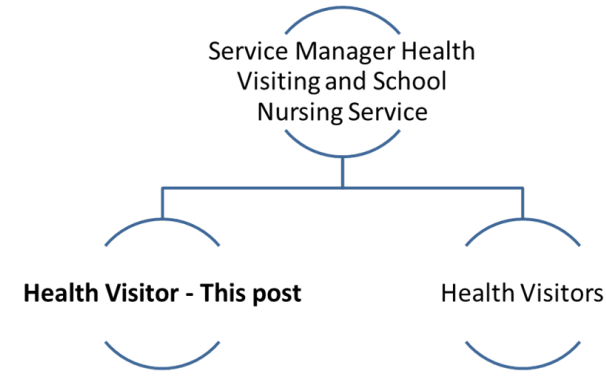


Health Visitor

Integrated Women's, Children's & Families Services

Job Information

JOB DESCRIPTION

Job Title:	Health Visitor (Registered Specialist Public Health Practitioner)
Location:	Community
Accountable to:	Service Manager for Health Visiting and School Nursing
Reports to:	Service Manager for Health Visiting and School Nursing
Pay Band:	6
Job Evaluation Reference No:	0082v4/JE/16
Organisation Chart:	 <pre> graph TD A[Service Manager Health Visiting and School Nursing Service] --- B[Health Visitor - This post] A --- C[Health Visitors] </pre>
<p><u>JOB PURPOSE</u></p> <ul style="list-style-type: none"> • Assess the health needs of a defined population during home visits or clinic contacts and develop and deliver a plan of care to address identified need. • To make referrals and work in partnership with multi-professional agencies. • To be responsible for training and supervision of community staff nurses, nursery nurses and students. 	
<p><u>KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB</u></p> <ul style="list-style-type: none"> • Registered Nurse with current NMC registration. • Registered Specialist Public Health Nurse – Health Visiting. 1 year post registration course at degree level. • Full, valid Driving Licence and access to own vehicle. 	

- Registration on the appropriate part of the Nursing and Midwifery Council (NMC) Professional Register (Parts 1 + 3).
- Registered nurse prescriber. (V100 course or equivalent).
- Evidence of personal and professional development, including the acquisition of research based expertise.
- Experience of teaching and assessing. Annual mentors' update for mentoring pre-registration students.
- Knowledge of Isle of Man legislation with regard to children and adults – Children and Young Persons Act (2001) and Administration of Medicines Act. (1976 amended 1996).
- To have knowledge of and practice within the guidelines set out by the Nursing Midwifery Council.
- To have knowledge of NMC PREP (Continuing Professional Development) requirements, record keeping, confidentiality, data protection and other professional issues.
- Required to have a basic knowledge of IT in order to access e-mail and produce appointment letters and reports for own caseloads; in some cases to produce minutes for working group meetings.
- Knowledge and participation in clinical governance, including audit process and analysis of data collected during audit of working practices.
- Knowledge of caseload management obtained during Specialist Public Health Practitioner Course.
- To have active counselling and listening skills gained during training and by experience.
- To occasionally deputise for manager during annual leave or sickness requires significant experience together with on-the-job training.
- To have caseload organisational skills obtained through experience or on study days, in order to manage team including staff nurses and nursery nurses.

MAIN DUTIES & RESPONSIBILITIES

- Work with clients in a variety of settings e.g. home, clinics or community centres, to assess their health needs, deliver health information and formulate a plan for ongoing support as required.
- Primary role in safeguarding children; usually the health visitor is the first to identify and/or refer safeguarding issues, including children and families in need.
- Form part of the core multidisciplinary group providing support to families with safeguarding issues.
- Attend strategy meetings, case conferences, Court attendances relating to families on caseload.
- For all adult referrals health visitors undertake holistic assessment, which may include continence, mood, depression and nutrition assessments.
- Work independently, managing day-to-day running of a defined caseload, arrange appointments with clients and prioritise workload daily. Caseload is based on GP practice population, with a small number of geographical clients.
- To delegate work within a team of community health nurses, student health visitors and community nursery nurses.

