

Job Title:	Transition Lead Nurse (fixed term contract 12 months.)
Reports to (job title):	Deputy Head of Service
Line Manager to:	N/A

Job purpose

To develop and implement integrated transition pathways and Standard Operating Procedures across provider organisations, ensuring consistent and high-quality support for young people transitioning between services and improving long-term outcomes. The Transition Lead Nurse will lead a time-limited project to improve transition arrangements for young people moving from children to adult health and care services. Working collaboratively across health, social care, education, voluntary sector and independent providers, the post holder will develop, implement and embed consistent transition pathways, policies, standard operating procedures (SOPs), and best practice guidance.

The role will focus on reducing variation in practice, improving young people's experience of transition, strengthening partnership working, and ensuring practitioners have clear frameworks to support safe, effective, and person-centred transitions.

Key responsibilities

- Strategic Leadership and Programme Delivery
- Lead the development and implementation of an integrated transition programme across partner organisations.
- Map existing transition processes and identify gaps, risks, duplication and opportunities for improvement.
- Develop a clear transition framework aligned to local and national guidance (NICE NG43: Transition from children's to adult's services for young people using health or social care services, Feb 2016.)
- Establish governance arrangements and reporting mechanisms for the programme.
- Provide regular progress reports to senior leaders and stakeholder groups.

Pathway Development

- Design and implement standardised transition pathways for young people with complex health needs.
- Ensure pathways support smooth transition from children's to adult services.
- Develop guidance that promotes consistency across provider organisations.
- Co-produce pathways with young people, families, carers and professionals.

- Ensure pathways address the needs of young people with learning disabilities, autism, mental health needs and long-term conditions.
- Chair and facilitate multi-agency working groups and stakeholder meetings to develop pathways
- Build effective relationships across organisations to support service improvement and pathway development.
- Promote shared ownership and accountability for transition outcomes.

Standard Operating Procedures (SOPs)

- Develop and implement SOPs, protocols and practitioner guidance to support transition practice.
- Create tools and templates to support assessments, planning meetings, referrals and transfer of care.
- Ensure policies and procedures reflect legislative requirements and best practice standards.
- Support organisations to embed and monitor compliance with SOPs.
- Partnership and Stakeholder Engagement
- Work collaboratively with NHS providers, local authority services, education settings, integrated care partners and voluntary sector organisations.

Quality Improvement

- Develop key performance measures to monitor transition outcomes.
- Analyse data and feedback to evaluate pathway effectiveness.
- Identify barriers to successful transition and implement improvement actions.
- Support the development of sustainable models that continue beyond the fixed-term project.

Training and Workforce Development

- Deliver training and awareness sessions for practitioners.
- Support staff to understand their roles and responsibilities within transition pathways.
- Develop guidance materials and resources for professionals, young people and families.
- Act as a clinical resource and expert advisor on transition best practice.

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
• 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 , 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

Essential Qualifications

- Registered Nurse (NMC Registered).
- Degree in Nursing or equivalent professional qualification.
- Evidence of continuing professional development.

Essential Experience

- Significant experience working with children, young people or adults with complex health needs.
- Experience of leading service development or quality improvement projects.
- Experience of multi-agency and partnership working.
- Experience developing policies, pathways, protocols or operating procedures.
- Experience influencing change across organisational boundaries.

Essential Skills

- Strong project and programme management skills.
- Excellent stakeholder engagement and relationship-building skills.
- Ability to analyse complex systems and develop practical solutions.
- Excellent written communication skills, including report and policy writing.
- Ability to facilitate workshops and collaborative working groups.
- Strong understanding of change management principles.

Other Requirements – Full UK Driving Licence & access to car insured for business use.

Employee signature

Manager signature
