

Job Description

Job Title:	Health Visiting Senior Practitioner
Responsible to:	Health Visiting District Manager
Divison / Directorate:	Public Health and Prevention
Hours:	TBC
Last updated:	January 2019
Base:	Health Visiting District Teams
AFC:	Band 7

Description of service

Working as part of the Health Visiting Team, senior practitioner will support the delivery of the Healthy Child Programme in accordance with national and local strategy/guidance. This will include the provision of antenatal and postnatal period programmes conducting universal mandated checks and packages of care in line with evidence based practice. Post holders will play an integral part in the development and evaluation of the 0-5 service with a key responsibility for supporting the District Managers to ensure that the teams are reaching the required standards and suggesting quality improvements were appropriate.

The post holder will support the District Manager in ensuring that all staff have the appropriate competencies for undertaking their respective roles, and up to date training to enable them to respond effectively to the health needs of all families and children. The post holder will work with other senior roles to ensure that developments in the service are embedded and the intended outcomes achieved. Senior practitioners will support the training and education of colleagues gaining community Health Visiting experience, providing appropriate feedback.

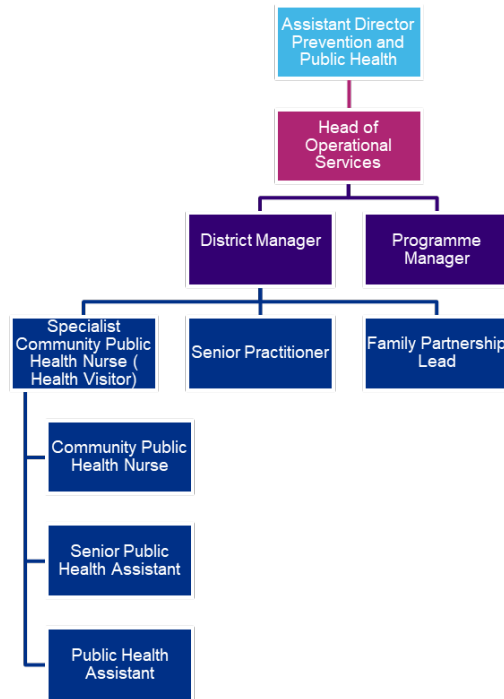
Senior practitioners will work in partnership with partner agencies in the identification and protection of vulnerable children and contribute to the development of care plans, working in accordance with local and professional guidelines. Senior practitioners will contribute to the completion of agreed outcomes for delegated Children Protection cases as per agreed multi-agency care plan.

The Senior Practitioner will be required to demonstrate knowledge and awareness of current NHS policy plus local and strategic plans, objectives and service delivery related to health visiting and school nursing, with particular reference to the delivery of the Healthy Child Programme.

The Senior Practitioner will work closely with the District Managers within the district to ensure that there is a continuous leadership presence within the district. Where teams are based across multiple sites the Senior Practitioner as part of the leadership team will be expected to have an equal presence across all sites to ensure the teams are fully supported.

The Senior Practitioner will hold regular one to one meetings with their direct reports to ensure they can provide support and coaching.

Organisational chart of Service



Job Summary

Band 7 Senior Practitioners work closely with the people who use our services, families, friends and carers and play an important contribution in how people experience our services.

Band 7 Senior Practitioners are expected to have a key leadership role, acting as a role model for others. They will communicate and maintain excellent working relationships with all those that use, commission and work within the services delivered. They will undertake direct clinical work for a minimum 80% of their time.

Band 7 Senior Practitioners are responsible for ensuring that the team provides effective care planning which meets professional standards and is in collaboration with their services users and carers. They facilitate reflection on the service delivery and identification of quality improvement work.

