

Job Description

AfC Ref (if applicable):	1535
1 Job details	
Job title: Band: Hours: Contract: Location: Responsible to: Reports to: Liaises with:	Cared for Children's Nurse 6 15 Permanent Salinae Middlewich The Head of Safeguarding for Children and Adults Director of Nursing, Performance and Quality Named Nurse, Service Leads, Team Leaders, 0-19 Practitioners Local Safeguarding Children Partnership Board Members and subgroup members

2 Job purpose
<ul style="list-style-type: none"> To support the Specialist Nurses Looked after Children to provide a safe and effective health service to children and young people looked after by local authorities and placed within the local authority boundary of Cheshire East. To support the Named Nurse in developing the service and adopting best practice methods of service delivery to ensure that national and local guidelines and requirements are met. Provide specialist advice, support and training on Safeguarding Children to all WCT staff; taking a leading role in matters relating to the health and wellbeing of looked after children. Work as part of the Integrated multi-agency team, ensuring that the Safeguarding Strategy is implemented across the borough and ensure that all practitioners can access advice and support about health needs of children and young people. Work as part of the Multi agency Team to ensure that the views of children and young people, and healthcare workers in linked services can influence the development of Cared for Children clinical practice within East Cheshire To work collaboratively with the multi-agency team, contributing to information sharing from across the local health economy including primary and secondary care to inform risk assessments, care planning and decision making

3 Role of directorate/department
<p>The Safeguarding Service provides the organisation's board with assurance regarding the effective discharge of its safeguarding duties in line with relevant legislation and national guidance. The service and takes a planned and systematic approach to monitoring, assessing and improving safeguarding capacity and capability across the organisations clinical services.</p>

4 Main duties and responsibilities

Clinical

- Organise and manage healthcare provision for a defined group of looked after children and young people as delegated by the Specialist Nurses for Looked after Children to ensure the clients health needs are met.
- Ensuring young peoples' voices are appropriately heard whilst planning care
- Promoting children's equality, diversity, and human rights by recognising, respecting and supporting cultural and spiritual beliefs
- Ensuring young people and their families/ carers are given appropriate oral and written information regarding planned health care
- Making judgements about highly complex situations, requiring analysis, interpretation and comparisons of a range of options and recommend solutions that promote positive health outcomes.
- Responsible for risk assessing, organising, planning and delivering home visits, adhering to Trust's guidelines and policies for infection control and health and safety.
- Promoting awareness of the health needs of children and young people with all members of Integrated CE Team.
- Ensure a holistic health service is provided for children and young people who are Looked After and residing in Cheshire East, including those placed in Cheshire East by other local authorities.
- Assess health needs and plan, deliver, and evaluate health care for the defined group as appropriate and refer on to services as required.
- Communicate complex and sensitive information effectively with a range of professionals, peers, carers and children and young people, using clear written and verbal means of communication using various methods of communication to engage and foster a trusting relationship
- Act as the lead voice and advocate for young people and communicating with other health and social care staff to ensure that care needs are met
- Access interpreters as necessary for those with English as a second language or with sensory impairment to access the service
- Participate in multi-agency meetings regarding the health of looked after children
- Attend and contribute to statutory review meetings as required
- Contribute to the management of risk in relation to individual cases
- Facilitating and developing effective working relationships with all health professionals across the health economy and other agencies
- Liaise with independent providers who provide care to Looked After Children/ Young People placed in Cheshire East and provide support as necessary.
- Assist the Specialist Nurses Looked after Children and Named Nurse in the development of the service.
- Attend Safeguarding service meetings, business meetings and other in-house meetings as required.
- Provide support and guidance to nurses, carers and social workers on the health needs of looked after children and young people as required.

Education

- Facilitating the development of knowledge and skills of all relevant health staff in relation to safeguarding and cared for children so that appropriate packages of care can be provided and the safeguarding needs of the young people are met across health organisations.
- Participate in the planning and delivery of local, single/multi agency and in house specialist training for staff, carers and key partners, regarding the health needs of looked after children including the essential learning programme for Wirral Community Health & Care NHS Foundation Trust.
- Acting as a mentor to pre and post registration nurses, assisting in meeting their learning needs.
- Maintaining own professional development, skills and competencies through participation in training and development activities.
- Fulfilling all mandatory training requirements for the trust and assists others within the department to do so.

