

**DESIGNATED DOCTOR SAFEGUARDING/  
CONSULTANT IN COMMUNITY CHILD HEALTH**

**JOB DETAILS:**

<b>Job Title</b>	Designated Doctor Safeguarding, Public Health Wales  Consultant in Community Child Health, xx Health Board
<b>Salary Scale</b>	£91722 - £119,079
<b>Number of sessions</b>	4 sessions Designated Doctor duties including 1 sessions for Supporting Professional Activities (SPA)
<b>Employer</b>	Secondment from employer to Public Health Wales (PHW)
<b>Division/Directorate/Department</b>	Quality Nursing and Allied Health Professionals (QNAHPS)  National Safeguarding Team (NHS Wales) /
<b>Location / Base</b>	PHW, 2 Capital Quarter, Cardiff / tbc

**ORGANISATIONAL ARRANGEMENTS:**

<p><b>Managerially accountable to:</b> Director of National Safeguarding Service</p> <p><b>Professionally accountable to:</b> Medical Director PHW/Medical Director Health board</p>
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**Designated Doctor Safeguarding, Public Health Wales**

**Job Purpose**

The National Safeguarding Service (NSS) working within Public Health Wales (PHW) is a national team of independent experts with a vision and overall aim to improve safeguarding across the NHS in Wales. Working

collaboratively with stakeholders such as Welsh Government, Health Boards, NHS Trusts and Regional Safeguarding Boards the NSS aims to:

- Ensure that safeguarding is a priority in the prevention agenda of the NHS;
- Enhance integration and collaboration by NHS Wales and partner agencies;
- Improve and enhance the effectiveness of safeguarding practice;
- Influence and improve the national safeguarding priorities in NHS Wales.

The NSS provide collaborative leadership across the work of the all age NHS Wales Safeguarding Network (the Network), developing strategy and promoting innovation to support excellence in safeguarding. The Network is comprised of all Health Boards and Trusts in NHS Wales. The work of the NSS is organised across four themes: collaborative leadership; upskilling; change into practice and improvement tools. As a member of this team, the post holder will work at a national level to support the NSS in delivering its vision and provide professional medical leadership to specific aspects of the work programme. Business support will be provided from within the team's allocated resources.

## **Duties and responsibilities**

### **Leadership (clinical and professional)**

- Support the NSS leadership of the safeguarding system through effective engagement of Network members in collaborative responsibility for the delivery of quality safeguarding improvements across NHS Wales.
- Provide professional advice and support to Welsh Government in developing the safeguarding agenda.
- Advise health service executives, senior officers and clinicians on safeguarding matters to ensure that decisions taken comply with statutory legislation and national requirements.
- Provide the professional lead between Health Boards, NHS Trusts and other health service organisations in Wales in respect of safeguarding.
- Provide the professional lead between the health services in Wales with other agencies at strategic level in respect of safeguarding.
- With NSS designated professionals, develop and deliver a clearly defined programme of work, based on evidence and good practice where quality is the main driver for service and practice change to improve outcomes for children and vulnerable adults.
- Support and assist NHS Wales and Welsh Government in the development and implementation of innovative and effective models of safeguarding services and practice.

- Provide professional advice and support to named doctors and heads of safeguarding across NHS Wales to ensure that expert advice on policy, procedure and day-to-day management of children, young people, and vulnerable adults is available to all health specialities in organisations delivering healthcare services including independent contractors.
- Maintain a professional profile and adhere to the professional code.

### **Communication & Relationship Skills**

- Influence, motivate and persuade multiple stakeholders to ensure the timely completion and adoption of service improvements and clinical pathways across NHS Wales and external/partner agencies.
- Be a source of national expertise on safeguarding people and communicate to Welsh Government all matters requiring government consideration. Ensure regular updates are provided to Welsh Government and/or external audiences and ensure positive support for change is maintained.
- Use the highest level of interpersonal and communication skills to communicate the statutory duties of the Health Boards and NHS Trusts in respect of safeguarding to advise, support, challenge, scrutinise, and assist decision making as required at Board Level.
- Provide independent expertise to Regional Safeguarding Boards (RSCB/RSAB) across Wales, regarding the health service response to Safeguarding.
- Provide expert safeguarding knowledge to Welsh Government, NHS Wales organisations and/ or regional planning structures as required, to inform the planning and development of services, including workforce planning in respect of safeguarding that demonstrably improves outcomes for children and adults at risk.
- Use and understand complex information, multi-faceted strands of communication both inside and external to the organisation.
- Provide and receive highly complex, highly sensitive or highly contentious information where developed persuasive, motivational, negotiating, training, empathetic or reassurance skills are required. Required to overcome significant barriers to acceptance, drawing on the highest level of interpersonal communication skills.
- Provide leadership and direction across situations where highly complex ideas or concepts need to be conveyed and implemented, managing conflict to achieve consensus.
- Develop active partnerships and constructive relationships with internal and external stakeholders, including Welsh police forces, Social Care Wales, Commissioners for children and older people in Wales, influencing the agenda and championing change.
- Motivate and promote the use of evidence to support the delivery of evidence-based services to safeguard children and adults, including

