

## Job Description

<b>Post</b>	Neurodevelopment Senior Practitioner
<b>Band</b>	6
<b>Department</b>	Child Development Centre
<b>Responsible to</b>	CDC Lead Neurodevelopmental Practitioner
<b>Professionally Accountable to</b>	Matron Child Health
<b>Date written</b>	November 2023
<b>Written by</b>	CDC Lead Neurodevelopmental Practitioner Matron Child Health

## Job Summary

The post holder will be an autonomous key member of the Multi-Disciplinary Team (MDT), leading and participating in the delivery of high standards of care to patients and their families. In particular co-ordinating, participating and leading in the assessment of children with developmental concerns. This will include the enhanced practice of participating and leading specialist diagnostic assessment (ADOS) and assisting in the triage of newly referred patients.

They will participate in the management of the department when required, ensuring smooth and efficient running in the absence of the Lead Neurodevelopmental Practitioner. They will take responsibility for their own self-development and that of junior members of staff helping to provide a suitable learning environment and high standards of clinical practice.

## Key Working Relationships

CDC colleagues including admin staff,  
Community Paediatricians  
Other NGH colleagues  
Allied Health professionals  
External colleagues including Northamptonshire Healthcare NHS Foundation Trust and Northamptonshire Children's Trust

## Organisational Structure

Lead Neurodevelopmental Practitioner

Neurodevelopment Specialist Practitioner

Neurodevelopmental Practitioner

Play and Developmental Assessment Assistant



Compassion



Accountability



Respect



Integrity



Courage

## Main Duties and Responsibilities

### Supporting Clinical Excellence

Assisting and contributing to the management and organisation of the Child Development Centre.

- Takes a proactive approach when in charge of the department in the absence of the Lead Practitioner with delegated responsibilities.
- Attending meetings on behalf of the Lead Practitioner, making decisions accordingly.
- Making decisions about appropriate referrals
- Planning the assessment timetable taking into account all factors to ensure child is seen with appropriate Multi-Disciplinary Team (MDT) member present.
- Receive and act appropriately with any health and safety and safeguarding issues that occur.
- Manage the e-roster off duty, keeping it up to date and accurate including management of the team's annual leave entitlement and authorising and finalising bank shifts.

Actively contribute to setting and maintaining high standards of quality care.

Work collaboratively and co-operatively with others to meet the needs of children and their families working autonomously as a member of the Multi-Disciplinary Team (MDT.)

Using an extensive knowledge of children's neurodevelopmental needs to inform the child's developmental assessment.

- Collate and analyse information from the MDT and community services.
- Interpret play and behaviour, using observation skills to analyse the child's developmental needs.
- Write assessment findings to contribute to the CDC report, which will outline the child's specific strengths and needs, to contribute to the diagnosis.
- Following the child's assessment and analysis of identified need, use specialist knowledge to consider services and support to promote the child and family's health and wellbeing.

Undertake evidence-based assessments including leading an ADOS (Autism Diagnostic Observations Schedule.)

Co-ordinate the child's assessment arrangements in accordance with departmental processes.

Take the lead in practitioner led assessments, in the absence of a Community Paediatrician.

Comply with all Trust policies and risk assessments with particular regard to the policies and procedures carried out in the event of maintaining staff and patient safety.

Act on all accidents and untoward incidents including safeguarding. Complete an incident form in accordance with Trust policy.

### **Communication**

Maintain a high standard of communication in order to:

- To lead and promote efficient patient care.
- Provide highly complex information on identified needs and diagnosis.
- Maintain effective channels of communication.

Be a strong advocate for children and their families. This requires a high level of negotiation skills within the Multi-Disciplinary Team (MDT). Supporting junior members of the team in taking on this advocate role.

Leading Multi-Disciplinary Team Meetings (MDT) meetings in absence of the CDC Lead Practitioner.

Maintain and complete an accurate patient record, ensuring a detailed account of their child's assessment.

Communicate with, actively listen, interpret and respond to patients', relatives, carers and visitors, in order to provide appropriate support.

Be aware of the need for confidentiality both within the written and spoken word and ensure correct storage of patients' records at all times, to comply with the Information Governance Code. To support junior members of the team in their compliance.

Liaise with other departments as necessary for the coordination of patient care and the smooth running of the unit.

### **Policy and Service Development Responsibilities**

Undertake the Trust Corporate and Directorate specific Induction and competency Programmes and supporting junior staff to do the same.

Contribute to annual appraisal and be responsible for own personal performance and development plan.

Identify learning needs in self and others through line managing and completing appraisals, negotiating a Personal Development Plan.

Contribute to the education and training of others, including undertaking clinical supervision.

