

2nd April 2019

BY EMAIL

Tel: 028 9536 3863
Email: FOI.BSO@hscni.net

Our Ref: FOI 975

Dear 

Your request for information was received on 28th November 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to: Job advertisements on the HSC Recruit website for a Band 6 Health Visitor and any Band 7 Nursing posts since August 2017.

Please find this information, attached.

I would like to apologise for the delay incurred in receiving this information.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office

Providing Support to Health and Social Care



3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in black ink, appearing to be 'Liam McIvor', written over the closing text.

Liam McIvor
Chief Executive



BHSCT Health Visitor Band 6 (Part-Time)

Organisation	Belfast Health and Social Care Trust
Reference Number	51363448I
Salary	£ 26301.00 - £ 35224.00 per annum pro rata.
Location	KNOCKBREDA WELLBEING & TREATMENT CENTRE
Contract Type	Permanent
Hours Per Week	30 Hours per week
Additional Information	We accept online applications only. A waiting list may be compiled. PLEASE PRINT OFF THE JOB DESCRIPTION AS THIS WILL NOT BE AVAILABLE AFTER YOU HAVE SUBMITTED YOUR APPLICATION.
Job Closing Date and Time	Jan 2, 2019 16:30
Interview Date	TBC



JOB DESCRIPTION

POST:	Health Visitor
LOCATION:	Trust wide
GRADE:	Band 6
REPORTS TO:	Team Leader
RESPONSIBLE TO:	Children's Services Manager

JOB SUMMARY / MAIN PURPOSE:

The Health Visitor has a lead role in promoting, enhancing and maintaining the health and well-being of families and communities, and carries professional responsibility for the continuing family health assessment and the development and implementation of health plans to address identified need in families with pre-school children. The Health Visitor works in partnership with the client, and has continuing management responsibility for a defined caseload, including liaison with other agencies as appropriate, and ensuring resources are prioritised and targeted at those identified as most in need.

The Health Visitor assists in the development and implementation of public health initiatives aimed at promoting the uptake of services to ensure the health status of the community is maintained and improved by targeting issues such as, home safety, immunisations and accident prevention.

The Health Visitor has responsibility, as lead Nurse in individual child protection cases, to proactively participate in the prevention and early detection of abuse in all age groups. The Health Visitor adheres to all Trust policies, procedures, guidelines and regional policies and procedures as laid down by the SBNI and fulfills the legislative requirements of the Children (NI) Order 1995. The Health Visitor works co-operatively with the Trust Safeguarding team to ensure standards in safeguarding children are developed and maintained.

Main Duties / Responsibilities

1. To carry out screening programmes and child health surveillance in line with the Healthy Child Healthy Future programme, including the completion of Family Health Assessment and the development of Health Plans to meet identified need, in partnership with the family.
2. Manage, delegate and supervise the work of a skill mix team to ensure efficient delivery of the Health Visiting Service, as requested by line manager.
3. Maintain an up to date profile of the dependency levels in the caseload and adhere to professional guidelines on minimum contact with these clients.
4. Complete caseload weighting pro forma/analysis (eCAT) monthly identifying health visiting objectives and outcomes for caseload management.
5. Promote the full health benefits of breastfeeding to parents enabling an informed decision on infant feeding, and provide effective advice and support for breastfeeding mothers in line with UNICEF Baby Friendly.
6. Provide information, advice and support to families with children on a wide range of issues relevant to family health and well-being e.g. behaviour, sleep management, weight management (List is not exhaustive).
7. Provide support advice and early intervention to families undergoing difficult/crises due to issues such as domestic violence, drug/alcohol/substance abuse, relationship breakdown, mental health problems, and ethnicity issues.
8. Identify children with behavioural problems and use behavioural management techniques to support families or make appropriate referrals for services.
9. Nurse prescribing, as per policy guidelines, as appropriate within the caseload.
10. Participate in Neonatal screening programmes.

SAFEGUARDING

11. Participate in the prevention and early detection and subsequent referral of all categories of abuse in all age groups. Adhere to both Trust and Regional Child Protection Procedures (SBNI 2017). Contribute to the development of protection plans and decision-making processes, within the multidisciplinary/multiagency setting including attendance at case conferences, strategy meetings, core group meetings and Court as directed. Preparation of case conference and Court reports as deemed necessary and within the UNOCINI framework.