Looked after Children and those experiencing domestic abuse, gender based and sexual violence.

- Liaise with Health Education Improvement Wales to ensure appropriate expert involvement and safeguarding content in preregistration, undergraduate, and postgraduate education and training programmes.

### **Knowledge Training and Experience**

- Hold consultant status or equivalent.
- Have undergone higher professional training in paediatrics or be able to demonstrate the required competencies to undertake the role through extensive experience working in specialities such as public health, forensic medicine or psychiatry alongside a clinical role.
- Have substantial clinical experience in the field of safeguarding children or adults.
- Have knowledge of child deaths, modifiable factors and multiagency processes including the procedural response to unexpected death in childhood (PRUDiC) and the medical examiner system to investigate child deaths.
- Use specialist knowledge across a range of professional practices, underpinned by theoretical knowledge and practice experience.
- Have experience and knowledge of the wider NHS safeguarding quality improvement and governance agenda and national developments.
- Provide expert knowledge to executive and lead officers in Welsh Government and Health Boards and NHS Trusts to inform the planning and development of services including workforce planning in respect of safeguarding through collaboration via the Network.
- Have knowledge of Statutory Reviews e.g. Child Practice Reviews, Adult Practice Reviews and Domestic Homicide Reviews utilising sophisticated analytical skills, expert knowledge of legislation, policy and procedures, practice guidance and current research following the death or serious injury to a child/adult and write recommendations for services.
- Use expert knowledge to inform the development of high quality safeguarding training at both a single and multi-agency level and where appropriate participate in its delivery.
- Have the knowledge and experience of safeguarding in Wales to contribute to the work of the RCPCH and sit on the Wales RCPCH National Specialist Advisory Group and RCPCH Child Protection Standing Committee.
- Actively seek to continually update knowledge and skills and develop with the principles of lifelong learning.

### **Analytical and Judgement Skills**

- Exercise judgement involving highly complex situations, which require the analysis interpretation and comparison of a range of options, using risk assessment to inform decisions.
- Analyse and assess conflicting information where expert opinion may differ or information may not be viable using judgment and critical thinking to deliver an appropriate outcome.
- Lead in the creation of reports from internal and external sources and undertake independent reviews, where an analysis of complex information requires interpretation including consideration of different professional opinions across agencies and make recommendations.
- Analyse complex issues, information and situations and advise executive leads of health providers of any necessary corrective actions.
- Provide specialist and comprehensive advice to senior officers in health and other agencies in dealing with complex concerns, complaints, clinical and critical incidents including chairing on RSCB/RSAB appeals panels when required.
- Utilise high-level literacy, numeric and analytical skills in the completion of reports and the management of information.

### **Planning and Organisational Skills**

- Plan with Network professionals to ensure that lessons learnt from all forms of safeguarding reviews, concerns and incidents are disseminated and addressed by health services across Wales.
- Maintain up-to-date knowledge of new legislation and safeguarding policy development from Welsh and UK Government.
- Plan with Health Boards and Trusts to ensure that effective governance arrangements, strategies, policies, and pathways are in line with Welsh Government and Regional Safeguarding Boards guidelines and procedures, and evidenced best practice.
- Plan and facilitate quality assurance in safeguarding across NHS Wales by ensuring that annual self-assessment of safeguarding organisational maturity is undertaken to identify improvements reported nationally to the Network, Regional Safeguarding Boards and Welsh Government.
- Produce complex reports and presentations regularly, based on a range of information from a variety of sources, and presented to Welsh Government and at Board level across all organisations as required.
- Prioritise own work, to ensure effective support to all areas and delivery of objectives

### **Safety, Quality and Service User Experience**

- Alert and advise executive officers of Health Boards and NHS Trusts across Wales of safeguarding issues requiring urgent attention.

