



## POWYS TEACHING HEALTH BOARD JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Lead Nurse Safeguarding & MCA
<b>Pay Band:</b>	7
<b>Hours of Work and Nature of Contract:</b>	To be completed on recruitment
<b>Service Group:</b>	Safeguarding
<b>Department:</b>	Safeguarding
<b>Base:</b>	To be completed on recruitment but will require travel across PTHB sites
<b><u>ORGANISATIONAL ARRANGEMENTS</u></b>	
<b>Managerially Accountable to:</b>	Head of Safeguarding and Public Protection

<b>Professionally Accountable to:</b>	Assistant Director of Nursing (Safeguarding)
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**VALUES & BEHAVIOUR**



Our Values and Behaviours are demonstrated through our 'Health Care Strategy' centred on the Needs of the Individual' through Respect, Trust, Integrity, Working Together, Kindness and Caring and Fairness and Equality.

**JOB SUMMARY / PURPOSE:**

Be a member of the Powys Teaching Health Board Corporate Safeguarding Team (PTHB), embracing a person-centred approach and promoting the wellbeing and safety of children and adults (NB: any reference to safeguarding children at risk includes the unborn). It is acknowledged that the post holder will have expertise in either adult or child safeguarding with an expectation that they develop knowledge and skills across the whole agenda over time. The job description references both adults and children in conjunction to reflect the corporate function.

Guide staff in providing care to patients who lack capacity to make specific decisions for themselves and ensure the Mental Capacity Act 2005 (MCA) and Deprivation of Liberty Safeguards (MCA DoLS) is used lawfully. Work

closely with the MCA/DoLS Senior Practitioner, to promote the lawful application of MCA and MCA DoLS within PTHB - providing professional advice, support, and education/training within PTHB.

Work alongside other members of the Safeguarding Team, supporting the Assistant Director of Nursing (Safeguarding), to achieve best practice in enabling Health Board employees to fulfil their roles and statutory safeguarding responsibilities.

Work in conjunction with the MCA/DoLS Senior Practitioner to ensure standards are monitored, and MCA is being consistently applied; through observation in practice and undertaking audit of MCA documentation.

Utilise specialist knowledge and skills to provide guidance, support, safeguarding supervision, and training to Health Board professionals.

Represent PTHB at multi-agency meetings in respect of safeguarding issues, MCA and MCA DoLS issues as required.

## **DUTIES & RESPONSIBILITIES**

### Advice, Support & Knowledge

Support staff across PTHB, working closely with the MCA/DoLS Senior Practitioner, wider safeguarding team, and partner agencies, to protect children, young people, and adults at risk of harm.

Support clinical staff in the delivery of best practice in relation to the MCA, including assessment of capacity and best interest's decisions, promoting staff development, rather than the creation of dependency.

Act as a resource and provide advice on the use and application of the MCA and MCA DoLS, including restrictive practices.

Provide specialist advice, support, and guidance on the MCA, MCA DoLS and safeguarding for all ages, to staff at all levels within the organisation. Provide professional consultation, direction, and support to team members on existing cases daily and provide operational visibility to clinical and service areas across the Health Board. Act as an MCA DoLS signatory.

The role may need to contribute to operational delivery of the Mental Capacity Act (Amendment) Act 2019 including the Liberty Protection Safeguards (LPS) if applicable, and support in any required implementation of changes in processes and systems.

Have a key role in providing specialist child protection, adult protection and safeguarding advice, support, and knowledge to Health Professionals.

Required to act as a specialist resource in the prevention, identification, assessment and management of child and adult at risk cases that are raised by staff working within the Health Board, promoting collaborative working with health colleagues and other agencies.

Provide specialist advice and support to Health Board employees to enhance the health and well-being of children and adults who are identified as being at risk of harm including those affected by domestic abuse.

Provide safeguarding children and adult supervision as per the Health Board's Corporate Safeguarding Supervision Policy.

Encourage staff to identify families of concern for discussion at supervision, promoting reflective practice to facilitate practitioners learning and development, to improve the quality and safety of supervision and further support and empower practitioners.

Provide specialist safeguarding supervision and support to staff in managing sensitive and distressing situations, involving complex and emotive issues in relation to children where there are safeguarding concerns.