12. Provide support and advice to families and children with identified health needs, where safeguarding concerns have been identified, whilst working in partnership with families and other agencies.
13. Provide support and advice to families, children and carers where children are reviewed within Looked After Children (LAC) Procedures.
14. Maintain continuing appropriate responsibility as the Family Health Visitor for children at school and young people registered on the Child Protection Register or who have identified health needs.
15. Seek professional advice and support from the Safeguarding Children's Nurse Specialists in the management of all complex cases where safeguarding needs are identified.
16. Adhere to the Regional Safeguarding Children Supervision Policy.

Public Health

17. Work collaboratively with all relevant agencies to influence/develop policies, which will enhance public health.
18. Initiate and lead community development initiatives to target health needs.
19. Develop models of practice, which will contribute to the delivery of current public health strategies and community development initiatives to enhance the health and wellbeing of children, communities and families.
20. When required, participate in the control of communicable diseases and prevention of infection by providing health education to control and minimize risks e.g. head lice, meningitis outbreaks and enteric infections.
21. As required, undertake contact tracing in relation to communicable disease control and management.
22. Promote immunisation programmes in partnership with families and other health professionals in order to achieve immunisation targets.
23. Assist in meeting public health targets e.g. teenage sexual health, accident prevention, breast feeding, immunization, smoking cessation, obesity.
24. Participate in individual performance and development review annually with line manager and contribute to own personal development.
25. Attend all designated mandatory training.

26. Participate in the orientation and induction of new staff and promote good interpersonal relationships within the team as per Trust Policy.
27. Contribute to the pre and post registration learning opportunities made available to students within the Trust, which may include the supervision of Health Visiting students on supervised practice placements.
28. Participate actively in continuing education programmes and accept responsibility for professional self-development including requirements for revalidation, and facilitate learning for other colleagues including students
29. Participate in nursing research and other activities, such as standard setting and audit on a uni and multi professional basis.
30. Ensure all practice is evidence based.
31. Discuss and agree annual/study/other leave arrangements with the Health Visiting team to ensure on-going provision of the service, in particular that appropriate cover is provided on a prioritised basis within all Health Visiting caseloads.
32. Contribute to the management of vacant caseloads and work as required at any of the Trust bases in line with Health Visiting service needs.
33. Communicate effectively with the Team Leader on all professional matters.
34. Attend all meetings as appropriate, read, and action all minutes and information circulated.
35. Review and maintain standards and practice in relation to professional records and record keeping within NMC standards.
36. Act in accordance with NMC code of professional conduct.
37. Make prompt and accurate verbal/written reports, contribute to appropriate information systems and provide statistical reports and information on activity and targets for BHSCT as required.
38. Have knowledge of and adhere to all professional, clinical policies and codes of practice within the Trust.
39. Participate in clinical and social care governance/risk management activities to ensure the highest quality of practice is maintained.
40. Adhere to all Trust policies and procedures.
41. Action roles as delegated by Team Leader to ensure delivery of an effective

Health Visiting service.

42. Deputise for the Team Leader as requested / appropriate.

General Responsibilities

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

Records Management

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, Data Protection Act 1998 and GDPR (2018). Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trusts Environmental Cleaning Strategy recognizes the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention and Control

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

Values

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable

- Being Leading Edge
- Maximising Learning and Development

By embedding the above values, we will make a significant contribution to the delivery of the Trust's Vision.

Personal Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Clause: ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***



Belfast Health and Social Care Trust

caring supporting improving together

PERSONNEL SPECIFICATION

JOB TITLE AND BAND

Health Visitor
Band 6

DEPARTMENT / DIRECTORATE

Health Visiting
Community Children’s Services

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA		
<p>SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.</p>		
Factor	Criteria	Method of Assessment
Qualifications/Registration	<p>Registered Nurse on Part 1 or 2 of the NMC register And Registered on Part 3 of the NMC register - Health Visiting Certificate/Diploma/BSc Hons/PG Diploma/MSc in Specialist Community and Public Health Nursing - Health Visiting Option</p> <p>Currently on the live register of the NMC.</p>	Shortlisting by Application Form

