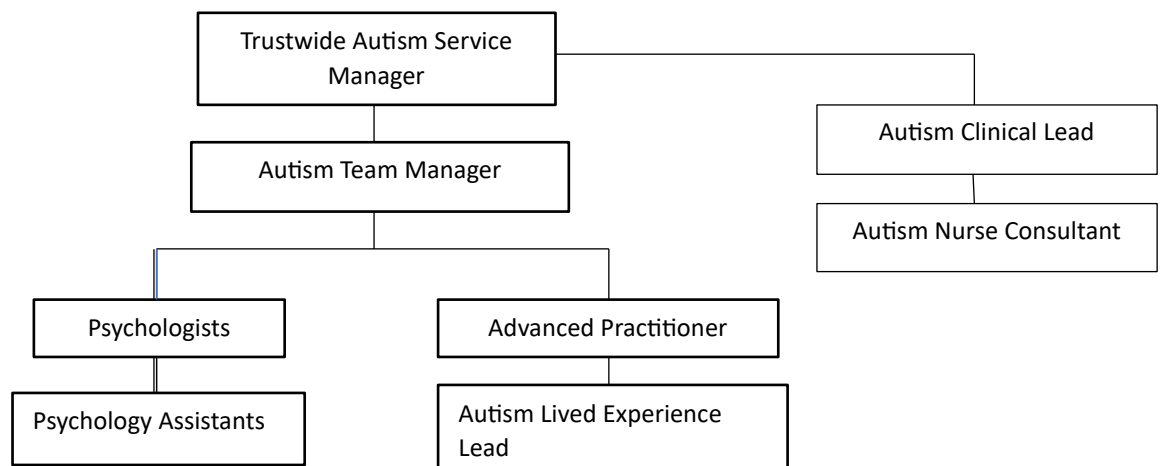


Job Description

Job Title	Autism Lived Experience lead
AFC Band	6
Accountable to	Trust wide Autism Service Manager
Responsible to	Trust wide Autism Team Manager
Responsible for	Working within the Trust wide Autism Service to: Improve the lives of Autistic people accessing TEWV (Tees, Esk and Wear Valleys) services; minimising the impact of their co-occurring conditions, through supporting the delivery of excellent services to promote recovery and well-being.

1.0 Organisation Chart:



2.0	Job Summary
2.1	The Autism Lived Experience Lead will be a key member of the Trust wide Autism Service and work to ensure that autistic children, young people, and adults receive reasonably adjusted care and interventions within TEWV.
2.2	To improve the lives of autistic people accessing TEWV services by minimising the impact of their co-occurring condition through supporting the delivery of excellent services to promote recovery and well-being.
2.3	To be compassionate in meeting the needs of patients and their carer's.
2.4	To work as part of trust wide multi-disciplinary autism service providing advice and support to all trust services, working collaboratively and in partnership with local authority services.
2.5	To contribute to, co-produce, and co deliver a range of training materials
2.6	To be accountable and responsible for any advice and recommendations made regarding service user care.
2.7	To promote a positive image of Autistic people and people with mental health conditions, and learning disabilities
2.8	To promote a positive image of the Service/Department and the wider Trust
2.9	To promote social inclusion, community access and participation through the provision of appropriate advice, support, and recommendations.
2.10	To facilitate others in the trust to develop competence by providing a lived experience perspective to leadership, supervision, advice to registered healthcare professionals, associate practitioners, healthcare support workers and students. To be committed to, and take a role in, activities integral to the Trust's Quality Improvement System.

