



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Cwm Taf Morgannwg  
University Health Board

CAJE REF:

### **JOB DETAILS:**

<b>Job Title</b>	Bank Health Visitor
<b>Pay Band</b>	Bank Band 6 equivalency
<b>Hours of Work and Nature of Contract</b>	BANK
<b>Division/Directorate</b>	CYP & CAHMS
<b>Department</b>	Bridgend Localities
<b>Base</b>	Bridgend

### **ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	Senior Nurse health Visiting
<b>Reports to: Name Line Manager</b>	Deputy Senior Nurse
<b>Professionally Responsible to:</b>	Head of Nursing Localities

#### **Job Summary/Job Purpose:**

The health visitor is responsible for a defined caseload of pre-school children and families within a geographic area or General Practice population.

The main purpose of the job includes the assessment of health need, the implementation and evaluation of health enhancing activities and the generation of information that can be utilised to influence policies that affect health.

Have freedom to practice/act within parameters and is guided within defined policies, protocols at a local and national level and by Code of Conduct.

### **DUTIES/RESPONSIBILITIES:**

Using own initiative and working with the deputy senior and senior nurse, develop innovative

Caje Reference RYL/2013/0004 Health Visitor Band 6 Version attached 28/06/2019 (Bank Version)

ways of working, implementing change effectively and monitoring outcomes.

Ensuring the delivery of innovative, clinically excellent evidence based child health surveillance, health promotion and other public health initiatives.

Plan, deliver and evaluate health visiting intervention working with statutory and voluntary agencies.

Work as part of the team.

Assist the deputy senior nurse , working collaboratively with other health visitors within the University Health Board to ensure the delivery of equitable, high quality services.

Communicate information in a sensitive way when dealing with issues that are sensitive and contentious.

Delegate duties as appropriate to specialist community workers for example NNEB.

Work collaboratively and maintain effective communication with health and other professionals to ensure the provision of a high quality preventative health service, for example primary care, local authority.

Communicate effectively with multi-agency teams, statutory and voluntary agencies; maintaining effective internal and external networks to enhance service delivery.

Actively work with partner agencies to support and maintain development of the public health approach including participating in community development and establishing links within the Local University Health Board, Health Promotion, National Public Health Service, and other local projects.

Attend professional meetings and groups as directed by deputy senior and/or partner agencies, for example MIA/TAF/Canopi.

In consultation with parents/ carers / members of the wider community to plan and implement individual programmes of care that protect health and enable health promotion screening.

To frequently communicate sensitive issues in an empathic manner e.g. reporting abnormal screening results/assessments.

To act as a specialised resource for primary care staff, statutory and voluntary agencies, offering specialist advice.

To regularly manage complex and/or contentious information in a sensitive manner.

To prepare reports for Child Protection Conference Guardian ad Litem and the Courts with the support of the Safeguarding Team.

To occasionally attend court and give evidence where required by law to do so.

Contribute to and attend multidisciplinary case conferences and care groups and be involved in the planning of care for children.

Responsible for the planning and safe transfer of care of children young people and their families within a defined case load.

Manage a defined health visiting caseload.

Demonstrate good organisational skills with responsibility for ensuring efficient and effective use of resources.

Attend team meetings and wider University Health Board meetings.

Act as a role model to ensure the maintenance of high standards of care.

Assist in the development of and implement health promotion programmes with families and groups in the community.

Accept referrals from other agencies and refer to other professionals and organisations as appropriate.

Work in partnership with statutory and third sector organisations in planning, delivering and evaluating care with the specific aim of improving long term outcomes of children and families.

Identify, implement and evaluate new initiatives.

Working with others, plan and organise new community developments and health promotion initiatives as per local health need.

Initiate and coordinate specialist community groups eg. parenting Webster Stratton, healthy eating/child safety.

- Working with the deputy senior nurse and others, plan and organise education and training with other agencies such as schools, youth clubs and community first co-ordinator.

Make presentations to other professionals on a variety of health topics.

Coordinate multi-disciplinary meetings.

Organise and participate in the delivery of care ensuring continuity, consistency and quality using complex, sensitive and/or contentious information.