Other	Hold a current full driving license valid in the UK with access to a car – this criterion may be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative arrangements.	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities	<p>Demonstrate the ability to effectively communicate as an integral team member collaboratively working with multidisciplinary/agency teams in partnership with families.</p> <p>Demonstrate the ability to plan, prioritise and manage a defined caseload.</p> <p>Demonstrate the ability to delegate and supervise the work of a skill mix team to ensure efficient delivery of the Health Visiting service.</p> <p>Demonstrate the ability to contribute to service improvement.</p> <p>Demonstrate the ability to promote, monitor and maintain the health and safety of self and others.</p>	Interview / Test
Knowledge	Have knowledge in all aspects of the Healthy Child, Healthy Future Programme for NI.	Interview / Test

DESIRABLE CRITERIA

SECTION 3: these will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted

Factor	Criteria	Method of Assessment
Qualifications	<p>Have undertaken the Supplementary Nurse Prescribing Course.</p> <p>Have undertaken a recognized behaviour</p>	Shortlisting by Application Form

	management course.	
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VALUE BASED RECRUITMENT

* Values Based Recruitment is a process adopted by the Belfast Trust to attract and select employees on the basis that their individual values and behaviours align with those of the Trust and incorporating the Healthcare Leadership Model.

It focuses on the 'how' and 'why' people do what they do.

Candidates who are short-listed for interview will need to demonstrate at interview that they have the required knowledge, skills, competencies and values to be effective in this new role.

In answering the value-based questions you have the opportunity to share examples of when you have demonstrated values relevant to the Belfast Trust.

Belfast HSC Trust Values

Whilst employees will be expected to portray all the values, particular attention is drawn to the following values for this role: (Delete those values not being assessed for this role)



RESPECT & DIGNITY

- Being respectful to others
- Showing compassion to those who are suffering
- Acting fairly and even-handed
- Acknowledging the good work of others
- Supporting others to achieve positive results



OPENNESS & TRUST

- Communicating openly and consistently
- Listening to the opinions of others and acting sensitively
- Being trustworthy & genuine
- Ensuring that appropriate information is shared honestly



ACCOUNTABILITY

- Taking responsibility for your own decisions and actions
- Openly admitting your mistakes and learning from them
- Using all available resources appropriately
- Challenging failures and poor practice courageously



LEADING EDGE

- Actively seeking out innovative practice
- Participate in new approaches & service development opportunities
- Share best practice with others
- Promote the Trust as a centre of excellence



MAXIMISING LEARNING & DEVELOPMENT

- Act as a role model for the development of others
- Continuing to challenge my own practice
- Fulfil my own statutory mandatory training requirements
- Actively support the development of others

INCLUDE FOR SENIOR POSTS (Band 8a or above) IF RELEVANT

Candidates who are shortlisted for interview will need to demonstrate at interview that they have the required competencies to be effective in this demanding leadership role. The competencies concerned are set out in the NHS Healthcare Leadership Model, details of which can be found at <http://www.leadershipacademy.nhs.uk/resources/healthcare-leadership-model>.

Particular attention will be given to the following dimensions:

- Inspiring shared purpose
- Leading with care
- Evaluating information
- Connecting our service
- Sharing the vision
- Engaging the team
- Holding to account
- Developing capability
- Influencing for results.

NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates, and one photocopy of same, issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter and photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, payslip, National Insurance Card or a birth certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

PERSONNEL SPECIFICATION

JOB TITLE AND BAND:	Safeguarding Children Nurse Specialist (Band 7)
DEPARTMENT / DIRECTORATE:	Women & Children / Public Health
LOCATION:	Omagh Area
DATE:	August 2018

Notes to applicants:

- You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
- Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
- Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will be measured at shortlisting stage and may be further explored at the interview / selection stage. You should therefore make it clear on your application form how meet the following criteria. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Qualifications / Registration / Experience	<p>Specialist Community Public Health Nurse / Health Visiting / School Nurse registered on parts 1 or 2 and 3 of the live NMC Register</p> <p>3 years' experience within a Public Health or Midwifery setting working directly with children and families.</p> <p>Ability to demonstrate significant experience within safeguarding in current field of practice including; Attendance at Initial Case Conferences, Review</p>	Shortlisted from Application Form

