JOB DESCRIPTION

JOB TITLE: Student Health Visitor

BAND: Agenda for Change Band 5

HOURS AND DURATION: As specified in the job advertisement and the Contract of Employment

AGENDA FOR CHANGE REF NO: (reference No)

CRB LEVEL: Enhanced CRB with Both Barred Lists Check

REPORTS TO: Lead Practice Teacher & Clinical Team Leader

ACCOUNTABLE TO: Locality Manager & Head of Health Visiting Services

LOCATION: The post holder will be based at any location within LPT with the expectation that they rotate from one locality to another during the final semester of their training.

JOB PURPOSE:

To undertake Specialist Community Public Health Practitioner training, incorporating theoretical and practical elements in order to develop the knowledge and skills required to function safely and effectively as a Health Visitor through support, education and guidance from the Higher Education Institution, Mentor and Practice Teacher.

The post holder will work within a clinical governance framework which is embedded in day-to-day practice. The Trust is accountable for continuously improving the quality of its services and safeguarding standards of care. Every clinical member of staff must work within this framework.

MAIN DUTIES AND RESPONSIBILITIES:

Analytical and Judgemental Skills

Assess the health and social needs of individuals, groups and communities in collaboration with Mentors and Practice Teachers.

Deal with situations where there is a need to assess events, problems or client condition in detail, to determine an appropriate course of action and evaluate outcomes.
Recognise indicators of child abuse and initiate safeguarding measures in accordance with recognised policies and procedures of the Trust and relevant Local Safeguarding Children Board

Search out and identify evolving health needs and situations hazardous to health at both individual and community level.

Demonstrate the ability to transfer previous professional knowledge and skills in the development of Health Visiting practice.

Develop the ability to work effectively with sound judgement when dealing with complex emotional situations, family dynamics and difficult environments.

Maintain a close liaison with the sign off Practice Teacher throughout the course and to agree a clinical learning programme which will facilitate and support theoretical learning and reflect the value of practice centred education.

Work within the agreed programme to achieve all objectives to the standard required.

Recognise the importance of communicating information to the Practice Teacher/Mentor, including professional, practical and academic difficulties if, and as, they arise.

Is able to recognise own professional limitations.

Planning and Organisational Skills

Takes personal responsibility to ensure that all university and LPT commitments are attended.

Clearly demonstrates the ability to manage time and resources effectively, in both university and practice settings.

Develop the ability to prioritise workload and demonstrate flexibility in response to urgent needs.

Organise day-to-day work as delegated by the mentor without direct supervision once assessed to be competent to do so.

Develop the skills and ability to manage a caseload.

Responsibility for Client Care

Participate and take a lead role in the delivery of the Healthy Child Programme once assessed to be competent, working within LPT Standard Operating Procedures.

Ensure that consent is obtained before undertaking any intervention.

Act as a signpost for families to other relevant services empowering them to access those services.

Develop competencies, skills and confidence in delivering evidenced base care to families in a variety of settings and locations.
Develop competencies, skills and confidence in writing reports and making appropriate referrals to a variety of agencies and partner organisations.

Work at all times in accordance with the NMC Code of Professional Conduct and LPT Policies and Procedures.

Safeguarding

Develop competence and confidence in child and adult protection procedures and follow appropriate policies at all times.

Work within the framework of the Local Safeguarding Children Board and LPT guidelines and procedures to promote the health and safety of all children in partnership with parents.

KEY RESULTS AREAS:

- Successful achievement of all required academic and practice requirements resulting in the attainment of Specialist Community Public Health Nurse (Health Visiting).

- Promote the health and well-being of the resident population of Leicestershire Partnership Trust (LPT).

- At all times act in a professional manner that maintains and enhances the positive reputation of LPT as a healthcare organisation.

COMMUNICATION AND WORKING RELATIONSHIPS:

Provide and receive complex and sensitive health information to include all aspects of safeguarding. Work with children, their families, colleagues and inter-agency teams to enable appropriate care to take place utilising a range of methods in order to overcome any barriers to understanding.

