

Job Description

Job Title	Designated Nurse Safeguarding Adults
Band	8b
Team	Chief Nursing and Therapies Officer
Responsible for	Safeguarding Support Officer / Deputy Designated Nurse for Safeguarding Adults
Accountable to	Associate Director Safeguarding

Job Summary

The Designated Nurse Safeguarding Adults is responsible for taking the lead for safeguarding vulnerable adults and the promotion of their welfare within either the South/North Staffordshire area. The Designated Nurse will provide strategic leadership and act as a source of expertise for the ICB. The responsibilities include working with the local authority on their statutory and legislative duties for safeguarding vulnerable adults as stipulated in current and future primary legislation, government strategy and national, regional and local guidance.

Although accountable to the Associate Director Safeguarding, the post holder will also be accountable for any additional delegated authority as agreed or requested by ICB Accountable Officers and Governing Bodies.

The Designated Nurse Safeguarding Adults will provide strategic, professional leadership and specialist advice and support on the Adult Safeguarding and promoting the health and wellbeing of vulnerable adults to governing body and designated professionals and will also be required to lead on the PREVENT National programme to ensure the Health Economy compliance.

Be responsible for ensuring that comprehensive and robust arrangements are in place in all commissioned services, including primary, community and independent care in order for them to fulfil their responsibilities to safeguard adults.

Provide a framework for commissioning high quality evidence based safeguarding adult services and be a source of expertise across sectors on all matters regarding planning, strategy and identifying any gaps in service provision with regards to the safety of vulnerable adults.

Be a source of expert professional advice to Staffordshire Safeguarding Adults Boards and other local, sub-regional and regional strategic multi-agency partnerships.

Ensure that safeguarding adults is central to service planning and delivery across the health economy, including:

- Acting as a source of professional advice to the ICB on all aspects of safeguarding vulnerable adults.
- Acting as the nominated lead for all aspect of the Mental Capacity Act and Deprivation of Liberty Safeguards in line with the relevant legislation.
- Accountable for undertaking a key role in the strategic planning, promotion, provision of and influencing and delivering relevant training relevant to Safeguarding Adults.
- Providing skilled professional advice in relation to adult safeguarding processes in line with local and national vulnerable adult's protocols.
- Participate as a member of the Staffordshire and Stoke on Trent Safeguarding Adults Partnership Board, and relevant sub committees.
- Working with relevant partners in various investigations, in line with the local Safeguarding procedures. For example; Large Scale Enquiries, domestic homicide reviews etc.
- Working in partnership with colleagues across the ICB, NHS England and the relevant local authorities including attendance at key meetings.

Key Responsibilities

- Take a strategic and professional lead across the health economy on all aspects of adult safeguarding including the provision of advice and support in setting up systems to protect vulnerable adults.
- Ensure a training needs analysis is undertaken and commission, plan, design, deliver, and evaluate adult safeguarding training for all staff within the responsibility of the ICB.
- Provide adult safeguarding training to members of the ICB, appropriate to their individual role to help develop understanding of adult safeguarding arrangements and systems including the provision of training where required for ICB staff and member practices.
- To work with ICB GP Chairs, Clinical Leads (or equivalents) and have a strategic role in the development and planning of safeguarding adults training for GPs and Practice Nurses and assist in the delivery of development sessions and group supervision for practice staff.
- Working closely with the Associate Director Safeguarding, the post holder will be responsible for the development and implementation of ICB safeguarding vision and strategic plans that enable the ICB to fulfil their statutory duties in relation to safeguarding vulnerable adults.
- Where appropriate, facilitate the commissioning of high-quality safeguarding services for vulnerable adults that meets all national legislation, local policy and guidance.
- Ensure there are processes in place for effective and timely communication and information sharing, both internally and externally, which compliment multidisciplinary/interagency working within the limitations of relevant information governance requirements.
- Provide leadership, advice and support for the development of robust training strategies and delivery programmes, to meet all safeguarding adult educational/training requirements for health professionals, across all sectors.
- Quality assure providers on their safeguarding adult arrangements including participation in and reporting on the ICB programme of visits and inspections, reporting through the clinical quality review process and wider ICB reporting arrangements ensuring matters requiring attention are escalated in a timely and appropriate manner.
- Actively contribute to the work of the Staffordshire and Stoke-on-Trent Adult Safeguarding Partnership Board (SSASPB) and its sub-groups in order to challenge, influence and advise on all aspects of strategic development for the promotion of vulnerable adults' welfare and their protection relevant to Commissioning.
- Ensure that the ICB meet their responsibilities within the Multi-Agency Public Protection Arrangements (MAPPA) by providing specialist strategic advice to the ICB where required.
- Provide expert advice to the multi-agency reviews in relation to safeguarding adults and dealing with highly complex and sensitive concerns linked to such work.
- To fulfil the role of Senior Manager within the SSASPB allegations against staff procedures to ensure that ICB fulfil their role in managing allegations and liaise with NHS England in relation to Primary Care and other independent contractors where appropriate/required.
- To provide clinical leadership and advice in the management of highly complex and sensitive safeguarding cases involving adults across the health economy.
- Responsible for the development and delivery of the ICB strategy and frameworks in relation to safeguarding adults and the requirements of legislation, government guidance, research and evidence-based practice to secure the best outcomes for vulnerable adults.

