

Job Description

JOB TITLE: NAMED NURSE LOOKED AFTER CHILDREN

BAND: 8a

RESPONSIBLE TO: Head of Targeted Children's Services Children

KEY RELATIONSHIPS: Assistant Director Children's Services

Internal	External
Own Team Line Manager - Associate Director Safeguarding & Looked After Children Directors of Nursing Assistant Directors Universal Children's services Specialist children's services Targeted children's services Adult services AHPs Clinical Leads Safeguarding Adults Named Doctors for Looked After Children Serious Incident Investigation Team Audit Department	Designated Nurse for relevant area Designated Doctor for relevant area GPs and Practice staff Social Services Police Education Voluntary services Non-Statutory Services Acute services

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The expectation of this post holder will be to support their team, department and organisation to achieve the Trust's Values in their day-to-day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will achieve this by:

The post holder will be a registered nurse and will be the strategic and operational lead within health and children social care partnership agendas for looked after children in the **insert area**.

To ensure all looked after children and young people have access to good quality health assessments with all initial assessments being carried out by a paediatrician and reviews of children being coordinated by the Looked After Children health team; including children placed out of borough and those placed within the secure estate.

To lead in implementing government guidance on promoting the physical, social, mental, and emotional health of looked after children and young people through targeted health interventions including health promotion initiatives.

To work closely with other Named and Designated professionals in supporting the Trust to meet its statutory responsibilities for looked after children and young people.

To provide support and advice to colleagues in clinical assessment including quality assurance of nurse led assessments; establish, monitor, and report on performance data and management process' in the Trust.

Key Responsibilities:

Support all activities necessary to ensure that the Trust meets its responsibilities for looked after children and young people.

Contribute to the planning and strategic organisation of provider services for looked after children.

To take clinical responsibility for developing, delivering, and auditing high quality services to children and young people looked after by the insert area.

- To manage the Looked After Children Health team and to provide managerial supervision, including appraisal and support for the specialist nursing team.
- To ensure that staff are using and applying safeguarding procedures by facilitation of an environment of reflection and inquiry that optimises learning achieved through the supervision of staff.
- Work closely with other named, specialist and designated professionals locally, regionally and nationally.
- Liaise closely with other specialist services such as CAMHS, sexual health, family nurse partnership and services for disabled children.
- Ensure that advice is available to other professionals and organisations on day-to-day issues about looked after children and their families.
- Participate in organisational training needs analysis and provide training for health professionals and other agencies regarding health issues of looked after children.
- To work across the health economy to monitor the health care plans of looked after children, including those placed out of borough, this includes liaising with Designated

Nurses and others looked after health teams or staff in other health settings and organisations.

- To provide quarterly performance reports and an annual report to the Children Looked After Strategic Partnership Board demonstrating successful service delivery and improved outcomes for looked after children.
- Lead on the policy review and development and adherence to Looked After guidance and procedures, taking into account the responsibilities for NELFT to ensure compliance with national bodies.
- Provision of regular reports to the Integrated Care Directorates and Strategic Boards as required.

Clinical Skills:

- When required undertake health assessments for looked after children and provide written reports on the health of prospective carers as appropriate.
- Support and advise colleagues in the clinical assessment and care of children and young people, whilst being clear about others personal clinical professional accountability
- To act as an autonomous, registered practitioner who is legally and professionally accountable for own unsupervised actions guided by the professional code of conduct and Trust guidelines and protocols.
- To maintain a clinical caseload and assess health needs within a child centered holistic framework.
- The post holder will have Current Effective Status on the Nursing and Midwifery Council (NMC)

Leadership:

