

## Person Specification

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

| Criteria                           | Essential  | Desirable  | How assessed   |
|------------------------------------|--|--|--|
| <b>Personal traits:</b>            | <p>Understands and demonstrates the NHS Lothian's values of quality, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes</p> <p>Committed to the development and maintenance of good relationships with colleagues, patients and the community.</p> <p>Excellent communication skills (verbal and written) with an ability to communicate well with staff at all levels</p> | Motivated and committed to further develop skills and knowledge.   | <p>A, I, R / A, I, R</p> <p>A, I, R</p> <p>A, I, R</p>   |
| <b>Qualifications and Training</b> | <p>1<sup>st</sup> Level Registered Nurse &amp; Registered Health Visitor</p> <p>Degree/Diploma in Health Visiting/Public Health Nursing</p> <p>Nurse Prescriber or a willingness to undertake the V300</p>   | <p>Evidence of recent continuing professional development</p> <p>Further qualifications / training relevant to health visiting (e.g. child protection, GIRFEC, family support work, public health, health promotion)</p> | <p>C, A / C, A</p> <p>C / C</p> <p>C, A</p>  |
| <b>Experience and Knowledge</b>    | <p>Experience of working with children and families in a community setting</p> <p>Experience of child protection work and work with vulnerable families</p> <p>Evidence of leadership and managerial skills</p> <p>Willingness to undertake mentorship course, if not already completed</p> <p>Evidence of using of evidence based practice</p> <p>Knowledge of NHS environment and current policies affecting the health of the population</p>                            | <p>Experience of community development approaches</p> <p>Experience in leading a team</p> <p>Evidence of completing mentorship course.</p> <p>Knowledge of research and evidence based practice</p>                      | <p>A, I, R / A, I</p> <p>A, I, R / A, I</p> <p>A, I, R / A, I, C</p> <p>I / A, I</p> <p>A, I</p> <p>A, I</p> |
| <b>Skills and or Abilities:</b>    | <p>Capable of providing leadership and guidance to all staff and working under own initiative</p> <p>Ability to prioritise, supervise and effectively delegate tasks and responsibilities to staff</p> <p>Strong organisational skills</p> <p>Competent in the use of various IT systems used in the community setting</p>   | <p>Evidence of change management skills</p> <p>Strong problem solving abilities</p> <p>Champions promoting own field of specialism across NHS Lothian and beyond</p>   | <p>A, I, R / A, I</p> <p>A, I</p> <p>A, I, R / A, I, R</p> <p>A, I</p> <p>A, I</p>                           |
| <b>Specific Job Requirements</b>   | <p>Car driver with current driving licence</p> <p>Post holder may be required to work flexibly across several different sites around Lothian</p>   |  | <p>C</p> <p>I</p>  |

### Key – how assessed

|                            |                      |
|----------------------------|----------------------|
| A = Application form       | I = Interview        |
| C = Copies of certificates | T = Test or exercise |
| P = Presentation           | R = References       |

## Job Description

### 1. JOB IDENTIFICATION

Job Title: Health Visitor (Band 6)

Responsible to (insert job title): Team Manager

Department(s): Community Nursing

Directorate: Primary Care

Operating Division: **L-GEN-NM-HV-HV**

Job Reference:

No of Job Holders:

### 2. JOB PURPOSE

With the primary focus on children (pre-birth to school entry) and families, and working in a variety of settings, the Health Visitor (HV) is responsible for assessing and identifying the health needs of individuals, families and communities through proactive, early intervention using a planned systematic approach.

To provide Health Visitor input in relation to Child Protection and other vulnerable children in a multi-agency context in line with national and local policies and procedures.

The Health Visitor has day to day managerial responsibility for the area including supervision and deployment of staff.

The post holder has responsibility and accountability for maintaining both clinical and staff governance.

### 3. DIMENSIONS

The population and demographic indicators of each area are available within the local ward profiles which are available online.

Staffing responsibilities:

- Management responsibility for public health team members
- Provide cover for other areas when the need arises within NHS Lothian
- There is no maximum caseload size. Referrals arise through an open referral system.