- Inform Welsh Government Ministerial responses on safeguarding matters.
- Inform and advise lead safeguarding officers of Welsh Government and the Inspectorates on matters requiring a governmental response.
- Advise Welsh Government and the Inspectorates on comprehensive quality standards for safeguarding people, and Looked after Children.

### **Policy and Service**

- Lead on the development and implementation of all Wales policy and guidance for health service providers in collaboration with Network members.
- Ensure implementation of policy and services on an all Wales basis through advice and information to Welsh Government, Inspectorates, NHS Wales and regional planning partnerships on healthcare standards, policies and procedures and practice guidance relevant to safeguarding and quality.
- Establish and maintain systems for assessing service users views on quality of services provided to assist in the development and delivery of both single and inter-agency services across Regional Safeguarding Board regions.

### **Financial and Physical Responsibilities**

- With the Director of Safeguarding ensure that effective risk management and systems of governance are in place.
- Be responsible for sound financial stewardship when making recommendations for the health service in reviews by ensuring that the financial costs equate to the expected outcomes for children/adults.

### **HR Responsibilities**

- Provide safeguarding supervision to the Named Doctors for Safeguarding within Health Boards and NHS Trusts with the agreement of their employers.
- Provide expert advice to senior officers in health and other agencies on analysis and management of complex, contentious and highly sensitive human resource issues where there may be safeguarding issues.
- Provide mentorship and support to aspiring medical leaders.
- Collaborate with Network colleagues to develop and devise national training strategies and appropriate training programmes.
- Provide the safeguarding element in the education of postgraduate professionals in formal presentations and lectures for health and external agencies and within a university setting as required. Ensure the development of an open learning culture that stimulates innovation in the delivery of care and empowers front line staff.

## **Research & Development**

- Be responsible for identifying areas where research is required and bring these to the attention of partners working in the academic sector.
- Instigate and initiate national research on identified areas of need that will contribute to the evidence base on safeguarding people and related subjects.
- Advise Health Boards, NHS Trusts and RSCB/RSABs on the findings from research that are relevant to the whole safeguarding agenda.
- Ensure an evidence-based approach to policy development, to inform all aspects of the post holder's work.

## **Freedom to Act**

- High level of autonomy in working independently and managing and prioritising workload for self and team.

## **Physical Effort**

- The post holder will be expected to work across organisation sites as well as with partners within and beyond Wales.
- Be required to demonstrate high levels of concentration.
- Standard keyboard skills essential.
- Required to move regularly between Public Health Wales sites and to travel to work with other partners across Wales on a regular basis.
- Required to travel to work with partners outside of Wales on an occasional basis.

## **Mental Effort**

- There will be a regular requirement for intense concentration on a wide variety of complex issues throughout the day. The post holder will frequently have to adapt to changing priorities and re-focus the work of self and others on new priority areas that may require urgent action.
- Lead, participate and where required facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and a mixture of attendees, often dealing with highly contentious issues.

## **Emotional Effort**

- Frequent negotiation with senior NHS staff, directors and managers in a financially constrained health economy around issues that have a significant impact on the quality and safety of the clinical service, challenging practice, assumptions and traditional established management processes.
- The post holder will be expected to deal positively and promptly with staff concerns and personal problems, challenge staff on any

- inappropriate behaviours or poor performance.
- May involve some direct face-to-face contact with service users and families that will be of a nature that may involve distressing circumstances and involve receiving emotional, distressing and often hostile communications.

### **Working Conditions**

- Office conditions with regular requirement to travel.
- Exposure to unpleasant working conditions will be rare.
- Due to the nature of the role, the post holder will be expected to travel between Public Health Wales sites.
- May encounter occasional verbal aggression.

### **TERMS AND CONDITIONS OF SERVICE**

The post is subject to general NHS Terms and Conditions of Service and Public Health Wales NHS Trust employment policies.

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### **FLEXIBILITY**

Public Health Wales is being developed in a climate of great change within NHS Wales. It is therefore expected that all staff will develop flexible working practices both within the organisation at a national and regional level, and within LHBs, to be able to meet the challenges and opportunities of working within the new NHS.