- To work with multidisciplinary teams including social workers, GP's, Physios etc, when required in order to ensure co-ordinated delivery of packages of care – usually on a daily basis.
- Run clinics or drop-in sessions for clients at least on a weekly basis, which includes assessing individual needs and planning future care.
- Keep accurate and contemporaneous records for all contacts with clients and ensure information is passed to other members of the health visiting team, e.g. clinic attendance slips for clients attending clinics.
- Communicating with multi-disciplinary services to coordinate client care.
- Independently refer to other agencies based on individual assessment and with client's consent, e.g. General Practitioner, Community Mental Health Team, and Podiatry.
- Ensure delivery of relevant parts of Health Visiting and School Nurse (HV/SN) Core Programme, in person or delegating to team members.
- Deliver cardiac rehabilitation support in the community
- Act as a resource for clients who make contact by telephone providing advice and information about a variety of health related issues e.g. feeding problems, housing, disability and financial problems on a daily basis.
- Undertake risk assessments in all areas of work to ensure the safety of clients and professionals.
- Work with communities for improvements in local services where appropriate, e.g. teenage mothers scheme at Ramsey, traffic crossing in Peel.
- Be aware of new research-findings which result in changes to services provided, e.g. immunisation programmes and wet-combing used for head lice prevention.
- Deliver health promotion messages during daily contacts with families; also undertake delivery of health promotion on stalls at health fairs and in public venues.
- Identify need for additional support mechanisms for clients and instigate and maintain such services, e.g. breast feeding support group, extra clinic sessions.
- Collect and submit statistical information to manager for service planning.
- React to changes in demographics of caseload in order to provide additional services and support, i.e. new clinic for families living in hospital accommodation representing a mix of ethnic minorities.
- Undertake monthly contact with children under the age of 3 years who are looked after e.g. foster care, and prepare reviews 3 monthly.

CLINICAL

- Individually responsible for delivery of care to own defined caseload.
- Responsible for care delivered by other members of the health visiting team to own defined

caseload.

- Independently diagnose and treat a range of minor medical conditions, e.g. oral thrush, dry skin.
- Identify and refer to General Practitioner more significant conditions, e.g. post natal depression and adult related conditions, i.e. shortness of breath and chest pain.
- Independently prescribe items from the Nurse Prescribing Formulary, including explanation of side effects and duration of treatment with client in respect of preferred medication to ensure concordance with treatment, e.g. nicotine replacement therapy, emollients, anti-fungal agents.
- Contribute to developing standards for service and being involved in the audit process, development of adult standards, cardiac rehabilitation and breast feeding.
- Daily contact with client group delivering health related information, assessing health needs, developing care plans and recording all contacts in clients' hand held records and health visiting notes according to NMC guidelines and local protocols.
- Give specialist advice to clients on breast feeding, nutrition, parenting issues and infant mental health, i.e. behaviour modification.
- Actively participate in case conferences including decision making for the safeguarding of individuals, e.g. children or vulnerable adults.
- Support families with complex health and social needs including domestic violence, child abuse and mental health.
- Work to empower clients to take responsibility for the management of their own health needs and problems.
- Participate in the pandemic flu emergency plan when required.

PROFESSIONAL

- Be accountable for own practice abiding by NMC Code of Professional Conduct.
- Be responsible for maintaining knowledge and skills as directed in NMC PREP (CPD) guidelines i.e. at time of re-registration to have completed 35 hours of relevant study in the previous 3 years, providing proof by way of individual portfolio.
- Must have worked 450 hours in 3 years at time of re-registration.
- Responsible for maintaining place on NMC Register by payment of subscription and submitting paperwork; must be registered in order to practice.
- Attend clinical supervision for families with safeguarding issues on 6 monthly basis and seek additional supervision when required.
- Work to Manx Care Policies, including Safeguarding Children and Adult Protection Policy.
- Take part in clinical supervision to support ethos of reflective practice.

TRAINING, EDUCATION & RESEARCH

- Develop and deliver training to clients in a variety of topics, e.g. breastfeeding, parenting skills, antenatal classes, baby massage, managing risk factors in cardiac patients.
- Mentoring of students from pre and post registration nursing courses, also teaching and assessing community staff nurses and nursery nurses.
- Teach at a variety of levels, undergraduate, diploma and NVQ. This may be a formal session in an academic setting or informal work-based learning environments.
- Teaching of clients is usually in clinics or at home and the level will depend on client need, usually basic training on a variety of topics.
- Take part in audit of service and self-audits when required, i.e. record keeping, delivery of core programme.