	2.11	Develop and maintain links with external partners, ensuring a varied experience and perspective on autism lived experience.
	2.12	Provides an autism lived experience perspective in relation to providing environmental assessments for those with complex needs. Develops, supports, and evaluates the implementation of care plans based on current risk assessment, evidence-based practice, critical thinking, and entire system support requirements as part of the multi-disciplinary team, with the involvement of the patient and where appropriate, their carer.
	2.13	Co-design, co-produce, and co-deliver autism training within the trust.
	2.14	Support clinical staff to gain a deeper and more meaningful insight into the needs of autistic children, young people, adults, and their families. Use of constructive challenge, to promote using lived experience for co-creation throughout the Trust.
	2.15	As an Autistic person you will have the ability to translate your lived experience into the role.
3.0	<u>Main Duties, area of Responsibilities</u>	
3.1	Delivering high quality patient care	
	3.1.1	Promotes and maintains safety, privacy, and dignity of all service users in the delivery of person-centered care, recognising and respecting differences, including spiritual and cultural beliefs.
	3.1.2	Ensure an autism-informed perspective when obtaining appropriate consent and providing care and treatment in accordance with the Mental Capacity Act.
	3.1.3	Acts in accordance with the Autism Act, Equality Act, Mental Health Act, Mental Capacity Act, duty of candor and associated legislation, policies and procedures and strategies.
	3.1.4	Responsible for recognising the potential signs of service user harm, abuse, or neglect, including poor clinical practice. Reporting all such safeguarding concerns and taking all reasonable steps to protect the service user.
	3.1.5	Responsible for ensuring the highest professional standards and attitudes towards service user care are maintained at all times. That care is delivered in accordance with evidence-based practice by all members of the team.
	3.1.6	Provide autism lived experience perspective in advice on complex issues. To other members of the clinical team, staff from other disciplines and partner organisations.
	3.1.7	Has responsibility for seeking, coordinating, and delivering an autistic lived experience perspective on complex service and policy issues and takes responsibility for sharing these in appropriate areas.
	3.1.9	Provides an autism lived experience perspective to clinical teams regarding individual patients and their families/carers. Providing advice and liaising with other support services to co-ordinate autism informed support packages.
	3.1.10	Provides autism informed health education and advice on health promotion to staff.
	3.1.10	Shares specialist expertise based on own and collective lived experience of autism to other health professionals including those in the wider system.
	3.1.11	Responsible for decision making and coordination in a complex situation. Where necessary, seek advice and guidance from other relevant professionals.
	3.1.12	Complete reports for Mental Health Act tribunals, Coroners Courts, Serious incident Panels, CTRs and other legislative bodies as required.
	3.1.13	Supports the development of autism informed assessment care plans and safety planning etc.
	3.1.14	Where required works in environments where physical intervention is used to manage violence and aggression. However, is not directly involved with physical intervention but instead works where appropriate to support Autism informed approaches.
	3.1.15	Assesses and records and reports Duty of Care and Safeguarding issues in clinical settings
	3.1.16	Develops and implements autism informed peer work for individuals or groups. In collaboration with the service user(s) and MDT to achieve mutually negotiated goals.
	3.1.17	Encourages teams to involve service users in processes affecting their care. Provides feedback (with consent) and makes recommendations on service user preferences at clinical meetings. Participates in the clinical decision-making process regarding service user care programs as part of the multidisciplinary team.
	3.1.18	Shares specialist autism expertise based on own and collective lived experience to other healthcare professionals. Including those in the acute hospital sector with limited mental health or learning disability experience.
	3.1.18	May provide professional advice, where appropriate, in relation to subject access requests.

