#### Job Description; Family Nurse Supervisor

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| 1. JOB IDENTIFICATION |
| Job Title: FNP Supervisor  Responsible to: FNP Lead/ Head of Nursing  Department(s): Community Nursing  Directorate: Community Services Directorate  Job Reference: BN-N-335 |

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| 2. JOB PURPOSE |
| The post holder is responsible for managing the work of the family nurses ensuring fidelity to programme’s licensing requirements. This includes providing in depth clinical and professional supervision (including child protection supervision) to the team of maximum 8 WTE family nurses, maintaining the integrity and quality of the programme, overseeing recruitment and engagement of hard to reach pregnant young women, building local relationships and facilitating continual learning and service improvement.  In addition they will also hold a small caseload of families to whom they deliver the programme. |

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| **3. DIMENSIONS** |
| Budget: Manage delegated budget as agreed by the FNP Lead/Head of Nursing.  Staffing: Day to day management responsibility for the FNP Nursing team and FNP Administrator including recruitment, appraisal and first stage of disciplinary and grievance matters. Provision of clinical supervision to FNP Nurses. |
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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| **Family Nurse Partnership Programme**  The Family Nurse Partnership (FNP) is a national, evidence based early intervention programme across the UK. FNP is a preventative programme for vulnerable first time mothers from early pregnancy until the child is 2.The three aims of the programme are to improve pregnancy outcomes, child health and development and increased parents’ economic self sufficiency. The methods are based on theories of human ecology, attachment and self-efficacy with much of the work focussed on building strong relationships between the nurse and client to facilitate behaviour change and tackle emotional problems that prevent some parents caring well for their babies.  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 which is a pre requisite for understanding 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 Consultant 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.  Evidence to date from USA demonstrates the potential to benefit vulnerable families in the short medium and long term including:   * Improved language development, school readiness and academic achievement * Reduced child maltreatment * Reduction in children’s injuries, neglect and abuse * Improved parenting practices and behaviour * Fewer subsequent pregnancies and greater intervals between births * Increased maternal employment and a reduction in benefit use * Increases in fathers involvement * Reduced arrests and criminal behaviour for both children and mothers   We are seeing early positive signs of benefits from the programme in Scotland and UK and the Department of Health Randomised controlled trial will illuminate further the impact of the programme for families, along with a Scottish evaluation looking at the transferability of the role.  **NHS Board area FNP Team**  1 Family Nurse Supervisor, max 8 Family Nurses and 1 FNP administrator/data manager   * Population to be supported; * Age 19 and under at LMP * Care experienced up to 26 years * First time parent * No plans to relinquish baby * Living in NHS Board location * Choosing to ‘opt – in’ to the programme   **Health and Social Care Partnerships**  As part of an expanding programme of FNP this post will work across a variety of community setting within NHS Forth Valley. Children and young people’s health services are positioned within NHS Forth Valley, with in scope adult services being transitioned in to Clackmannanshire and Stirling and Falkirk Health and Social Care Partnerships.  NHS Forth Valley retains responsibility for all children’s health services and works with partner agencies to meet the needs of children and young people living in the Forth Valley area.   * 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.   The Health and Social Care partnerships are responsible for planning, managing and providing a wide range of primary care, community-based and non-acute hospital health services for adults within the NHS Forth Valley Board area 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. * Promote involvement of and partnership with staff and their representatives. * Secure effective patient, public and carer involvement. |

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| 6. KEY RESULT AREAS |
| 1. Manage the team of maximum 8 family nurses (per WTE) and data manager/administrator(s) to ensure they work therapeutically with the target population within their homes to improve their health and well being in line with the programme licensing requirements. 2. Facilitate continual learning of the team to maintain the integrity and quality of the programme and develop a high performance team. 3. Support the implementation of specialist knowledge acquired through the FNP learning events to maintain high levels of effective practice for self and the FNP team. 4. To provide regular in depth supervision for the family nurses who manage an emotional challenging workload, to ensure high standards of practice and safe delivery of services. 5. To provide weekly, individual clinical supervision including joint supervision arrangements with NHS Board lead for child protection. 6. Accompanied home visits with Family Nurses to reflect on practice and improve performance. 7. To oversee and manage the recruitment and engagement of eligible hard to reach pregnant young women into the programme, and to engage fathers and the extended family into the programme. 8. Act as named person, and where appropriate Lead professional to undertake intensive therapeutic work with the target population of families in their homes to improve the outcomes of pregnancy and children’s health and parental life course outcomes. 9. Refer families to other specialist services as required to meet additional support requirements. 10. Using the 6 FNP domains as a framework, use professional and clinical judgement to undertake detailed assessments of clients and their families and analyse complex family situations in order to develop appropriate clinical interventions. 11. 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 into the programme using the six FNP domains. 12. Develop and implement local procedures for FNP Team in line with NHS Board approved policies, including all Child Protection Guidance and FNP Project Plan. 13. Monitor, analyse and interpret site and individual nurse fidelity reports and develop strategies to promote full fidelity with programme goals. 14. 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 and NMC standards. 15. Produce reports on project progress as required for the interagency, management and project board. 16. Manage delegated budget as agreed by the FNP Lead/Senior Nurse. 17. Undertake and successfully complete 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. |

