

<b>Job Title:</b>	Designated Clinical Officer (DCO)
<b>Reports to (job title):</b>	Jo Alexander – Head of Service / Dr Liz Prince – Designated Medical Officer (DMO)
<b>Line Manager to:</b>	SEND Administrator

## Job purpose

To lead on the development and delivery of SEND requirements for Epping, Harlow and Uttlesford to ensure they meet the statutory requirement for children and young people with special educational needs and disability (SEND) aged 0-25.

The purpose of the role is to be the link between the ICBs and Health with partners within service providers, education, and social care. Through working in partnership with others ensure services are aligned to provide efficient and effective support for children and young people.

Provide strategic clinical leadership and ensure a robust system of working is in place across providers to ensure that all children and young people who have special educational needs and/or disabilities have an Education and Health Care Plan, or care organised at SEN Support which identify their health needs and provision. The role supports the ICBs business in driving transformation for SEND as well as delivering value for money in planning and commissioning of services. The Designated Clinical Officer role is designed to provide subject matter expertise and technical skills to enable strategic planning and manage change needed to meet the requirements of the Childrens and family Act 2014.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the ICB.

## This post is responsible for

- ICBs lead for the co-ordination between and health, education and social care in relation to Education, Health and Care plans pathway (EHCP).
- Advise and prepare for the SEND inspection framework for the ICBs and understand links to wider health economy and integration agenda. This includes providing leadership for health services in planning and demonstrating change and improved outcomes for children.
- To act as an expert strategic clinical resource for a range of professionals in relation to children and young people's health.
- To advise education colleagues on their duties under the 'Supporting Pupils with Medical Conditions' guidance.
- To work with providers and the council to ensure the 'Local Offer' fully represents health services available and that the information held is comprehensive and up to date.

## **Proposed job plan**

### **Project Management**

- In collaboration with children and adult service managers, SEN team, commissioners, local authorities and health trusts ensure health providers review, audit, devise policy and procedures which reflect the current statutory guidance and where appropriate ensure that they are disseminated throughout the ICB and local health economy.
- Set up and implement quality assurance systems in order to monitor the quality and equity of the health element of EHC plans and, in line with local arrangements, to advise the ICBs about health funding in exceptional and specific circumstances.
- Advise and support the development of Personal health Budgets for SEND.

### **Financial and Physical Resources**

- Be responsible for ensuring due process for signing EHC plans within the current commissioned services and making recommendations for the ICBs commissioning in relation to any unmet need identified.
- Responsible for making recommendations, providing advice and able to prepare strategic reports/briefings for the ICBs Boards, ICBs Senior Responsible Officers, Steering/Reference Groups and others as required.

### **Information Management**

- Provide and receive highly complex, sensitive, and contentious information, presenting information, to a wide range of stakeholders in a formal setting this could include presenting to the ICBs Board and Committees and meeting with Family and young people representative groups.
- Link and develop key relationships and attend network events related to the DCO role. These will be local, Essex wide and national networks.
- Using best practice principles facilitate any changes required to practice and processes to support the SEND agenda.

### **Policy and Service Development**

- Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines, and service level agreements (SLA's) which may impact service.
- The post holder will need to maintain a good knowledge of emerging policies from government departments, national reviews, and NHS England priorities to inform strategic approach and discussions.

### **Research and Development**

- Plan, develop and evaluate methods and processes for gathering, analysing, interpreting and presenting data and information.

- Deliver projects to comply with key performance indicators.
- Co-ordinating Research & Development initiatives, delegating as appropriate.

## Planning and Organisation

- Contribute to the strategic planning of Team projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes in relation to SEND and the ICBs Operational Plan.
- Contribute to short, medium and long term business plans, achieving quality outcomes.

