Health Visiting Service Recruitment Pack

Angus

Dundee City

Perth City
NHS Tayside Children and Families Service
Angus, Dundee and Perth & Kinross

Health Visitors – Band 6
Full time and part time posts

Salary Scale: £26,830 - £35,933 per annum (pro rata for part-time)

Health Visitors – are you a registered Health Visitor, Student Health Visitor about to qualify or wishing to return to practice?

Within NHS Tayside we offer a robust induction package for all Health Visitors. For those who are newly qualified or practitioners returning to health visiting additional support is provided through a programme of preceptorship.

You will gain a varied experience working in Tayside including opportunities to develop health visiting practice within urban and / or rural areas. All Health Visitors will be trained in The Solihull Approach, we encourage and support ongoing CPD for Health Visitors and provide individual learning logs for practitioners. All Health Visitors in Tayside receive regular child protection and management supervision.

Health Visitors have a crucial role in making sure that children have the best start in life. NHS Tayside value the role of the Health Visitor and are committed to improving the health and well being for children, young people and families. NHS Tayside are moving forward with the National Transformation of Health Visiting Agenda and are seeking enthusiastic individuals to join our teams in Angus, Dundee and Perth & Kinross.

NHS Tayside is committed to improving the life chances and opportunities for children. We work closely with our partners in health and other agencies e.g. GP’s, Family Nurse Partnership, Early Years Workers, Allied Health Professionals, Multi Agency Partners and Voluntary Services. An understanding of the Children and Young People Act 2014 and the role of the Named Person is essential.

We would welcome applications from individuals who have excellent communication skills are enthusiastic team players and are committed to delivering the national agenda and improve the outcomes for children and families.

See additional information within this recruitment pack.

Hours of work are: 22.5hrs, 30hrs and 37.5hrs are available across Tayside

Informal enquiries to: Diane Caldwell Service Manager Perth and Kinross 01738 564214
Ann Murray Community Nurse Manager Dundee 01382 647767
Barbara Macmillan Team Leader Angus 01241 430303

Please download the full application pack from http://bit.ly/2ep3FVt or click on the following link

NHS Tayside Nursing & Midwifery Jobs

Internal applicants: please download the application pack from Staffnet. Please read the Important Job Application Information in the Information for Applicants section.

Completed applications should be returned to recruitment.tayside@nhs.net (quoting the job reference number in the subject box) or to HR & OD Directorate, Management Offices, Perth Royal Infirmary, Taymount Terrace, Perth, PH1 1NX
Short-listed applicants will be contacted by email. Please check your emails regularly, including your junk/spam folder.

**Please quote reference number - P/JG/15A**

Please state on application form which service area you are applying for ie Angus/Dundee or Perth & Kinross

Closing date for receipt of completed application forms – Monday 7th August
Additional Information

The Health Visiting Service works within the NHS Tayside organisation’s agreed vision, aims and values:-

Vision: Everyone has the best care experience possible
Aim: To be the best at getting better
Values: Put patients first
Show compassion, care and kindness
Treat everyone with dignity and respect
Take time to have good, open communications and be accountable for our actions and behaviours
Do the best that we can by working as a team to provide excellent treatment and care

How many posts are available and what hours are they for?

We would welcome applications for Health Visitors wishing to work 22.5hrs, 30hrs or 37.5hrs (full time)

What grades are the posts that are vacant?

Band 6.

Is job share an option?

Yes

Are the posts available permanent or fixed term contracts?

All of the posts available are for permanent contracts.

Where and when will interviews take place?

Aim to be within 4 weeks of closing date.

Who will interview?

Successfully shortlisted candidates will be interviewed by members of the Health Visiting Management team from appropriate areas. The panel will consist of three members.

I only want to work in a particular area; can I specify where I want to work?

Candidates who are successful at interview and have the required skills will be considered for the area of their choice.

I am a newly qualified nurse, can I apply?

No, you must be a qualified nurse with a post registration qualification in Health Visiting or a Health Visitor in training.

I will be qualified within the next three months, can I apply?

