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| Job Title:  | Looked After Children (LAC) Advisor AFC Band 6 |
| Reports to (job title):  | Named Nurse LAC |
| Line Manager to:  | N/A |
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## Job purpose

To improve the co-ordination, access, delivery of health care to Looked After Children living within a designated quadrant of Essex

Work in partnership with residential children’s homes and Foster carers to improve the health outcomes of children and young people; supporting the delivery of health care standards. This role will provide a valuable contribution to the wider safeguarding health agenda.

* To support the delivery of integrated health services to looked after children by working in partnership with other multi-agency service providers, co-ordinating the health contribution.
* To provide specialist advice to carers and staff to improve health outcomes for this group of children and young people
* To develop programmes/ pathways that support young people in care to make healthy lifestyle choices to reduce the risk taking behaviours and optimise their health outcomes

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

To ensure timely Initial (in the West) and Review Health Assessments for children in care are undertaken in accordance with Local Authority targets

* To use evidence based practice to deliver high quality nursing care to young people in care: ensure that children and young people are supported to make healthy lifestyle choices.
* Follow LSCB child protection procedures and practice guidance to safeguard children and young people in care
* Attendance and contribution at relevant multi-agency meetings for children in care, to include review of arrangement meetings, professional and strategy meetings to improve health outcomes and care planning.
* To deliver holistic health assessments and healthcare to this vulnerable group which complies with the standards within ‘Promoting health of looked after children’ DH, 2002 (2009 guidance when revised)
* Improve the coordination of health care for children and young people in care placed within Essex; support their access to appropriate health services within the community and secondary care.
* Contribute to the delivery of required KPI’s to ensure delivery of the commissioned service specification
* To practitioners as individuals or groups.deliver training where required to practitioners as individuals or groups.

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire
* Understand
* Communicate
 | * Challenge
* Improve
* Learn
 | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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.

## 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.

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 or Children’s Nurse professional (or registered Health Visitor or School Nurse) or proven equivalent experience of assessing and reporting on the health needs of Looked After Children.
* Significant relevant experience working with children / young people in the community delivering health programmes to vulnerable groups.
* Evidence of creating and maximising opportunities for partnership working and delivering integrated services.
* Evidence of establishing innovative / creative practice.
* Experience of engaging hard to reach groups, improving and sustaining health outcomes.
* Experience of utilising child protection supervision.
* Excellent record keeping and communication skills
* Excellent skills in IT, especially Word and Excell
* Ability to network and work as part of a team.
* Solution focused with a ‘can do’ approach to overcoming challenges.
* Ability to work in a complex challenging environment.
* Credibility within the nursing profession, with colleagues in other professions and with young people.
* Ability to motivate and engage all constituents.
* Ability to work flexibly according to the needs of the service.
* Car driver essential and the post holder must have use of a car for work purposes. (It is anticipated that the use of public transport would not be suitable for this post)

Desirable

* Experience of clinical supervision, mentorship and developing opportunities for lifelong learning

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| Employee signature |
| Manager signature |