PLANNING & ORGANISATIONAL SKILLS

- To plan own workload from a defined caseload to deliver parts of the HV/SN core programme of routine health reviews and health promotion.
- To assess the needs of individuals, families and communities, and review and evaluate need at each contact.
- To plan programmes of intervention with clients to meet identified health needs. These incorporate short, medium and long term goals.
- To be able to prioritise planned work as it can change daily.
- Reschedule work when necessary to cover for sickness or absence of colleagues.
- To work in partnership with other agencies to ensure quality care delivery to clients with complex needs.
- To be responsible for delegation of work to Community Staff Nurses and Nursery Nurses, whilst maintaining responsibility for the caseload.
- To organise induction programmes for new staff.
- To evaluate own practice by reflection and participate in clinical supervision to aid personal practice development.
- Contribute to the development of standards for the service including audit tools for evaluation.
- To plan and develop information leaflets based on current evidence, e.g. weaning and falls prevention.
- Set up training and support groups to meet areas of identified need e.g. breast feeding support groups, baby massage and parenting groups. This involves planning and management of resources.
- Planning child health clinics and scheduled visits for about one month in advance.
- Covering colleague's child health clinics, etc. during absence due to sickness or at short notice.

Communication

- Communicate with clients and families (all ages), the general public and multi-disciplinary members of the wider health care team and community organisations.
- Communicate with media when promoting health awareness at the request of the service manager.
- Required to produce reports for social services, the courts, pre-school assessment centre, child and adult protection meetings within set time limits.
- Maintain records as per policies and procedures.
- Undertake caseload/geographic profiles.
- Undertake audit and contribute to clinical governance activities to ensure best practice.
- Communicate complex and sensitive information, e.g. working with families where there are safeguarding issues, or complex health issues.
- Communicate sensitive information, adapting it to circumstances and situations, e.g. assess receptivity to health messages about losing weight or giving up smoking.
- To relay or clarify health information with clients, families and other professionals.
- To demonstrate an awareness of confidentiality issues, i.e. Data Protection Act and when to provide information.
- Communicate where there are significant barriers to communication e.g. hearing loss or language barrier.
- Motivate clients to make lifestyle changes using persuasive skills and supporting them through the process e.g. giving up smoking.
- Use counselling skills to give clients insight into difficulties. Listening and reflecting information back to clients to clarify issues.
- Use audio aids, videos and tapes, where appropriate, to facilitate education of clients concerning health issues.
- Assess situation during all client contacts in order to ensure own safety and that of colleagues. E.g. clients who may direct aggression towards staff.
- Required to respond to difficult situations using appropriate skills to diffuse situations where clients may be emotional or potentially aggressive, e.g. listening and allowing someone to talk about what has angered or upset them.
- Communicate results and outcomes of audit to health visiting and school nursing service team

members and immediate line manager.

- Communicate daily with other health visitors, multidisciplinary team, social, services, consultants, etc. to provide best client care.
- Follow policies and procedures regarding safeguarding children and adults. E.g. sharing of information and when to make a referral to social services.
- Provide training to colleagues and other professionals on issues such as child/adult protection, Solihull training, breast-feeding, baby massage.

MANAGERIAL / LEADERSHIP

- To be autonomous professional with overall responsibility for managing a defined caseload.
- To make independent judgements with accountability to the NMC.
- To be accountable to the line manager.
- To have responsibility for reporting any untoward incidents.
- To be responsible for preventing any untoward incidents to colleagues, self and clients in DH premises, e.g. safety in clinic rooms by assessing risks.
- To implement services using evidence-based practice, e.g. setting-up breast feeding support groups, baby massage.
- Contribute to the development and updating of policies, e.g. Breast feeding, Core programme.
- To delegate to, and supervise community staff nurses and nursery nurses to manage their workload, taking overall responsibility for the caseload.
- To occasionally cover for the line manager at times of annual leave, study leave and sickness.
- To manage the caseload of colleagues, usually on a short-term basis, at times of annual leave and sickness, including cover for clinics and cancelling appointments or groups.
- To assist on interview panels for recruitment of staff.
- To organise the orientation/induction programme for new staff.
- To be responsible for identifying office equipment required for individual caseload management and the monitoring and requesting of stationery from secretarial staff.
- To be responsible for ordering health promotion resources for health promotion events and day-to-day practice.
- To report equipment malfunction as appropriate.
- To assist community staff nurses and nursery nurses to identify their training needs for their professional development.
- To provide training for community staff nurses and nursery nurses to carry out the core programme.
- Awareness of the principles of cost effective and efficient management including lean thinking in managing processes as embodied in Manx Care's Fit for the Future programme.
- Continuing professional development or qualifications in leadership and management e.g. the Manx Care's Integrated Leadership and Management programme.

