

<b>Job Title:</b>	Band 6 Neurodevelopmental Practitioner
<b>Reports to (job title):</b>	Band 7 Neurodevelopmental Team Lead
<b>Line Manager to:</b>	Care Navigator (if required by the service)

## Job purpose

To provide a specialist assessment service within the Neurodevelopmental Pathway for children and young people when investigating a diagnosis of autistic spectrum disorder (ASD).

The post will require working in partnership with parents/carers, and the multi-disciplinary team and other agencies. The post holder must be an appropriately qualified professional (e.g. Speech and Language Therapist, Occupational Therapist, Mental Health Nurse, Psychologist or other health professional).

The post holder will be expected to provide contributions of assessment information to the Neurodevelopmental Pathway, as well as contributing to the team in their specialist areas of knowledge. The Neurodevelopmental Pathway provides robust assessment of children and young people with suspected autism and/ or ADHD, and appropriate onward signposting and referral.

The Neurodevelopmental Practitioner will support the service in varied aspects of diagnostic assessment and post diagnostic advice to parents, carers, education staff and children and young people.

## Key responsibilities

- Making assessment and differential diagnosis of a child's communication and social interaction needs through the use of highly specialised standardised and non-standardised assessments, reflection on auditory, visual and kinaesthetic aspects of a child's communication, informal observation, specialist knowledge and consultation with

# Job Description

parents/carers, and other professionals (Possibly including ADOS, virtual assessment, telephone consultation and completion of diagnostic paperwork)

- Use specialist knowledge to inform sound clinical judgements/decision making for case management
- To accurately collate key information gathered in order to come to the most appropriate diagnostic outcome through liaison with the child/ young person, their family and the Multi-Disciplinary Team

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

### Care

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead

# Job Description

- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## **Safeguarding Children and Vulnerable Adults Responsibility**

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## **Medicines Management Responsibility**

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## **Policies and Procedures**

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## **General**

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

# Job Description

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- **Recognised health professional degree qualification or equivalent**
- **If applicable, registered with the Health Professions Council – Licence to Practice**
- **Registration with relevant professional body**
- **Knowledge of assessment tools relevant to children and young people with social communication differences and attention/energy differences**
- **Knowledge of national policies and procedures relevant to the specialist client group such as NICE guidelines**
- **Up to date knowledge of relevant research and developments in the field of autism**
- **Knowledge of evidence-based practice within the field of autism**
- **In depth knowledge of a range of appropriate interventions relevant to the client group and an ability to compare and contrast relative benefits**
- **Understanding of the roles of other professionals relevant to the client group**
- **Excellent interpersonal skills – including observation, listening and empathy skills**
- **Negotiation and problem-solving skills**
- **Excellent presentation skills both written and verbal**
- **Excellent organisational and diary management skill**

### Desirable

- **Experience of working in a neurodevelopmental assessment service which considers autism and ADHD**
- **Knowledge of the principles of clinical governance and audit**
- **Membership of relevant Clinical Excellence Network / Special Interest Group**



# Job Description

**Employee signature**

---

**Manager signature**

---