- Support and advise the board about looked after children and young people.
- Contribute to the planning and strategic organisation of provider services for looked after children.
- Work with other named, specialist and designated professionals to plan and develop the healthcare organisations strategy for services for looked after children.
- Ensure advice is available to other professionals and services across the organisation on day to-day issues about looked after children and their families, including involvement in fostering and adoption panels according to local arrangements.
- To lead in the development of an effective team and the development of productive working relationships throughout the Trust.
- To monitor trends, quality and appropriateness of referrals and identify gaps, duplications, and blockages to systems and take appropriate action.
- To provide statistical data and reports as required in a timely matter.
- Lead the recruitment and selection processes for new staff members, plan and implement induction programmes for newly appointed staff.
- To actively promote integrated health professional working internally and externally.
- To facilitate the development of a positive and 'supportive' team culture by taking responsibility for dealing effectively with potential conflict.
- To take an active interest in working parties and groups within the Trust to develop and improve on service delivery, protocols, and guidelines.
- To lead in the design and requirements of regular audit programmes in relation to Looked After Children linking in with the clinical governance agenda.
- To provide quarterly performance reports and an annual report to the Children Looked After Strategic Partnership Board demonstrating successful service delivery

and improved outcomes for looked after children.

- To advise, encourage and share knowledge utilising the latest research and practice development, through literature and peer reviews.

Administration:

- To be computer literate and encourage implementation of the Trust's IM&T Strategy.
- To ensure accurate recording of actions, and updating patient's records, always maintaining confidentiality.

Communication:

- Demonstrate excellent interpersonal skills.
- To be able to effectively communicate with colleagues, peers, senior managers, and clinical leads within the Trust in addition to communication with a range of external agencies.
- Be confident and competent to share information written, verbal and electronic which conforms to policies around consent, confidentiality and information sharing agreements between agencies.
- To be able to communicate complex and sensitive client/patient related information facilitating positive outcomes and ensuring collaborative working.
- To lead in the review and development of Looked After Children policies and identify improvements to service provision.
- Liaise with Named professionals for Looked After Children in other areas when children who are considered to be in need or at risk of significant harm are transferred both into and out of NELFT.
- Work closely with the lead for children and/or safeguarding within the organisation.
- Liaise with professional leads from other agencies, such as education and children's social care.

Training:

- To take a lead role in the management of training and educational opportunities for staff in the service and to ensure that they are kept up to date with legislative and policy changes and developments.
- To maintain registration and revalidation with the NMC at all times and to work within the NMC Code of Professional Conduct.
- Able to interpret regional, national, and local policy documents/reports and their implications for looked after children's health and service provision.
- Meet the organisation's requirements for mandatory training attendance to ensure best clinical practice.
- Attend relevant local, regional, and national continuing professional development activities to maintain competence in accordance to Intercollegiate Document (2020) Looked after children: Knowledge, skills and competences of healthcare staff.
- Able to work with multiagency colleagues to support young people leaving care, providing support to access specialist advice on contraception and sexual health, promoting physical and mental health, enabling access to GP services, and facilitating transfer of care leavers with complex needs, including those with disabilities seamlessly to adult services.
- Understand relevant child-care legislation, information sharing, information governance, confidentiality, and consent in relation to looked after children.
- Work with specialist and designated looked after children professionals locally to agree and promote training needs and priorities.

- Support the designated professionals to ensure that there is an organisational training strategy in line with national and local expectations.
- Contribute to the delivery of training for health staff and inter-agency training.
- Support the specialist and designated professionals in the evaluation of training and adapt provision according to feedback from participants.
- Tailor provision to meet the learning needs of participants.
- Understand the needs and legal position of young people, particularly those aged 16 years and over and the transition between children's and adult legal frameworks including respective service provision.
- Understand how the changes to the special educational needs and disability assessment and planning frameworks affect looked after children.
- Be able to identify unmet health needs/gaps in service provision and promote innovative service solutions.
- Able to review, summarise and interpret information from a range of sources and write a chronology/summary.
- Able to analyse and evaluate information and evidence to inform inter-agency decision making across the organisation.

Governance: Policies and procedures

- Work with the specialist and designated professional to ensure that the organisation has relevant policies and procedures in line with legislation and national guidance.
- Contribute to the dissemination and implementation of organisational policies and procedures.
- Encourage case discussion, reflective practice, and the monitoring of significant events at a local level.

