

JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Looked After Childrens Nurse : Band 6
HOURS AND DURATION	Band 6 As specified in the job advertisement and the Contract of Employment
AGENDA FOR CHANGE REFERENCE NUMBER	3501
DBS LEVEL	Enhanced DBS with Both Barred Lists Check
REPORTS TO	Line Manager – Clinical Team Leader
ACCOUNTABLE TO	Families Services Manager – Clinical Team Leader
LOCATION	The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.
JOB SUMMARY	
<ul style="list-style-type: none"> • Deputise and take charge of the given area regularly in the absence of the clinical team leader who has accountability and responsibility. • To contribute to care quality performance and clinical activity by providing professional nursing leadership and guidance, clinical advice and management in relation to the key dimensions of health care quality: <ul style="list-style-type: none"> • Patient Safety • The effectiveness of all health care interventions • Patient experience • The environment in which care is delivered • To participate in the effective clinical leadership and management of the team. • To actively contribute to the improvement of the service and quality of care provision to meet the needs of the clients/ service users and their families. • To act as role model, mentoring, teaching, assessing and supporting students and learners on placement and participate in the education, development and mentorship of other staff. • To work collaboratively with other senior nurses across LPT as appropriate • To undertake comprehensive competent review health assessments (RHA) on all Looked after Children (LAC) in caseload including those with complex needs 	

including completing SMART individual healthcare plan and report and monitor its Implementation by attendance at LAC reviews.

- Undertake post IHA Undertake post IHA calls to carers where LAC is aged 5 – 18 to determine if the carer is progressing the health care plan and to support them where they have difficulties including liaison with social workers for the child and the carer.
- To complete leaving health care summaries, effectively ensuring seamless transition of care to adulthood ensuring that (For LLR LAC living in LLR and externally placed LAC in LLR where the RHA is commissioned)
- Identifies areas where care interventions are required and delivers comprehensive interventions in a timely manner including sexual health, emotional health, etc
- Completes holistic health chronologies and provide a written comprehensive report detailing the implications of the information for the child's current and future health and wellbeing for meeting such as strategy discussions/ LAC meetings/Safeguarding meetings/CSE strategy meeting SEND health assessments.
- Is able to evidence an understanding and ability to identify and manage attachment disorder/ emotional trauma., impact of neglect and abuse etc.
- Is able to demonstrate an excellent understanding of mental health and is able to initiate interventions to improve child resilience and reduce risk of emotional harm and refer appropriately to CAMHS.
- Able to act as a key conduit and contact point between the child or young person and their Carer/ post 16/leaving care workers where they have difficulties accessing health services.
- Demonstrates the ability to work with carers/residential units/semi supported living/specialist schools/specialist accommodation ensuring regular contact with the care settings and ensuring that the setting is updated on local health services and LPT web based resources.
- Able to contribute to court reports for Care, Placement and Adoption Orders (and equivalent Orders)
- Able to confidently manage, provide or ensure supervision is provided from a health perspective for looked after children where safeguarding issues arise within the care system
- Able to act as a resource for universal teams around looked after children
- To comply with the relevant LAC legislation – Statutory Guidance “Promoting the health and well-being of looked-after children” 2015 DFE and DOH
- To follow local guidance –The LAC Practice Guidance (2018) to include specific guidance on pre adoptive children and neonates who are LAC.
- To attend and chair the monthly LAC Nurse Team Meeting

- To understand the importance of key professionals in the life of the looked after child and to work collaboratively and offer support to them in order to advance the health potential of the looked after child this includes: Social worker for the child, social worker for the foster carer, independent reviewing officers (IRO), foster carers, kinship carers, pre adoptive parents, virtual teachers, children centre staff, LAC nurses, therapists
- Develop skills and expertise by attending training related to LAC.
- Act as a caseload manager for an allocated geographical area
- Undertake direct line Management Band 4's and Band 5's within your allocated team, escalating concerns via the Looked After Children's Clinical Team Leader.
- Undertake Annual Appraisal's for All those within your allocated team
- Undertake Personal Development Review's (PDRs) for all those within your allocated team
- Undertake Managerial Supervisions for all those within your allocated team

MAIN DUTIES AND RESPONSIBILITIES:

- To demonstrate the Trust's values in everything you do in the work environment
- **1.DELIVERY OF EFFECTIVE HEALTH CARE WITHIN THE ORGANISATION**
- Responsible for the assessment, planning, implementation and evaluation of programmes of evidenced based care to a group of clients/ service users according to changing healthcare needs and varying levels of complexity.
- Responsible for the allocation of clients/service users to nursing staff and the delegation of duties and care priorities to the multi-disciplinary team in the absence of the person with continuing responsibility.
- Provide advice, education, support and information to clients/ services users and their relatives/carers as required and involve clients/service users, relatives/carers in the planning and delivery care.
- Establish and maintain effective communication with clients/service users and relatives/carers.
- Recognise, prioritise and respond appropriately to urgent and emergency situations.
- Receive reports from team members on the progress of own clients/service users during and at the end of each shift and for all clients/ service users when in charge.
- Facilitate effective communication and liaison with other disciplines as necessary to meet the needs of client/service users especially relating to ongoing care needs and discharge arrangements.