Yes
# Job Description

## 1. JOB IDENTIFICATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Health Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department(s)/Location</td>
<td>Tayside – Angus, Perth &amp; Kinross, Dundee</td>
</tr>
<tr>
<td>Number of job holders</td>
<td>84</td>
</tr>
</tbody>
</table>
2. **JOB PURPOSE**

The post holder is responsible for assessing and identifying health needs and delivering a high quality health visiting service to children and families in their own home. The post holder will carry out proactive early interventions in line with the National Universal Health Visiting Pathway and the National Practice Model for all Children in Scotland.

The post holder will work collaboratively with partner agencies in assessing planning and providing interventions to improve the health and wellbeing for vulnerable children e.g. child protection and looked after children, in line with national and local policies and procedures.

3. **ORGANISATIONAL POSITION**

4. **SCOPE AND RANGE**

- Health visiting is a universal service for all children from birth to school age in: families, groups and communities in a mixture of urban and rural areas some of which may have areas of high deprivation.
- Health visitors are attached to General Practices where they offer services to individuals and families of the practice population through home based visiting service in line with The National Universal Health Visiting Pathway.
- Liaison and coordination of services, working collaboratively with other agencies both voluntary and statutory to provide a seamless service to children and families being cognisant of local and national health policies.
- The service is offered to all mothers in the antenatal period and to all parents and children from the birth of a child until that child commences school. The Solihull Approach to care delivery is utilised by Health Visitors within Tayside.
The service is offered to all parents in the antenatal period and following the birth of a child but the service also recognizes and targets the individuals and groups whose health is most vulnerable to the effects of psychological, emotional, financial, social, environmental, and physical difficulties.

The service provides initiation and delivery of health promoting activities e.g. Play@Home, breastfeeding support, parent education and support for those suffering postnatal depression.

5 MAIN DUTIES/RESPONSIBILITIES

5.1 Provision of health visiting and public health nursing services, through home based visiting to children and families and vulnerable groups within communities using nationally driven models, tools and a variety of resources.

5.2 Work with clients to assess risk and need, plan, initiate and evaluate programmes to improve health through the use of national assessment tools e.g. GIRFEC assessment and National Practice Framework.

5.3 Identification, assessment and ongoing support to families with complex problems e.g. mental ill health, learning disability, substance misuse, child with attention deficit hyperactive disorder, complex needs, who may be unable to access other support services.

5.4 Provide primary prevention, early intervention and promote healthy attachment through e.g. supporting breast-feeding, Play@home, Solihull Approach.

5.5 Using the National Practice Model identify needs or gaps in service provision and work in partnership with other agencies to achieve this aim.

5.6 Work as a member of the Children and Families Team taking a leadership role in service improvement.

5.7 Establish and maintain effective communications and relationships with statutory and voluntary agencies, which promote collaborative working and effective coordination of services for individuals and groups.

5.8 Practice in accordance with the Children and Young Peoples (Scotland) Act 2014, fulfill responsibilities as Named Person, identify children “in need” or at risk of significant harm on the caseload and work with appropriate agencies to ensure the child’s health and well being needs are met e.g. social services, Scottish Children’s Reporter Administration (SCRA), Early Learning and Childcare Providers.

5.9 Plan implement and evaluate The Child’s Plans for children where there is additional need or risk of harm by working and liaising with e.g. child care and protection teams, social work, education and non statutory agencies.

5.10 Attend and contribute to child protection case conferences where key decisions are made about whether children should be placed on the Child Protection Register.

5.11 To ensure children receive scheduled assessment and screening reviews at appropriate age/ stage within the National Universal Health Visiting Pathway and fulfill appropriate recording and data sharing

5.12 As an autonomous practitioner take full responsibility for assessing risk, needs and prioritising to ensure good management of caseload and other workload activities.

5.13 Responsible for ensuring the continuity of the Health Visiting/ Named Person service when another caseload holder is absent.

5.14 The ability to efficiently use resources e.g. time, telephone, diary planning and travel. Using budgeting skills to maximize the monies available to the service.

