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#### **Job Description; Family Nurse Supervisor (National)**

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| 1. JOB IDENTIFICATION |
| Job Title: FNP Supervisor  Responsible to: FNP Nurse Consultant  Department(s): Community Nursing  Directorate: City of Glasgow HSCP  Job Reference:  Last Update: June 2020 |
| 2. JOB PURPOSE |
| The post holder is responsible for leading and managing the work of the family nurses, data managers and administration team. This includes providing in depth clinical, management and child protection supervision to the family nurses, maintain the integrity of the programme, taking responsibility for quality assurance and improvement in line with the licence requirements, overseeing recruitment of eligible pregnant young women, building local relationships and facilitating continual learning and improvement. In addition, the post holder will also hold a small caseload of families to whom they deliver the programme.  The role combines clinical practice, leadership, management, supervisory and a teaching role. |
| **3. DIMENSIONS** |
| Budget: Manage delegated budget as agreed by the FNP Nurse Consultant.  Staffing: Day to day line management responsibility up to a maximum of 8 Family Nurse and FNP Administration team including first stage implementation of “Once for Scotland” workforce policies. Provision of supervision to Family Nurses supported by data within FNP TURAS. |

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| 4. ORGANISATIONAL POSITION |
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| 5. SCOPE AND RANGE |
| **Family Nurse Partnership Programme**  The Family Nurse Partnership (FNP) is a national, evidence based early intervention home visiting programme delivered by specially trained family nurses and supervisors to first time mothers up to age of 24, although most clients will be aged 19 and under. FNP begins during early pregnancy continuing until the child is 2. The aim of the programme is to enable young mums to:   * Have a healthy pregnancy outcome * Ensure their child health and development * Increase their economic self sufficiency – to plan their future and achieve aspirations   There are three theories that underpin both the design and delivery of the programme;   * Human ecology theory * Attachment theory * Self efficacy theory   A fundamental element of FNP is the therapeutic relationship formed between a family nurse and a client to facilitate behaviour change to improve outcomes for children and support parents to be the best parents they can be.  The programme is licensed and must be delivered according to specific fidelity requirements and core model elements. The licence is held between the Scottish Government, NHS Boards and Professor David Olds (University of Denver, Colorado). As part of the licensing requirements Family Nurses and Family Nurse Supervisors are required to undertake mandatory specialist training, delivered at Masters level study. This is a pre requisite for understanding the Family Nurse Partnership and to ensure nurses are professionally and emotionally equipped to deliver the programme to families.  FNP teams are supervised by a Family Nurse Supervisor, usually a ratio of 1 Supervisor to 8 Family Nurses with a maximum of 25 clients per WTE and supported by a Clinical Psychologist, and Data Manager / Administrator. The programme is manualised but requires nurses to ‘agenda match’ with clients needs to ensure that the programme is meaningful for families. There are 6 domains within the programme that are covered with each contact with a client. They include areas such as a focus on maternal and child health and development and environmental and community support for the family. FNP data is collected by the FNP teams and is crucial to interpreting the impact of the programme and demonstrating effectiveness of the intervention locally and nationally.  NHS Greater Glasgow and Clyde Board Area  Glasgow City Health and Social Care Partnership is one of number of established HSCPs in the area. The FNP Programme will be based within a specific HSCP with a potential geographical reach across the whole board area.  The HSCPs in Greater Glasgow & Clyde NHS Board area are responsible for planning, managing and providing a wide range of primary care, community-based and non-acute hospital health services for the population and for hosting services across the area and beyond.   * Create the capacity to deliver innovative and effective services for local communities. * Shape services to meet local needs. * Work in partnership with the Local Authority and a range of key stakeholders to improve the health of local communities, tackle inequalities and promote policies that address poverty and deprivation. * Have responsibility for implementing ‘Getting it Right for Every Child’ in partnership with Local Authorities and key stakeholders. * Lead the implementation and monitoring of Child Health Screening Programmes. * Work in partnership to protect vulnerable children, young people and families from harm. * Promote involvement of and partnership with staff and their representatives. * Secure effective patient, public and carer involvement.   NHS Greater Glasgow and Clyde Board FNP Team  1 Family Nurse Supervisor, 6 – 8 Family Nurses, 1 FNP Data Manager and 1 Admin Assistant  Population to be supported;   * Age 19 and under at LMP * First time parent * No plans to relinquish baby * Living in NHS Board/organisation location * Choosing to ‘opt – in’ to the programme |

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| 6. KEY RESULT AREAS | |
