

JOB DESCRIPTION

Oxford Health NHS FT

Job Title: Named Nurse for Children Looked After (CLA) & Operational Manager for Phoenix Team

Band: 8a

Responsible to: Service Manager – Preventative Care
Responsible for: The Phoenix Team

Accountable to: Director of Community services

Place of work: East Oxford Health Centre

Hours: 30-37.5

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JOB PURPOSE

The post holder is responsible for the operational management, professional leadership and coordination of the Phoenix Team. The Phoenix Team work with children who are within the Looked after Children, Residential Edge of Care, Youth Justice Service and Exploitation Service. They will work with the preventative care pathway leadership team to improve health outcomes, reduce inequalities and safeguard children and young people in Oxfordshire through the provision of an evidenced based and needs led service

As provider lead for Children Looked after, the post holder will be responsible for ensuring the delivery of the statutory health requirements as stated in the Children's Act (2004) and Promoting the Health and well being of Looked After Children (2015) for children who are legally looked after by the local authority. The post holder will work collaboratively with the Designated Nurse for Looked after Children and partner agencies.

DUTIES AND RESPONSIBILITIES

Strategic management

- Work closely with the Designated Nurse and Doctor for Children Looked After contributing to the strategic development for CLA
- Know how to ensure legal processes and requirements for looked after children are appropriately taken
- Identify and take responsibility for developing implementation and reviewing policies, procedures and quality standards that reflect statutory requirements and recommendations on national guidance for Children Looked After
- Provide clear visible leadership , strategic vision and professional expertise to health and social care professionals
- To support countywide developments for Children and Young People's Services, maintaining and developing networks with internal and external partners
- To develop a leadership culture where staff are empowered to work to a continuous improvement model ensuring robust governance and processes for facilitating and agreeing changes
- To represent Oxford Health FT at multi-agency forums, ensuring that health is an active partner where appropriate.

Managerial, Organisational and Leadership

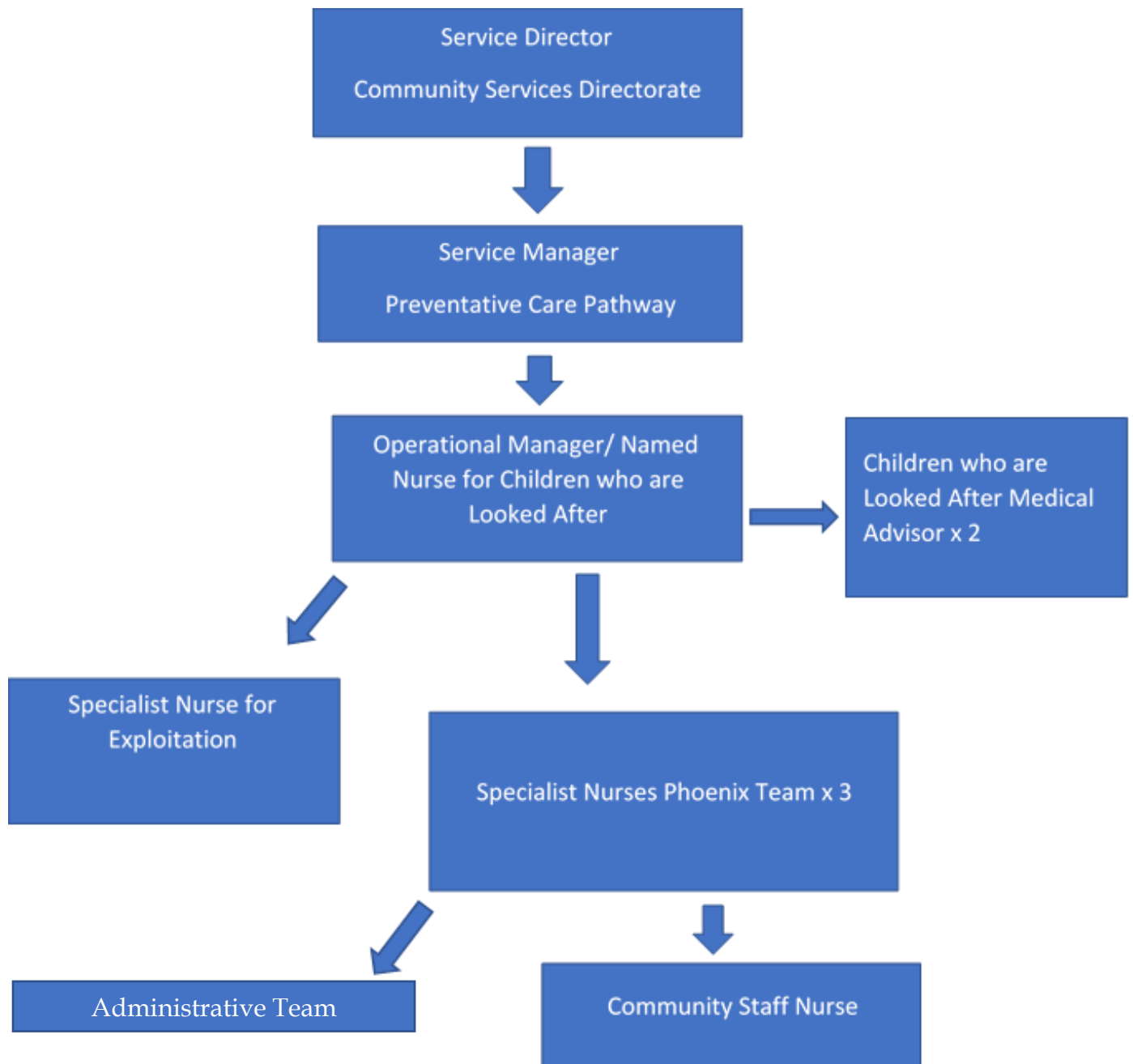
- The post holder will operationally lead and manage the Phoenix Team.
- Attend appropriate interagency meetings to provide an expert assessment of health risk for vulnerable children and ensure effective multi agency working
- Monitor trends, quality and appropriateness of referrals and identify gaps, duplications and blockages to systems and take appropriate action
- Manage responsibilities for the development and management and monitoring of contracts or service level agreements, reporting against set KPIs and targets.
- Be responsible for monitoring the collection of KPI information and providing narrative against reported breaches of KPIs for the commissioners working with the Service manager and Performance manager.
- Be able to apply lessons learnt from audit, case management reviews, significant incidents to improve practice