Band 7 Senior Practitioners are expected to be kind and responsive but professional, informative and contribute to the quality of the services provided within the community team across the health economy by:

- Assessing, planning, implementing and evaluating holistic care in relation to care planning/pathways
- Developing integrated care programmes in partnership with service users, commissioners and key stakeholders.
- Ensuring a supervision framework is in place for staff under their care and support in the development of relevant competencies across staff groups
- Actively working as a member of the integrated team to ensure high quality care is provided to service users.
- Maintaining own specialist area of competence, and leading on the competency frameworks for others
- Having the ability to synthesise information in order to present proposals effectively to decision makers (including Directors and Senior Executives) in ways which facilitate their understanding and influence pathways
- Making recommendations to decision makers in order to drive forward innovative solutions to achieve business objectives, service improvement strategies and financial efficiencies linked to packages of prescribed care or identified projects

Band 7 Senior Practitioners are expected to embody the behaviours detailed in the Trust 'Values Framework'

Value	Value description
Compassionate	This is about putting our patients and service users at the heart of everything we do so that the way we deliver our services empowers them, meets their expectations and caters for their needs. It is characterised by having a positive attitude, being kind and polite, understanding diversity and demonstrating respect, patience and tolerance. It is equally about making staff feel truly valued so they feel cared for and are engaged with our vision and values and display these values to each other, whatever their role in the trust.
Aspirational	This is about empowering and being aspirational for ourselves and our patients and service users. It is seeking and supporting continuous improvement, a focus on research, generating ideas and innovations and being adaptable to change. Sharing information, resources and ideas to deliver excellent outcomes. It is characterised by openness, transparency, and thinking creatively.
Responsive	This is about listening and acting and is characterised by effective relationships, communicating clearly, doing what we say we will when we say we will, asking and taking account of opinions, planning with patients and service users and working across organisational boundaries. It is about working with and being responsive to our commissioners and stakeholders and designing services with them. It is also about effective working relationships within teams and across internal boundaries to deliver outcomes that improve our patients' experience. It is equally about applying these principles every day, working with staff so they feel valued and empowered.
Excellent	This is about striving to deliver the best care we can. It is about providing high quality services and wanting the best for our patients. It is also about leading by example and supporting and growing a culture of excellence in our teams. It is characterised by challenging complacency, tackling inappropriate and challenging behaviour and striving for continuous improvement.

Dimensions

- Comply with professional codes of conduct, relevant organisational policies and procedures.
- Work with key stakeholders and service users to support service development
- Work activities include evaluating own and others work to bring about service improvements
- Support team development through the provision of workshops and meetings.
- Supporting teams in understanding the need for and in making changes in accordance with national and local policies to improve services for public and clients involving the public in evaluation of services to improve clinical effectiveness where needed, e.g. inviting clients to participate in working groups, e.g. selection panels.
- Taking part in clinical audit.
- Participate in the collection and of epidemiological data regarding community/caseload profiles thereby highlighting areas of health need
- Leads change within the area of practice teaching to promote effective team working in order that team objectives are achieved.
- Develops guidelines to improve clinical practice or respond to evidence based practice changes.
- Work activities include evaluating own and others work to bring about service improvements
- Provides advocacy and support for teams during periods of development and transformation
- Assessing and supporting staff and actively monitoring the standards of practice.
- Ensure up to date knowledge of effective clinical practice with the implementation of evidence based health care.

- Identify and challenge unsafe practice and works with staff and/or the individual to address practice issues, e.g. as per Capability Policy, in collaboration with the District Manager.

Key Result Areas

All staff are committed in providing safe, effective services and providing service users and families with a positive experience.

Patient Safety

Band 7 Senior Practitioner's lead the provision of safe and reliable services by:

- Using their clinical judgement and risk assessments to keep the people using our services as safe as possible
- Safeguarding people by recognising and responding when an adult or child might be at risk from abuse but also recognising their own limits, asking for help and escalating concerns when necessary
- Escalating safety concerns on behalf of the team, acting as an effective advocate for those who use our services
- Being open and transparent about their own/ team's practice
- Supervising the work of others
- Leading a culture of continuous improvement, reflecting on everyday practice on self and of teams, to identify areas where improvements in safety or quality can be made and take recommendations through to the appropriate forum
- Maintaining accurate, legible, comprehensive records and leading on regular audits of compliance
- Maintaining compliance with mandatory training requirements and scope of extended competencies.
- Maintaining professional registration and demonstrating adherence to the Codes of Conduct in line with relevant professional bodies
- Integrating best practice and identification of areas where improvement in practice is required.
- Utilising effective communication skills to build partnerships with service users and/or partner agencies
- Being responsive when delegating interventions to junior staff