	3.1.19	Shares experience based on own and collective lived experience as part of mutual learning processes; with service users and carers and as part of delivering education and training to other healthcare staff involved in service users' care.
3.2	Effective processing and management of information and the use of information systems	
	3.2.1	Responsible for maintaining accurate records following trust guidance using CITO or other electronic systems approved by the trust.
	3.2.2	Works collaboratively to provide a lived experience perspective in the development of reports, specialist autism advice, MDT, and executive and care board reports.
	3.2.3	Records information required for statistical purposes in a timely manor
	3.2.4	Undertaking administrative tasks in relation to own work
	3.2.5	Uses Microsoft office applications daily.
	3.2.6	May prepare evidence-based autism reasonable adjustment resources, teaching materials and share appropriate literature
3.3	Successfully communicating with others, establish and maintain great working relationships and gain co-operation.	
	3.3.1	Communicates in a way which recognises difference and ensures that people feel included with their individual communication needs are met.
	3.3.2	Communications with patients must always be safe (appropriate) in content, effective, respectful; made compassionately and positively to minimise anxiety and distress related to their health and well-being.
	3.3.3	Ensures that effective communication systems are maintained within the team and strengthens partnership links.
	3.2.4	Uses appropriate communication methods to ensure effective engagement with staff; including the giving and receiving of complex or sensitive information where understanding may be limited.
	3.3.5	Responsible for ensuring that communication with the public is always professional and courteous.
	3.3.6	Resolves informal complaints effectively, avoiding escalation where possible and informs the team manager in a timely manner.
	3.3.7	Participates in professional forums and special interest groups. May be a local team lead for an area of special interest.
	3.3.8	May attend clinical team meetings supporting a lived experience perspective to be heard and thereby contributing to the clinical decision-making process
3.4	Effectively analysing information, identify problems, develop solutions, and make recommendations/decisions.	
	3.4.1	Uses reflective and analytical skills to understand the needs of autistic people within services and forms plans or acts where conflicting indicators may exist.
	3.4.2	Solves complex autism related problems as required from a lived experience perspective
	3.4.3	Uses judgement to provide appropriate advice to other staff from an autism lived experience perspective on complex issues
	3.4.4	Values and validates the autistic experience and recommend modification to practice
	3.4.5	Analyses and interprets a range of complex facts and situations when assessing patient conditions. To develop appropriate care plans or to determine the best course of action in particular circumstances. Judgements may be required where there are a range of options.
	3.4.6	Decides when to escalate issues to more senior staff
	3.4.7	Is aware of own limitations and scope of practice
	3.4.8	Responds appropriately to crisis situations, where necessary seeking advice and guidance from other senior professionals. Implement prescribed strategies/interventions to manage the crisis effectively and inform relevant staff in a timely manner.
	3.4.9	Uses judgement when providing advice and guidance on complex clinical cases to other members of the clinical team and staff from other disciplines.
	3.4.10	May assist in the investigation of Serious incidents, Patient Safety incidents and Complaints
3.5	Effective processing and management of information and the use of information systems	

	3.5.1	Analyses complex service and service user information, derived from a variety of sources including self-report measures, rating scales, service evaluation and others involved in the service user's care.
	3.5.2	Responsible for the maintenance of accurate and comprehensive patient records by self and others under your supervision; in accordance with the Trust and professional record keeping standards.
	3.5.3	Undertakes administrative tasks in relation to own work
	3.5.4	Uses Microsoft Office applications
	3.5.5	Uses Trust-approved electronic systems as required
3.6	Efficient and effective planning and organising of activities.	
	3.6.1	Plans own and others workload, managing competing demands to ensure care is delivered according to clinical priority.
	3.6.2	Delegates tasks to members of the team whose competence has been established whilst maintaining professional accountability and ensuring their work meets required care standards
	3.6.3	Plans and delivers training to support the development of members of the team.
	3.6.4	Contributes to the business planning process and specialty work plans as a member of the team.
	3.6.5	May be involved in the appraisal of other team members as appropriate.
3.7	Developing and implementing policies and/or services	
	3.7.1	Uses the techniques of the Trust's Quality Improvement System to facilitate continual safety and quality improvement activities, as part of the team or special interest group.
	3.7.2	As a member of working groups, revises or develops local policies and procedures.
	3.7.3	Plans own workload, managing competing demands (e.g., urgent referrals) to ensure timely management of clinical priorities.
	3.7.4	As a member of working groups, proactively engages in or leads the development of local policies and procedures
	3.7.5	Responsible for ensuring robust implementation, monitoring, and evaluation of new or revised policies and procedures in the workplace. Contributing to developing and implementing policies and or services from a lived experience perspective.
	3.7.6	As a member of working groups, they may contribute to the development of policies which impact across other services.
	3.7.7	May participate in or lead local projects to develop services to meet the changing needs of the service user group.
	3.7.8	May participate in service improvement projects which impact across other services.
	3.7.9	Plans autism sessions for individual service users or groups.
	3.7.10	Plans training sessions, workshops, seminars, and poster displays. Participates in operational planning and the annual business planning process for the Autism Service
	3.7.11	Participates in projects to promote the role of trust wide Autism service across the trust as delegated/required.
3.8	Managing finance and physical resources/assets e.g., equipment, fixtures and fittings, stationery etc.	
	3.8.1	Personal responsibility to ensure that any equipment is used safely and effectively, following manufacturer's instructions. Immediately reporting any defects in accordance with local procedures.
	3.8.2	Responsible for ensuring that Peer Work staff are competent to use equipment required in the performance of their role.
	3.8.3	Ensures required standards of infection control are maintained
	3.8.4	Ensures work areas used by self and other staff are kept tidy
	3.8.5	Ensures available resources are used efficiently
	3.8.6	Advises the team manager on new or replacement resources/equipment required by staff to carry out their roles
	3.8.7	Ensures work equipment/resources ordered are fit for purpose before being used by self or others.
3.9	Undertaking research, audits, and governance, providing assurance to others	
	3.9.1	Keeps up to date with new developments, critically evaluating research and developing and implementing evidence-based practices on an ongoing basis