Respond to any disclosure of a safeguarding concern, and signpost appropriately.

Empower staff in their identification and decision-making processes when confronted with possible child/adult abuse and neglect.

Attend multi agency strategy discussions/meetings and child/adult protection case conferences/review meetings if required and support Health Professionals when working with complex cases.

Work collaboratively with partner agencies across health, social care, and others to safeguard children and adults at risk and promote their welfare.

In conjunction with the Head of Safeguarding and Public Protection support the delivery of innovative, clinically excellent, evidence-based practice in relation to safeguarding children, adults, and domestic abuse (VAWDASV).

Assist in the development and delivery of a PTHB training programme in relation to MCA, MCA DoLS and Safeguarding children, adults, and the wider safeguarding agenda to PTHB staff including bespoke training. Assist in the delivery of multi-agency safeguarding training with partner agencies.

Provide advice and support for Health Board employees who are involved in police investigations and court proceedings, including support with report writing.

Attend Domestic Abuse Daily Discussion (DD) and Multi Agency Risk Assessment Conferences (MARAC), liaise with practitioners to obtain/provide relevant information, advising where necessary, challenging decisions when appropriate and implement agreed actions.

Attend Multi Agency Public Protection Arrangement (MAPPA) Level 2 meetings; liaise with practitioners to obtain/provide relevant information, advising where necessary, challenging decisions when appropriate and implement agreed actions.

Attend Multi Agency Child Exploitation, Channel and Modern Slavery meetings as required, liaise with practitioners to obtain/provide relevant information, challenging decisions when appropriate and implement agreed actions.

Demonstrate well developed analytical and judgmental skills to understand highly complex and contentious issues and agree actions with PTHB staff and partner agencies.

Ability to challenge professional differences constructively with health professionals and our partner agencies. Have knowledge of and able to manage and escalate concerns.

Support and empower practitioners in communicating highly sensitive and complex information to colleagues, partner agencies, families, and individuals.

Participate in Child/Adult Practice Reviews and Multi Agency Practice Forums as required, and the dissemination of any learning.

Participate in Domestic Homicide Reviews as required, and the dissemination of any learning.

Develop links and joint working initiatives with other agencies, be involved in multi-agency task groups, represent PTHB on sub-groups that sit under the Regional Safeguarding Boards and the National Safeguarding Team as required by the Head of Safeguarding and Public Protection.

Communicate highly sensitive and complex information in multi-agency forums.

Collaborate with the Assistant Director of Nursing (Safeguarding) and Head of Safeguarding and Public Protection in the setting, monitoring, and auditing of standards for safeguarding children and adults at risk.

Collaborate with the Assistant Director of Nursing (Safeguarding) and MCA/DoLS Senior Practitioner to undertake audit of clinical documentation regarding MCA compliance, highlighting good or poor practice.

In collaboration with the Head of Safeguarding and Public Protection develop strategic and operational policies, procedures, and protocols to support in the delivery of services in respect of safeguarding children and adults at risk.

In collaboration with the MCA Senior Practitioner contribute to the development of policies, procedures and guidance/protocols promoting and encouraging compliance.

Collect and monitor statistical data in relation to MCA/MCA DoLS and Safeguarding.

Produce reports and evaluate outcomes of child and adult protection processes, supervision and training when required.

Have extensive knowledge of the safeguarding and MCA/MCA DoLS agendas.

Be aware of and comply with relevant legislation, reporting to managers any potential risk situation.

Respond to and investigate incidents identified via Datix that raise safeguarding, MCA/MCA DoLS concerns.

Promote good record keeping in accordance with NMC guidelines. Ensure the promotion of evidence-based practice.

Participate in research and development activities, including relevant audits.

Maintain a professional response to the persistent emotional components of the safeguarding children and adults at risk process, manage its personal impact for self and others.

Be prepared to work in an evolving Safeguarding Team, demonstrating flexibility in a changing working environment.

Support other members of the Safeguarding Team with their daily duties when competing priorities arise within the Safeguarding Team.

Have an awareness of the resource limitations within the organisation and to utilise available resources appropriately.

Organise work effectively and utilise digital platforms to limit unnecessary work-related travel.

Make full use of electronic communication, computers, and databases to support the safeguarding and MCA/MCA DoLS agenda.