Records

- Maintaining up to date records and an electronic diary in accordance with Integrated CE Team policies and procedures.
- Assisting in the facilitation of design and development of data sets that will collect and record information as appropriate for the purpose of statistical data collection.
- Presenting information drawn from data on complex subjects in order to influence key decisions.
- Having access to multi agency personal and sensitive data relating to children and to be aware of responsibilities under the Data Protection Act.

Audit

- Participating in safeguarding audit and inspections, as part of the Trust's annual audit programme and as required.
- Participating in safeguarding inspections
- Participating in multi-disciplinary audits and regular performance monitoring of key performance indicators.
- Completing statistical and other returns as requested

Professional

- Being a member of relevant professional association and attend / present at regional / national meetings and conferences as required.
- Identifying personal learning needs and take steps to pursue personal development plan
- Maintaining practice within the context of the professional guidelines for the relevant professional body and policies laid down by the Trust.
- Maintaining a comprehensive personal profile and demonstrate appropriate professional development to Post Registration Education and Practice standards.
- Evaluating professional performance and identify implications for practice.
- Ensuring the promotion of safety, well -being and interests of patients, staff and visitors to the department.
- Enabling patient choice and involvement and initiating appropriate action.

This list of duties is not intended to be exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post-holder to meet the changing needs of the service

This is not intended to be exhaustive and may be reviewed periodically with the post holder to ensure that the job relates to the job being performed.

5 Vision and values

Our common purpose and values were developed by staff from across the organisation and reflect who we are and what we stand for.

Our common purpose is...

Together...

we will support you and your community to live well.

Our values...

Compassion

Supportive and caring, listening to others.

Open

Communicating openly, honestly and sharing ideas.

Trust

Trusted to deliver, feeling valued and safe.

6 Data protection (Data Protection Act 1998) / Freedom of Information Act 2000 / Computer Misuse Act 1990

Compassion Open Trust

Wirral Community Health and Care NHS Foundation Trust fully supports the principles of corporate governance and recognises its public accountability, but equally places importance on the confidentiality of, and the security to safeguard, both personal information about patients and staff and commercially sensitive information. It is an annual requirement for employees to complete basic online Information Governance training.

Responsibilities for all staff

To ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 1998 and adhere to the principles of Caldicott.

Employee should be aware that the Trust operates a 'Code of Conduct for handling personal identifiable information'. They should become familiar with the 'Code' and keep up to date with any changes that are made. Breaches of the guidelines in the 'Code' could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal.

To comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and the Computer Misuse Act 1990.

With the addition of management responsibilities for managers

To ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 1998 and the principles of Caldicott.

To ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000, the Computer Misuse Act 1990 and that staff are updated with any changes or additions relevant to legislation.

7 Appraisal / Learning and development

Wirral Community Health and Care NHS Foundation Trust is committed to supporting staff in carrying out their roles. As part of our commitment to supporting staff carrying out their roles, the Trust operates an annual appraisal. Wirral Community Health and Care NHS Foundation Trust appraisal is based on the principles of good people management and how organisations can enable people to work effectively. Wirral Community Health and Care NHS Foundation Trust appraisal aims to support the effective learning and development of individuals and teams.

8 Equal opportunities

Wirral Community Health and Care NHS Foundation Trust recognises the need for a diverse workforce and is committed to Equal Opportunities in employment and seeks to eliminate unlawful racial, sexual or disability discrimination, to promote equality of opportunity and good relations between staff and clients of differing groups under the Equality Act 2010.

9 Risk management and health and safety at work

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974), to ensure the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

10 Infection control

Reducing the risk of infection through good infection control practice is the key priority for Wirral Community Health and Care NHS Foundation Trust. It is the responsibility of every member of staff to prevent and control the spread of infection. In order to maintain high standards of infection and prevention control all staff are expected to comply with Trust infection and prevention control policies, procedures and best practice guidance and report and concerns to their managers.

Staff are required to attend mandatory infection prevention and control training as set out in the Trust mandatory training matrixes.

11 Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

12 Smoking

The NHS is smoke free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

13 Policies and procedures

Wirral Community Health and Care NHS Foundation Trust has numerous policies and procedures in place which provide standard organisational ways of working, in line with organisational objectives, relevant legislation and requirements. Policies allow for continuity and consistency within the Trust. Employees must abide by and adhere to all Wirral Community NHS Trust's policies, at all times.

14 Agreed job description

Post holder

Name:.....

(please print)

Signature:.....

Date:.....

Manager

Name:.....

(please print)

Signature:.....

Date:.....