	Case Conferences, LAC Reviews, Safety in Partnership, Strategy meetings, interagency working.	
Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. <i>This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post</i>	Shortlisting by Application Form
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities	<p>Clarity of nursing roles and responsibilities within Safeguarding.</p> <p>Knowledge of best practice guidance in safeguarding</p> <p>Knowledge of risk assessment tools and risk management processes.</p> <p>Highly developed communication skills, verbal and written.</p> <p>Leadership, teamwork and initiative qualities</p> <p>Health & Social services changes and trends</p> <p>Clinical & Social Care Governance</p> <p>Records management/ freedom of information</p> <p>Knowledge of recent safeguarding enquiries and their implications for practice</p> <p>Ability to effectively function within a rapidly changing environment</p>	Interview
Knowledge	Sound Knowledge of Safeguarding structures regionally and locally, including policies and procedures.	Interview

DESIRABLE CRITERIA

SECTION 3: the following will **ONLY** be used where it is necessary to introduce additional job related criteria, and is dependent upon the number of applications received. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
Additional Experience	<p>Proven track record of interest in this field for example:</p> <ul style="list-style-type: none">• Undertaking safeguarding supervision training• Evidence of extra qualifications in safeguarding for example:<ul style="list-style-type: none">• Childcare and the Law <p>Experience in providing:</p> <ul style="list-style-type: none">• Supervision• Training• Audit• Teaching	

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER



Western Health and Social Care Trust

JOB DESCRIPTION

Job Title:	Safeguarding Children Nurse Specialist
Band:	7
Accountable to:	Head of Service Public Health
Reports to:	Named Nurse Safeguarding Women and Children's Directorate
Location:	Omagh Area

Job Summary:-

The post holder will be responsible for ensuring that Specialist Community Public Health Nurses and those Nurses and Midwives who provide specific services to children and families within the Trust are facilitated to respond to their responsibilities to safeguard children.

The main component of the post will be to provide a comprehensive safeguarding children nurse specialist service including robust safeguarding supervision as per regional safeguarding supervision policy.

The post holder will provide specialist professional advice, support and guidance on safeguarding issues, ensure safeguarding guidelines, protocols and policy are adhered to, contribute to the assessment of staff competence, and monitor performance and quality assure safeguarding practice.

The post holder will contribute to the development of effective multi-disciplinary and inter-agency working relationships to improve outcomes for children in need and children in need of protection. This will involve collaborative working with other professions and disciplines within both Primary Care, Acute settings and other Health Care facilities.

The post holder in collaboration with the Named Nurse Safeguarding, SCNS colleagues and Lead Nurses will ensure the nursing contribution to safeguarding is robust within the organisation, through effective leadership, teaching, monitoring and development of safeguarding arrangements.

TRAINING AND SUPERVISION

1. Ensure the Regional Safeguarding Children Supervision Policy for Nurses, Midwives and Health Visitors, DHSSPSNI 2011, is implemented, encouraging staff to demonstrate reasoning, critical thinking, reflection and analysis in order to inform assessment and decision making.

2. Facilitate and contribute to induction and training programmes incorporating regional safeguarding competences for nurses and utilizing research and findings from child death inquiries to ensure that nurses are competent in meeting their safeguarding children responsibilities. This will involve working in partnership with the Clinical Education Consortium (CEC) and Social Services Training Team.
3. Contribute to the safeguarding training needs analysis of staff in consultation with Line Managers.

CLINICAL AND SOCIAL CARE GOVERNANCE

1. Contribute to the Trusts' Clinical and Social Care Governance agenda by providing quarterly reports to the Named Nurse Safeguarding on all areas impacting on safeguarding children.
2. Ensure appropriate action within the Legislative context and specific legislation relating to sharing confidential information.
3. Work in partnership with SCNS colleagues to develop standards in relation to safeguarding that are measurable, achievable and research/evidence based.
4. Contribute to audit programmes that measure compliance with local and regional standards and policies, and where there are deficits contribute to action plans that improve the quality of safeguarding practice.
5. Contributes to the identification of potential safeguarding risks within the Trust utilizing Trust risk management processes.
6. Assist in the investigation of reported complaints and incidents relating to safeguarding children and put in place the appropriate action plans to improve standards and reduce risk.
7. Identify learning and development needs within service areas.
8. Support the Named Nurse Safeguarding in implementing, monitoring and developing information systems which facilitate effective management and provision of safeguarding children within service areas

PROFESSIONAL RESPONSIBILITIES

1. Be aware of local, regional and national issues in relation to child protection/ safeguarding and working in partnership with other professionals, respond to new Government legislation/national policies and where appropriate lead and manage change at local level.
2. Develops and implements evidence based practice, corporate policies, procedures and guidelines relating to safeguarding children.