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### **INVESTORS IN PEOPLE**

NHS Wales has made a public commitment to work towards the National Investors in People standards. All Directors and staff will demonstrate their ownership of and their support to these goals through management and corporate action.

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## **MOBILITY**

The post holder may be required to work at any establishment at any time throughout the duration of his/her contract, normally within the location of the post. Must be able to travel independently.

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## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager / supervisor.

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## **REGISTERED HEALTH PROFESSIONAL**

All employees of the Trust 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.

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## **SUPERVISION**

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this requirement. If you are in any doubt about the existence of such a requirement speak to your Manager.

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## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust 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.

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## **RECORDS MANAGEMENT**

As an employee of Public Health Wales NHS Trust, you are legally responsible for all records that you gather, create or use as part of your

work within the Trust (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the Trust). You should consult your manager if you have any doubt as to the correct management of records with which you work.

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## **HEALTH AND SAFETY REQUIREMENTS**

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) also Food Hygiene Legislation to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients and visitors.

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any hazardous situations or defective equipment.

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## **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

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## **CONFIDENTIALITY & DATA PROTECTION**

All employees of the Trust are required to maintain the confidentiality of members of the public (patients, well women and service users etc.) and members of staff in accordance with Trust policies.

If required to do so, obtain, process and/or use information held on a computer or word processor in a fair and lawful way. To hold data only for the specified registered purpose and to use or disclose data only to authorised persons or organisations as instructed.

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## **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 hold a DBS Enhanced Disclosure Check.

## **Welsh Language**

All employees must perform their duties in strict compliance with the requirements of the organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

## **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.

The Designated Doctor will:

- Meet the organisation's requirements for training attendance.
- Attend relevant regional and national continuing professional development activities in order to maintain skills. This includes receiving specific training that relates to specialist activities.
- Receive regular safeguarding/child protection supervision/peer review and undertake reflective practice.

## **Performance Appraisal**

We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review. The Designated Doctor will undertake an annual appraisal as per GMC Requirements using Health Education and Improvement Wales' MARS (Medical appraisal and revalidation system). The appraiser will have been trained in effective appraisal. Where the appraiser has no specialist knowledge of safeguarding/child protection or knowledge of the individual's professional context and framework, they may seek input into the process from other designated professionals. Multiagency input to the colleague feedback element of the appraisal process is encouraged.

## Appendix A Designated Doctor Safeguarding Person Specification

Area	Essential	Desirable	Assessed by
<b>Education/ Qualifications/ Training</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration</li> <li>• Licensed to practice</li> <li>• CCT in general or community paediatrics or on the Specialist Register</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Improvement qualification</li> <li>• Teaching qualification</li> <li>• Management qualification</li> <li>• Leadership development</li> <li>• Further academic award</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>Production of evidence (certificates etc)</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial recent experience working at a strategic level in Safeguarding and Public Protection within a healthcare setting</li> <li>• Expert experience of Regional Safeguarding Boards and Partnership working</li> <li>• Able to demonstrate effective leadership style, able to build confidence and motivate staff including the ability to encourage self-initiative, good practice and completion of projects in the team.</li> <li>• Experience of contributing towards practice or policy developments at regional or national level</li> <li>• Clinically active (or have held an active clinical position in the previous two years) in the field of safeguarding/child protection/vulnerable groups as part of their clinical commitments</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in education and training</li> <li>• Experience of working with vulnerable children and families</li> <li>• Experience of working with vulnerable adults</li> <li>• Experience of carrying out research and / or working in an academic department and development of practice</li> <li>• Published research</li> <li>• Experience of undertaking and participating in the process of Child/Adult practice reviews and Domestic Homicide Reviews</li> <li>• Experience in quality improvement projects</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Area	Essential	Desirable	Assessed BY
	<ul style="list-style-type: none"> <li>• Experience in service or practice improvement using quality improvement science</li> <li>• Experience of providing safeguarding supervision/peer review to health professionals</li> <li>• Substantial experience of the legislation relating to children and young people, and the court process</li> </ul>		
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven ability to manage conflict, challenge poor practice and negotiate difficult issues with stakeholders, often in sensitive or challenging environments.</li> <li>• Demonstrates effective leadership and management skills.</li> <li>• Excellent communication skills – oral, written and presentation</li> <li>• Ability to think, plan, make decisions and deliver strategically</li> <li>• Ability to analyse highly complex issues and produce succinct, clear advice for a wide range of stakeholders</li> <li>• Ability to challenge poor practice across all disciplines and develop strategies to enable practitioners to change practice</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak Welsh</li> <li>• Research methodology and critical appraisal skills</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Area	Essential	Desirable	Assessed by
	<ul style="list-style-type: none"> <li>• Ability to demonstrate tact and diplomacy when working with others</li> <li>• Excellent time management skills and ability to prioritise, plan and manage own time and that of others to meet deadlines</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development and learning</li> <li>• Clear understanding and knowledge of safeguarding legislation, Social Services and Wellbeing (Wales) Act 2014, Children Acts 1989 and 2004, VAWDASV Act and related statutory guidance and regulations.</li> <li>• Extensive knowledge and understanding of Children’s Rights, and Human Rights legislation</li> <li>• Ability to demonstrate a body of expert knowledge and understanding of the issues involved in abuse and protection of vulnerable children, and /or vulnerable adults, underpinned by research and practice and includes high level knowledge and understanding of statutory reviews in safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Clear understanding and working knowledge of quality improvement science, relevant literature, and legislation relating to quality and safety of patient care and aligned frameworks</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Area	Essential	Desirable	Assessed by
	<ul style="list-style-type: none"> <li>• Able to convey a clear understanding of the concept of multiagency working and to recognise potential barriers</li> <li>• Clear understanding and working knowledge of governance frameworks, which support the delivery of safeguarding services</li> <li>• Knowledge and understanding of organisational structures in health and other agencies</li> <li>• Knowledge and understanding of the research process and the application of evidence based practice</li> <li>• Knowledge of equal opportunities and anti-discriminatory practice</li> <li>• Knowledge of the legal framework for information sharing and access under Freedom of information</li> </ul>		