Clinical Outcomes

Band 7 Senior Practitioner's will work with service users who have complex needs and lead on the development of effective services by:

- Maintaining excellent professional relationships with the team and other professionals attending MDT meetings on behalf of the team.
- Managing and delegating a range of services to meet targeted needs of individuals and families
- Providing clinical leadership, line management and appropriate clinical supervision ensuring high quality care delivery, provide expert opinions and second opinions to colleagues.
- Overseeing other team members by delivering supervision and clinical advice to team members.
- Assisting the District manager with budget management, ensuring the best use of financial resources to remain within the designated budget.
- Participating in all appropriate meetings (including governance, business, training and reflective practice) leading these as delegated by relevant senior.
- Contribute to the development and implementation of clinical policies and procedures including care pathways based on evidence and recommendations arising from national policy.

- Work in partnership with targeted populations relevant to clinical practice, making sure they are involved in decision making when planning their care.
- Identify vulnerable/complex service users and support the provision of effective programmes of support that protect and promote their health and wellbeing. Intervening when a person's safety or welfare is at risk.
- Work closely with all members of the wider Health, Social care and Education Team ensuring that colleagues are aware of the services offered.
- Cover for the absences of colleagues across the localities as appropriate and as required by service needs.
- Contribute to the implementation of the Clinical Governance agenda including Clinical Audit, management of Key performance indicators (KPIs) and relevant performance targets.
- Leading on risk management within the scope of project/programme areas.
- Leading the work of others across service to ensure that they are responding to the needs of clients and providing effective care in relation to specialist area. Contributing to creating and maintaining high performing teams through:
 - Excellent verbal and written communication with all members of the team and partner agencies across a range of sectors.
 - Understanding their role and how they help the team achieve its objectives.
 - Reflecting on their own practice, encouraging their peers to reflect on their practices in handovers and team meetings.
 - Encouraging the team to learn from adverse and positive events or to respond to data analysis from audits or benchmarking exercises. Implement any actions and initiatives which aim to improve clinical outcomes.
 - Identifying how care pathways/project or programme areas and associated processes could be improved, and leading on implementation of agreed service/pathway developments.
 - Writing reports associated with their area of work and scope of specialist knowledge.

Patient Experience

Band 7 Senior Practitioner's ensure people using our services are respected and empowered to make decisions about their health and wellbeing by:

- Working in partnership with service users, their families/carers, colleagues and partner agencies.
- Initiating and leading patient and public engagement forums.
- Initiating and leading work with wider professional colleagues in all decision making related to projects/programmes.
- Gaining consent as appropriate and involving people in all decision making,
- Ensure effective knowledge of local assets in order to develop and deliver effective pathways to alternative local services in order to deliver successful programmes of care.
- Providing reassurance through an attitude that is professional, responsive, knowledgeable and confident in order to convey sensitive information in relation to programmes of care/interventions.
- Responding to complaints or concerns effectively and quickly in line with the services' policy.

Supporting yourself and others

Engaged staff are more productive. Band 7 Senior Practitioners play an integral role in leading, developing and engaging colleagues and the work we do by:

- Facilitating data gathering and reporting of service performance.

- Contributing to the recruitment process of staff for the team, ensuring the induction and orientation programme is set up. This will include acting as a preceptor for newly qualified staff.
- Monitoring and appraising their performance, offering support, development and training as appropriate to your professional registration.
- Support the day to day clinical practice of the team to include annual appraisal, supervision, team meetings and caseload management and to include referral and allocation management where appropriate.
- Reviewing and reflecting on own competence and performance through effective use of operational supervision and appraisal and identifying any personal training needs.