	3.9.2	Demonstrates understanding of the clinical governance's framework and contributes to the setting and monitoring of quality standards, clinical work and implements agreed action plans
	3.9.3	Participates in research projects and clinical audits as required
	3.9.4	Maintains personal portfolio of development and learning activity
3.10	Management of others, including planning and allocating work, training and development and management of the employment contract	
	3.10.1	Plans and implements the induction of new staff to the clinical area.
	3.10.2	Lead delivery (or specific sessions) of the TEWV Autism training offer for staff and teams across the trust. Identifies and meets the training needs of carers, volunteers, healthcare staff from other professions and outside agencies.
	3.10.3	Demonstrates clinical leadership through personal practice.
	3.10.4	May participate in the recruitment and selection of staff in the clinical team, following appropriate training.
	3.10.5	Participates in the induction of new staff to the clinical area.
	3.10.6	Provides training to all members of the clinical team; monitoring and evaluating learning outcomes, providing feedback, and assessing competencies to facilitate learning in practice.
3.11	Managing Self and Level of Autonomy	
	3.11.1	Works within TEWV Values and TEWV Trauma Informed Training Standards; accountable for own professional practice, including work delegated to others.
	3.11.2	Uses own initiative and has significant discretion in interpreting and applying clinical policies to own complex caseload
	3.11.3	Receives regular peer supervision
	3.11.4	Recognises own limitations and uses clinical supervision, seeks advice and guidance from more experienced colleagues as appropriate
	3.11.5	<p>The post holder must:</p> <ul style="list-style-type: none"> • Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviors. • Be aware of, comply with and keep up to date with all Trust policies, procedures, and other communications relevant to the role. • Maintain registration with the appropriate professional body where applicable and comply with the relevant code of conduct and standards of professional practice. • Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust. • Fully participate in annual appraisal and appraisal reviews • Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training). Take responsibility for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.
	3.11.6	<p>Freedom to Act</p> <ul style="list-style-type: none"> • Works within TEWV standards and accountable for own professional practice including work delegated to others. • Uses own initiative and has significant discretion in interpreting and applying clinical policies to own complex caseload. • Receives regular peer supervision. • Recognises own limitations and seeks advice and guidance from more experienced colleagues as appropriate.
	3.11.7	<p>Line Managed by the Clinical Team Manager</p> <ul style="list-style-type: none"> • Works within Professional Code of Conduct – accountable for own professional practice • Uses discretion as appropriate in applying clinical practice
4.0	<u>Other Requirements</u>	
		<ul style="list-style-type: none"> • The post holder may be required to undertake duties not specified in the job description, but which are commensurate with their peer role and band as required by service need. • The post holder may be required to work in locations other than those specified in the job description as required by service need.