Support the Head of Safeguarding and Public Protection in the collation and presentation of information required by the Health Board in relation to Safeguarding.

Assist in the maintenance of records, information systems and statistical information relating to adult and children's safeguarding, meeting the requirements of the Health Board and external bodies.

Maintain appropriate records in line with Safeguarding Policies and ensure the maintenance and safe storage of training, supervision, and clinical records in line with the Health Board Policies and Data Protection requirements.

## Communication

Regular communication with Social Services, Police, PTHB Health Staff, Education, Public Health Wales, Third Sector Organisations, Safeguarding Boards.

Available to meet with staff working in any PTHB settings to provide specialist safeguarding MCA/MCA DoLS advice and support.

Able to respond to staff who are seeking immediate advice and support to a safeguarding concern giving supervision via teams/email/telephone.

Support staff in addressing difficult family situations in relation to safeguarding children, adults, and public protection.

Be empathetic and provide reassurance to staff in dealing with sensitive, complex issues and concerns.

Analyse and assess often conflicting information.

Receive and provide highly complex, sensitive information which at times can be contentious and distressing relating to patients and their relatives.

Utilise highly developed clinical and communication skills to assist staff within the Health Board and multi-agency representatives/colleagues, to determine the relevance of health information to ensure robust decision making and appropriate response to safeguarding concerns.

Establish and maintain highly effective working relationships with colleagues within health including external NHS services and external agencies ensuring smooth and effective communication processes.

In conjunction with the Head of Safeguarding and Public Protection contribute to the development of policy, protocols, and data collection systems to facilitate safe, effective, and timely information sharing processes.

Advise the Head of Safeguarding and Public Protection and Managers, if appropriate, on service issues which may impact on the protection of children and adults.

## Service Improvement

Contribute to the development of excellent standards of work practice within the Team by maintaining and enhancing up to date knowledge and skills and applying these on a day-to-day basis.

Support the MCA/DoLS Senior Practitioner in development of the MCA and MCA DoLS within PTHB. Contribute and actively support delivery of the MCA improvement action plan alongside the MCA Operational Group, including contribution to the quarterly highlight report. In collaboration with the MCA/DoLS Senior Practitioner and Head of Adult Safeguarding establish clear goals and standards for the service to maintain and improve the quality of care in line with the national guidance and PTHB MCA Improvement Action Plan, informing them of current concerns and trends expressed by staff across the Health Board.

Identify and implement new ways of working and change management in response to national drivers and local needs.

Contribute to the review of the Health Board Safeguarding Policies ensuring they reflect current legislation and national policy.

Through investigations and multi-agency reviews, ensure effective systems are in place for learning and sharing lessons both internally and with statutory partners.

Attend relevant multi-agency workshops/subgroups representing the Health Board, actively contributing to the review of systems/processes to safeguard children and adults across the community.

Produce reports and presentations as required and requested by the Head of Safeguarding and Public Protection using Word, Excel, Access, and PowerPoint systems.

Support the Head of Safeguarding and Public Protection in undertaking clinical audits in own area providing reports to the Head of Safeguarding and Public Protection to provide assurance and to improve service. Undertake or participate in regular research with a view to improving service.

## Managerial and Professional Accountability

Manage own work within resources agreed by the Head of Safeguarding and Public Protection.

## Professional Competence and Development

Maintain a professional profile and adhere to the Nursing Midwifery Council Code of Conduct.

Maintain a professional response to the emotional components of the safeguarding process and manage its personal impact for self and others.

Knowledge of and adhere to PTHB policies and procedures.

Maintain a robust knowledge of safeguarding, MCA legislation, code of practice, case law, guidelines, recent reports, and research. Ensure own personal and professional development and consider own training and development needs in discussion with Head of Safeguarding and Public Protection and MCA/DoLS Senior Practitioner.

Access regular support and supervision with the Head of Safeguarding and Public Protection and agreed supervisor/s.

Advise and report adverse risks as appropriate.

Responsible for maintaining and increasing personal and professional knowledge and identify areas for developing further relevant skills.

Prepares for and participates in the PADR process in accordance with organisational policy.

Manage and organise own time effectively and ensure that deadlines are met.

Provide appropriate support to others to improve their knowledge and understanding and share own knowledge, skills, and experience with others through the delivery of specialist training programmes, induction, and shadowing opportunities.