- To foster good working relationships and communication with designated and named professionals in other health organisations locally and regionally to ensure consistent and co-ordinated processes are embedded for safeguarding adults.
- To ensure appropriate mechanisms are in place which will promote and sustain effective working relationships between members of the public, the ICB, staff in primary and secondary care and partner organisations in the strategic development of safeguarding practice.
- Undertake root cause analysis and domestic homicide reviews where required and ensure that lessons learned from investigations are translated into improvements in practice to prevent recurrence.
- When appropriate to matters relating to Safeguarding Vulnerable Adults, attend meetings regarding safeguarding Children including in response to serious complex concerns and allegations in order to provide expert advice thus ensuring early identification of risks.
- Provide expert advice, guidance and support for ICB staff, including (but not limited to) nursing and quality staff to ensure that they meet the requirements of their respective ICB in relation to safeguarding adults.
- Where required, provide safeguarding adults supervision and peer support to professionals to ensure service joint working and liaison in safeguarding matters.
- To have strategic responsibility for analysing and disseminating in a timely way, complex and sensitive information relating to the investigation and reporting of key matters relating to the safeguarding of vulnerable adults.
- To notify the Associate Director Safeguarding and NHS England regarding serious incidents and high-risk cases including Large Scale Enquiries and other appropriate alerts/investigations.
- Responsible for ensuring that the ICB and NHS England are aware of and informed in relation to vulnerable adult protection and the role of the lead nurse in supporting this.
- Advise the ICB on deficiencies and vulnerable areas across their respective area and work with Senior Managers within the ICB and in providers to overcome weaknesses.
- To provide the ICB with an overview of health service involvement with cases which meet the criteria for a large-scale enquiry in relation to recommendations for health services.
- To take a strategic lead in monitoring the implementation of LSE and other recommendations by working closely with Associate Director Safeguarding and Quality and Provider Safeguarding Leads.
- To provide the ICB with an overview of the themes and recommendations for health emerging from national and regional learning and other significant relevant publications, benchmarking the position of Staffordshire and Stoke on Trent in relation to the lessons to be learnt and recommending actions to be taken.
- Responsible for developing and maintaining good working relationships with other agencies, including regulatory bodies (such as the CQC), Social Care and the Police Service in relation to safeguarding adult issues, in order to manage any identified risks or needs.
- Responsible for the production and presentation of regular and ad-hoc reports to key ICB Committees (e.g., Quality Committee, Governing Bodies) and other meetings as requested including the compilation, interpretation and presentation of key data and the production of the relevant aspects of the annual safeguarding adults report.
- Accountable for the identification of key trends or developments in practice relating to the safeguarding adult agenda, highlighting where further action is required.