Contribute to the development of induction and mentorship of all new staff.

Enable pre and post registration students to meet their learning objectives by providing appropriate learning opportunity.

Train staff, parents and carers in implementing programmes of care where required.

Deliver health promotion packages in a variety of settings.

Undertake mandatory training provided by the UHB and other agencies.

Work with team leader and others to initiate and participate in practice development.  
Coordinate the safe transfer of care of children, young people and their families within the caseload ensuring effective communication with colleagues and families.

Responsible for the delivery of high quality evidenced based care within the defined caseload and Public Health initiatives with the wider team.

Appropriately delegate ensuring specialist childcare workers work within their professional

boundaries at all times.

Ensure delegation is undertaken as per the all Wales delegation guidelines.

Support the deputy senior nurse in responding to complaints, clinical incident investigations.

Provide an environment that meets the required standard of cleanliness and ensures all equipment is maintained in good working order and checked as necessary.

Ensure the environment is safe and child friendly.

Encourage children, young people and their families to develop strategies to manage their own health.

Participate in the delivery of evidence-based care ensuring consistency and continuity in the quality of care provided.

Provide direct support and specialist advice to children, young people and their families and identify, plan, implement and evaluate programmes of care.

Triage minor ailments providing advice and management based on clinical judgement, when appropriate supplementary prescribe using a limited formulary.

Undertake preschool health surveillance in accordance with Cwm Taf Morgannwg policy identifying children in need and where this impacts upon educational attainment.

Support families with children who have chronic long term conditions, for example, cerebral palsy.

Increase the knowledge and skills of parents enabling them to understand and meet the needs of their children.

Participate in the provision of health promotion to individuals and groups in line with local and national public health initiatives and targets.

Manage and deliver services in child health clinics in both GP and community premises, schools, community health clinics and other settings.

Participate in education and training with the community such as school, youth clubs, community centres.

Monitor and support families, to assist in improvement of parenting skills to prevent re-occurrence of non-accidental injury/neglect.

Promote the uptake of immunisation.

Provide an immunisation service for those patients hard to reach in partnership with GP. Participate in public health immunisation campaigns, for example, Swine Flu, MMR.

Produce risk assessments prior to home visiting.

Regularly evaluate own professional practice and maintain expertise including participation in reflective practice and clinical supervision.

Work unsupervised as a lone worker carrying out initial assessments with possibly little or no knowledge of client or home circumstances. Every effort would be made to gather information

for a risk assessment prior to visit.

Assess and prioritise specific health needs and facilitate group work.

Work across professional boundaries contributing to the identification of need, assessment and risk in vulnerable children and their families.

Use analytical and judgement skills in the assessment process when supplementary prescribing is undertaken from a limited formulary.

Working as specialist in child development and assessing children and young people.

Analyse and compare a range of clinical advice or treatment options in line with the latest research evidence.

Negotiate individual health care plans with service users assessing and evaluating care to ensure the agreed outcomes are adequately met.

Identify children in need, or at risk of abuse, and take action according to the agreed procedures.

Prioritise visits ie. child protection, domestic abuse, neglect associated with alcohol, drug misuse and/or mental health issues.

Design, deliver and evaluate group clinical teaching programmes.

Analyse existing practice, identify new ways of working and implement change within the service.

Specific observational skills to identify non/verbal communication indicators.

Uses computer/IT equipment to record and receive client information, generate child protection and other reports and to prepare training presentations.

Effective keyboard skills.

Skills concomitant with the health visiting/school nursing role for training purposes.

Undertake immunisations as required.

Prescribe treatments within the parameters of the limited formulary ensuring they are clinically cost effective whilst adhering to the University Health Board's Non-Medical Prescribing Policy and Good Practice Guidelines.

Empower children and families allowing them to make informed choices regarding health care interventions.

Participate in providing programmes of intervention regarding health issues of concern in conjunction with members of the Primary Care/Practice Based team.

Act on own initiative to differentiate appropriately between those issues which need to be referred to others for a decision from the issues upon which the bank worker can exercise appropriate decision making.