Clinical Leadership

Band 7 Senior Practitioner's play an integral role in leading of effective services by:

- Acting as an expert role model, facilitating and supporting the delivery of effective care by use of clinical reasoning and decision making skills, in line with best practice.
- Providing a visible professional presence which allows service users, their families, carers, staff and other internal and external services to approach for assistance, advice and support.
- Taking responsibility for ensuring own mandatory training is up to date and those of the team are similarly.
- Participating in the investigation of formal complaints.
- Contributing to the successful implementation of organisational directives and the achievement of annual team aims and objectives.
- Assisting with the management of the team budget, identifying opportunities for improving value for money so that the overall aims and objectives of the service are achieved.
- Improving access to services by ensuring that service provision and delivery is culturally appropriate for the targeted client group.
- Monitoring activity levels and informs management of any changes. Formulating and adjusting plans of a broad range of complex activities according to service needs.

Contributes to professional registration requirements by:

- Promoting and creating a climate of clinical enquiry through practice and basing recommendations for care on valid research where available.
- Keeping up-to-date with, interpreting and critically evaluating current literature.
- Recommending research inquiry from specialist knowledge and information in line with local policy.
- Developing Trust protocols and guidelines in conjunction with the senior operational and professional leadership roles.
- Ensuring audits of services are undertaken and data is provided to help inform and improve practice across the Trust.
- Participating in local/national meetings/networks to promote innovations and share best practice,

All services and teams in the Trust should be able to demonstrate that they are meeting the Care Quality Commission (CQC) standards of care.

Band 7 Senior Practitioners are expected to be Clinical Leaders and play an active role in ensuring that the team understands the CQC standards and KLOE (Key Lines Of Enquiry) and what individual team members do to help achieve those standards by:

- Taking a lead role in gathering and recording evidence which demonstrates that CQC and locally agreed standards are being met.
- Supporting senior management in performance management of the team and creating a positive culture in which the team can learn from mistakes and is enthusiastic to improve.

- Deputising for more senior managers and district managers ensuring that performance is maintained in their absence. This may include managing the team, allocating caseloads and coordinating shifts.

Physical skills:

- Standard IT skills.
- Ability to travel across the health economy, in a timely manner to ensure completion of role.
- Manual dexterity required for the role and level competence.

Freedom to Act:

- Works on own initiative as autonomous practitioner within broad occupational policies.
- Lead practitioner for area of specialism/ locality.
- Professionally accountable and responsible for all aspects of own workload.
- Seeks guidance as necessary.

Physical Effort

- There will be a requirement for a combination of sitting, standing, bending, stooping, walking and driving.
- There may be some requirement for physical effort in relation to activity (patient care/ moving resources e.g. display boards, leaflets etc.) frequently for short periods of time.
- Substantial proportion of working time is spent driving or sitting to use IT equipment.

Mental Effort

- Unpredictable work pattern necessitating an ability to adapt to a changing workload in the course of a day.
- Periods of concentration are required on a daily basis.
- Support/ mentor students and junior workforce.

Emotional Effort

- Occasional exposure to emotionally distressing situations e.g. disclosures by clients.

Working Conditions

- Occasional exposure to bodily fluids, smells, noise and violent or aggressive behaviour.

Corporate Accountabilities

Standards of Business conduct

The post-holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers.

All Trust staff may be involved directly or indirectly with people who are receiving a health service. Therefore, the Trust is exempt from the Rehabilitation of Offenders Act (1974) and this post may be subject to a Criminal Records Bureau disclosure.

It should also be stated here if the post holder is expected to adhere to any professional guidelines or codes of conduct, for example the Nursing and Midwifery Council Code of Professional conduct.

Risk Management

The post-holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk.

Governance Standards

Comply with the relevant governance standards applicable to the Trust as communicated to the post-holder from time to time.