CLINICAL GOVERNANCE

- To ensure that clients, carers and users receive the highest quality care possible by monitoring and improving the quality of the services provided. E.g. identifying areas for clinical audit, carrying out clinical audit and effecting changes to practice.
- To contribute to the formulation of an ongoing strategy, to develop and maintain clinical governance, e.g. communicating information from HV/SN service to primary care clinical governance group.
- To contribute to the development of clear policies to effectively implement, monitor, control and manage risk.
- Network with other professionals to share good practice and learn from mistakes, manage risk and untoward incident reporting.
- To ensure that the views of clients, carers and service users are heard in order to influence service planning and delivery, e.g. breast feeding support group, parenting groups.
- To contribute to the annual clinical governance report.
- To actively participate in various groups such as clinical governance sub-group, vaccination and immunisation group, housing committees.
- To undertake reflective practice and self-audit on a daily basis.
- To undertake clinical supervision.
- To undertake mandatory training e.g. resuscitation, safeguarding, moving and handling, fire lectures.

SYSTEMS & EQUIPMENT

- Clinical Wipes to clean scales between each use.
- Responsible for accurate and safe use of weighing scales and measuring equipment.
- Alcoholic hand rub to maintain hand hygiene.
- Daily use of Electronic equipment, i.e. Computers, printers, photocopier, fax.
- Toys in clinic setting – ensuring safety and cleanliness.
- Responsible for safe use and driving of car.
- Schedule of growing skills development assessment kit.
- Daily use of Telephones / Answer Machines / Mobile Phones.
- Sphygmomanometer for taking blood pressure.
- Training equipment / resources, i.e. videos/books/tapes.
- Responsible for safety and security of above items.
- To maintain a safe environment – safety in clinics for clients, safety in homes for staff.

DECISIONS & JUDGEMENTS

- To take overall responsibility for a defined caseload where health visitors are expected to anticipate problems or needs to resolve them without being asked.
- To independently assess individual and family health needs.
- To plan a package of care/treatments in partnership with families and individuals.
- To independently refer to other agencies and co-ordinate services.
- To evaluate outcomes and plan subsequent care as appropriate.
- To identify clinical conditions and refer as appropriate, e.g. severe post-natal depression.
- To independently diagnose clinical conditions and prescribe relevant treatments, e.g. oral thrush, eczema or baby massage for colic/constipation.
- To assess risk to clients in home situations with home safety assessments for adults and children. E.g. preventing falls in the elderly.
- To assess risk for health visitors and colleagues by identifying areas of possible danger, documenting and implementing safe work practices, e.g. joint visits, arranging to see clients at a different venue.
- To undertake analysis of statistics and change practice, e.g. breast feeding statistics indicated the need for ongoing training.

Confidentiality

In the course of your duties you may have access to confidential material about patients, members of staff or other business of Manx Care. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.



Health & Safety/Security

It is the duty of all employees to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

Safeguarding

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment.

Staff must work in accordance with all health and social care policies relating to safeguarding.

CARE

In Manx Care we pride ourselves on being Committed & passionate, Accountable & reflective, Respectful & inclusive, and Excellent & innovative. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

JOB DESCRIPTION AGREEMENT

I have read and agree with the content of this job description, and accept that the role will be reviewed annually as part of the development review process.

Job Holder's name (please print)

Job Holder's signature:

Date:

Line Manager's name (please print)

Line Manager's signature:

Date:

JOB DESCRIPTION APPENDIX 1

PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB AND WORKING CONDITIONS

This section should describe the nature, level, frequency and duration with which you encounter physical, mental and emotional situations. It should also detail the environment in which you work.