- Manage the Service within a financial budget ensuring that there is efficient use made of available resources.
- To work closely with the Service Managers and Operational Managers, to ensure that children's health service development and delivery across the county is consistent with countywide standards and priorities whilst remaining responsive to specific local area needs.
- To ensure every aspect of the user experience is delivered in a safe, efficient and evidenced based manner
- To use professional expertise and leadership skills to consider and compare a range of options for service design and delivery and to be able to provide clinical professional recommendations on these
- Manage projects and lead programmes of work to enable effective delivery of services and service development.
- To identify and manage any risk that could impact on the delivery of services ensuring that consistent high quality standards are met
- To develop and foster collaborative relationships across the Trust, partner agencies and other providers to ensure the development of integrated services and pathways that provide smooth transition for the child
- Represent or deputise for the Service Manager where appropriate at Trusts or multi-agency forums.

Education and professional development responsibilities

- To work in collaboration with the Divisional Head of Nursing and Director of Nursing on matters relating to professional practice.
- To maintain and develop rigorous leadership systems to support all staff including the implementation of supervision and performance reviews
- To work in partnership with Learning and Development and Workforce manager to ensure workforce maintain skills and competence and are fit for purpose
- To maintain an up to date overview of professional clinical developments

STRUCTURE CHART



CODE OF CONDUCT

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

In addition to undertaking the duties as outlined above, the post-holder will be expected to fully adhere to the following:

Personal Development

- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for their own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.
- To attend any training as requested.

Code of Conduct

- To adhere to the Professional Code of Conduct relating to your profession (if applicable).
- To uphold the principles and values set out in the NHS Code of Conduct for Managers.
- To support the organisation in developing an effective work/life balance for employees that meets the needs of the organisation.
- To ensure that the health and wellbeing of patients is at the centre of all activities and that all staff engage and communicate with patients as appropriate.
- To always promote quality and safety of patients, visitors and staff thus enabling the Trust to meet its regulation requirements (Care Quality Commission Registration – Regulations and Outcomes) that relate most directly to patients and also strive for continuous quality improvement.

Equal Opportunities/Diversity

- To observe Oxford Health NHS Foundation Trust's Equal Opportunities Policy providing equality of treatment and opportunity to employees, service users and service providers irrespective of sex, sexuality, age, marital status, ethnic origin or disability.

