of salary (optional)
<b>HOURS:</b>	Full Time
<b>TERMS &amp; CONDITIONS OF SERVICE</b>	In accordance with the Agenda for Change NHS Terms & Conditions of Service.
<b>SERVICE AREA:</b>	Children and Young People Integrated Care Service Unit
<b>RESPONSIBLE TO:</b>	Locality Manager Bright Start Health Visiting
<b>ACCOUNTABLE TO:</b>	Operational Lead CYP Services Islington

### **1. POST SUMMARY**

The Team Lead in Health Visiting is responsible for the leadership and operational management of a skill mix health visiting team working as part of the integrated service branded Islington Bright Start. Reporting to the Bright Start Locality Manager, they will support the development of an early childhood integrated service and work with the Clinical Lead, health partners and Bright Start Early Years colleagues to ensure the delivery of a safe and effective healthy child programme.

The Team Leader will manage and delegate work to a defined team, ensuring appropriate skills are used to plan and deliver public health care identified within the core healthy child programme and local service specification.

The Team leader will provide line management responsibilities, child protection supervision, audit, advice and support for the staff within the teams they are responsible for.

The Team leader will be responsible for a caseload recognising the need to balance the clinical and operational aspects of the role through fair allocation processes.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

### **A. Management and Leadership**

Update Nov 20 JC/SG/AD/GP

1. To work with the Bright Start Locality management team to understand service objectives and set team objectives accordingly.
2. To promote good team work through the use of excellent communication skills, in order that team objectives set are understood and achieved by all staff members.
3. To lead and promote integrated working across all Bright Start services, sharing in the facilitation of identified integrated meetings such as the staff integrated locality meetings and members ECAPs.
4. To be engaged with the Trust data reporting systems in use, accessing Qlikview, pulling regular reports and using the data to support team objectives being set.
5. To be competent in the use of the Trust electronic clinical record system following Trust guidelines in its use. (RIO)
6. 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.
7. To ensure all new team members are provided with the local service and Trust induction guidelines and newly qualified staff have access to preceptorship modules.
8. To lead and support staff in any change management process involving staff at all levels.
9. To act as a practice supervisor and ensure an active learning environment for all staff grades.
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 investigate complaints within agreed Trust policy, procedures and time scales and effect any necessary changes to practice and service that may result.
12. To investigate incidents reported on datix system and ensure learning shared with team and wider integrated service.
13. To support the Locality Managers with recruitment and retention of staff at all levels.
14. To support the Locality Managers in the development of new roles within the team including that of the nursing associate.
15. To develop and maintain effective and appropriate communication systems with primary care services according to local protocol.
16. 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 and audited regularly.
17. To facilitate the use of information technology and ensure that relevant and up to date information on clinical developments and service activity are provided to agreed time-scales.
18. To promote a continuous learning environment for colleagues and students within the team/organisation.
19. To agree and participate in audit, quality improvement initiatives following agreed policy and

protocol.

## **B. Clinical**

1. 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
2. To undertake evidence based child and family health assessments and develop child/family plans in partnership with children and carers.
3. To undertake the Early Help assessment and attend the professional multi agency meetings as required.
4. To liaise and work in partnership with the wider early childhood services including, maternity, early years settings, and voluntary agencies such as Bright Beginnings.
5. 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.
6. 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.
7. To take responsibility for nurse prescribing in line with the Nurse Prescribing Formulary and the Whittington Health's Protocols for Nurse Prescribing, as appropriate.
8. To undertake mandatory training, and service specific training as required maintaining skills and competencies.
9. 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 partners and key stakeholders.
2. To ensure all team members have knowledge of the national feedback mechanisms such as the family and friends test and are registered on the Trust system to enable access to the feedback.

## **D. Quality Assurance**

- Undertake regular audit as required to ensure the most effective use of resources.
- Use evidence based practice audit and evaluation; with the aim of achieving positive health outcomes.

- Undertake satisfaction surveys of service users, including FFT.
- Maintain up to date knowledge of appropriate research to underpin delivery of an evidence-based service.
- Complete and return statistical information as requested.

#### **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 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 contributes to patients' health records are expected to be familiar with, and adhere to, the organisation's Standards of Records Keeping Policy. Staff should be aware that patients' records throughout the organisation will be subject to regular audit.

All staff that has access to patients' records has a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the organisation's 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 has access to a wide range of flexible working options, childcare support, and many training and development opportunities.

## **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 the organisation 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 organisation, 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 Whittington Health 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 throughout 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 bringing 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**

(AD /GP/SG/JC 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.

<b>Department: Director of Ops, Children &amp; Young People's Services</b>		
<b>Designation: Team Leader HV, Universal Services</b>		<b>Band: 7</b>
<b>REQUIREMENTS</b>		
<b>EDUCATION and EXPERIENCE</b>		
<b>E1</b>	Health Visiting professional qualification, with entry onto the 3 <sup>rd</sup> part of the NMC Register	A
<b>E2</b>	Minimum of 2 years post qualifying experience as a Health Visitor.	A
<b>D1</b>	Educated to master's degree level or equivalent	A
<b>D2</b>	Management experience in a health service setting.	A
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E3</b>	Excellent communication skills: IT, written and oral	A/I
<b>E4</b>	Knowledge of change management methodology and its application at a more strategic level.	A/I
<b>E5</b>	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
<b>E5</b>	Knowledge of current legislation and NICE guidance relating to all aspects of the HCP	A/I
<b>E6</b>	Knowledge and ability to apply audit and Quality Improvement methodology.	A/I
<b>E7</b>	Understanding of the local and national safeguarding procedures and its application to the role.	A/I
<b>E8</b>	Knowledge and understanding of application of the Clinical Governance Framework.	A/I
<b>Ability</b>	Knowledge of managing difficult situations and conflict resolution.	A/I
<b>E10</b>	Ability to work without direct supervision, to plan, organise, review and prioritise own workload and that of others.	A/I
<b>E11</b>	Knowledge of current health and social care agenda relevant to work and professional practice.	A/I
<b>E12</b>	Ability to co-ordinate health promotion initiatives in line with the Islington Bright Start vision.	A/I
<b>E13</b>	Awareness of Equal Opportunities and Valuing Diversity	A/I
<b>E14</b>	Willingness to support and facilitate the learning of others in the practice environment.	A/I
<b>E15</b>	Ability to lead, motivate and coordinate the work of multi skilled teams	
<b>D3</b>	Experience of developing clinical standards and protocols.	