3. Participates in the Trust Managing Absence Policy and Corporate Safeguarding Protocol through assisting management in delegating safeguarding and children in need families appropriately.
4. Attend initial/ pre-birth child protection and complex review case conferences, strategy meetings, safety in partnership and other inter-agency meetings as the need arises in order to support health staff and to contribute to the process of protecting vulnerable children.
5. To assist all nursing staff in preparing reports for initial and review case conferences and in preparing reports for court as appropriate.
6. Participates in Case Management Reviews, RQIA inspections and inquiries as required disseminating recommendations as appropriate
7. Promotes adherence to NMC requirements on documentation and high standards of record keeping
8. Promotes and supports the attendance of all nursing staff at Case Conferences and at Court.
9. Maintain and develop own competence in legal, ethical and professional issues for safeguarding children, through theoretical and relevant practical experience
10. Ensure that practice complies with the NMC Code of Professional Conduct, Standards for Conduct, Performance and Ethics

COMMUNICATION

1. To facilitate integrated working practices across Health & Social Services within the context of the post.
2. To advise Team Leads/Lead Nurses on safeguarding matters and the implications for nurses throughout the Trust.
3. To participate in Child Protection/ Safeguarding Committees/Panels where appropriate.
4. To operate and adhere to Regional Safeguarding Policy & Procedures and to ensure that all nursing colleagues do likewise.
5. To ensure there are effective communication pathways across the Trust including Acute Services, Mental Health, Learning Disability, Allied Health Professionals, Social Services, ensuring collaborative working and fostering good relationships.
6. To work in partnership with relevant statutory and voluntary agencies to contribute to the delivery of a focused seamless safeguarding service.

GENERAL RESPONSIBILITIES:

HSC Code of Conduct for Employees

The Code sets out the standards of conduct expected of all staff in the Western Health & Social Care Trust and presents standards of conduct and behaviours required during and after employment with the Trust. Professional staff are expected to follow the code of conduct for their own professions as well as this code.

Service Quality

Western Health and Social Care Trust is committed to providing the highest possible quality of service to all patients, clients and community through supporting and contributing to Trust quality initiatives. Employees are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

Personal & Public Involvement

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's ongoing commitment to Personal and Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf

Conduct

Employees must at all times abide by Trust policies and procedures and the terms of their contract of employment. They must conduct themselves with impartiality, integrity, objectivity and honesty and maintain high standards of personal and professional accountability.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and efficient completion of duties.

Risk Management

Employees must ensure that they comply with any risk management responsibilities specific to their post, and as set out in the Trust's Risk Management Strategy.

Governance

The Trust is committed to the development and implementation of systems under Integrated Governance to ensure continuous improvement in the quality of services provided. Employees will be expected to co-operate and work with such systems.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under Freedom of Information Act 2000, the Environmental Information Regulations 2004 and Data Protection legislation. Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

Confidentiality

All information concerning patients and staff must be held in the strictest confidence and may not be divulged to any unauthorized person.

Equality & Human Rights

Employees must ensure that equality and human rights issues are addressed within the post holder's area of responsibility in accordance with the Trust's Equality Scheme.

Health and Safety

Employees should note that under Health & Safety at Work Legislation they are required to take all reasonable steps while at work to ensure their own health and safety and the health and safety of those who may be affected by their acts or omissions at work.

Smoking, Alcohol & Health

The Trust operates policies on smoking, alcohol and health.

Environmental Cleanliness

The Trust promotes a culture of cleanliness and has adopted a partnership and collaborative approach that recognises cleanliness as the responsibility of everyone, cascading throughout every level of the organisation.

Infection Prevention & Control

The Trust operates a zero tolerance policy to preventable healthcare associated infections and the post holder is required to comply with all extant infection prevention policies, guidelines, protocols and procedures.

The Trust is an Equal Opportunities Employer.

The duties and responsibilities outlined in the above job description are not intended to be definitive nor restrictive, and may be amended to meet the changing needs of the Trust.

August 2018