## Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>AfC Reference No:</th>
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<tr>
<td>Specialist Nurse for Looked After Children</td>
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<tr>
<th>Business Group:</th>
<th>Band:</th>
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<tr>
<td>W,C&amp; D</td>
<td>6</td>
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<tr>
<th>Hours or Programmed Activities:</th>
<th>Base:</th>
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<tr>
<td>20hrs</td>
<td>Stopford House</td>
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### Accountable to: Named Nurse Looked After Children

### Responsible for: LAC admin team

### Job Summary

- Clinical assessment, health screening and health surveillance of clients.
- Assess, plan and implement programmes of care in conjunction with other colleagues to improve outcomes for clients.
- Undertake direct holistic assessment and interventions with young people on a range of health and protection issues including sexual health, substance misuse and emotional health and well being.
- Identify any outstanding health issues for Looked After Children.
- Provide health education and promotion of sexual health and the prevention of sexually transmitted infections and unwanted pregnancy.
- Liaison with other agencies in order to access services and ensure priority is given to referrals as needed.
- Work in partnership with other team members and partner agencies in all aspects of client care.
- Empower clients and act in advocacy role.
- Undertake safeguarding assessments and risk assessments with Looked After Children and initiate action as appropriate.
- Be fully conversant and compliant with child protection protocols, guidelines and procedures.
- Provide health input into leaving care drop in service.
Main Duties and Responsibilities

Communications

- To develop and maintain clear communication systems across Health, Children’s Social Care and other agencies both voluntary and statutory.
- To foster good working relationships with professionals within Health and partner agencies.
- To communicate with children, young people and carers in age appropriate and empathetic manner.
- To attend statutory reviews as required.
- To maintain accurate records in accordance with departmental and legal needs.
- To attend complex multi-agency planning meetings in relation to vulnerable children and young people and make recommendations about their needs to their line manager.
- To be an effective member of the complex safeguarding practitioners forum.
- To provide the health information for looked after children for the Missing from home strategy meetings where risks and plans are shared.
Responsibility for Patient Care

- To organise the provision of Review Health Assessments.
- To provide the nursing element within the Initial Health Assessment process.
- To ensure that appropriate health care is provided following assessments including referral for medical opinion when necessary.
- To develop robust arrangements for the healthcare for young people at risk of sexual exploitation.
- To empower young people to make informed decisions about their health and to ensure they are encouraged to access primary health care when needed.
- To offer specialist advice to a wide range of professional and non-professional personnel involved with Looked After Children.
- To work collaboratively with the Specialist Nurses for Safeguarding Children and Adults and professionals in the safeguarding team to address the health needs of vulnerable young people.
- To ensure children are effectively safeguarded from experiencing significant harm.
- To consider how identified needs may be most effectively addressed to promote the well-being of the individual child/young person.
- To assist in the development of data sharing protocols in line with the Data Protection Act and Caldicott requirements.
- To develop and facilitate early screening for vulnerability factors in relation to a young person’s emotional and mental health.
- To continually update and develop assessment framework tools to enable appropriate assessments to meet the health needs of the identified client group including compilation of personal held records.
- To offer specialist clinical nurse led services and skills to benefit and meet identified needs of young people. This will take into account the medical, social, emotional, sexual, educational, religious and cultural aspects of care.

Planning and organising

- Maintain electronic diary in accordance with local protocols
- Plan and prioritise own workload
- Manage a complex caseload and allocation system effectively
- Respond to requests for support at unpredictable times and prioritise level of response required
- Independently plan, develop and implement programmes of care based on assessed need.

Responsibilities for Physical and / or Financial Resources

- Ensure safe and efficient use of equipment, resources and consumables at all times
Responsibility for Policy and Service Development and Implementation

- To participate in developing policies to ensure the health needs of vulnerable young people are met in accordance with Department of Health guidelines and local policies.
- Contribute to the implementation of NICE Guidelines, National Service Frameworks where applicable.
- To assist in the development of services for vulnerable young people.
- To review and develop the Health Assessment process, including provision of Initial Health Assessments.
- To be responsible for quality assuring Review health assessments completed by others and supporting the required improvements as appropriate.
- To adhere to all SFT policies and guidelines.

Responsibilities for Human Resources and Leadership

- Demonstrate excellent organizational skills - leading by example
- Provide advanced clinical knowledge within own scope of practice to clinical colleagues.
- Participate in the evaluation of clinical practice to identify and implement change to continuously improve standards of care.
- Line manage and support other team members as appropriate.
- Where necessary be involved in the HR process of managing attendance and performance within the team.

Responsibilities for Teaching and Training

- Participate in training of staff members as required.
- Plan, design and implement training packages for the wider health children’s workforce.

Responsibilities for data and information resources

- To manage the processes which ensure an efficient management of the care pathways within the service.
- Adhere to SFT Information Governance Policy.
- Provide the data for the key performance indicators around Looked After Children.