5.15 Provision of an effective learning environment and mentorship; assessment for undergraduate students of nursing.

5.16 Provide leadership, management support and supervision and clinical supervision.
5.17 Provide induction orientation, mentorship and take part in teaching and professional development of newly appointed staff.

5.18 Contribute to local and national public health policies by participation in relevant committees, working groups and meetings as appropriate, at local and national level for example SIRs, CHSP and child health surveillance, early years collaborative (EYC), Local community event/ fairs.

5.19 Evidence professional development and use evidence based practice/ current best practice.

5.20 Initiate and regularly participate in audit and research activities.

5.21 Provide job-shadowing experience for other agency workers.

5.22 Maintain accurate record keeping within national and local standards policies.

5.23 Work within relevant local, national and professional policies and guidelines, e.g. Nursing and Midwifery Council (NMC), Lone Working Policy, Universal Health Visiting Pathway, NHS Tayside Child protection Policy, Unborn Baby Protocol.

5.24 Participate in selection interviews for undergraduate students and new staff to health visiting teams.
6 COMMUNICATIONS AND RELATIONSHIPS

The post holder will frequently provide and receive highly complex, highly sensitive and/or highly contentious information where there are significant barriers to acceptance The post holder will be required to use the interpersonal and communication skills when communicating in hostile, antagonistic or highly emotive atmospheres.

Situations of child abuse, aggression, the influence of substances or alcohol, mental health problems, learning disability, and for those for whom English is not the first language.

This advanced level of communication is required when e.g. giving evidence under oath and being open to cross examination to solicitors, guardian-ad- litems, defence and prosecution lawyers and in precognition interviews.

The post holder will be able to present complex, sensitive and/or information to multi-agency groups such as those in child protection case conferences.

Health visitors use highly developed communication skills, e.g. counseling, influencing, negotiating, reflection, listening, empathising, verbal cues, being non judgmental, informative, and facilitative.

Communications with:
Primary Health Care Team/ School Nurses
Nurse Management Team
Child Protection Team, Learning Disability Team, Mental Health Teams.
Allied Health Professionals
Colleagues in the Acute sector, e.g. midwives, hospital and community
Paediatricians
Police.
Clients, relatives and carers.
Local authority partner agencies
Voluntary organisations.
Reporter to the Children’s Panel, Solicitors,
Safeguarders.

7 KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

The postholder will require

- Registration as a First Level Nurse.
- Registration as a Registered Health Visitor/ Specialist Practitioner Degree, or equivalent on part 7 of NMC Register.
- Evidence of continuing professional development (CPD).
ESSENTIAL ADDITIONAL INFORMATION

8 SYSTEMS AND EQUIPMENT

- Initiate and maintain accurate, timeous records.
- Use NHS Tayside IT system EMIS, to support information required by the Health Board and Information Services Division.
- Use Computer systems, e.g. e-mail, Staffnet and online learning.
- Use mobile phone and personal safety alarm.
- Safe use of screening equipment e.g. baby scales, Leicester height measure.

Responsibility for Records Management
All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 1937. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.

9 PHYSICAL DEMANDS OF THE JOB
The post requires highly developed physical skills where accuracy is important.

Physical skills
- Computer keyboard skills.
- Use of screening equipment, e.g.
- Cardio Pulmonary Resuscitation in adults, children and babies should this be required.

Physical Demands
- Moving and handling of equipment, e.g. baby scales (weight 5kg), stand on scales (weight 4kg), Leicester height measure, and display boards, (weight 9kg), nurse’s bag (weight 5kg). Which could add up to carrying 15kg approx on a daily basis.
- Climbing stairs carrying equipment.
- Manoeuvring bulky and awkward equipment in and out of a car several times per day.
- Requiring to travel during inclement weather conditions.