Maintain personal knowledge and understanding of safeguarding legislation, national, regional, and local procedures, and Health Board incident report practices.

Comply with the standards and requirements of applicable professional body to maintain a Professional Portfolio.

<b><u>PERSON SPECIFICATION</u></b>			
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Registered Nurse or Midwife with current NMC registration	Teaching qualification	Pre-employment checks Application Form

	<p>Highly specialist knowledge acquired through degree</p> <p>CPD as required by NMC</p> <p>Specialist training, knowledge, skills and experience in safeguarding adults or children or equivalent in closely related area</p> <p>Specialist training, knowledge, skills, and experience in the Mental Capacity Act 2005</p> <p>Knowledge of statutory and Third Sector organisations</p> <p>Excellent knowledge of either safeguarding children, or adults and domestic abuse in line with guidance and legislation</p> <p>Knowledge of anti-discriminatory practice</p>	<p>Knowledge of local partner agencies</p> <p>Experience in strategy development</p> <p>Best Interest Assessor Qualification</p> <p>Knowledge of role and responsibilities related to Court of Protection</p>	
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	<p>Knowledge of equal opportunities</p> <p>Good understanding of the audit process</p> <p>Knowledge of the legal framework for information sharing</p> <p>Work within sphere of expertise in line with the NMC code</p>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>

<p><b>Experience</b></p>	<p>Sufficient post-registration experience in relevant areas of practice including experience within safeguarding</p> <p>Extensive and recent experience of inter-agency working in Safeguarding Children, families and public protection</p> <p>Experience of working within the safeguarding arena with children or adults and their families</p> <p>Experience of assessing capacity and acting in best interests and knowledge of DoLS</p> <p>Experience in working with others as part of a team</p> <p>Experience of clinical and safeguarding supervision</p> <p>Experience in working within a multi-disciplinary and multi-agency</p>	<p>Experience in Education and Training</p> <p>Experience in Research and development of practice</p> <p>Experience in audit and monitoring processes</p> <p>Experience of applying DoLS</p> <p>Experience of facilitating Supervision</p> <p>Experience of accessing Court of Protection</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
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<b>Aptitude and Abilities</b>	<p>Demonstrate situations where effective leadership and management skills have been used</p> <p>Tact and diplomacy when working with others</p> <p>Evidence of undertaking presentation to groups</p> <p>Advanced personal, social and communication skills in written and oral forms</p> <p>Ability to utilise research to inform practice</p>	<p>Ability to speak Welsh</p> <p>Ability to facilitate safeguarding supervision</p> <p>IT skills</p>	<p>Interview</p> <p>Application Form</p>
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ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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<p><b>Aptitude and Abilities cont'd</b></p>	<p>Information technology literate including ability to communicate across digital platforms and adapt to new systems</p> <p>Ability to analyse complex information and identify actions</p> <p>Understanding of clinical governance</p> <p>Negotiating and influencing skills</p> <p>Ability to challenge other professionals' opinion</p> <p>Creative and logical problem solving</p> <p>Ability to work under own direction and prioritise workload</p> <p>Ability to participate in groups at operational level</p>		
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Ability to assess risk in order to risk manage the safety of staff and working environment

Ability to develop, deliver and evaluate training programmes

Excellent inter-personal skills

Confidence in presenting to professional groups

Ability to manage the emotional demands of the role

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Aptitude and Abilities cont'd</b>	<p>Ability to communicate effectively with staff at all levels</p> <p>Ability to work autonomously as well as a member of a team</p> <p>Ability to reflect on professional practice and exercise professional curiosity</p>		
<b>Values</b>	Demonstrate PTHB Values		Interview Application Form

<b>Other</b>	Ability to travel between sites in a timely manner  Collaborative, personable, and good listener  Openness, empathy, integrity, sensitivity and flexibility to the needs of the service.  Reliable and committed  Able to work flexibly and if necessary, outside of office hours and at any site/organisation		Application Form Interview References
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## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with their organization's Compliance Notice under the Welsh Language Standards, as well as any local policies with regards the Welsh language; as well as taking every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have **direct contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Enhanced Disclosure Check as part of the HB/Trust's pre-employment check procedure.
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

## Organisational Chart