Actively promote evidence-based practice within the clinical area and contribute to audit initiatives.

Adhere to all Trust Policies and Health & Safety, as applicable.

Identify and lead significant developments related to CDC to ensure excellent patient care is achieved considering the goals led by the NHS plan, NICE Guidelines and local initiatives.

### **Professional Responsibilities**

Act as a clinical and professional role model, assessing and supporting students and learners on placement within the clinical area.

To undertake any expanded roles deemed necessary for the role following the Trust policy 'Expansion of Professional Practice for Registered Healthcare Practitioners'

Actively participate in the education, development, and supervision of other staff members

Maintain own professional competence through on going professional development to include clinical supervision, annual mandatory training, role specific, appraisal process and personal development planning.

Be accountable for own professional practice in accordance with your professional body, including professional revalidation as appropriate.

### **People/Management Excellence**

Support a culture of teamwork within the service area.

Collaborate with all members of the service area to ensure efficient running of the department.

Take lead in introducing new members of staff to their duties and in supporting new members of staff during their probationary period.

Supervise and assess staff as appropriate.

Undertake a recognised mentoring course as appropriate.

Take all reasonable steps to ensure the safe keeping of patients' property in accordance with Trust policy.

Ensure where appropriate that the programmes of training for learners, both students, junior staff and Play Assistants are completed.

Participate in professional supervision.

Line management for junior members of staff eg return to work interviews and appraisals.

### **Supporting Financial Excellence**

Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.

Responsible for the effective and efficient use of clinical, physical, and financial resources.

### **Research and Development Responsibilities**

Maintain and promote an awareness of evidence-based practice and participate in its implementation.

Contribute to research and development programmes within the department.

### **Statutory and Miscellaneous**

- Takes responsibility to ensure that Professional Registration is up to date at all times and does not lapse or expire and to inform line management immediately with any concerns of if registration lapses or expires (all registered staff).
- This post involves treatment to children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory **Enhanced DBS check. (this statement relates to patient facing clinical roles)**
- If you have not had a satisfactory DBS check within the last three years you may be required to apply for an updated DBS check during your employment.
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient confidentiality at all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- Responsibilities will stretch to working across the Group in line with this job description. This post is subject to the terms and conditions of employment of your

employing Trust. Please refer to your terms and conditions of employment for confirmation of your employing Trust (Northampton General Hospital NHS Trust or Kettering General Hospital NHS Foundation Trust).

- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the postholder. It is the Group's aim to reach agreement on reasonable changes, but if agreement is not possible the employing Trust reserves the right to effect changes to the postholder's job description after consultation with them. Appropriate notice of such changes will be given.

### **Confidentiality, Data Protection and Data Quality**

General Data Protection Regulation (GDPR) safeguards the handing of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to maintain strict confidentiality at all times.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff Privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