Mental Demands
- Intense concentration required when reading and understanding documents, clients records and when writing reports.
- Adaptability required coping with frequent interruptions and changes of workload daily.
- Communicating sensitive or distressing information on a daily basis.
- Intensive concentration, observation and application required when working with clients on one to one, one to two hours at a time on a daily basis.
- Prioritising competing demands of work load for self and others.
- Concentration required in preparation work for groups and students on placement.
- Required to change and develop practice, with limited resources, according to changing priorities and health needs.
### Emotional demands
- Communicating with distressed, anxious or worried clients and relatives.
- Experience of hostility and aggression.
- Visiting clients under the influence of alcohol and/or drugs.
- Frequent exposure to and caring for clients in distressing situations, e.g. child abuse, child bereavement, depressed mothers, families experiencing news of poor prognosis.
- Being questioned under oath when giving evidence in a court of law and to enquiries.
- Providing support to colleagues and students involved in distressing situations.
- Lone working in various settings.

### Working Conditions
- Visiting clients in poor and difficult social circumstances.
- Direct contact with body fluids (and the need to clean them up), parasites, cigarette smoke and uncontrolled animals.
- Verbal aggression and hostility.
- Stressful traffic situations.

### 10 DECISIONS AND JUDGEMENTS
- The post holder’s manager will undertake performance review and appraisal in accordance with personal development plan policy.
- Post holder will be responsible for team members and student appraisal and supervision.
- Assessing and interpreting acute situations and other conditions and determining when to refer to other professionals.
- Accepts referrals and can complete episodes of care whilst making relevant changes to patient care management as required. Make decisions, in conjunction with parents/carers, about the onward referral of children to other services.
- Daily management and coordination of other team members and taking of remedial action as required to resolve disputes/staff problems within own team.
- Post holder plans day to day activity, with Team Leader available for support and advice when required.
- Make decisions, in conjunctions with other professionals, regarding support and management of children with complex needs.
- Make decisions regarding the reporting of child protection issues as per the local/national child protection guidelines.
- Make independent decision in relation to prescribing in line with legislation.

### 11 MOST CHALLENGING/DIFFICULT PARTS OF THE JOB
- Being able to deliver high quality care in a variety of settings/environments and balance conflicting priorities.
- Situations where assertiveness is required when supporting the best interests of the child/family e.g. in relation to mental health issues, disabilities and child protection.
## Person Specification

**POST REF NO:** P/JG/15A  
**JOB TITLE/BAND:** Health Visitors - Band 6  
**LOCATION:** NHS Tayside Children & Families Service  
**HOURS:** 22.5hrs, 30hrs and 37.5hrs are available across Tayside

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<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>METHOD OF EVALUATION</th>
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<tbody>
<tr>
<td><strong>EXPERIENCE:</strong></td>
<td>Previous post registration nursing experience</td>
<td>Experience of managing a health visiting caseload</td>
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<tr>
<td><strong>QUALIFICATIONS:</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Level Registered Nurse</td>
<td>Educated to degree level</td>
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<tr>
<td><em>(Training; Research; Publications)</em></td>
<td>Post registration health visiting qualification (RHV) e.g. Specialist Practitioner Qualification / Early Years Practice in Health Visiting (SPQ/EYP Health Visiting)</td>
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<tr>
<td><strong>KNOWLEDGE &amp; SKILLS:</strong></td>
<td>Knowledge of current issues and developments within National Transformation of Health Visiting</td>
<td>Current knowledge of working with vulnerable families</td>
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<td></td>
<td>Knowledge of GIRFEC, Children and Young Peoples Act (Scotland) 2014 and Child Protection</td>
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<td></td>
<td>Effective communication skills</td>
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<td></td>
<td>Basic IT skills</td>
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<tr>
<td><strong>PERSONAL QUALITIES:</strong></td>
<td>Knowledge of relevant national strategy</td>
<td>Completed mentorship status</td>
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<td></td>
<td>Evidence of continuing professional development</td>
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<td></td>
<td>NMC registration</td>
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<tr>
<td><strong>OTHER:</strong></td>
<td>Flexible in approach Adaptable to frequently changing circumstances Effective team player</td>
<td>Participate in service improvement using local improvement methodology</td>
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<td><em>(eg travel across Tayside)</em></td>
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General Conditions of Service

