

Job Title:	Band 7 Highly Specialist Autism Practitioner (JADES pathway)
Reports to (job title):	Band 8 Operational Manager
Line Manager to:	Neurodevelopmental Support Practitioner

Job purpose

To provide highly specialist assessment for children referred for autism assessment and contribute to multidisciplinary diagnostic decision-making.

To work with children, families and professionals throughout the assessment process, offering guidance and support as appropriate within the remit of the service.

To contribute to designated aspects of service development in conjunction with other JADES leads and relevant service managers.

Base

Florence Nightingale Child Development Centre, Minton Lane, Harlow CM17 9TG

This post is responsible for

Providing highly specialist clinical assessment for autism and contributing to the diagnostic process as part of a multidisciplinary team.

Supporting parents, carers, professionals and colleagues through the assessment process, including sharing specialist knowledge and offering guidance as appropriate.

Ensuring high-quality, child-centred service delivery in line with best practice and service standards, in conjunction with managers and colleagues within the JADES team.

Supporting operational developments of the JADES pathway, including contributing to service performance targets such as waiting times.

Key responsibilities

Planning and organisational tasks

Contributing to service development within your area of specialism.

Supporting JADES leads to monitor and deliver key performance targets (e.g. waiting times).

Working collaboratively with other service leads and specialists to develop and deliver an effective and cohesive service.

Working in partnership with other teams and agencies to meet local and national objectives, as agreed with commissioners.

Leading or contributing to the review and updating of policies and procedures relating to patient management and diagnosis within your area of specialism.

Supervising more junior colleagues, as requested by your line manager.

Advising and providing clinical support to colleagues within your area of specialism.

Contributing to the delivery of training for other professionals, carers and colleagues.

Participating in recruitment, selection and interview processes when required.

Liaising with other professionals and the multidisciplinary team working with the same client group and contributing specialist knowledge.

Patient Care

Managing complex cases as part of a multidisciplinary team across a range of settings.

Using highly specialist knowledge to assess, analyse, interpret and compare complex information in order to contribute to the differential diagnosis of autism.

Developing formulations to support clinical understanding and contributing to clear, evidence-informed recommendations within assessment reports.

Working collaboratively with carers and the multidisciplinary team to provide a coordinated approach to understanding the child's needs.

Participating in multiagency meetings, including Team Around the Child meetings and child protection case conferences where appropriate.

Providing and receiving complex, sensitive and sometimes distressing information when working with parents and carers, including discussing outcomes and next steps.

Demonstrating advanced communication skills with all team members and stakeholders.

Communicating assessment outcomes and recommendations through reports and letters, including reports required for Education, Health and Care Plans and tribunal processes where appropriate.

Adapting clinical practice to meet the needs of individual children and families, including consideration of cultural and linguistic differences.

Seeking advice and supervision where appropriate.

Operational delivery

Job Description

Working with children presenting with social communication differences and autism, and their carers, within a specialist role.

Forming and maintaining strong communication links with appropriate community and medical teams, including Healthy Family Teams, Specialist Children's Services and schools as appropriate.

Working in partnership with other professionals and stakeholders within your specialist area.

Completing incident forms when appropriate and discussing issues with your line manager.

Investigating and responding to complaints in conjunction with your line manager.

Assessing, reporting and managing risk in line with policy.

Participating in and promoting clinical governance to ensure high-quality practice.

Ensuring safeguarding concerns are reported appropriately in line with local procedures.

Demonstrating the use of evidence-based practice and participation in clinical audit.

Complying with quality and safety training requirements.

Taking responsibility for your own continuous professional development.

Actively participating in and providing clinical supervision within your area of competence.

Ensuring data is collected and reported to relevant leads as requested.

Proposed job plan

Full time or part-time (as agreed).

The balance between clinical and administrative duties will be agreed, with appropriate time allocated for report writing, CPD, training, meetings and supervision.

Outline of Provisional Job Schedule

Clinical duties will usually be carried out at the Child Development Centre or Family Hub. School or home visits may be undertaken when required. Virtual consultations may also be delivered where appropriate.

Administrative duties may be undertaken at a clinical base or remotely, depending on task requirements.

All team members are provided with a laptop and mobile phone to support agile working.

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 1998 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
- 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.

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

Registered nurse, allied health professional or clinical psychologist.

Member of relevant professional body.

Evidence of relevant postgraduate training in a specialist area.

Evidence of continuing professional development.

Highly specialist knowledge of neurodevelopmental assessment and the presentation of autism in children and young people, including awareness of standardised assessment tools such as ADOS-2.

Knowledge of national and local policies and procedures relevant to the client group.

Understanding of the roles of other professionals and awareness of current education and health policies.

Awareness of safeguarding policies and procedures.

Knowledge of NHS, education and social care systems as they relate to service delivery.

Experience of managing a clinical caseload.

Experience of working with children and young people within a relevant clinical area.

Experience of supporting or supervising colleagues.

Job Description

Experience of contributing to training.

Excellent communication and interpersonal skills.

Ability to analyse and interpret complex information.

Effective problem-solving skills.

Desirable

Experience of working within autism assessment services.

Experience of using standardised autism assessment tools such as ADOS-2.

Experience of contributing to service development or quality improvement initiatives.

Other requirements

The successful applicant will need to be a car driver.