### **Safeguarding Children and Adults at Risk**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

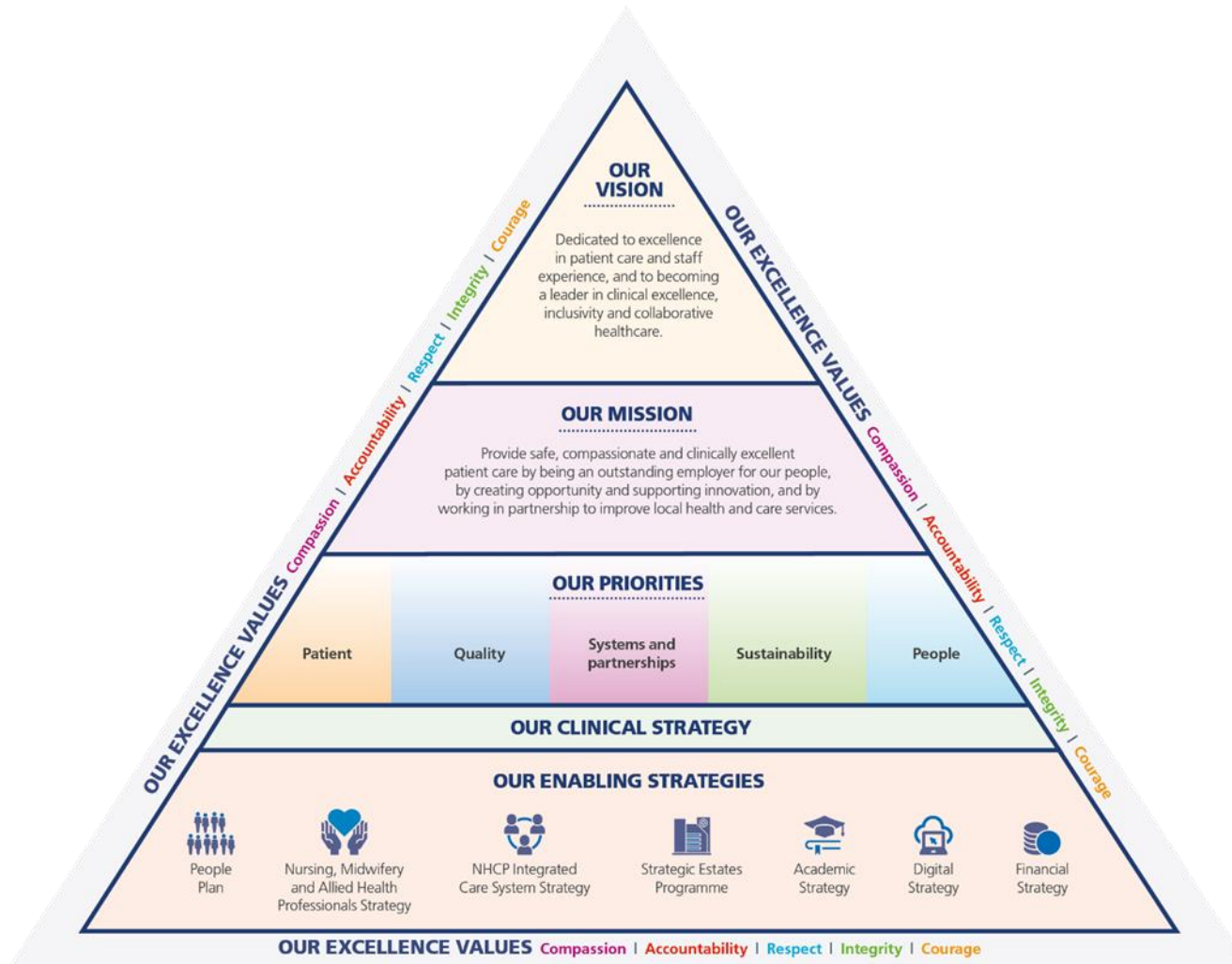
### **Our Vision and Values**

University Hospitals of Northamptonshire NHS Group is made up of Northampton General Hospital NHS Trust and Kettering General NHS Foundation Trust. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group

executive team leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [University Hospitals Northamptonshire NHS Group](#)
- [Best of Both Worlds Northamptonshire](#)
- [Kettering General Hospital](#)
- [Northampton General Hospital NHS Trust](#)



**Our Excellence**



Compassion



Accountability

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.



▶ Respect

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



▶ Integrity

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.



▶ Courage

We dare to take on difficult challenges and try out new things. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.



Shortlisting Criteria	Essential	Desirable
<b>Education, Training &amp; Qualifications</b>		
Registered professional either; Registered nurse (Learning Disability ,Childrens nurse /Mental health), Occupational Therapist, Speech and Language Therapist or Social Worker or pre -school /primary school Teacher	X	
Evidence of commitment to revalidation as per registration requirements	x	
Bachelor's degree in related studies		x
Evidence of continued professional development to postgraduate degree level or equivalent	x	
Recognised teaching and assessing qualification.		x
Undertaken further post registration courses related to child development.		x
Mentorship qualification		x
To have completed or willing to undertake ADOS training.	x	
<b>Knowledge &amp; Experience</b>		
Post-qualification experience of working with children and families	x	
Experience of working in a multi-disciplinary team	x	

Has a high level of understanding of safeguarding processes.	x	
Experience of working with children with complex needs or learning disabilities and their families	x	
Experience of working with children with Autistic Spectrum Disorder and/or ADHD	x	
Experience in undertaking ADOS assessments		x
Experience of supporting junior staff/learners	x	
Demonstrate an awareness of the impact of delayed development for the child and family.	x	
Demonstrate knowledge of current issues which relate to children & young people	X	
Experience of leading care/ multi-disciplinary assessments for children with additional needs.	x	
Experience of line managing or supporting junior members of staff.	x	
<b>Skills</b>		
Demonstrate a high level of written and verbal communication skills.	x	
Demonstrates an ability to recognise behavioural challenges and use appropriate skills, verbal and non-verbal, to desensitise the situation	x	
Demonstrate an ability to prioritise own and others workload. To recognise, prioritise and respond appropriately.	x	

Demonstrate high level of assessment skills and analysis.	x	
<b>Key Competencies/ Personal Qualities &amp; Attributes</b>		
Passionate and committed to bring our Dedicated to Excellence values to life, improving the way we work with each other, particularly focusing on empowerment, equality diversity and inclusion of our staff, patients and service users	X	
Demonstrate understanding of, and behaviours consistent with the NGH policies, procedures and the postholder's professional body.	x	