POST REF NO: P/JG/15A
JOB TITLE/GRADE: Health Visitors – Band 6
LOCATION: Tayside

<table>
<thead>
<tr>
<th>Conditions of Service</th>
<th>The terms and conditions of service for this post are those determined by the NHS Staff Council.</th>
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<tbody>
<tr>
<td>Remuneration</td>
<td>The current salary scale for the post is £26,830 to £35,933 per annum (pro rata for part-time staff). Placing on the scale on appointment is normally at the minimum but may be higher subject to verification of previous relevant service.</td>
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<tr>
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<td>Salary is paid monthly by Bank Credit Transfer.</td>
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<tr>
<td>Hours of Duty</td>
<td>The hours of the post are 22.5, 30 and 37.5 are available across Tayside Start and finish times will be determined by the needs of the service.</td>
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<tr>
<td>Superannuation</td>
<td>Membership of the NHS Superannuation Scheme is not compulsory but is open to all staff between the ages of 16 and 70 (65 in some instances). The contributions paid are a percentage of superannuable pay, which is essentially basic pay excluding, for example, overtime or travelling expenses.</td>
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<td>Contribution rates with effect from 01.04.17 are as follows:</td>
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<tr>
<td></td>
<td>Contributions are subject to tax relief and reduced National Insurance contributions. NHS Tayside also makes a substantial contribution towards scheme benefits – currently around 14% of basic pay.</td>
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</tbody>
</table>
| **Annual Leave** | On appointment = 27 days (pro rata for part-time Staff) or 5.4 weeks per year.  
After 5 years aggregated service = 29 days (pro rata for part-time staff) or 5.8 weeks per year  
After 10 years aggregated service = 33 days (pro rata for part-time staff) or 6.6 weeks per year  
Public Holidays = 8 days (pro rata for part-time staff) or 1.6 weeks per year |
| **References** | All offers of appointment are subject to receipt of two satisfactory references. |
| **Occupational Health Clearance** | All offers of appointment to new entrants to the National Health Service are subject to a medical examination. Medical examinations are arranged and undertaken by Occupational Health (OH). |
| **Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003** | All current or spent criminal convictions, cautions, warnings or any case pending must be disclosed prior to commencing in employment as detailed on the application form.  
Please note that having a conviction will not automatically debar you from obtaining employment with NHS Tayside. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated. |
| **Disclosure Scotland** | The successful applicant will be required to become a member of the Protecting Vulnerable Groups Scheme (PVG) in respect of regulated work with protected adults and regulated work with children. |
| **Immigration, Asylum and Nationality Act 2006** | It is a criminal offence for an employer to employ anyone who does not have permission to live or work in the UK.  
Shortlisted applicants will be asked to produce specific original documentation at interview e.g. Passport, or full birth certificate together with an official document giving the applicants permanent National Insurance Number and name issued by a Government Agency or a previous employer, as well as photocopies of these documents. |
<p>| <strong>Professional Registration/ Induction Standards &amp; Code of Conduct</strong> | You should have current and continuing professional registration with NMC and hold the appropriate qualification(s). |
| <strong>Smoking Policy</strong> | NHS Tayside operates a No Smoking Policy and smoking is prohibited within NHS premises and grounds. |</p>
<table>
<thead>
<tr>
<th>Fair Processing Notice</th>
<th>NHS Tayside is under a duty to protect the public funds it administers, and to this end may use the information you provide on your Application Form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see: <a href="http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm">http://www.nhstayside.scot.nhs.uk/YourRights/NationalFraudInitiative/index.htm</a> or contact <a href="mailto:robert.mackinnon@nhs.net">robert.mackinnon@nhs.net</a>.</th>
</tr>
</thead>
</table>
| Applications | Completed forms should be returned to: recruitment.tayside@nhs.net quoting the job reference in the subject line or to HR & OD Directorate, NHS Tayside, Management Offices, Perth Royal Infirmary, PH1 1NX  

**By closing date of Monday 7th August 2017**  

All shortlisted applicants will be emailed to invite them to attend for interview. It is important that you check your emails regularly, including your spam/junk box. |