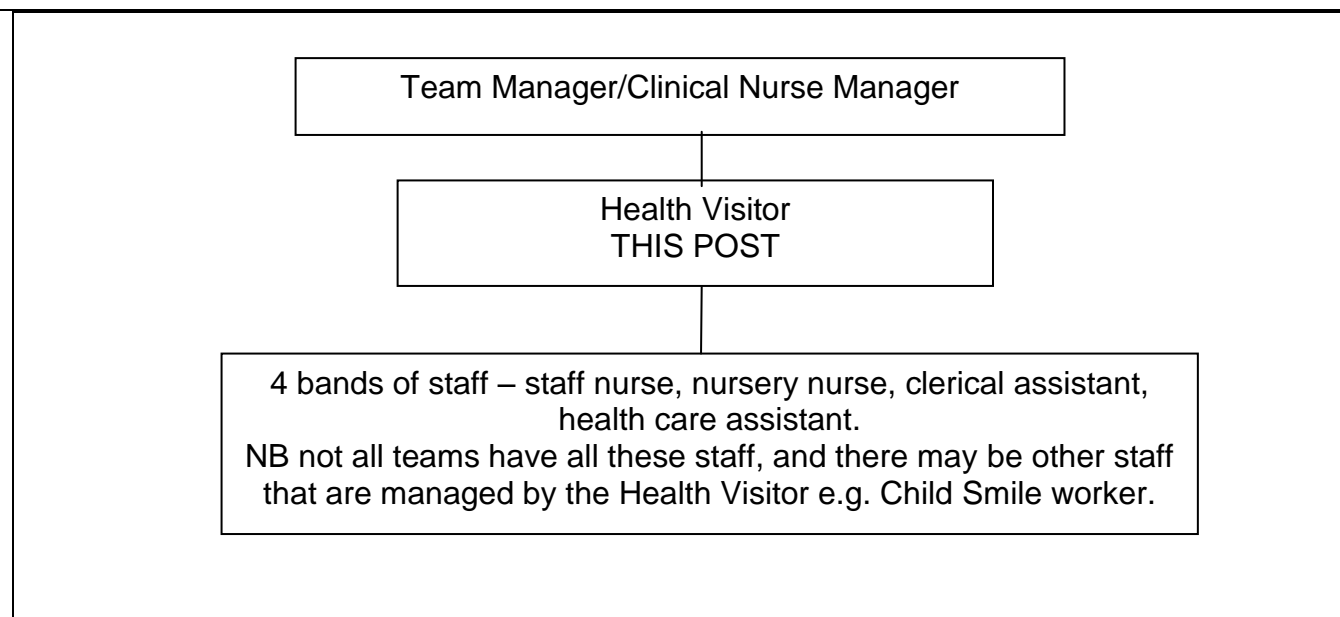
Financial/Budgetary e.g. ordering supplies, stock control:

- Authorised for ordering supplies and equipment, prescribing
- Registered nurse prescriber for a defined practice caseload

The postholder is employed within NHS Lothian and there may be a requirement to work

flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION



#### 5. ROLE OF DEPARTMENT

The main functions and objectives of the Health Visitor team are :

- Identifying the health care needs of the local population in partnership with colleagues in Public Health, and involving family, carers and the community in general
- Planning, developing, promoting and managing Health Visiting Services in line with local and national strategies and priorities to meet the needs of children, families and the service
- Delivering a robust Clinical Governance framework across all services

#### 6. KEY RESULT AREAS

##### **Managerial:**

1. Lead by example and act as a positive role model for all staff, promoting team working whilst managing the day to day service provision through deployment of resources to ensure that effective, high quality, safe, patient centred care is delivered by staff with the necessary skills and knowledge.
1. To monitor the use of resources available and work within the financial envelope. Authorised signatory for bank usage, orders supplies and sundries ensuring these are used economically.
2. Day to day management responsibility for the community team including for supporting and participating in recruitment, induction, mandatory training, identification of learning and development needs of all members of the team through performance review and personal development plan (PDP), appropriate levels of discipline and grievance.
3. To have direct involvement in the provision of clinical practice for pre-registration and appropriate post-registration students to ensure that appropriate learning opportunities are provided and students feel supported.

4. Actively contribute to the creation of an environment that supports assessment and learning of all staff providing mentorship and clinical supervision, to enable all team members to continuously update, develop and implement current knowledge and skills to meet changing needs of the service. Deliver and contribute to teaching / mentoring / coaching sessions as required including encouraging innovation.
5. Support the Team Manager to resolve complaints in line with NHS Lothian policy. Understand and share the learning points emerging from the investigation of complaints ensuring structured feedback systems are in place and support implementation of action plans to enhance the delivery of the service and improve family care experience.
6. Contribute and actively participate in the development and implementation of local procedures, protocols and standards and implementation of corporate board policy ensuring adherence of staff at all times. Monitoring standards of care ensuring these comply with the defined policies, procedures, standards and protocols of the area to ensure delivery of a high quality service.
7. To participate in specific projects regarding future service development, developing and implementing identified changes to the routine and delivery of routine care.
8. Support the Team Manager to ensure that all aspects of health and safety are implemented, and that staff and children's safety is paramount.
9. Support the Team Manager to undertake risk assessment (including patient behaviours and working environment) and incident management including implementation of agreed action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff.
10. Deputise for the Team Manager as required in their absence act as a source of advice, in the absence of the Team Manager providing support and guidance to team members and ensuring that a cohesive multidisciplinary team approach is maintained and to maintain effective operational management of the clinical area.