Act as advocate with the Mentor/Practice Teacher as necessary on behalf of children, families and schools to enable appropriate interventions to be implemented.

Attend and contribute to relevant Trust and team meetings.

Form effective relationships with:
- Health Visiting teams
- School Nursing Teams
- Safeguarding Teams
- Lead Practice Teachers
- Locality Service Manager
- Clinical Educational Leads
- Clinical Team Leaders
- Service Manager, FYPC
- Local Authorities including, Social Care, Children’s Centres and Public Health
- Midwifery Services
- Parents, carers and clients
- Higher Educational Institutes
- User Groups
- Voluntary Agencies
- Early Years Services
- Specialist Nursing Services
- General Practitioners
- Child & Adolescent Mental Health Services (CAMHS)
- Peadiatricians
- Clinical Commissioning Groups
- Hospital Settings

**PHYSICAL DIMENSIONS:**

Lifting and carrying equipment for example, weighing scales and laptops.

Standard keyboard skills. Is able to use a word processing facility.

**EFFORT AND ENVIRONMENT**

**Mental and emotional effort required in the job:**

There is a frequent requirement for concentration, where the work pattern is unpredictable.

Managing the challenges of academic study and practice.

Dealing with complex and emotionally challenging situations for example, bereavement, depression and domestic violence.

**Working conditions of the post (Environment):**

Occasional verbal aggression may be encountered.

Dealing with bodily fluids on an occasional basis.

Lone working and working in isolation.

Exposure to dust, dirt, fleas, lice, animals and cigarette smoke in some homes.

Driving in all weather conditions for client contacts and meetings.

**ADDITIONAL INFORMATION:**

The organisation is in a period of rapid change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post
holder will be expected to co-operate with changes subject to consultation, at any time throughout the duration of their contract.

Further information about this post can be found in ‘Frequently asked Questions’

**MOBILITY:**

The person specification for the role will detail the mobility requirements of the post.

However, employees may be required to work at any of the other sites within the organisation subject to consultation.

**SAFEGUARDING CHILDREN AND ADULTS:**

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by:

- attending mandatory training on Safeguarding children and adults
- being familiar with individual and the Trust’s requirements under relevant legislation
- adhering to all relevant national and local policies, procedures, practice guidance and professional codes
- reporting any concerns to the appropriate authority

**MAKING EVERY CONTACT COUNT**

All staff are positively encouraged to contribute to improving health: for themselves, their patients, service users and colleagues.

This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. LPT’s Making Every Contact Count programme has all the information you need, and you will hear more about this once you start in your new post.

**HEALTH AND SAFETY:**

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times.

Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.

**All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.**

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare
These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION:

In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and Access to Health Records and know how to deal with a request for personal information.

The post holder must be familiar with and comply with the Eight Data Protection Principles contained within the Data Protection Act 1998.

Personal Data must be:
- Processed fairly and lawfully
- Processed for specified purposes
- Adequate, relevant and not excessive
- Accurate and kept up-to-date
- Not kept for longer than necessary
- Processed in accordance with the rights of data subjects
- Protected by appropriate security
- Not transferred outside the EEA without adequate protection

CONFIDENTIALITY:

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.

Due to the importance that the organisation attaches to confidentiality disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

All employees should be mindful of the six Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

FREEDOM OF INFORMATION (FOI):
The Trust is committed to openness and accountability. Under the Freedom of Information Act 2000 individuals are entitled to request official information held by the Trust.

POLICIES AND PROCEDURES:
All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements.

COMMITMENT TO COMMUNITIES, RIGHTS AND INCLUSION:
Leicestershire Partnership Trust has a core purpose of advancing the health and wellbeing of its staff and the communities it serves through the continual development of communities, rights and inclusion. The Trust is committed as a service provider and as an employer to respecting human rights and promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people’s differences. All employees should actively advance the Trust's core purpose and commitment by promoting equality, treating everyone with dignity and respect and working to eliminate all discrimination.

