

JOB DESCRIPTION

JOB TITLE	Best Start - Specialist Public Health Practitioner Health Visitor
DIRECTORATE	Integrated Women's, Children's and Sexual Health
DEPARTMENT	Children's Universal Services
BAND	6
ACCOUNTABLE TO	Clinical Service Lead
RESPONSIBLE TO	Operational Manager for Health Visiting and School Nursing

JOB SUMMARY

To work in partnership with team members, service users, Croydon Health Service (CHS) staff and all stake holders to promote the health and well-being of Children aged 0-5 years, and their families. This will be achieved through the effective delegation, work load management, monitoring of care standards and leadership and the performance management of all team members.

To identify and monitor the health needs of a given population and facilitate the implementation of evidence based health care. The practitioner will work in line with current Health Policies and guidelines Working Together, Every Child Matters and the Healthy Child Programme to promote and safeguard children 0-5 years and their families.

To adhere to the NMC Code of Professional Conduct, Standards and The Code of Requirements

MAIN DUTIES AND RESPONSIBILITIES

Communication

To record work activities in line with local record keeping policies, procedures and standards and maintain effective systems of communication ensuring adequate recording takes place on all aspects of care

To overcome barriers to understanding; modifying and use communication /counselling skills to provide and receive sensitive and appropriate information concerning an individual's condition / situation

To report and manage complaints, errors, concerns and other untoward occurrences in line with policies, procedures and standards

To ensure, monitor and promote confidentiality on all matters relating to individuals obtained during the course of work

To be a role model and facilitate excellent working relationships with and among the team, CHS staff and partner agencies

To monitor and promote team work, respect and support colleagues and manage any differences professionally and confidentially

To arrange the induction and orientation of new staff and instruct all staff in new procedures and policy changes

To report all incidents and accidents involving clients and staff

Personal and People Development

To keep up to date with clinical, public health and professional developments and be responsible for own professional development, undertaking an annual appraisal and Professional Development Plan with Line Manager

To evaluate own knowledge and skills against Knowledge and Skills Framework outline requirements and maintain a personal portfolio

To work with CSL and team members to provide learning experiences in the working and educational environment for self, colleagues, students and others allocated to the team for clinical placement within and outside the workplace in line with CHS and Nursing and Midwifery Council (NMC) Code of Professional Conduct

To actively participate in the development and delivery of training / education programmes, reflective/restorative supervision practice and the development of required new skills for staff including National Vocational Qualification pathways

To attend all statutory and mandatory training and be aware of responsibility in the event of an emergency

To identify, undertake and develop for self and others new competencies and skills as service needs change and evolve managing risk and ensuring clinical governance

Service Provision

To contribute to the development and implementation of local and national policies

To promote an understanding of on-going changes and developments within the service provision / business plan, identifying gaps in provision of care and the effective management of resources, ensuring Manager/CSL is informed as necessary

To initiate, promote, facilitate and monitor new ways of working within own and multidisciplinary teams e.g. via working groups and audit

To line manage and supervise practice of team members directly and indirectly

To lead on clinical issues and ensure the development of specialist practices relevant to workload

To promote and contribute to the development of a culture that is open to change and innovation through supporting and managing change resistance if needed

To contribute and respond to the Public Health of service users through health promotion and client empowerment e.g. the promotion of immunisation programmes

To actively participate in the recruitment and retention of staff

To assess client needs, using CAF and Risk Assessment tools as appropriate and plan, implement and evaluate evidenced based care given and support families where there is a chronic illness or disability and to advise on care in cooperation with other agencies

To work in partnership with the Clinical Service Lead (CSL), Practice Educator and multidisciplinary teams in the development of innovative clinical practice in line with the Healthy Child Programme

To manage a designated work load and team, in line with CHS policies, guidelines and standards, including performance management of team members

To maintain a high professional profile and role model for nursing and health care services within CHS

To act as an advocate within a multi-disciplinary framework for families and children to promote the best outcomes for their health and well being

To adhere to the PAN London Child protection Procedures and CHS safeguarding procedures, attending case conferences; other meetings and partnership working as required

Quality

To actively participate in the development, management and evaluation of CHS Governance Plan

To share results of research to inform own/ and other clinical practice and use evidenced based practice to provide care and challenge any unacceptable practice

To participate in and co-ordinate reflective practice and clinical/restorative supervision sessions, leading as required

To recognise, respect and promote different roles within the team

To undertake, participate and co-ordinate audits/surveys in places of work relevant to practice

To ensure a working culture committed to innovation and quality improvement

Support CSL and team to achieve targeted commissioned services

Equality and Diversity

To support and promote equality and diversity in the workplace, challenging and managing the behaviour of others where appropriate within The Code of Requirements

To ensure individuals are not discriminated against or disadvantaged and are given equal access to care and support in a professional manner, supporting and managing the team to do the same

Learning and development

To support and contribute to the content of learning and the development and own role

To support team's learning using theoretical and practical evidence based methods consistent with existing legislation and CHS policies and procedures

To promote an environment conducive to effective learning and to comply with statutory responsibilities and University requirements

To evaluate the learning environment/process and implement any learning

People management

To manage skill mix within the team

To be part of the recruitment and selection of new team members

To plan and organise delegated work within the team

To receive and give feedback to team and team leader

To support the appraisal process for self and others

Croydon Health Services is a smoke-free Trust

Smoking is not permitted on Trust premises or grounds or in any Croydon Health Services owned vehicle. Staff are not permitted to smoke openly in uniform and staff making home visits will be protected from passive smoking. Taking smoking breaks during paid working hours is not permitted.

