

Job Title:	Looked After Children Nurse (AFC Band 5))
Reports to (job title):	Named Nurse for Looked After Children
Line Manager to:	

Job purpose

To support the Named Nurse for Looked After Children and the team and to ensure that the organisation meets its contractual responsibilities to looked after children. This includes working collaboratively with the safeguarding team and partner agencies.

- To work with Looked After Children and their families/carers liaising with health and external agencies as required
- To contribute to assessing the health needs and improving health outcomes for Looked After Children and care leavers
- To work within national guidance and local policy in relation to Looked After Children
- To provide holistic health interventions to Looked After Children
- To work collaboratively with children, young people and their carers, and colleagues in Health and Social Care to ensure that the health needs of Looked After Children are identified and assessed

Key responsibilities

Be responsible to and accountable within the managerial framework of XXX, HCRG Care Group Services

- To ensure that all contacts with Looked After Children are delivered in a sensitive, age-appropriate way that recognises the importance of choice, culture and diversity
- To work in partnership with local enhanced safeguarding teams, Children's Social Care, Foster Carers, Independent Reviewing Officers, residential workers and birth parents in promoting the health of Looked After Children and maintain good liaison with other agencies, both statutory and voluntary.

Support Looked After Children colleagues with the co-ordination of review health assessments with children

- Work in partnership with key partners in promoting the health of Looked After Children ensuring health information is co-ordinated for the benefit of the child or young person
- Support Looked After Children health colleagues with the structures and processes to share information in accordance with policies and procedures and report any breaches of confidentiality

- To have knowledge of local and national policies and procedures including across other agencies, that are relevant to the care provision for Looked After Children, including an understanding of care orders and the legal frameworks under which Children become Looked After.

Inter-agency responsibilities

- To support the delivery of integrated health services to looked after children by working in partnership with other multi-agency service providers, as directed and supported by the Looked After Children Named Nurse
- To ensure that timely Initial, and Review Health Assessments for children in care are undertaken in accordance with Local Authority targets (as per contractual agreement)
- Follow LSCP child protection procedures and practice guidance to safeguard children and young people in care

Advisory role

- Contribute to the service provision for looked after children.

Clinical role

- 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
- Attendance and contribution at relevant multi-agency meetings for children in care, 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 the health and wellbeing of looked after children' DHSC, March 2015)
- Improve the coordination of health care for children and young people in care placed within XXX, HCRG Care Group and to support their access to appropriate health services within the community and secondary care.
- Undertake health assessments for looked after children
- Support and advise colleagues on the clinical assessment and care of children and young people, whilst being clear about others personal clinical professional accountability.
- Escalate concerns accordingly to the Named Nurse for Looked After Children

Co-ordination and communication

- Work closely with other looked after children, safeguarding/child protection specialists, Named Nurses and health professionals within HCRG Care Group
- Work with the Looked After Children Named Nurse **Governance: policies and procedures**
- Contribute to the dissemination of local and organisational policies and procedures
- Support the Named Nurse to encourage and coordinate case discussion, reflective practice, and the monitoring of significant events at a local level

Training

- Support the Looked After Team to ensure that all colleagues work to the HCRG Care Group safeguarding and looked after children training strategy and local requirements in line with national and local expectations.
- Contribute to the delivery of training for health staff and inter-agency training.
- Support the Named Nurse to evaluate training feedback and contribute to improvement discussions and implementation of revised training

Supervision

- Engage in appraisal, support and supervision for colleagues across the services in line with HCRG CARE GROUP safeguarding supervision policy and local processes
- Contribute to individual case supervision and peer review
- Embed all aspects of the organisational safeguarding supervision policy and process

Monitoring.

- Support the Named Nurse to participate in the development and review of local and HCRG CARE GROUP national safeguarding audits

Personal development

- Meet the organisation's requirements for training attendance.
- Attend relevant continuing professional development activities to maintain competence.
- Receive regular supervision and undertake reflective practice
- Recognise the potential personal impact of working within the looked after children role on self and others and seek help when necessary.

Appraisal

- Receive annual appraisal from a professional with specialist knowledge of safeguarding children and with knowledge of the individual's support and professional context and framework.

Accountability

- Be accountable to the Managing Director / Business Unit Head
- Report to BU Named Nurse for Looked After Children

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 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.

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

Education/Qualifications

Be registered on either Part 1 of the Nursing and Midwifery Council (NMC) register as a registered children's nurse **and / or** Part 3 register as a specialist community public health nurse **Experience**

Skills/Abilities

- Excellent IT skills
- Excellent communication skills
- Excellent literacy skills
- Able to work effectively with children, young people and adults
- Must have ability to travel effectively across the locality

Knowledge and Understanding

- Understanding of the health needs of Looked after Children
- Awareness of importance of confidentiality and legislation associated with information sharing
- Good understanding of health promotion practice
- Experience working in a team
- Motivated and enthusiastic

Desirable

- Previously worked in with Children's team or contributed to the care and support of Looked After Children

Other requirements: Hold a full driving license

Employee signature

Manager signature
