

## **Designated Nurse Safeguarding – Adults & Children**

---

**Department:** Health and Community Services

**Section:** Chief Nurse

**Reports to :** Chief Nurse

**JE Ref:** HCS619

**Grade:** 13

**JE Date:** 01/11/2019

### **Job purpose**

The most senior nurse for safeguarding adults and children, responsible for the coordination and development of an island wide strategy and service. Directly working with Government of Jersey through the HCS Executive team and the Safeguarding Partnership Board to ensure the safety of children and adults in Jersey.

### **Job specific outcomes**

1. Provide expert knowledge across the health and social care system in Jersey on matters relating to safeguarding to ensure best practice is embedded in provision. This will include working at clinical level in order to maintain professional registration.
2. Lead on safeguarding of child/adult protection across healthcare services on the Island, working closely with the Practice Assurance team to ensure quality assurance and improvement in processes in Jersey.
3. Provide specialist advice to the Safeguarding Partnership Board and executives of healthcare service organisations in Jersey on matters relating to safeguarding children and adults on matters such as regulation and inspection to ensure compliance.
4. Lead on embedding systems to provide governance assurance in relation to safeguarding and risk management to ensure delivery of safe care to all patients and service users across Jersey.
5. Lead in promoting and safeguarding the welfare of children and adults at risk, to ensure that there is appropriate safeguarding supervision in place for colleagues across healthcare services in Jersey.
6. Lead on providing expert strategic advice and promoting multi agency partnership working across Jersey to ensure there is consistent and co-ordinated approach to Safeguarding adults and children.
7. Conduct training needs analysis, commission, plan, design, deliver and evaluate safeguarding training and teaching for staff across healthcare services to ensure an environment of collective responsibility.

8. Analyse, review and measure the impact of change to practice on children and adults and produce regular safeguarding information reports that appraise and provide guidance to the Chief Nurse on any outcomes which could affect Safeguarding Policy/ legislation compliance.
9. Take a lead role in ensuring processes are in place across healthcare services in the island to learn lessons from Serious Case Reviews.
10. Communicate effectively to patients, relatives and carers in a caring, tactful and re-assuring manner, particularly when imparting information relating to safeguarding to ensure that these people understand the circumstances and give appropriate information to help them with their understanding as appropriate.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Current NMC registered with the appropriate specialist safeguarding qualification for the job	

	<p>Master's degree in Health related subject or equivalent level of experience.</p> <p>Evidence of further relevant professional courses and CPD</p> <p>Mentorship Qualification or equivalent.</p> <p>Management or Leadership award / qualification</p>	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Budget Management</p> <p>Active engagement in safeguarding supervision</p> <p>Expert practitioner and advanced knowledge in the area of adult and children's safeguarding.</p> <p>Knowledge of quality and governance agenda</p> <p>Highly developed specialist knowledge of safeguarding procedures and relevant legislation underpinned by theory and experience.</p> <p>Expert level knowledge of the Governance and Risk frameworks required to underpin the delivery of safe patient care.</p>	
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Strategic awareness in service development</p> <p>Must have substantial clinical experience and training relating to safeguarding adults and / or children</p>	

	<p>Significant post qualification working experience in in safeguarding adults and children in health care.</p> <p>Advanced knowledge of MS Office Suite</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Effective communicator with all stakeholders across the healthcare landscape.</p> <p>Strategic and political awareness.</p> <p>Collaboration and negotiation skills</p> <p>Ability to critically analyse information</p> <p>Ability to professionally lead and role model the profession</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Excellent knowledge of safeguarding policy, practice and procedures</p> <p>Evidence of promoting safeguarding and ensuring individuals understand their responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults).</p> <p>Ability to plan and organise complex programmes that may require urgent responses</p> <p>Experienced in policy development and writing</p> <p>Experience in safeguarding audit, outcome based accountability</p>	

	<p>Experienced of multi-agency working</p> <p>Demonstrable experience of influencing skills and managing change effectively</p> <p>Management, human resource and operational experience.</p> <p>Experience of undertaking training needs analysis designing and delivering training to colleagues at all levels</p>	
--	--	--

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.

### Contextual Information

#### ***Communication and Relationships***

Is the most senior Designated Safeguarding Nurse in the Island, provides expert advice and support to others in relation to professional and practice matters.

The post holder will be required to give formal presentations, teach and facilitate discussion to achieve collective objectives.

Clear and concise presentation of complex information with mechanisms for feedback to a wide range of stakeholders across the health and social care system.

This post holder will work with distressed colleagues, distressed and angry relatives, or individuals directly involved in safeguarding cases. It is important that this person has and demonstrates high integrity and is able to build trust and confidence that enables and supports people to disclose abuse or neglect

They will need to display empathy, be objective, able to critically analyse situations, create a hypothesis and ensure measures are put in place that protect individuals even of those decisions are unpopular.

The ability to challenge others, influence and direct are all skills and require the post holder to be confident, insightful, and reflective.

## ***Analytical Skills***

Collection and analysis of safeguarding data required on a regular (weekly/monthly) basis.

Interpretation of data in order to understand trends, risks and potential interventions to problem solve or determine changes to policy or practice in Safeguarding.