Quality:

- Understand, adhere to, and practice all relevant Trust and local policies and procedures.
- To undertake and complete appropriate training as identified to develop and maintain the skills and competencies required for the post.
- Assist in the development of audit tools to monitor effectiveness of systems and processes as required, within own organisation and as part of multi-agency team.
- To support staff in the decision-making process where there are complex case management of Look After Children which require analysis and interpretation.
- To participate and initiate research, as required to meet service needs.
- To identify and lead on relevant audits of effectiveness and quality of service provision for looked after children on an organisation level, including multi – agency audits and audits against national guidelines.
- To recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.
- To take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

Service Improvement:

- To ensure that all initial and review health assessments are completed within timescale and are of high quality and a comprehensive health care plan is completed and shared

with GPs, carers, and the local authority.

- Support and advise colleagues in the clinical assessment and care of looked after children and young people.
- Ensure all looked after children are able to access universal services as well as targeted and specialist health services where necessary.
- To ensure that mechanisms are in place to effectively enable the consultation, participation and involvement of looked after children/young people and service users in the planning and delivery of services.
- To maintain a clinical caseload and assess health needs within a child centered holistic framework. Undertake health assessments for looked after children and provide follow up within agreed pathways as required.
- To communicate with other boroughs as required ensuring effective assessment and implementation of health care plans for those children and young people placed out of borough.
- To use RiO in the case management and recording of Looked after Children and to maintain an overview of the caseload.
- To monitor trends, quality and appropriateness of referrals and identify gaps, duplications, and blockages to systems and take appropriate action.
- Be able to apply lessons learnt from audit, case management reviews and serious case reviews to improve practice.
- To provide statistical data and reports as required in a timely matter.
- To lead on risk management including maintaining the risk register.
- To investigate incidents and complaints providing reports and action plans following these.
- To lead on the development and implementation of local policies and procedures in relation to the health of looked after children.
- To identify and lead on relevant audits of effectiveness and quality of service provision for looked after children on an organisation level, including multi – agency audits and audits against national guidelines.

Financial and Resource Management:

- Prioritise and manage time and workload effectively.
- To ensure the operational running of services through effective deployment of all resources, providing a framework for achieving best outcomes and objectives. This will include the development of protocols, local policies and procedures, liaison networks and managerial structures.
- To assist in the ordering and managing supplies within financial constraints.

Personal Development:

- To develop and maintain appropriate knowledge skills and competencies to enable recognition of significant harm to adults, young people, and children across the NELFT economy.
- To develop and maintain knowledge of local and national resources that support families where the welfare of children may be compromised.
- To work both autonomously and part of a wider team.
- To be self-motivated and use own initiative when required.
- To fulfil mandatory requirements for safeguarding children supervision.

Receive annual appraisal from a professional with specialist knowledge of looked after children and with knowledge of the individual's professional context and framework.

Health, Safety and Security:

- Take steps to maintain the safety and welfare of staff and service users.
- Annually attend the mandatory fire lecture and be familiar with the fire drill.
- The post holder will be conversant with and promotes correct Manual Handling procedures.

Additional Information

Additional information about protocols and guidelines while working at NELFT are outlined in [this document](#).

Health and Safety:

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors, and employees.

Infection Control:

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management:

You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents.

Safeguarding Children Vulnerable adults:

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest:

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interest in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or

services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's

governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability:

All staff have a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy:

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct:

NELFT requires the highest standards of personal and professional conduct from all its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk.
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Be honest and act with integrity.
- Accept responsibility for my own work and the proper performance of the people I manage.
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community.
- Take responsibility for my own and continuous learning and development.

Data Protection:

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter.

Information Security and Confidentiality:

All employees are required to observe the strictest confidence about any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorized people in accordance with NHS Confidentiality

Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity:

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality, and diversity, and encourages individuals to develop and maximize their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage, or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviors to employees and patients/service users.

Key Performance Indicators (KPI):

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description:

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organization. To be reviewed in conjunction with the postholder.

Other Duties:

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.