## 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	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## 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
- 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

Factors	Description	Essential	Desirable	Assessment
<b>Knowledge, Training and Experience</b>	Educated to masters level or equivalent level of clinical experience, working at a senior level which includes SEND as a specialist area.	√		A/C
	Professional Qualification as an Allied Health Professional (OT, SALT, Physiotherapist or registered nurse with experience in working with CYP SEND).			
	Extensive knowledge of specialist areas, acquired through post graduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent.	√		A/C
	Evidence of post qualifying and continuing professional development.			
	In-depth knowledge and understanding of the Children and Families Act 2014, Care Act 2014, continuing care frameworks and SEND Code of Practice 0-25 (2014)	√		A/I
	Knowledge and abilities to write, update and implement SEN Policies, practice guidance			
	Knowledge and understanding of the main issues affecting outcomes for children, young people and families, particularly children and young people with SEND.	√		A/I
	Demonstrable knowledge and understanding of children's services at both a local and national level.			
	Knowledge and understanding of key issues affecting health services/modernisation/local commissioning agendas including national policy on reforms in the NHS.	√		A/I

	<p>Extensive knowledge of children’s rights/legislation, both national and international impact of rights/legislation both national and international change within the political and social-economic contact on professional practice.</p> <p>Ability to undertake complex assessments using a person centred planning approach ensuring clear outcomes are identified for children and young people.</p> <p>Should have an appreciation of the relationship between the Department of Health, the NHS England and ICBs.</p>	√		A/I
		√		A/I
<b>Communication Skills</b>	<p>Must be able to provide and receive highly complex, sensitive or contentious information; negotiate with senior stakeholders on difficult and controversial issues, and present complex and sensitive information to large and influential groups.</p> <p>Negotiate on difficult and controversial issues including performance and change.</p>	√		A/I
<b>Analytical</b>	<p>Problem solving skills and ability to respond to sudden unexpected demands.</p> <p>Ability to analyse complex facts and situations and develop a range of options.</p> <p>Takes decisions on difficult and contentious issues where there may be a number of courses of action.</p> <p>Strategic thinking – ability to anticipate and resolve problems before they arise.</p>	√		A/I
		√		A/
<b>Planning Skills</b>	<p>Demonstrated capability to plan over short, medium and long-term timeframes and adjust plans and resource requirements accordingly.</p> <p>Comprehensive experience of project principles techniques and tools such as Prince 2 and Managing Successful Projects.</p>	√		A/I



<b>Management Skills</b>	Must be able to prioritise own work effectively and be able to direct activities of others. Experience of managing and motivating a team and reviewing performance of the individuals.	√		A/I
<b>Autonomy Freedom to Act</b>	Must be able to use initiative to decide relevant actions and make recommendations to Sponsor/ Manager, with the aim of improving deliverables and compliance to policies.  Ability to make decisions autonomously, when required, on difficult issues, working to tight and often changing timescales Experience of identifying and interpreting National policy.  Experience of researching best practice and interpreting its relevance and processes/ practices which could be implemented successfully to achieve system reform (advising on policy implementation).	√  √  √		A/I  A/I  A/I
<b>Physical Skills</b>	Working knowledge of Microsoft Office with intermediate keyboard skills.	√		A/I
<b>Equality and Diversity</b>	Needs to have a thorough understanding of and commitment to equality of opportunity and good working relationships both in terms of day-to-day working practices, but also in relation to management systems for London.	√		A/I
<b>Financial and Physical Resources</b>	Previously responsible for a budget, involved in budget setting and working knowledge of financial processes.	√		A/I
<b>Other</b>	Used to working in a busy environment.  Adaptability, flexibility and ability to cope with uncertainty and change.	√		A/I

	Willing to engage with and learn from peers, other professionals and colleagues in the desire to provide or support the most appropriate interventions.	√		A/I
	Professional calm and efficient manner.	√		
	Effective organiser, influencer and networker.	√		A/I
	Demonstrates a strong desire to improve performance and make a difference by focusing on goals.	√		
	Completer/Finisher	√		

**\*Assessment will take place with reference to the following information**

**A=Application form**

**I=Interview**

**T=Test**

**C=Certificate**

Employee signature

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Manager signature

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