This is a fundamental part of this role, judgement required to make decisions affecting people's lives based on information which will need to be objectively critically analysed, sometimes in a very limited timeframe.

The person needs to make decisions based on facts and risk.

## ***Planning & Organisation***

Operational planning of services to support clinical areas when patient needs may require a 1:1 nursing provision; business planning including supervision, coaching, appraisal, mentoring.

Organises meetings, events for planning and development purposes, training sessions, seminars in order to ensure that practitioners are up to date with relevant legislation and policy relating to Safeguarding.

Requires working across the health service sector in Jersey and therefore they will need to be able to manage a very varied workload.

## ***Physical Skills***

Will need to be able to drive and have access to a car.

Keyboard skills e.g. competent in the use of Microsoft applications such as e-mail, word, excel, PowerPoint, DATIX, Track, Care Partner, and EMIS.

## ***Policy and Service Development***

The post holder will be responsible for developing and establishing adult and children's safeguarding frameworks that will service the entire organisation. As well as this they will need to identify any requirement for policy development to support island wide services.

## ***Financial and Physical Resources***

No significant budget responsibility.

## ***People Management***

The post holder is responsible for 2 staff who work directly within their team, however they also have a responsibility to all of the lead safeguarding posts who work within the health service in Jersey this includes GPs, health visitors, IDVAs, midwife and making sure appropriate supervision, support, training and education is in place.

Within their own line management structures they will be responsible for appraisal, any management responsibility that comes with managing a team.

### ***Information Resources***

Is familiar with a variety of IT applications, including Microsoft Office applications and systems specific to service delivery within their line management.

They will need to handle sensitive information, following information sharing guidance and understand their responsibilities for sharing in the context of risk and protection aligned with their professional code of practice.

### ***Freedom to Act***

This is a very senior strategic role and as such the post holder has freedom of authority to act under the delegated authority of the islands Chief Nurse.

Guided by existing policy and strategic direction from Chief Nurse.

### ***Physical Effort***

The post holder will conduct normal office work and will need to visit clinical and external sites.

### ***Mental Effort and Concentration***

Work with considerable concentration for long periods whilst dealing with interruptions to address complex matters on an ongoing basis.

Give clear guidance and support in situations where there is potentially high risk to individuals or the organisation, in matters of urgency patients that require 1:1 care due to mental health / wellbeing issues.

### ***Emotional Effort***

This is an emotionally challenging role, it requires someone with resilience and tenacity. At times they could be the only person who speaks out and challenges the status quo.

This can be challenging to peoples integrity and professionalism and cannot be underestimated.

Have regular exposure to highly distressing or highly emotional circumstances and must be able to support staff with ongoing situations of high complexity and sensitivity in highly contentious situations, such individuals with mental health issue and alleged abuse.

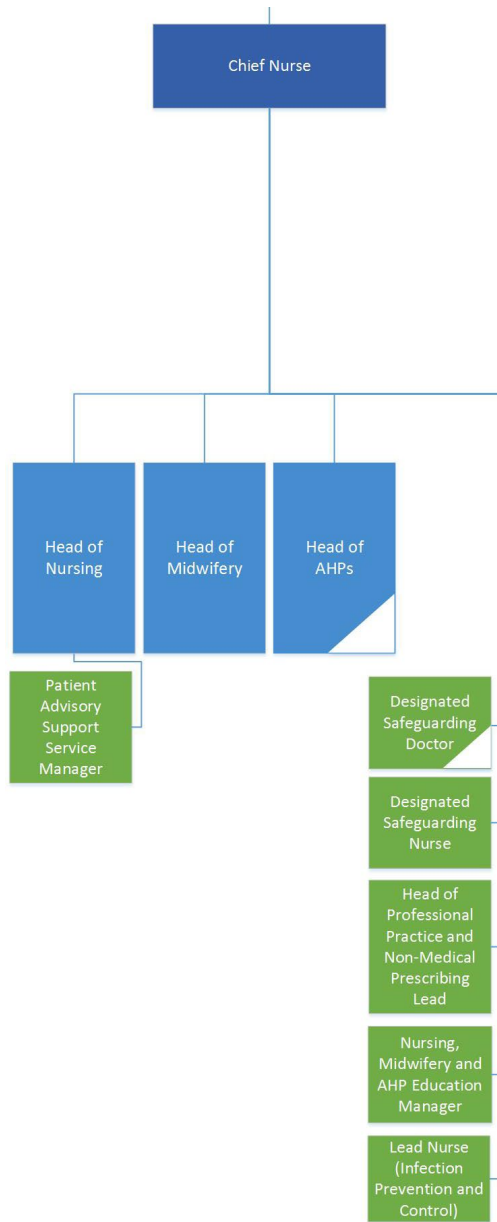
### ***Working Conditions***

Normal working conditions are a standard office environment, working at a computer. Other environments include clinical and technical areas where health and safety hazards may be present when working as a nurse.

### ***Any other information***

Jersey is an Island jurisdiction therefore this role has the unique elements as the role encompasses an Island wide mandate as well as a Health and Community Services mandate.

**Organisation chart**



**Date of evaluation**

**Post number**

**Post band**