Escalating concerns related to performance to the deputy senior nurse or more senior nurse.

Voicing concerns if concerned with standards or practices within their workplace.

Participate in 1:1 supervision and clinical supervision of caseload and wider professional development.

Provide mentorship for pre registration students and support post registration student placements.

Work with the deputy senior nurse to ensure the development of induction and mentorship of all new staff.

Allocate work to support staff as required within own caseload.

Contribute to proposed change and support implementation of policies for own area of work.

Identification and implementation of evidence based practice.

Act in accordance with legal or statutory regulations in relation to practice and comply with policies and procedures.

Uphold and comply with vulnerable adult and child protection procedure.

Participate in the University Health Boards clinical governance quality improvement activities including clinical incident reporting, clinical audit, risk management and changes in practice as appropriate.

Comply with the requirements of the Health & Safety at Work Act and related UHB Health & Safety Policy.

Responsibly use University Health Board resource.

Maintain accurate individual patient records in accordance with the NMC guidelines and University Health Board policy having regard to confidentiality and safekeeping.

Provide statistical information by electronically recording daily activity.

Provide information as requested by the deputy senior manager , the Locality/University Health Board e.g. caseload profiles, breast feeding and immunisation rates, unmet need.

Monitor own standards of service delivery

Maintain accurate records of all service related activity.

Contribute to clinical audit and research activity, promoting a positive attitude towards the implementation of evidence-based practice.

Contribute to the development, implementation and audit of policies, guidelines and procedures ensuring practice is evidence based.

Assist in identifying opportunities for developing the service provided to the local population in liaison with the Team Leader & Senior Nurse.

Assist in the development of and deliver specific and relevant teaching programs for disciplines within scope of practice.

Support, the development of clinical competencies of staff and other members of the multidisciplinary team.

Maintain accurate records and provide necessary data for statistical analysis.

Implement research findings appropriate to practice.

Raise quality issues and report related risks within the UHB to address poor standards and incidents.

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Registered Nurse and/or Midwife.  BSc Specialist Community Public Health Nurse.  Knowledge and appreciation of national policies.	Management.  MSc in Community Health Studies.  Facilitating and assessing individual learning module or equivalent.  An understanding of resource implications of decision-making.  Participate in the development and implementation of public health policies.	Application Form Pre employment checks Interview References
<b>Experience</b>	Skilled Practitioner embracing clinical governance and clinical effectiveness.  Relevant post registration experience.  Experience in research and development.  Experience of multi-agency working.		Application Form Interview References
<b>Aptitude and Abilities</b>	Ability to work autonomously without supervision.  Excellent communication and interpersonal skills – verbal and written.  IT skills.  Ability to develop	Ability to speak Welsh  Managing people.  Presentation skills.  Organisational and line management skills.  Clinical supervision skills.	Interview References



	<p>specialised programmes of care and high specialised advice.</p> <p>A clear vision of best practice.</p> <p>Ongoing self development in clinical practice.</p> <p>Multi disciplinary working.</p> <p>Use of personal and emotional resources in dealing with distressing circumstances such as serious illness, domestic abuse and child abuse.</p> <p>Forms effective objective judgments in complex situations.</p> <p>Ability to organise a wide range of concurrent programmes and activities coping with constant readjustment.</p> <p>Use of personal and emotional resources to negotiate with self and others when dealing with verbal aggression.</p>	<p>Capable of initiating change.</p> <p>Positive management of change.</p> <p>Teaching.</p>	
<b>Values</b>	<p>Team player.</p> <p>Versatile and adaptive.</p> <p>Personable and amiable.</p> <p>Flexible to the needs of the service.</p> <p>Ability to work under pressure.</p> <p>Ability to use own initiative.</p> <p>Assertive.</p> <p>Negotiation skills.</p> <p>Confident.</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	Approachable.		
<b>Other</b>	Enhanced DBS Check		Application Form Interview References

## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the bank worker's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the bank worker work outside their defined level of competence. If there are concerns regarding this, the bank worker should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The bank worker is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The bank worker must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The bank worker must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The bank worker must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory

legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the bank worker is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the bank worker has a legal duty of confidence to service users (even after an employee has left the organisation). The bank worker should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The bank worker does not require a DBS Disclosure Check. \*Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Bank worker) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Directorate Manager \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Divisional Manager \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