	<ul style="list-style-type: none"> The post holder may be required to work flexible hours as required by service need. There may be a requirement to change the job description considering developing service needs. <p>Safeguarding</p> <ul style="list-style-type: none"> All staff members have a duty to report any concerns they have about the safety or wellbeing of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training relevant for their role. <p>Flexibility</p> <ul style="list-style-type: none"> The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need. The post holder may be required to work in different locations as required by service need. The post holder may be required to work flexible hours as required by service need. There may be a requirement to change the job description considering developing service needs. <p>Physical Skills required for the role.</p> <ul style="list-style-type: none"> The nature of this role will require frequent moderate levels of physical effort, for example when maneuverings patients, responding to alarms Exposure to Emotional Circumstances/information. <p>Exposure to Emotional Circumstances/information</p> <ul style="list-style-type: none"> The nature of this role will have frequent exposure to distressing and emotional circumstances, caring for patients with challenging behavior. There will also be occasional exposure to highly distressing and emotional circumstances i.e., safeguarding issues. <p>Predictability of the role and level of concentration/mental effort required.</p> <ul style="list-style-type: none"> This role will involve frequent concentration with an unpredictable pattern of service demand, e.g., when assessing patient needs, development of care plans, responding to unpredictable challenging behavior <p>Working conditions</p> <ul style="list-style-type: none"> The nature of the role may involve exposure to verbal aggression in different clinical settings.
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5.0 Person Specification

Essential	Measured by
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<p>The following identified Qualification Experience and knowledge are all essential criteria that all candidates/post holders will have in order to be shortlisted for the role.</p> <p><u>Qualifications Required</u></p> <p>Educated to degree level in relevant subject or equivalent experience.</p> <p>Evidence of Leadership and Project Management</p> <p>Facilitation, Training and Teaching Skills</p> <p>In the absence of (the above qualification) the candidate must be willing to work towards within (give period) and also have the following experience</p> <p><u>Knowledge Required</u></p> <p>Autistic person with the ability to translate their lived experience into the role.</p> <p>Knowledge of coproduction, cocreation and involvement and engagement problem-solving approaches</p> <p>Aware of current issues in mental health e.g., recovery model, peer work, trauma informed care, Community transformation</p> <p>Knowledge and understanding of Autism legislation and its impact.</p> <p>Knowledge of how to support and engage people from minority backgrounds.</p>		<p>Application Form and Interview</p> <p>Application Form and interview</p> <p>Application Form and Interview</p> <p>Application form and Interview</p>	
<p>The following sets of Knowledge, Skills, Experience, Personal Attributes are all essential requirements of the role, as identified some will be measured as part of the interview process and other must be acquired by the post holder within the first 6 – 12 months of being in post.</p>		Method of Assessment and timescales	Desirable
<p>Knowledge/ Skills/experience</p>	<p>Proven ability to share elements of own life experiences, and engage compassionately with experiences of others, in a way appropriate to the role.</p> <p>Communicate complex and sensitive information in a manner appropriate to the individual and situation.</p> <p>Effectively maintain complex peer relationships</p> <p>Record keeping and report writing.</p> <p>Work collaboratively as part of a multidisciplinary team</p>	<p>At Interview</p> <p>All within 6 – 12 months of being in post</p>	<p>Lived experience of mental health services and systems</p> <p>Experience of range of mental health services including autism services</p> <p>Knowledge of Health and Safety</p> <p>Management Qualification</p> <p>Knowledge of Equality & Diversity</p>