GENERAL

To work in accordance with the Trust's Here for You standards to consistently demonstrate the behaviours required to fulfil the promises we have made to the people of Croydon. These promises developed with our patients, carers and staff help us deliver the pledges in the National Health Services Constitution and our own corporate objectives

To ensure that Croydon Healthcare Services Trust's policies and procedures are adhered to

To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the Trust's Health and Safety policies and procedures

To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments

To work in accordance with the Trust's policies to eliminate unlawful discrimination and promote equality and diversity in the workplace. To positively promote at all times equality of opportunity in service delivery and employment in accordance with Trust policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances

To adhere to the Trust Infection Control Policy, procedures and guidelines, and in particular practice strict hand hygiene at all times while carrying out clinical duties, in line with the responsibilities placed on employees by the Health Act 2006: Code of Practice for the prevention and control of Healthcare Associated Infections (HCAI's). The prevention and control of HCAI's must be embedded into everyday clinical practice and applied consistently

To hold responsibility for ensuring sound knowledge of standard infection control precautions and that no omission on your part or within the sphere of your responsibility is detrimental to the interests or safety of your patients/clients, visitors and colleagues. Clinical staff must keep infection control knowledge and skills up to date by attending the Trust's mandatory infection control training, a record of which will be kept and information provided to line managers as required

To comply with the Trust's Safeguarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of Children, Young People and Vulnerable Adults This will require you to:

Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of Children and Young People

Ensure you are familiar with and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures

Ensure you are familiar with and comply with local protocols and systems for information sharing

Know the appropriate contact numbers and required reporting lines

Participate in required training and supervision

Comply with required professional boundaries and codes of conduct

NOTE

A child is someone under the age of 18 (this would include unborn children).

A vulnerable adult is „someone who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation“ (this includes carers).

Copies of the Protocols and Procedures are available on the Trust Intranet under Child Protection. Staff are advised on how to access the appropriate contact numbers and the Protocols and Procedures when attending Safeguarding training. Updates and revisions are notified to all staff via "What's New"

To work within the NMC Code of Professional Conduct and Scope of Professional Practice

To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post

The post holder is required to carry out his/her role in accordance with the organisation "Here for You" promises, standards and behaviours, ensuring that colleagues and the people we serve feel **cared for**, feel **in safe hands**, feel **confident** in their treatment, feel we **value their time**, and feel that our service continues to **improve** all the time

This job description is not an exhaustive document, but is a reflection of the current position

The job holder may from time to time be asked to undertake other reasonable duties. Any change will be made in discussion with the job holder in light of service needs

Job Description Agreement

This job description can be updated annually as part of the personal development plan.

This job description has been updated and agreed by:

Current post holder:

Date:

Line Manager:

Date

PERSON SPECIFICATION

JOB TITLE: Best Start - Specialist Public Health Practitioner Health Visitor

BAND: 6

	ESSENTIAL	DESIRABLE	HOW TESTED
EDUCATION AND QUALIFICATIONS			
To have a clinical qualification RGN/ RN	✓		Application and Interview
To be a Specialist Public Health Practitioner Health Visiting qualification at Degree or Post Graduate level	✓		
To have undertaken Nurse Prescribing or a commitment to undertake Nurse Prescribing training	✓		
To have a mentoring qualification		✓	
To have a Family Planning qualification		✓	
To have a Specialist Practice Educator qualification		✓	
To be a Graduate		✓	
To have a Higher Degree		✓	
KNOWLEDGE AND UNDERSTANDING			
To have experience of implementing evidence based practice	✓		Application and Interview
To have experience of developing strategies, clinical guidelines and policies		✓	
To have 1 years Line management experience		✓	
To have experience of working within a community setting		✓	
EXPERIENCE			
To be able to demonstrate an understanding of current issues affecting community health services including: Health Services, clinical effectiveness, evidence based care and clinical governance	✓		
To have evidence of continuing professional development	✓		
To show knowledge of the principals of			

Safeguarding Children management To show knowledge of the principles and practice of supervision	✓		
To be able to understand key elements of change management	✓		
To demonstrate an awareness of the complex issues involved when working across organisations and disciplines	✓		
To demonstrate knowledge and experience of reflective practice	✓		
To have an understanding of NMC Code of Conduct scope of professional Practice To have some knowledge of research	✓		
SKILLS/ABILITIES			
Good communication and interpersonal skills, including an ability to build rapport and establish good one to one relationships	✓		
Ability to Facilitate the development of effective teams	✓		
Ability to develop practice and give feedback to clinicians and managers	✓		
Ability to manage workload and meet deadlines	✓		
Ability to work independently and to demonstrate an ability to make decisions	✓		
To have the ability and capacity to think widely and openly and to analyse complex problems and develop solutions	✓		
To have the ability to diffuse anxiety, gain confidence and stimulate a climate of learning and openness	✓		
To have the ability to support and challenge traditional views and work practices in a credible and non-threatening way	✓		
To have the ability to critically appraise research findings and draw out significance for clinical practice and implement the research findings		✓	

To have the ability to effectively use different styles of influencing in a variety of settings	✓		
To have the ability to present and write information in a clear and precise manner	✓		
To be able to apply equality of opportunity to all staff	✓		
To be able to Teach, present and facilitate		✓	
To be IT literate	✓		
OTHER FACTORS			
To have a valid UK driving licence and be a car driver	✓		
To be able to access a car for work purposes	✓		
To be able to travel across Croydon and	✓		