| 1. Leadership and Management responsibilities for a team of maximum 8 family nurses (per WTE). Dependant on organisation structure of site have management responsibility / and / or supervise the day to day work of the data manager / administrator(s). 2. Ensure family nurses work therapeutically with the target population primarily within their homes to improve their health and well being in line with the programme licensing requirements. 3. Facilitate continual learning to maintain the integrity and quality of the programme and develop and maintain a skilled competent workforce. 4. Promote opportunities to identify and obtain specialist knowledge acquired through the FNP CPD programme, dedicated learning forums and local internal and external events to maintain high levels of effective practice for FNP team and self. 5. To provide regular reflective supervision for family nurses to create a safe environment to discuss, process and analyse complex decision, whilst supporting trauma informed practice. 6. To provide weekly, individual clinical supervision and quarterly tripartite child protection supervision as per programme license to support the opportunity to provide normative, formative and restorative functions. 7. Undertake accompanied home visits with family nurses to improve the quality of programme delivery in line with programme outcomes. 8. Lead the management of recruitment and engagement of eligible pregnant young women into the programme, and promote engagement of fathers and the extended family into the programme. 9. Act as named person and support Family Nurses within this role and where appropriate act as Lead Professional to undertake robust GIRFEC assessments. 10. Will deliver and support family nurses’ implementation of the universal health visiting pathway to all children on the caseload, to ensure their health and wellbeing needs are assessed. This will include being responsible for delivery of developmental and wellbeing assessments, and being highly skilled in the use of validated tools. 11. The supervisor requires to be an expert in the assessment and analysis of these tool results to ensure that referral to other services is made in a timely fashion to ensure that each child’s needs are met. 12. Using the 6 FNP domains as a framework, use professional and clinical judgement to undertake detailed assessments of clients, their families and analyse complex family situations in order to develop appropriate clinical interventions. 13. To work with others, internal and external to the organisation, to ensure local engagement of stakeholders and the provision of an effective pathway for referrals. 14. Develop and implement local procedures for FNP Teams in line with NHS Board approved policies, including all National and Local Child Protection Guidance in keeping with the local sustainability and National vision for FNP. 15. Monitor, analyse and interpret site and individual nurse fidelity reports from FNP Turas and develop strategies to promote full fidelity with programme goals. 16. Responsible for ensuring accurate data is collected timely to monitor programme fidelity and for research purposes. Ensure family records are kept in line with local child protection, local NHS and NMC record keeping guidance. 17. Produce reports on site progress and outcomes as required for the FNP Advisory Board (or site equivalent), internal and external stakeholders and the Scottish Government. 18. Manage delegated budget as agreed by the FNP Lead and liaise with appropriate finance personnel. 19. Undertake and successfully complete Supervisor learning programme and identify areas for professional development in line with the programme objectives, ensuring attainment of high level generalist and specialist skills to work within the clinical methods of the structured programme. | |
| 7a. EQUIPMENT AND MACHINERY | |
| 1. PC / laptop / printer 2. Telephone / mobile 3. Portable baby scales / measuring mat 4. Training equipment e.g. demonstration dolls, infant slings 5. Partners in Parent Education (PIPE) and DANCE Resources 6. PPE (hand gel, masks, aprons, bags for waste disposal) 7. Other equipment required to undertake your role | |
| **7b. SYSTEMS** | |
| 1. Outlook e mail system 2. Microsoft Word and Excel 3. FNP TURAS Data System – ensuring timely data collected by self and whole team 4. Record keeping and information system used within Health Board e.g. EMIS Web, Badgernet, Clinical Portal 5. Tele-health/videoconferencing e.g. Attend Anywhere / Microsoft teams / Near Me 6. CIS Information System 7. CHI Information System 8. TURAS Appraisal 9. I-Matter 10. DATIX incident reporting | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| 1. Working autonomously within broad guidelines negotiated with the FNP Lead / Line Manager and within the FNP Programme Licence requirements. 2. Provide weekly supervision sessions for each family nurse. 3. Undertake accompanied home visits with each family nurse every four months 4. Provide reports on progress to the FNP Lead / Line Manager, NHS Board and Scottish Government. 5. Participate in regular reflective supervisory sessions from the FNP Psychologist aligned to the team 6. Plan and deliver care for the nominated FNP client caseload until each client has completed the programme. 7. Share learning from FNP with the wider organisation 8. Contribute to the ongoing evaluation and continuous quality improvement of FNP and the development of an FNP evidence base in Scotland. 9. As custodian of the license has high visibility and carries significant responsibility and accountability in respect of the delivery of Family Nurse Partnership programme. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| 1. Continually review and monitor risks within the programme, identify learning and take action as needed. Reporting risks through FNP governance structures regarding challenges or exceptions to licence fidelity requirements.  2. Support the team by effective supervision, prioritising workload and managing time effectively.  