	<p>Manage own workload and prioritise effectively.</p> <p>Motivate and work positively and constructively with other members of the team.</p> <p>Delegate tasks appropriately</p> <p>Apply latest research evidence and evaluative thinking in practice.</p> <p>Provide effective teaching, training, and supervision.</p> <p>Use multimedia materials for presentations in professional settings.</p> <p>Breakaway techniques (within agreed timescale).</p>		<p>Ability to collate and disseminate complex information.</p> <p>Interview skills</p> <p>Presentation skills</p> <p>Knowledge of the legislation and guidance governing Patient and Public Involvement</p> <p>Ability to demonstrate facilitative and negotiating skills.</p>
Personal Attributes	<p>Commitment to working to and promoting TEWV Autism Framework. To support staff, service users and partners in understanding Autism from a lived experience perspective</p> <p>Commitment to promoting Autism informed, Trauma Informed Approaches and Recovery Values</p> <p>Commitment to anti-discriminatory practice</p> <p>Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</p> <p>Compassionate in meeting the needs of vulnerable people and their families and carers.</p> <p>Able to engage with vulnerable people and work effectively in distressing and challenging circumstances.</p> <p>Able to work flexibly and co-operatively as part of a team when necessary.</p> <p>Able to use own initiative and make decisions independently as appropriate to the band.</p> <p>Committed to continual quality and service improvement.</p> <p>Committed to promoting a positive image of Autistic and people with mental health conditions or learning disabilities.</p> <p>Committed to promoting an authentic understanding of Autism and Autism informed mental health care.</p>	<p>Interview by Values based Questions.</p> <p>Within 6 – 12 months of being in post</p>	

	<p>Self-aware and committed to professional and personal development.</p> <p>Able to reflect and critically appraise own performance and accept and respond positively to feedback from supervision.</p> <p>Compassionate and understanding approach to mental health and distress.</p> <p>A willingness to challenge stigma and discrimination and care about social justice.</p> <p>Self-awareness and commitment to self-development</p> <p>Skilled in engaging people and building relationships.</p> <p>Calm in challenging situations.</p>		
Other Requirements	<p>Ability to travel independently in accordance with Trust policies and service need.</p> <p>This post is subject to a satisfactory Disclosure and Barring Service check.</p>		



Our Journey To Change key messages

It's really important that as we continue to raise awareness and embed Our Journey To Change we use key messages. They will help us to use a shared language to communicate consistently with everyone and to make sure that what we say is simple and human. The key messages below are for use in the communications we share and conversations we have about Our Journey To Change.

Key messages:

- Our Journey To Change sets out why we do what we do, the kind of organisation we want to become and the way we will get there by living our values, all of the time. To help us achieve this we have also committed to three big goals over the next five years.
- Our Journey To Change was created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation. We listened to every piece of feedback – and we will continue to listen.
- Through our conversations it was clear that the experience we provide to our service users, carers and colleagues was not consistently good and partners told us we weren't always easy to work with. We are committed to ensuring that we improve this experience for everyone.
- Change won't happen overnight but Our Journey To Change will be placed at the centre of everything we do and will inspire all actions and decision making at all levels, all of the time.
- This is our journey with you – it's important that everyone continues to be part of this.

Our values - key messages

- We are committed to co-creating safe and personalised care that improves the lives of people by involving them as equal partners. The most important way we will get there is by living our values, all of the time.
- Our values are respect, compassion and responsibility. They were created with more than 2,500 colleagues, service users, families, carers, partners and our local communities who all took part in Our Big Conversation.
- Our values are:
 - respect – we listen, we are inclusive and we work in partnership
 - compassion – we are kind, we are supportive and we recognise and celebrate achievement
 - Responsibility – we are honest, we are always learning and we are ambitious.
- Our values are at the heart of everything we do.

Further information

Further information is available at www.tewv.nhs.uk/about-us/our-journey-to-change

There is also further information for colleagues on our internal staff intranet <https://intranet.tewv.nhs.uk/our-journey-to-change>