

Job Title:	Safeguarding Specialist Nurse, Band 7
Reports to (job title):	Safeguarding Named Nurse
Line Manager to:	

## Job purpose

The post holder will act as an expert resource within HCRG Care Group, working in collaboration with managers and clinicians of all disciplines, providing expert advice to ensure effective delivery of clinical services in accordance with the contractual commitments and associated regulations. The post holder will work with the Safeguarding Named Nurse to deliver an effective support function in their specialist area and support teams to deliver high quality and effective care. The post holder may be responsible for managing a delegated team.

## This post is responsible for

- Being part of a team providing the highest quality safeguarding service to our colleagues in Essex Child and Family Wellbeing Services.

## Key responsibilities

- To work autonomously to make decisions of the highest complexity with the subject they are leading and to identify and manage associated risks accordingly.
- To support the delivery and development of improved performance across all clinical and nonclinical services within the organisation; specifically within the subject they are leading.
- Promote quality improvement across all services areas.
- To take responsibility for the monitoring of; and where necessary, working with service leads to improve upon contractual KPIs relating to their subject matter.
- Leads on specific programmes of work as directed by the Safeguarding Named Nurse.

## Managerial responsibilities

- Lead responsibility, acting as the lead knowledge point to inform the Named Nurse regarding national, regional and local initiatives which impact on both operational and governance services.
- To contribute to ensuring that the service is cost effective.
- Management responsibility for a single function or department, managing staff (where applicable) including recruitment, performance and work allocation, responsible for the day-to-day supervision and management.
- Build and maintain regular contact with external networks related to role to support own CPD and organisational development.
- Provide a support service to operational teams that is responsive to needs and encouraging of ownership and collaboration in the pursuit of organisational values and future sustainability.

## Clinical/Professional Duties

- Comply with all health and safety directives, risk assessment and other statutory and legal requirements relative to HCRG Care Group and the clinical environment.
- Maintain up to date knowledge through attendance at all mandatory training and self-directed learning.
- To manage the process of change effectively, being prepared to challenge existing practices and work with teams to develop a shared vision.

## 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

### Essential

#### Education/Qualifications

- Registered with appropriate professional body e.g. Nursing,
- Degree in relevant subject area or equivalent experience
- ESCB Level 3

#### Skills/Abilities

- Ability to gather and analyse complex data in order to plan service improvements, undertake investigations and produce complex reports
- Ability to work autonomously but recognising the ability to work collaboratively
- Demonstrable leadership and management skills
- High level of interpersonal, communication and motivational skills
- Competent in Microsoft office packages
- Ability to organise, plan and deliver complex activities and manage own workload
- Ability to design and maintain systems & processes which support operational developments
- Ability to interpret and implement legislation and regulation within the organisation
- Demonstrate the ability to motivate, influence and negotiate Experience/Knowledge Education/Qualifications • Teaching and assessing qualification.
- Have safeguarding supervision skills NSPCC or equivalent
- Demonstrable experience in relevant area specifically in relation to service development & leadership
- Experience of presenting information to different audiences
- Knowledge of contractual requirements and key performance indicators relevant to service area
- Knowledge of developments in own field of practice and national policy relating to service area
- Experience of managing people and resources
- Ability to demonstrate achievements in change management or developing services
- Experience in research and audit based practice in subject area
- Ability to demonstrate awareness of safeguarding and equality and diversity issues within field of practice
- Design and delivery of training relevant to specialist area Other Qualities (Interview Assessment)

- Act as a role model in area of specialism
- Ability to build personal and professional credibility
- Ability to drive
- Demonstrative commitment to Quality
- Understanding and commitment to HCRG Care Group's mission and valuesXXXXX

## Desirable

- Education/Qualifications
- Teaching and assessing qualification.
- Have safeguarding supervision skills NSPCC or equivalent

Other requirements: You are accountable and responsible for the prevention and control of healthcare associated infections and must comply with the standard set by the Health and Social Act 2008: Code of Practice on the prevention and control of infections and related guidance (published December 2010).

## Core Competency Framework

### Band 7

## Communication / Relationship Skills

Provide and receive highly complex, sensitive or contentious information to inform reports, enquiries, investigations, gain agreement or co-operation.