EQUALITY AND DIVERSITY:
All employees must comply with, and apply in their working lives, the Equality and Diversity Policy and must not unlawfully discriminate, either directly or indirectly, on the grounds of race or ethnicity, nationality, religion or belief, sex, marital or civil partnership status, sexual orientation, disability, gender reassignment, age, pregnancy/maternity or any other grounds. The Trust is committed to promoting equal opportunities to achieve equity of access, experience and outcomes and to recognising and valuing people’s differences and each employee has an obligation to help achieve this. This applies to all activities as a service provider and as an employer.

INFECTION CONTROL:
All employees have a responsibility to protect themselves, as well as making all reasonable effort to reduce risk of infection in their working environment and to other people whether they be patients, other staff or visitors.

All staff have a duty to make themselves familiar with and comply with Infection Control Policies and Procedures, carry out duties required by legislation such as the Health Act 2008 (and subsequent legislation), and to attend mandatory training relating to infection control.

CLINICAL SUPERVISION:
It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development. Clinical Supervision will be monitored via agreed review and appraisal mechanisms.

**COUNTER FRAUD:**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

**SMOKING AT WORK:**

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.
## PERSON SPECIFICATION

**JOB TITLE:** Student Health Visitor

**AFC REF NO:** ref no. required

<table>
<thead>
<tr>
<th>Person Specification Selection Criteria:</th>
<th>3. Essential/ Minimum 1. Desirable</th>
<th>Stage measured at: i.e. application form/interview/test/presentation</th>
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<tbody>
<tr>
<td>Qualifications</td>
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<tr>
<td>1.1 Current NMC Registration for nursing or midwifery</td>
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<td>Person Spec \ Interview</td>
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<td>1.2 A minimum of 120 credits at level 2 and be able to demonstrate the ability to study at level 6 for entry onto the Degree Level course OR BSc Hons degree at a minimum classification or equivalent for entry onto the Masters Level course</td>
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<td>Person Spec \ Interview</td>
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<td>1.3 Driving license</td>
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<td>Experience (both work and ‘life’ related)</td>
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<td>2.1 Experience of assessing, planning and implementing programmes of care and writing care plans</td>
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<td>2.2 Evidence of delivering public health messages</td>
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<td>2.3 Evidence of involvement in the management of difficult situations and conflict resolution</td>
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<td>2.4 Evidence of working without direct supervision and managing own workload</td>
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<td>2.5 Evidence of working within a variety of settings within the community</td>
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<td>Knowledge and Skills</td>
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<td>3.1 Academic ability to study independently at degree or postgraduate level</td>
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<td>3.2 Awareness of the developing role of health visiting</td>
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<td>3.3 Background knowledge of current policy relating to public health and the Health Visiting profession</td>
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<td>3.4 Current knowledge of safeguarding issues</td>
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<td>3.5 Ability to develop effective working relationships with other professionals</td>
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<td>3.6 Demonstrate ability to adapt to working within a changing environment</td>
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<td>3.7 Demonstrate knowledge of research-based practice</td>
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<td>3.8 Knowledge of quality issues, the audit process and clinical governance</td>
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<td>3.9 Developing leadership skills</td>
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<th>Personal Attributes</th>
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<td>4.1 Committed to the development of excellent services and improved health outcomes for families</td>
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<td>Interview</td>
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<td>4.2 Importance of a positive “can do” attitude and a positive attitude to change</td>
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<td>4.3 Forward-thinking and proactive</td>
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<td>Interpersonal Skills</td>
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<td>5.1 Excellent and adaptable communication skills both written and verbal</td>
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<td>5.2 Ability to support people to make informed decisions in relation to their health and well-being</td>
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<td>5.3 The ability to work in a team as well as autonomously</td>
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<td>5.4 Evidence of flexible working</td>
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<td>Trust Commitments all Applicants are Expected to Demonstrate</td>
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<td>Awareness of Equality &amp; Valuing Diversity Principles</td>
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<td>Understanding of Confidentiality &amp; Data Protection Act</td>
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<td>Understanding of the Trust’s service user group (which could include lived experience of conditions</td>
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<td>the Trust deals with or of receiving services relevant to those the Trust provides)</td>
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<td>Mobility</td>
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<td>Car driver and use of own car required,</td>
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