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| 7a. EQUIPMENT AND MACHINERY |
| 1. PC and printer 2. Telephone and fax 3. Training equipment e.g. demonstration dolls, infant slings and portable scales. |
| **7b. SYSTEMS** |
| 1. Outlook e mail system 2. Microsoft Word and Excel 3. FNP Data System – ensuring timely data collected by self and whole team 4. Data interpretation to deliver supervision to FNP team 5. CIS Information System 6. CHI Information System 7. Scottish FNP collection system |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| 1. Working autonomously within broad guidelines agreed by the FNP Lead/Head of Nursing and within the FNP Programme Licence requirements. 2. Facilitate weekly supervision sessions for each Family Nurse. 3. Provide reports on progress to the FNP Lead/Head of Nursing, NHS Forth Valley Board and to Scottish Government. 4. Undertake regular supporting supervisory sessions from the FNP Consultant Psychologist. 5. Plan and deliver care for the nominated FNP client caseload until each client has completed the programme. 6. Informing the wider organisation of learning in relation to supporting hard to engage families 7. Contribute to the evaluation of FNP and the development of an FNP evidence base in Scotland. 8. The post holder has high visibility and carries a significant burden of responsibility in respect of the delivery of Family Nurse Partnership programme. |

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| **9. DECISIONS AND JUDGEMENTS** |
| 1. Continually review and monitor risks within the programme, identify learning and take action as needed. This includes flagging risks to NHS Board and SG regarding challenges 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. |
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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * 1. Undertake mandatory Master level FNP education and training whilst delivering the programme at incremental stages of the programme implementation.   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 CHP/CHCP 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 vulnerable families to understand the requirements to deliver a licensed model.   8. Participate in in-depth weekly 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. Dealing with decision making, problem solving, uncertainty and risk in a highly visible arena. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| 1. To directly manage and support the FNP Team to deliver the licensed programme. 2. To maintain good communication, liaison and working arrangement with senior management teams   within NHS Board area/organisation, local authorities and Scottish Government.   1. 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.   1. Contribute to the NHS and Local Authority and third sector understanding of FNP by engaging in   awareness raising events and one to one clarification.   1. Direct communication with agencies supporting FNP families such as Looked after Care, Maternity   Services, Higher Education and Job Centre Plus.   1. Lead on collecting and collating FNP data with local IT support and NES FNP Research and IT lead 2. Work with National FNP EPM to mentor colleagues within new FNP sites and contribute to   the national ‘buddying’ system for site support. |

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| **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 project plan and dealing with staffing issues.   **Emotional**   * Communicating with key stakeholders addressing issues when timescales have not been met. * Dealing 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.  Working Conditions  * Office Conditions. * Exposure to some unpleasant conditions when visiting clients in their homes. |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * First level registered nurse or midwife with current NMC registration. * Professional knowledge acquired at diploma/degree level underpinning further specialist education and training such as Public Health Nursing/Health Visiting. * Masters degree relevant to the role such as Nursing and Health Studies, Psychology or demonstration of a range of skills commensurate with masters level. These could include Practice Educator role, specialist role in supporting looked after children and parenting programme specialist roles. * Successfully complete the mandatory FNP core education and training programme, delivered to Masters level. * Supervision of staff working with child protection issues. * Experience of managing a staff team, including staff supervision and appraisal skills at middle management level. * Knowledge of national (Scottish Government) policies affecting wellbeing of children and Families including Early Years. * 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 fidelity 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: |