**Clinical:**

11. To fully assess children's and families needs in line with national and local guidelines. Thereafter plan, implement and evaluate programmes of care including delivering immunisation programmes and consult / involve parents / carers at all stages of the process so families receive a high standard of care.
12. To provide Health Visitor input in relation to Child Protection and other vulnerable children and participate in family assessment, planning and delivery of Child Protection services, including active involvement in the legal processes. To participate in regular supervision of child protection cases and work within the child protection policy's and guidelines.
13. To enable people to address their own health needs by raising awareness of the factors that will impact on health and social well being and to target health improvement activities according to the community health needs profile. This will include involvement in areas such as immunisation programmes and health screening.
14. Working collaboratively with individuals and communities and all relevant agencies using community development approaches to make contributions to improve health, increase social inclusion, prevent ill health and reduce inequalities, and review practice accordingly.
15. To be responsible for assessing, prescribing and evaluating treatments either solely or in

partnership with other prescribers.

16. Support and contribute to continuous quality improvement of families care through the use of audit and monitoring compliance to service and professional standards for example Clinical Quality Indicators (CQI) working in conjunction with the Team Manager to implement corrective action plans. Ensure appropriate audits are undertaken.

17. To maintain effective written and verbal communications with families / carers and other members of the multidisciplinary team to ensure family needs are met and appropriate information is shared and documented.

18. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

### **7a. EQUIPMENT AND MACHINERY**

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

### **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

- HR Systems for recording of all staff information, training activity, pay information
- Supplies and equipment ordering systems
- Parent and Child information recording systems
- Range of systems/databases for report writing as required in role
- Risk assessments
- Staff bank ordering system

**Note:** New systems may be introduced as the organisation and technology develops, however training will be provided.

### **8. ASSIGNMENT AND REVIEW OF WORK**

Workload will be generated by number of births with the area in which the Health Visitor is working and by means of an open access referral system and is self generated. There is no defined maximum caseload size / dependency. The postholder is required to monitor caseload activity.

The post-holder will work without direct supervision and will delegate work to other members of the community team as necessary.

Additionally, the post holder will be assigned work by the Team Manager although the post holder will manage their own workload.

The post holder will be responsible to the Team Manager for clinical guidance and professional management, work review and formal appraisal of performance.

Review of specific areas of work, such as Child Protection, will be provided by Specialist advisers. The responsibility for accessing this will lie with the individual practitioner.

## **9. DECISIONS AND JUDGEMENTS**

The post holder is expected to clinically and professionally, on a daily basis, anticipate problems or needs in managing the team and resolve them autonomously e.g. staff management, utilisation of resources.

The post holder will make clinical decisions regarding care within clinical / professional guidelines.

Actively involved in case conferences and make decisions in conjunction with other professionals re the referral, support and management of children and families where there are concerns around the wellbeing of the child.

The post holder utilises resources and deploys staff to ensure correct and effective use of available skill mix.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Support of children and vulnerable adults which could include: court appearance / reports, multi agency meetings / forums (e.g. case conference, core group meeting) working with families identified as vulnerable / child protection issues.

Work autonomously and be able to make and act on own decisions.

To meet the families care needs by using the available staffing resource appropriately and effectively and to problem solve when unusual or challenging situations arise.

Work in conjunction with the Team Manager to motivate and inspire the multidisciplinary team to ensure effective collaborative working is achieved.

Support the provision of service within finite financial envelope, taking account of competing demands and resources and the unpredictability of the environment.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary Health Care Team, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The family / carer and the multidisciplinary team involved in the provision of care
- Staff regarding care, allocation of work, workload issues
- Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues

The Health Visitor is responsible for ensuring a multi-disciplinary team approach including interacting with key staff in service delivery.

## **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

Examples may include:

### **Physical Skills:**

Skills required to undertake clinical interventions e.g. immunisations. (this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Regularly kneeling and bending for long periods.

Carrying equipment daily.

Regularly working in cramped and restricted conditions.

Stairs – frequently.

Stand/walking for the majority of shift.

### **Mental Demands:**

Frequent concentration required whilst undertaking both managerial and clinical aspects of role which may be unpredictable and complex. The postholder will be subject to frequent direct and indirect interruptions.

The ability to act expediently and appropriately when responding to crisis situations. This happens on a frequent basis.

Ability to adapt to complex clinical situations when they arise, often without immediate medical support.

Prolonged concentration required when working with vulnerable families, court related work, i.e. precognitions, and report writing.

### **Emotional Demands:**

Communicating with distressed/anxious/worried parents and carers.

Supporting families with children with complex needs or life limiting illness.

Child death – occasionally.

Child abuse/vulnerability concerns – potentially on a daily basis.

Domestic violence.

Family breakdown.

Balancing the demands of both NHS Lothian and independent contractors on a daily basis.

**Working Conditions:**

Exposure to body fluids.

Exposure to verbal aggression high frequency.

Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis.

Travel in inclement weather.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

- Registered nurse or Midwife
- Public Health/Health Visiting qualification
- Recorded with the NMC as being a Nurse Prescriber (v100)
- Professional Development in relevant area

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date: