

**A4C Banding No: P1271**

## **Job Description**

<b>TITLE:</b>	Safeguarding Adults Practitioner
<b>DEPARTMENT:</b>	Safeguarding
<b>LOCATION:</b>	3 Priestley Wharf
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	Lead Nurse for Safeguarding Adults
<b>BAND:</b>	7
<b>HOURS:</b>	37.5 hours per week

### **Job Purpose**

To work closely with the Lead Nurse for Safeguarding Adults and other designated professionals in supporting all activities necessary to ensure that the Trust meets its responsibilities in Safeguarding Adults. This will include promoting best practice, implementing standards and monitoring the process in line with both national and local multi-agency guidelines. This post will also have an emphasis on supporting the implementation of the Mental Capacity Act across the Trust.

### **Responsible for**

Line management as delegated for junior staff and no budgetary responsibility

### **Main Duties**

#### **Advice and Support**

- To ensure specialist advice is available on the day to day management of adults at risk where there are safeguarding issues or concerns with Duty and caseload being priority.
- To provide expert, complex advice and support to staff members with mental capacity assessments and Deprivation of Liberty Safeguards/Liberty Protection Safeguards.
- To support and advise other professionals on issues related to Safeguarding Adults, including participating in strategy meetings/case conferences.
- To support and advise other professionals to present verbal and written reports to strategy meetings and case conferences.
- To utilise court craft skills, where needed, accessing the Trust legal services and facilities when required.

- To participate in and lead specific working groups in order to achieve targets and objectives relation to Safeguarding Adults and the Mental Capacity Act.
- Demonstrate that adults at risk and their carers/relatives where relevant are involved in both decisions affecting their care and wellbeing, and in service development.
- To provide regular supervision to frontline health professionals in relation to adult protection and mental capacity to promote good practice and ensure that staff are aware of their responsibilities in Safeguarding Adults.

## **Training and Supervision**

- To organise, design, deliver and evaluate adult safeguarding, mental capacity and Deprivation of Liberty Safeguards/Liberty Protection Safeguards training to staff.
- To liaise with the Lead Nurse for Safeguarding Adults and service managers to share and disseminate new developments in the field of adult safeguarding, mental capacity and deprivation of liberty/Liberty Protection Safeguards.
- Develop and implement plans and activities with other agencies to raise awareness of abuse and mental capacity.
- Work with other professionals to arrange, develop and co-ordinate a range of teaching and training suitable for all employees of the Trust.
- Work with the Lead Specialist for Safeguarding Adults and the Mental Capacity Act to devise and implement a Trust Training Needs Analysis and training plan.
- Contribute to the delivery of multi-agency training where necessary.
- Monitor, audit and review training delivered to ensure a high, accurate standard is maintained and that it meets the needs of the staff and organisation.
- Participate in clinical supervision with practitioners involved in safeguarding practice.
- Ensure arrangements are in place:
  - To identify staff required to update their knowledge
  - For staff who fail to update their knowledge or to the required standard of competence.
- Develop and maintain links with Professional Development and higher education institutions to contribute to the Safeguarding Adults themes within nursing and social care curriculum.

## **Co-ordination and Communication**

- Promote good communication links at all levels in respect of adults about whom there are concerns in line with local information sharing protocols to achieve better outcomes for adults.
- To liaise with service managers on Safeguarding Adults issues to ensure consistency across the organisation.
- Represent the Lead Nurse for Safeguarding Adults at relevant meetings when required.
- Ensure a culture of acceptance and understanding by all health professionals of their responsibilities for Safeguarding Adults.
- Disseminate the learning from Serious Case Reviews and assist in the implementation of Serious Case Review recommendations for health.
- Ensure personal communication is fitting of respect and Trust values with colleagues, other BCHC staff and citizens/Patients wherever this contact takes place.

## **Policies and Procedures**

- To contribute/write relevant policies to support safeguarding, mental capacity, deprivation of liberty/liberty protection safeguards including procedures and strategies.
- Work in partnership with professionals and other agencies to implement recommendations and share information to promote vulnerable adult wellbeing and safeguarding them from harm.
- Co-ordinate and ensure that procedures are distributed, understood and implemented by alerting professionals of any changes made in the light of new local or national developments and policies.

## **Audit, Monitoring and Evaluation**

- To assist with the audit, monitoring and evaluation of Safeguarding Adults systems and services in order to improve the quality and clinical effectiveness of care for adults at risk and their families.
- Advise relevant Committee on the implementation of effective systems of audit in order to monitor the agreed local safeguarding policies and procedures.
- Work with other professionals to arrange, develop and co-ordinate systems of audit in order to monitor the agreed local policies and procedures.
- Work with Human Resources when required concerning safe recruitment and allegations management.
- Assist with the collection of data in Serious Case Reviews.
- Disseminate the learning from Serious Case Reviews and assist in the implementation of Serious Case Review recommendations for health.

To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.

To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

## **Key Relationships**

To establish effective working relations with the following:

Director of Nursing and Therapies  
Associate Director of Safeguarding  
Divisional and Associate Directors  
Clinical Directors  
Director and Associate Director of Clinical Governance and Risk  
Divisional leads  
Professional leads  
Birmingham Community Healthcare NHS Trust Safeguarding Adults team

NHS safeguarding leads  
Birmingham City Council Adults and Communities locality teams.

### **Performance Management**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their Key Skills Framework outline.

### **Health and Safety at Work**

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work.

### **Equal Opportunities**

Birmingham Community Healthcare NHS Trust is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

### **Smoking**

The Trust operates a No Smoking Policy.

### **Mobility**

Whilst the postholder will be based at 3 Priestley Wharf, this is a Trust-wide appointment and travel around the Trust may be required.

### **Confidentiality**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data Protection Act 1998.

### **Sustainability**

The Trust attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Trust's resources are used

efficiently with minimum wastage throughout their daily activities.

### **Dignity in Care**

Birmingham Community Healthcare NHS Trust is committed to providing dignity in care for all our patients and service users across the Trust.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to BCHC's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

### **Job Description**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.

**POST HOLDER'S SIGNATURE:**

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**DATE:**

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**A4C Banding No: P1271**

**PERSON SPECIFICATION**

<b>Title</b>	<b>Safeguarding Adults Practitioner</b>	<b>Band</b>	<b>7</b>
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<b>Example key areas</b>	<b>Job requirements</b>	<b>W</b>	<b>How identified</b>	<b>Candidate score</b>	<b>Comments</b>
<b>Qualifications/ training</b> Level of education; Professional qualifications; Vocational training; Post basic qualifications; Training and learning programmes/courses	Nursing or Allied Health Professional degree or equivalent	E	Application form		
	Health related qualification at post grad level or equivalent	E	Application form		
	Evidence of ongoing professional and educational development	E	Application form		



Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Experience</b> Length and type of experience Level at which experience gained	Experience of adult protection issues	E	Application/ interview		
	Significant experience of working with adults lacking mental capacity including successful completion of mental capacity assessments	E	Application form/interview/ portfolio		
	Experience in developing and/or delivering training packages	E	Application form/interview/ portfolio		
	Can demonstrate innovation in practice	D	Application form/interview/ portfolio		

Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Skills/knowledge</b> Range and level of skills Depth and extent of knowledge	Awareness of national strategies and policies relevant to the post	E	Interview/ portfolio		
	Extensive knowledge of the Care Act, Mental Capacity Act and Deprivation of Liberty Safeguards	E	Application form/interview/ portfolio		
	Liberty Protection		Application form/interview		



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	Safeguards		Application form/interview/ portfolio		
	Knowledge of national drivers for adults and older people	D	Application form/interview/ portfolio		
	Demonstrate knowledge of adult protection practice and legislation	D	Application form		
	Ability to develop and deliver training to a range of groups and individuals	E	Application form/interview		
	Awareness and the ability to manage resources with the team	E	Interview		
	Ability to take responsibility for Clinical Governance/ Effectiveness and audit within the service	E			
	Demonstrate ability to provide clinical	E			
	supervision and practice support				



Example key areas	Job requirements	W	How identified	Candidate score	Comments
<b>Personal qualities</b>	Demonstrate tact and diplomacy with sound ability to challenge constructively	E	Application form/interview		
	Demonstrate commitment to effective team working	E	Application form/interview		
	Demonstrate excellent interpersonal skills	E	Application form/interview		
	Ability to work effectively under pressure	E	Application form		
	Good communication skills	E	Application form Interview Interview		
<b>Other job requirements</b>	Independently mobile across the Trust	E			

Example key areas	Job requirements	W	How identified	Candidate score	Comments
Overall Candidate score					

**W (Weighting)** - **E** = Essential **D**= Desirable

**How identified** = Application = AF; Interview = I; Test = T; Presentation = P.