- Ensure that fully accurate, complete and contemporaneous nursing records are written and maintained for each patient in accordance with agreed policy.
- Actively participate in the development and implementation of new ways of working, implementing research based practice in order to promote ongoing care improvement.

2. ESTABLISHING EFFECTIVE LEADERSHIP AND COMMUNICATION

- Co-ordinate, prioritise, facilitate and monitor the delivery of care to own clients/service users and to other clients/service users when in charge, ensuring continuity of care.
- Act as a professional and clinical role model to all staff, clients/service users, carers and the public at all times.
- Supervise the performance standards of own team members and, in patient the absence of the clinical team leader for the neighbourhood.
- Assist with and deputise for the clinical team leader in the management and organisation of the neighbourhood.
- Maximise use of clinical and staff resources, implementing best practice in patient flow, admission and discharge arrangements.
- Promote the development of new services within the neighbourhood and assist the clinical team leader to implement change.
- Maintain efficient and effective communication with the clinical team leader and the multidisciplinary team on issues related to patient care, neighbourhood management and organisation.
- Participate in staff recruitment and selection processes and wider recruitment and retention strategies.
- Act in a professional manner and ensure self and ward staff adhere to the LPT Uniform policy at all times.

3. CONTINUING EDUCATION, PROFESSIONAL AND PERSONAL DEVELOPMENT

- Undertake the Trusts corporate and local induction, and maintain your learning and compliance with training requirements for your role.
- Ensure own compliance of others with regards to mandatory training and NMC/Professional re-registration and revalidation requirements.
- Actively promote and participate in clinical supervision/mentorship or equivalent support mechanisms.
- Responsible for maintaining own and others up to date evidence based skills, knowledge and competence for the role requirements.
- Undertake specialist education training as required that will allow health care to be delivered to the user through new ways of working.

- Act as a clinical resource, mentor/assessor/supervisor/preceptor of learners and staff as required.
- Work collaboratively with the multi professional teams and clinical educators to ensure that education and development opportunities are provided for the ward team to enable staff to be both confident and competent to perform their roles safely.
- To ensure student learners on clinical placement are appropriately supervised and assessed and have an effective learning experience.
- Work to support the provision of highly quality preceptorship for newly registered staff and monitor compliance with the Preceptorship Programme standards.
- In the absence of the clinical team leader ensure there is adequate support, safe mentorship and supervision of learner nurses and all staff.
- Accepts designated responsibilities from senior leaders and actively contributes to performance review and the appraisal process.

4. CLINICAL GOVERNANCE, REDUCTION OF RISK, AUDIT AND RESEARCH

- Ensure that the delivery of care to clients/service users meets the standards required by regulating bodies, for example CQC, NMC.
- Contribute to the development of Trust policies, procedures and clinical guidelines and ensures compliance of self and others.
- Share responsibility with the clinical team leader to ensure that the highest standards of Infection prevention and control are practiced at all times.
- Contribute to setting, maintaining and monitoring of standards of care to the optimum level and lead to the improvement of care, through benchmarking, audit and research.
- Take due regard to the importance of the effect and consequence of the care environment with regard to its physical, psychological and social effects on clients/service users and care delivery.
- Promote, develop and implement patient and public involvement activities in the ward area, leading to service improvement.
- Ensure that self and team members act at all times to provide a personalised service to clients/service users in accordance with agreed standards and promote quality, diversity and rights.
- Ensure that self and all nursing staff practice at all times in accordance with the NMC Code of Professional Conduct, raising any concerns with the clinical team leader an action as directed.
- Participate in service redesign, reconfiguration projects effecting change and new ways of working.
- Lead and ensure the promotion of patient dignity, equality, diversity and human rights.

- Maintains own and ensures others maintain professional boundaries and appropriately declare any conflicts of interest.

5.MANAGEMENT AND USE OF RESOURCES AND INFORMATION

- Ensure the effective and efficient use of physical and financial resources and fulfil the responsibility if ab authorised signatory.
- Assist the accountable budget holder for the neighbourhood to undertake cost containment strategies as appropriate.
- Assist the clinical team leader with the allocation and utilisation of staff using the E-Rostering system and ensuring that there is maximum use of resources available to enable the delivery of highest standards of care.
- Assist the clinical team leader to allocate student learners to appropriately qualified mentors and assessors and ensure learning opportunities are provided and learning outcomes met.
- Ensure confidentiality is maintained at all times and information relating to patient/users and personnel is used only in connection with authorised duties.
- Use health related information only for the purposes of what it is intended for and in accordance with the Data Protection act.
- In the absence of the clinical team leader to manage the adherence to the Trust policy for booking and taking annual leave/time owing/training to enable adequate levels of cover within the team at all times/
- To participate in the recruitment and selection of staff to the team, assessing the skill mix needed, undertaking relevant documentation and chairing the recruitment panel as appropriate.
- To manage issues and concerns related to staff performance and conduct in line with Trust Policies and Procedures.
- In the absence of clinical team leader to co-ordinate effective and efficient case load management, liaising with other services as appropriate.
- To ensure that medication prescribed to individuals is managed, in terms of storage, administration and monitoring of side effects and offer agreed advice on such medication in conjunction with the prescriber.
- To participate in an on-call rota as required.