Research, Development and Audit

- To contribute to audit programmes as appropriate; identifying areas of audit with the Named Nurse, that are relevant to the provision for Looked After Children.
- To embed audit and associated learning as part of everyday work and drive multiagency audit around the needs of Looked After Children.
To contribute to developing local strategies which are relevant to young people at risk of or suffering from sexual exploitation

Contribute to multi-agency planning to maintain a quality and standard service for vulnerable young people line with Government recommendations

Be responsible for own personal development by:
  o Using Library facilities
  o Reading professional briefings and circulations pertinent to specialities.
  o Attending courses and symposiums.
  o Maintaining a personal professional profile; in order to provide an evidence based service to clients. To facilitate the learning experience of students of various disciplines, in order to ensure they have the opportunity to meet their learning outcomes.

Physical Skills and Effort

  o Use of car/ appropriate means of transport to drive to home visits and other clinical/non-clinical venues and meetings.
  o Use learning from mandatory moving and handling training to ensure own physical safety.
  o Be highly emotional resilient due to the frequent exposure of highly distressing and sensitive information involving children in care.

General Duties

Hand Hygiene

To assist the Trust in reducing healthcare acquired infections (HCAI’s) all staff should be familiar with all the Trust’s Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing HCAI’s”

Safeguarding

All employees have a duty and responsibility to protect and safeguard children and vulnerable adults. They must therefore be aware of child protection procedures and who to contact within the Trust for further help and guidance

Data Protection, Confidentiality and Information Governance

The post holder must abide by all relevant Trust and departmental policies including information governance, confidentiality and data protection and, undertake mandatory training.
The post holder is reminded that any breach of the Trust’s information governance and security policies and procedures, including data protection legislation, will result in disciplinary action.

Data Protection Legislation – the post holder is required to process all personal data relating to patients and staff, whether in paper, electronic or other media, in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), ensuring the security and confidentiality of data at all times.

The post holder must not for their own benefit or gain, or to divulge to any persons, firm or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust’s affairs or dealings which may come to their knowledge during employment.

**Health & Safety**

Compliance with the Health and Safety at Work Act 1974- the postholder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

**Harassment & Bullying**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

**Dignity & Respect**

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the postholder.
Date:
Manager's Signature: ________________________________

Postholder's Signature: ________________________________
**PERSON SPECIFICATION**

**Post:** Specialist Nurse for Looked After Children

**Band:** 6

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<tr>
<th>Requirements</th>
<th>Assessment Method – Application Form (AF) / Test (T) / Interview (I) / References (R)</th>
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<tr>
<td><strong>Education &amp; Qualifications</strong></td>
<td>Essential (E) / Desirable (D)</td>
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<tr>
<td>- Registered Nurse (Children) / Registered Nurse (Adult)</td>
<td>E √</td>
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<tr>
<td>- Specialist Community Public Health Nursing</td>
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<td>- Educated to degree level</td>
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<tr>
<td>- Experience of delivering training.</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<tr>
<td>- Knowledge of local and national guidance and research in relation to Safeguarding Children</td>
<td>E √</td>
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<td>- An understanding of current issues affecting safeguarding and protecting children.</td>
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<td>- Knowledge of legal framework and of political and policy changes affecting Looked After Children and Safeguarding Children.</td>
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<td>- Knowledge of data protection and NHS code of confidentiality.</td>
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<td>- Commitment to and understanding of equal opportunities.</td>
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<td>- Demonstrates an awareness of issues when working across organisations and disciplines and understands key elements of change management.</td>
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<td>- Understanding of cultural issues in relation to Looked After Children.</td>
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- Demonstrates continued professional development. | E | ✓ | ✓ | ✓ |
- Evidence of motivational skills and professional leadership of staff in practice. | D | ✓ |

**Experience**

- Substantial experience as a caseload holder. | E | ✓ | ✓ | ✓ |
- Experience of multi agency/disciplinary collaborative working with other agencies. | E | ✓ |
- Demonstrates clinical supervision skills within a model of reflective learning. | D | ✓ | ✓ | ✓ |
- Evidence of working and engaging with children and young people. (particularly 16-18 year olds) | E | ✓ |
- Experience of participating in audit processes | D | ✓ | ✓ |

**Skills & Abilities**

- Commitment to team working. | E | ✓ | ✓ | ✓ |
- Influencing and negotiation skills to be able to motivate and inspire others. | E | ✓ | ✓ |
- IT skills to a good standard and ability to manage databases. | E | ✓ | ✓ | ✓ |
- Excellent verbal and written communication skills | E | ✓ |
- Ability to demonstrate sound clinical judgement and decision making supported by theoretical knowledge. | E | ✓ | ✓ | ✓ |
- Evidence of working with challenging groups and delivering change | E | ✓ |
- Ability to respond professionally when exposed to challenge from other agencies, families and professionals. | E | ✓ | ✓ | ✓ |
- Ability to make autonomous decisions, within | E | ✓ | ✓ | ✓ |
boundaries of professional competences and accountability.

- Ability to deliver training to a range of groups including, health professionals, professionals across partner agencies and carers.
- Presentation skills including PowerPoint

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**Work Related Circumstances**

- Occupational Health Clearance
- Requires access to appropriate transport.
- Flexible hours.
- Good time management.
- Must be approachable and accessible to all levels of practitioners

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**Date:** October 2018