Confidentiality

The Trust's employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

Child/Adult protection

All staff must be familiar with and adhere to Trust child protection procedures and guidelines, in conjunction with Kent Area Child/Adult Protection Committee policies and procedures. All staff are required to attend child/adult protection awareness training and additional training regarding child protection relevant to their position and role.

Records Management

To maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

Security

To comply with Trust policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Infection Control

The post holder will ensure compliance with the Trust's Infection Prevention and Control policies and procedures and the Health Act 2006, ensuring that the risk of healthcare associated infection to service users and staff is minimised.

Whistleblowing

The post holder has responsibility for patient and staff welfare and should raise any concerns relating to a breach of NHS policies and procedures with their manager or refer to the Whistleblowing Policy for alternative options.

Environmental Impact

The post-holder will ensure compliance with the Trust's environmental management policies and procedures. These describe the Trust's commitment to climate change and carbon management, the recognition that our aim is to protect the environment and the use of natural resources that all staff have a responsibility towards.

Performance review

This Job Description will be used as a basis for individual performance review between the post holder and the manager.

The Job Description covers only the key result areas and, as such, does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each year, and may develop to meet the changing needs of the service. The post holder will need to take due account, in the way they achieve the key result areas, of Trust policies and procedures.

Equality and Diversity

The Trust aims to maintain the goodwill and confidence of its own staff, service and users and the general public. To assist in achieving the objective it is essential that at all times employees carry out their duties in

a courteous and sympathetic manner. The post holder will carry out their duties in accordance with the Trust's Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Job description agreement

Job holder's name	
Job holder's signature:	
Date:	
Line managers name and title	
Line managers signature	
Date	

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Registered health care professional (NMC registration) / minimum of 5 years of experience in a public health environment</p> <p>Health related degree and evidence of relevant post graduate development at Level 6</p> <p>Evidence of Post Graduate Specialist qualifications relevant to area of practice – SCPHN qualification.</p> <p>Mentorship or Practice Assessor qualification</p>	<p>Management or supervisory qualification / programme of study</p> <p>Working towards Master level study</p> <p>Practice teacher qualification</p>
EXPERIENCE	<p>Minimum of 5 years' experience in area of practice</p> <p>Experience of leading and managing teams</p> <p>Experience of developing policy and service development plans with practical experience of change management.</p> <p>Practical experience in managing health related projects/complex caseloads</p> <p>Supporting others (mentor / educator / supervisor) experience</p>	<p>Experience with the use of Microsoft Office and a variety of IT packages (E-Pay / E-roster/ TAPS/ CIS)</p>
SPECIAL KNOWLEDGE AND EXPERTISE	<p>Understanding of National Service Frameworks and NICE guidance to relevant to care setting and its application across health care services</p> <p>Evidence of continued relevant professional development and implementation in practice within the last 12 months</p> <p>Proven ability to develop effective partnerships to achieve practical outcomes across organisational boundaries including statutory organisations, external agencies, community and voluntary organisations</p> <p>Supporting others (mentor / educator / supervisor) experience</p>	
SKILLS & ABILITIES	<p>Ability to manage time effectively, priorities and work under pressure to meet deadlines</p> <p>Ability to work effectively with a variety of people at all organisational levels across different sectors including areas of social deprivation</p> <p>Ability to communicate complex, sensitive information to individuals and groups</p> <p>Strong influencing and negotiating skills</p> <p>Highly developed facilitation skills</p>	

PERSONAL ATTRIBUTES	<p>Ability to motivate and organise others to ensure best practice.</p> <p>Ability to manage and lead change</p> <p>Ability to work under pressure</p> <p>Flexible and adaptable</p>	
ABILITY TO MANAGE	<p>Able to support the implementation of local and national agenda's for health under the guidance of the senior Practitioner</p> <p>Ability to prioritise care delivery in a professional manner, taking into account Trust policies and procedures.</p> <p>Ability to manage own time effectively.</p>	