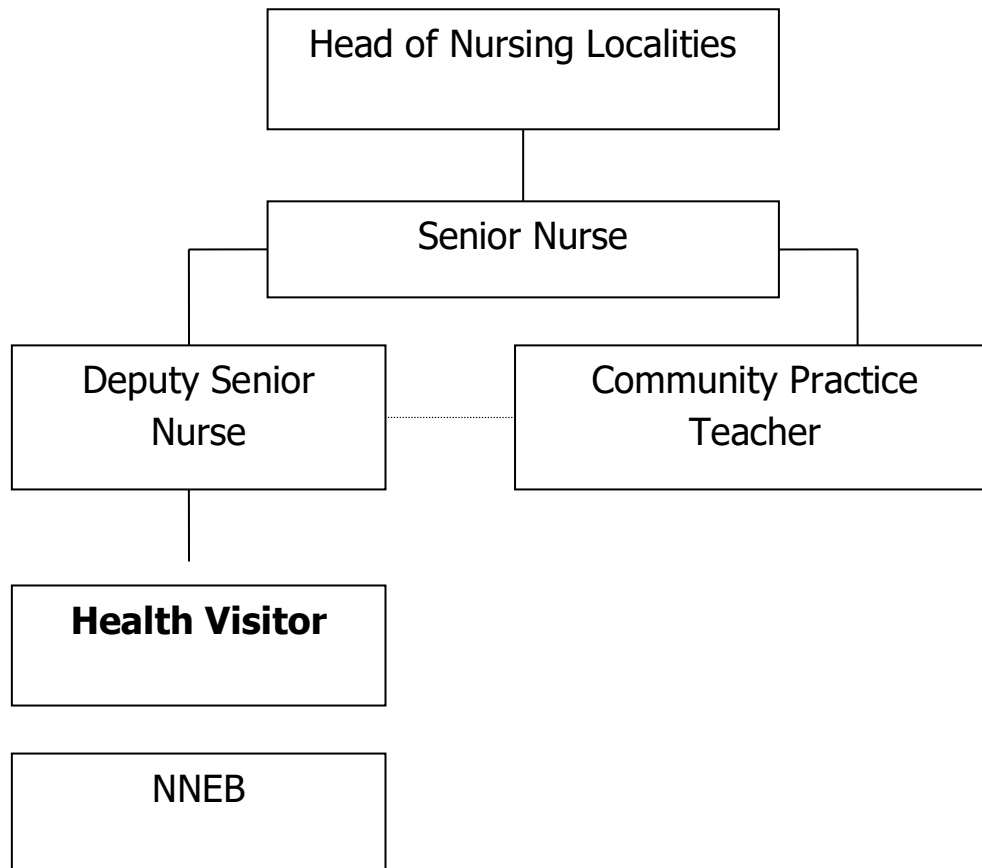
**APPENDIX 1**

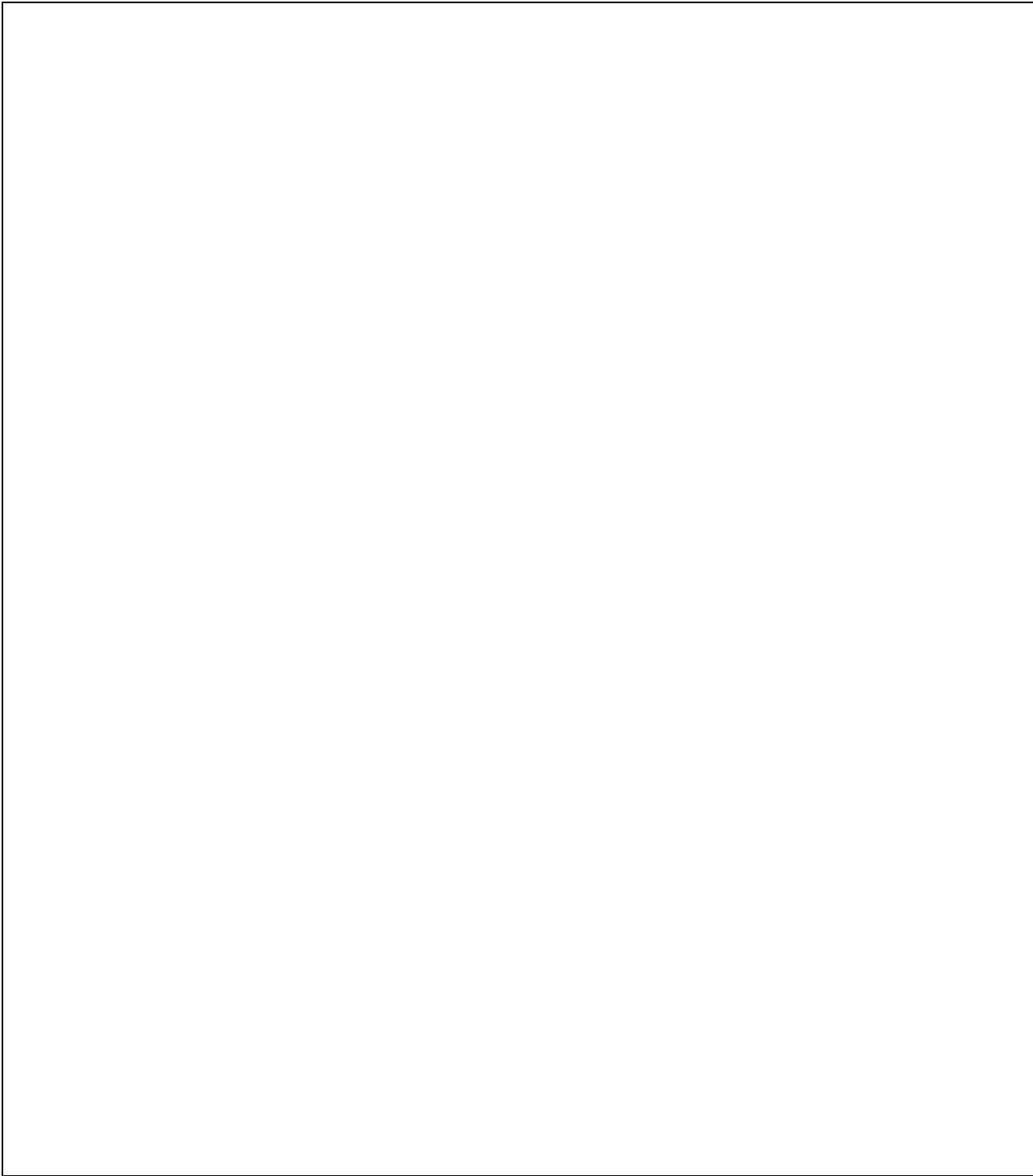
**Job Title:** \_\_\_\_\_

## Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.





**Job Title:** \_\_\_\_\_

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
The bank worker will be required to exert frequent physical effort, including bending stooping and kneeling e.g. when working with small children and frequently getting in and out of the car.	Daily	Up to 20 mins at a time	
Combination of sitting and walking throughout the day.	Daily	Varies	
Requirement to move between different sites during the working day.	Daily	Up to 30 mins at a time	

## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Maintain a work pattern that requires frequent concentration where the work pattern is unpredictable due to frequent demands on the service.	Daily	Varies	
To regularly alter work schedules at short notice to encompass child protection issues/cases conferences, which must be prioritised.	Most Days	Varies	

## Emotional Effort



This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the bank worker has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
The bank worker will experience frequent exposure to distressing/emotional circumstances and will be required to demonstrate their ability in managing complex or stressful situations e.g. deal with difficult patient/family situations	Weekly	Varies	
Support families with children who have chronic long terms health conditions, such as cerebral palsy.	Daily	Varies	

### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the bank worker's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations -

**\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Occasionally exposed to blood and bodily fluid for example, urine and vomit from babies in a clinic or home setting.	Couple of times per week	Varies	