3. Monitor the quality of care delivery ensuring evidenced based practice and staff competence through the provision of ongoing training, client and multi-agency feedback, local reporting mechanism and TURAS reporting. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| * 1. Undertake mandatory Master level FNP education programme whilst delivering the programme.   2. Combine expert clinical practice with a managerial supervisory and clinical role within the team.   3. Ensure families are recruited and engage with the FNP programme.   4. Supporting nurses to follow programme requirement in line with NHS Board and local authority expectations.   5. Manage emotionally intense relationships within complex families whilst also delivering a manualised programme and matching the client agenda.   6. Work with a structured programme whilst adapting to the requirement of each individual client and visit.   7. Support colleagues in universal services also working with pregnant women, children and families to understand the requirements to deliver a licensed model.   8. Participate in weekly reflective, clinical and professional supervision to ensure maintenance of integrity and quality of the FNP programme.   9. Maintaining professional objectivity whilst debriefing staff following complex situations where issues of professional practice may be critically examined.   10. Decision making, problem solving, uncertainty and risk in a highly visible arena. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| 1. To directly manage, supervise and support the FNP Team to deliver the licensed programme. 2. To maintain good communication, liaison and working arrangement with senior management teams within and across NHS Board area, Scottish Government and local authorities. 3. To establish clear lines of communication between all members of multi agency and professional Primary Care teams, working collaboratively with all relevant health and social care professionals and internal and external agencies. This includes Housing, Social Work and Education and Third Sector Organisations. 4. Contribute to the NHS and Local Authority and third sector knowledge and understanding of FNP by sharing FNP learning. 5. Direct communication with agencies supporting FNP families such as Looked after Care, Maternity Services, Higher Education and Job Centre Plus. 6. Lead on collecting and collating FNP data with local IT support and with Scottish Government FNP research and IT lead. 7. Work with National FNP Clinical Lead to mentor colleagues within other FNP sites and contribute to the national ‘partnership’ system for site support. | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical**   * Daily use of computer equipment. * Combination of sitting, standing and walking. * Movement of training materials and portable scales across the sector. * Travelling to various meetings locally, in Scotland and UK wide.   **Mental**   * Concentration required recruiting and assessing clients into programme, analysing data and preparing reports. * Manage the sustainability of the service and supporting staff through personal, professional and HR matters. * Analysis of complex child/adult protection.   **Emotional**   * Communicating with key stakeholders addressing issues when timescales have not been met. * Supporting with staffing issues and undertaking appraisal of team. * Supporting staff working with vulnerable families and managing the emotional intensity of the therapeutic relationship between the practitioner and the client. * Trauma informed emotional support for Staff and Self.  Working Conditions  * Office conditions. * Home environments e.g. hygiene, passive smoking, pets, ergonomics, travel in adverse weather conditions. * Lone working. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * First level registered nurse or midwife with current NMC registration. * Professional knowledge acquired at degree level underpinning further specialist education and training such as Public Health Nursing / Health Visiting. * Masters degree relevant to the role or demonstration of a range of skills commensurate with master’s level. * Demonstrate experience of managing advanced therapeutic interventions including motivational interviewing skills for intensive work with complex family situations to achieve the expected outcomes of the programme. * Postgraduate knowledge and experience in delivering care in the community setting i.e. Home visiting / Public Health Nursing, Mental Health Nursing. * Experience of facilitating learning within a team setting. * Complete FNP learning needs assessment, addressing any areas for development within 6 months of appointment before progressing to evidencing competency. * Successfully complete the mandatory FNP core education delivered to Masters Level. * Supervision of staff working with child / adult protection issues. * Experience of managing a staff team, including staff supervision and appraisal skills at middle management level. * Working knowledge of national (Scottish Government) policies affecting wellbeing of children and families. * Understanding and interpretation of legislation in place to protect children. * Experience of budget management. * Experience of interagency working. * Knowledge of understanding policy and guideline implementation, review and monitoring. * Experience of working with families in deprived communities. * Experience of compiling monitoring and evaluation reports for internal and external purposes. * Excellent written and verbal communication skills. * Good IT skills and ability to use a range of software. * Ability to interpret FNP data and reports that reflect the programme delivery and license requirements. * Ability to work under pressure. | |
| **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: |