Area	Essential	Desirable	Assessed By
<b>Personal Attributes (Demonstrable)</b>	<ul style="list-style-type: none"> <li>• Demonstrate interpersonal skills that build personal and professional credibility both within and outside the organisation, reflecting and promoting the values of the Trust</li> <li>• Clear thinking and articulate with ability to deal with problems in calm manner</li> <li>• Collaborative and collegiate style when working with others</li> <li>• Acts with integrity, objectivity and sensitivity to a wide range of influences and situations</li> <li>• Self-motivated and competent working with a high degree of autonomy</li> <li>• Able to accommodate flexible and varied working patterns including overnight stays away from home</li> <li>• Able to provide highly professional role modelling</li> <li>• At all times adhere to the professional standards set out by the GMC in 'Good Medical Practice' and other relevant GMC guidance</li> <li>• Ability to travel to sites across Wales and the UK on a regular basis</li> <li>• Able to work hours flexibly to deliver agreed outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Welsh Speaker</li> </ul>	<p>Application Form</p> <p>Interview</p> <p>References</p>

**Appendix C Provisional Job Plan (Example of current job plan – there will be flexibility to meet ongoing clinical arrangements)**

	Sessions	Hours	Location	Type of Work
<b>Monday AM</b>	1	3.75		
<b>Monday PM</b>	1	3.75		
<b>Tuesday AM</b>	1	3.75		
<b>Tuesday PM</b>	1	3.75		
<b>Wednesday AM</b>	1	3.75	CQ2	DCC Public Health duties
<b>Wednesday PM</b>	1	3.75	TBA	SPA PHW
<b>Thursday AM</b>	1	3.75	CQ2	DCC Public Health duties
<b>Thursday PM</b>	1	3.75	CQ2	DCC Public Health duties
<b>Friday AM</b>	1	3.75		
<b>Friday PM</b>	1	3.75		

**N.B. Job Plan**

This is a standard 10 session job plan (37.5hrs) which will be subject to review, three months after appointment and then no less frequently than annually. The actual DCC breakdown could be subject to discussion with the successful candidate dependent on specialty interest and the needs of the service.

Opportunities for additional direct clinical care (DCC) sessions and the requirement for and use of time for Supporting Professional Activities (SPA) will be discussed with you at each job plan review, however in the first three months it is expected that you will use one SPA session to ensure that you are introduced successfully into the Health Board. By mutual agreement, one SPA session may be carried out outside the Health Board and any un-contracted time must be identified clearly.