- **PHYSICAL, MENTAL & EMOTIONAL DEMANDS OF THE JOB**

Physical Effort

- Works in physically cramped conditions e.g. manoeuvring bags containing weighing scales and records in homes with limited space. May be several times a week.
- Lift, and carry scales (6kg on average) in and out of boot of car and into homes for up to 5-6 times a day.
- Lifting and carrying bag containing records prescription pad, measuring mat up to 6 times a day.
- Kneel, crouch to weigh babies on the floor of client's homes and play with children for the purpose of assessing development, daily.
- Possess basic keyboard skills to be able to access email and type letters and reports, daily
- Drive car to visits, daily.

Mental Effort

- Concentrate for prolonged periods of time, up to 6 visits a day lasting on average an hour each visit.
- Concentrate for up to 2 hours for Case Conferences, during which decisions are made about safeguarding issues.
- Interrupted during office based time (2-3 hours a day) may be interrupted by phone calls or clients calling in several times during that time.
- Carry mobile phone to enable manager to contact us urgently or make urgent phone calls when away from the office.
- Interrupted during visits to clients by children seeking attention, client's phone ringing or people calling in.

Emotional Effort

- Visit and support bereaved families.
- Visit and support families where a family member has a new diagnosis, is terminally ill or has a severe disability.
- Visit and support mothers where the baby is not gaining weight.
- Visit families with safeguarding issues or problems with domestic violence.
- Discuss with parents that their children may not be reaching developmental milestones.
- Support families with persistent ongoing social problems e.g. Housing.

- Visit clients with complex mental health problems.
- Visit and support families where abuse or neglect has occurred.

Working Conditions

- Visiting homes with poor standards of hygiene.
- Exposure to smoking during some home contacts
- Body fluids, faeces, vomit e.g. babies undressed for weighing or clients with continence problems.
- Fleas or lice in clients homes
- Working alone for much of the time doing home visits, some practitioners are based alone too
- Driving/being driven in normal situations.
- Driving/being driven after stressful visits.
- May have to dispose of used nappies.
- Visiting potentially aggressive clients alone as may be no previous history.

AGREEMENT OF ABOVE DESCRIPTION

I have read and agree with the above description.

Job Holder's Name (please print)

Date:

Job Holder's Signature:

Line Manager's Name (please print)

Date:

Line Manager's Signature:



MANX CARE
HEALTH VISITING/SCHOOL NURSING DEPARTMENT – PRIMARY CARE DIRECTORATE
Health Visitor (Registered Specialist Public Health Practitioner)
PERSON SPECIFICATION

CRITERIA FOR SELECTION	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT	LINK TO KNOWLEDGE & SKILLS FRAMEWORK
QUALIFICATIONS	Registered Nurse with current NMC registration. Specialist Public Health. Nurse (Health visitor) 1 year Post Graduate Degree. V100 (Nurse Prescribing Course).	Clinical Supervisor.	CV Portfolio Pre-employment Checks	
KNOWLEDGE & EXPERIENCE	Evidence of ongoing professional development. Understanding of clinical audit/clinical governance. Evidence of teaching and assessing. Awareness of the principles of cost effective and efficient management including lean thinking in managing processes as embodied in Manx Care’s Fit for the Future programme. Continuing professional development or qualifications in leadership and management e.g. Manx Care’s Integrated Leadership and Management programme.		CV Portfolio	
SKILLS & ABILITIES	Knowledge of child protection procedures.	IT skills.	CV Interview	

	<p>Knowledge of current health legislation (National/local).</p> <p>Ability to work in a team or alone.</p> <p>Caseload management skills.</p> <p>Ability to respond to change.</p> <p>Basic keyboard skills.</p>			
PERSONAL ATTRIBUTES	<p>Flexible.</p> <p>Motivated.</p> <p>Reliable.</p> <p>Excellent Communication Skills.</p>		CV Interview	
OTHER RELEVANT REQUIREMENTS	<p>Satisfactory Police Check.</p> <p>Full, valid Driving Licence and access to own vehicle.</p>		CV Pre-employment Checks	