Health & Safety

- To take responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- To promote the Trust's Health and Safety Policy and ensure matters are managed in accordance with it.
- To co-operate with the Trust to ensure that statutory and departmental regulations are adhered to.
- Report accidents, incidents and near misses, implementing corrective action where necessary.

Infection Control

- To comply with Trust policies for infection control and hand hygiene such as hand hygiene, decontamination Policy, uniform and workwear code and standard precautions Policy to

reduce the spread of healthcare-associated infections (HCAIs).

- Employees with clinical responsibilities must incorporate into their clinical activities up to date evidence that supports safe infection control practices and procedures, such as the use of aseptic techniques and the safe disposal of sharps.

Confidentiality and Data Security

- To comply fully with the duties and responsibilities outlined in the Trust's Information Governance Policy.
- To comply with the Data Protection Act 1998, NHS Confidentiality guidelines (eg. Caldicott, GMC) and any code of practice on Confidentiality and Data Protection as accepted by the Trust. Departmental codes of practice and procedures for confidentiality are available from the head of department.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Trust Policy.
- To preserve the confidentiality of any information regarding patients, staff records in your area (in connection with their employment) and the Trust business. This obligation shall continue in perpetuity.
- To raise any matters of concern with your Manager/Director

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse or the risk of abuse and their human rights are respected and upheld.
- To ensure concerns are responded to appropriately in line with the Trust's Safeguarding Adults Policy and the Child Protection Policy and interagency safeguarding procedures.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.

Other

- To be aware of and work in line with all Trust policies and procedures.
- To carry out any other tasks as reasonably directed.

PERSON SPECIFICATION

Band: 8a		
Criteria for Selection	Essential Requirements	Desirable Requirements
Knowledge Requirements	<ul style="list-style-type: none"> Professional/Managerial knowledge acquired through post graduate level study or equivalent operational experience 	
Qualifications – Academic/Skills/Professional	<ul style="list-style-type: none"> Current Registered health care professional e.g. – RN with additional qualification as a Specialist Community Public Health Practitioner 	<ul style="list-style-type: none"> Management / Leadership Qualification Higher Degree in own specialist field. Mentorship qualification
Further Training or Job Related Aptitude and Skills	<ul style="list-style-type: none"> Evidence of ongoing professional development IT literate and knowledge of Microsoft Office applications including Outlook and Excel 	
Experience	<ul style="list-style-type: none"> Demonstrate in-depth professional and clinical knowledge of children's health services Demonstrate competence or working at Level 4 as described in the Intercollegiate Document: 'Look after Children: knowledge, skills and competencies of health care' Evidence of operational management and clinical leadership Evidence of experience in the identification of individual/team training/development needs & delivering training Evidence of leadership and change management Recruitment and selection experience Experience of budget management Evidence of multi-disciplinary and partnership 	<ul style="list-style-type: none"> Experience of working within a multi-agency forum to develop services and drive through change Experience of negotiation of contracts Evidence of ability to represent corporate views to partners and stakeholders Evidence of translating national policy and guidance in to local service level delivery

	<p>working to develop integrated service delivery against pathways</p> <ul style="list-style-type: none"> • Evidence of previous implementation of change within services • Evidence of developing and implementing business cases and service development plans • Evidence of developing and implementing policy across LAC and Vulnerable Children's services • Experience/evidence of excellent team working • Evidence of developing service provision in response to strategic priorities • Demonstrate in-depth knowledge, understanding and experience of managing Child Protection and risk management issues within the service including LAC, YOS, Residential Edge of Care and CSE • Ability to think strategically and to convey vision to others • Reflective practitioner • Demonstrates good understanding of NHS policy agenda in relation to Children's Services being able to relate to Vulnerable children • Demonstrates a good knowledge of relevant and good practice guidance • Demonstrates good understanding of Care Quality Commission and Clinical Governance agenda 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. • Ability to work effectively under pressure, meet 	

	<p>deadlines and prioritise workload in a challenging and demanding environment.</p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Self-motivated and able to motivate team members 	
Contractual Requirements or other requirements	<ul style="list-style-type: none"> • Car driver with own transport • Willingness to travel outside of Oxfordshire as required. • Ability to work hours flexibly to meet the needs of the service • 	