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## JOB DESCRIPTION

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**JOB TITLE:** Public Health Practitioner

**GRADE:** 4

**Hours of Work:** 37.5

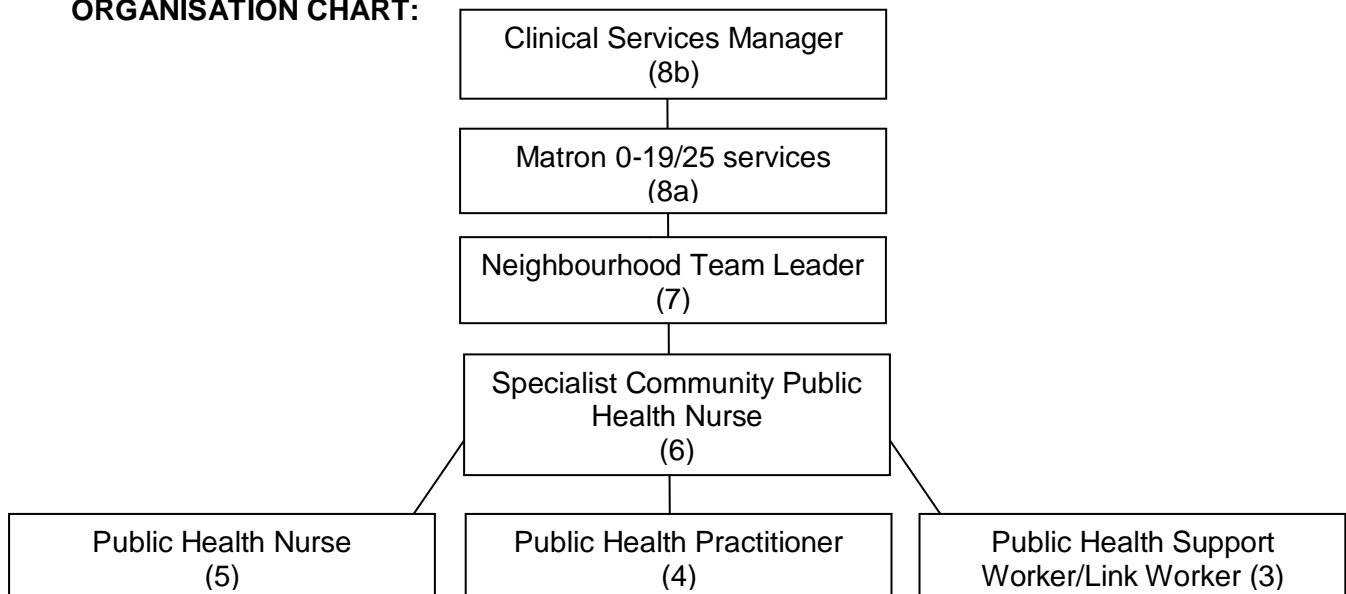
**Division:** Family Care

**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 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:

Public health practitioners in Bolton work as part of 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, delivering some 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 support/link 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.
- Support children, young people and families at universal and universal 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.
- 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.
- 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.
- To deliver on the speech, language and communication pathway.

- 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.
- Maintain accurate and contemporaneous record keeping in line with 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.

### **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 through 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 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 support and develop team members, with a view to maximising their effectiveness, and enabling them to fulfil their full potential e.g. coaching, mentorship.
- The ability to manage challenging, distressing and emotional circumstances, accessing team support, leadership support and clinical supervision as required.
- Support the assessment and care planning for children presenting with enuresis in line with NICE Guidelines and local pathways.

### **Analytical and Judgmental Skills**

- Identify risks and escalate to neighbourhood team leader to undertake risk assessments, formulate controls and actions to the reduce risk.

- 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 workload, supporting service user demand, prioritising against the service specification.
- Contribute to student nurse practice placement experiences.
- 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**

- To practice in line with statutory local and national guidance and policies and procedures.
- 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 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.
- To participate in managerial and group clinical supervision.

### **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 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 quality standards and guidelines, and take part in Clinical Governance, CNST and Research and Development initiatives where appropriate.

### **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.

- 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:**

- 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: 13.05.19

Prepared By: Faye Chadwick

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:





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## Person Specification

	Essential	Desirable	Method (Application / Interview)
<b>Qualifications</b>	NVQ level 3 or evidence of continued professional development in a public health field acquired through training and work based experience.		Application form.
<b>Experience</b>	<p>Experience of working in the local community.</p> <p>Experience of working with children, young people and families.</p> <p>Experience of delivering to groups.</p> <p>Experience of producing resources to support public health messages.</p> <p>Experience of networking with community partners.</p> <p>Experience of managing resources.</p>		Application form and interview.
<b>Skills</b>	Good written and verbal communication skills.		Application form and interview.

	<p>Good interpersonal skills/ability to communicate with a diverse range of individuals.</p> <p>Good organisational skills and ability to prioritise and work to deadlines.</p> <p>Willingness to undertake training.</p> <p>Ability to work flexibly according to service need.</p> <p>Ability to travel with ease across the borough to deliver the service.</p>		
<b>Knowledge</b>	Knowledge of the health improvement initiatives for children, young people and their families.		Application form and interview.
<b>Health &amp; Fitness</b>	The jobholder must be assessed by Workplace Health and Wellbeing as having a level of fitness to carry out duties/tasks after reasonable adjustments under the terms of the Disability Discrimination Act 1995 have been made.		Medical Screening
<b>Rehabilitation of Offenders Act</b>	A disclosure will be requested for this post in the event of successful application. Yes / No (delete as		Disclosure Procedure



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	necessary) Level: Enhanced / Disclosure		
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