Present highly complex, sensitive or contentious information to groups and through report writing, demonstrating the ability to analyse, extract and theme key trends and escalate or highlight governance risks to line manager.

Motivate staff to encourage collaborative working to improve services/performance where there may be resistance to change.

Present to individuals or groups of staff demonstrating knowledge, skills and expertise in area for which they are leading.

Maintain confidentiality and conform to the data protection act requirements.

Liaise with partner or neighbouring organisations and work collaboratively to investigate or resolve any relevant issues as pertinent to the subject for which they are leading.

Provide information to the media in line with HCRG Care Group Policy.

## **Health, safety and security**

Post holder has a responsibility for promoting the health, safety and security of patients and clients, the public, colleagues and themselves e.g. Responsibility level is either Assist in maintaining own or others, Monitor and maintain, promote or develop, etc. This is in addition to general category listed below.

## **Responsibility for Policy and Service Improvement/ Development**

Lead on any developments for their subject area, owning, developing and implementing relevant policies as appropriate for the subject they are leading.

Provide specialist knowledge in the further development of services, existing contracts and emerging commissioning opportunities as and when required.

## **Responsibility for Audit/Research & Development**

Provide subject specific training to staff grades of staff as appropriate or requested by line manager.

Proactively keep up to date in subject for which they are leading, ensuring that all policies, procedures and activity are evidence based.

Initiate & participate in audit activity to promote clinical effectiveness to ensure on-going development of operational services.

Keep up to date with research trends and findings within appointed subject area to ensure that practice is up to-date and innovative.

To participate in national audit as required.

In subject area actively support, organise, monitor, and evaluate new innovations as agreed and supported by HCRG Care Group.

## **Quality**

Post holder has a responsibility for maintaining quality of own work, encourage others, contribute to improving quality or developing a culture to improve. This is in addition to the general category listed below.

## **Freedom to Act**

Ensure a PDP plan and mandatory training completed annually.

Ensure agreed academic training is complete to support role.

Maintain evidence of continued professional development in accordance with relevant regulatory body.

Interact with other specialists at local and national level as appropriate.

Be accountable for own professional actions. Has discretion to work independently within agreed parameters.



Maintain own professional development plan in order to have an awareness of up to date current methods of treatment, current research and new clinical practices.

## **Equality, diversity and rights**

Post holder has a responsibility to support, promote or develop a culture which promotes equality & diversity. This is in addition to the general category listed below.

## **Planning and organisational tasks / duties**

Plan and organise own workload according to agreed personal objectives to include the ownership of relevant KPIs and contractual requirements.

Prioritise and manage workload to meet the unpredictable and conflicting needs of the organisation.

Identify, contract requirements related to role and lead the support, delivery, and accountability requirements to achieve the agreed outcomes and targets. This will require the post holder to proactively monitor performance and to instigate remedial action plans if trajectory is off target, keeping line manager informed at all times.

Plan and implement new ways of working, facilitate collaborative working and capacity planning.

Where responsible for managing a delegated team, undertake where necessary and appropriate the provision of cover for the team during times of annual leave, sickness or as requested by line manager.

## **Patient Care Responsibilities**

The post holder may be required to have occasional contact with patients or clients for the purposes of information giving or support. The post holder will not be required to deliver direct patient care.

## **Responsibility for financial and other physical resources**

To be responsible for managing a delegated budget in conjunction with their line manager ensuring appropriate use of all resources.

To work within the resources allocated whilst ensuring value for money.

To support the identification and delivery of allocated Cost Improvement Plans.

To ensure appropriate maintenance of all equipment used.

To identify cost pressures within the team and escalate them to the line manager

Standard keyboard use

## **Responsibilities for information resources**

Analyse performance data and produce comprehensive reports containing complex information requiring analysis, interpretation, and comparison of a range of options, demonstrating the ability to recommend and inform future actions.

## **Physical Skills**

Mental effort – Frequent requirement for concentration; concentration required for checking documents and analysing statistics.

Physical effort – Occasional or frequent moderate effort for several short periods.

# Job Description

There is a requirement to use the computer daily.

Combination of sitting, standing and walking; light physical effort, light physical effort

Emotional Effort – frequent exposure to distressing, challenging and emotional situations which requires an ability to be compassionate but provide robust and fair advice, guidance and support.

Frequent travel is required.