6.MAINTAINING A SAFE ENVIRONMENT AND QUALITY

- Take responsibility for maintaining own and others Health and Safety and Security.
- Ensure own actions and others assist with maintaining best practice and regulatory standards.

- Ensure that you and others take action as appropriate, report in line with the Trust Incident Reporting Policy, escalate any concerns regarding patient safety and clinical risk to the line manager.
- Contribute to monitoring, reviewing and action incidents, mitigating against further risk, identifying themes and trends and ensuring lessons learnt and embedded into practice.
- Participate in the investigation of complaints, concerns and serious incidents.
- Ensure self and others carry out duties in accordance with the Health and Safety at Work Act 1971.
- Ensure self and others move and handle clients/service users and goods in ways that promote the health of the patient and care team and are consistent with legislation.
- Ensure self and others are responsible for the maintenance of a clean and safe environment adhering to infection control policies procedures and best practice.
- Ensure self and others assist and maintain safe and hazard free area of work.

2.

COMMUNICATION AND WORKING RELATIONSHIPS

To communicate complex and sensitive patient information where there is a requirement for tact, persuasion and there may be barriers to understanding. This may include the wider multidisciplinary team and any other agency/ stakeholders involved in the care of the patient.

ENVIRONMENTAL FACTORS

Physical effort:

- There may be a requirement for sitting and standing in a restricted position, i.e. driving to patients' homes or other Trust sites
- There will be a requirement to undertake MAPA training and may be required to assist with MAPA interventions whilst working clinically/ working in a ward environment.

Mental effort:

- Frequent requirement for concentration where work pattern is unpredictable

Emotional effort:

- Frequent requirement to deal with distressing or emotional circumstances
- There may be a requirement to deal with highly distressing or emotional circumstances, i.e. child abuse etc.

Working conditions:

- Frequent exposure to unpleasant working conditions
- There may be a requirement to deal with highly unpleasant working conditions

- In some areas there may be a requirement to carry a panic alarm

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



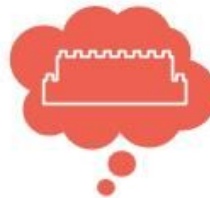
Recognising and valuing people's differences



Working together



Taking personal responsibility



Always learning and improving

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law
7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a “Smoke Free Policy”, which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’.

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi- ew	Test	Prese- ntation
Demonstrates a commitment to the Trust’s Behaviours					
1.1 Valuing one another	3		x		
1.2 Recognising and valuing people’s differences	3		x		
1.3 Working together	3		x		
1.4 Taking personal responsibility	3		x		
1.5 Always learning and improving	3		x		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)					
2.1 Specialist Public Health Nurse Qualification (SCPHN)	1	X			
2.2 Registered Nurse Level 1	3	X			
2.3 Degree or Equivalent	3	X			
2.4 Post Registration Qualification	1				
2.5 Evidence of continuing professional development within the last 12 months	3	X			
		X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
2.6 Leadership or Management Qualification or willingness to work towards	1	x			
Knowledge and Skills					
3.1. Demonstrates effective communication and interpersonal skills	3		X		
3.2. Ability to lead team and work effectively with others	3		X		
3.3. Demonstrates initiative and ability to work independently, able to problem solve and prioritise own and others work	3		X		
3.4. Demonstrates planning and organisational skills	3		X		
3.5. Demonstrates adaptability and flexibility dependent upon work priorities	3		X		
3.6. Able to make judgements based on evidence based practice and translate this for use in the clinical team environment	3		X		
3.7. To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and quality care for clients/service users	3		X		
3.8. Ability to motivate self and others.	3		X		
Experience (both work and 'life' related)					
4.1. Significant post registration experience as a senior nurse in relevant area of practice	3	X			
4.2. Demonstrates motivation and commitment to providing high quality patient centre nursing care and patient education	3	X			
4.3. Experience of resource management including staff and budget management	1	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Personal Attributes					
5.1. Emotional resilience	3		X		
5.2. Physically capable for performing the role and responsibilities expected of the post holder, ie manual handling of clients/service users	3		X		
Standard Requirements					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)	3	X	X		
Mobility Own transport or suitable alternative require. Dependence on public transport is not suitable for this role.		You must demonstrate how you would meet the stated mobility requirement on your application form			