- Responsible as the strategic lead for ensuring that there are robust arrangements in place across all commissioned and provider services for an efficient and timely response to any CQC and other inspections which highlight safeguarding adults issues in relation to NHS funded care.
- To lead the monitoring of the implementation of any action plans arising from inspections relevant to safeguarding adults.
- To take a strategic lead in developing, influencing, delivering and monitoring the relevant aspects of SSASPB's Performance management frameworks within the ICB
- To provide the ICB with expert advice in the commissioning of high-quality safeguarding adult services and ensure that safeguarding is embedded into commissioning and performance management across the health economy.
- Responsible for the provision of clinical advice in respect of complex individual cases and acting as a source of expert knowledge on all aspects of practice in relation to safeguarding.
- Advising and ensure that there is input of safeguarding expertise in the development of service specifications, contract performance measures and service level agreements with provider organisations, and in the review of their on-going performance.
- To take a lead role in supporting the ICB in the writing of service specifications, service level agreements where relevant to safeguarding adults.
- Contribute to the process for contract renewal and procurement advice on the quality and compliance of provider safeguarding adult policies, analysing performance information and raising any concerns for further exception reporting at clinical quality review group and/or contract monitoring meetings as appropriate.
- Responsible for the production and regular review and updating of all ICB Policies relating to Safeguarding Vulnerable Adults including ensuring timely submission for approval via the appropriate policy approval routes of each ICB.
- Provision of expert advice to ICB executives and governing body members on specific complex cases and other matters in relation to safeguarding adults.
- Act as a source of expertise for all staff within the local health service and the multi-agency network in relation to the safeguarding of vulnerable adults.
- Support ICB programme of quality assurance visits and other clinical quality assurance and improvement mechanisms to ensure that safeguarding adults is included and being monitored as part of the wider quality agenda.
- Work with local service planners and commissioners to advocate on behalf of looked after adults and ensure they benefit from the implementation of national and local policies.
- To advise and influence the priorities for safeguarding adults training across the health economy.
- To work with commissioners to ensure that safeguarding adults training is provided in accordance with National Guidance and included in contractual standards and compliance is regularly monitored.
- Provide safeguarding adults advice, support and undertake a safeguarding assurance role within Primary Care and Independent Care Homes providing NHS funded care (including CHC) in partnership with the relevant lead commissioner.
- Ensure key performance indicators in relation to adult safeguarding are developed, implemented, monitored and achieved by NHS providers. Where performance is compromised provide specialist input and oversight into relevant improvement actions.

- Contribute to and influence the development of provider multi-disciplinary safeguarding training strategies that will meet the needs of all health service staff across the health economy.
- Seek assurance that the learning and the outcomes of Local and National reviews are disseminated to safeguarding professionals across South Staffordshire.
- Contribute to the education and training programme, which reflects lessons learned and recommendations from any relevant reviews, regionally or nationally, to members of the multi-disciplinary teams across health care.
- Contribute to the development of collaborative multi-agency training programmes in conjunction with SSASPB.
- Working with all key agencies in the protection of vulnerable adults, support the investigation of safeguarding and other incidents within nursing homes specifically relating to incidents involving those patients for whom the NHS is funding their care, ensuring that the investigations are conducted in line with established criteria, undertaken by the relevant agency and that appropriate action is taken in relation to escalation and/or suspension of placements.
- Provide expert advice in relation to the Mental Capacity Act and Deprivation of Liberty Safeguards, acting as the lead in all matters related to this subject on behalf of the ICB.
- Advise other agencies, including Local Authority on nursing and health matters relevant to adult safeguarding (to include policy as well as individual case difficulties).
- Represent the ICB at partnership meetings including, but not limited to the Safeguarding Adults Board, the Quality Information Sharing Meeting, the Nursing Home Quality Assurance and Improvement Group and liaise with the associated organisations including the Care Quality Commission and other regulatory bodies as required.
- Work autonomously, making critical decisions and judgements related to the management of complex safeguarding of vulnerable adult protection including the writing of reports to support the decisions within the commissioned case management process.
- Maintain own professional nursing registration and ensure that own training needs are identified through appraisal, supervision and audit
- Attend relevant local, regional and national activities in order to maintain up to date skills in adult safeguarding.
-
- Develop and maintain a secure filing system in line with the requirements of the Data Protection Act, General Data Protection Regulations, Caldicott Principles, NHS Guidelines for Confidentiality and Information Governance requirements.

The job description is not exhaustive and other duties may be determined from time to time by the relevant senior manager, concomitant with the role and general responsibilities of this post. The duties of this post may be changed subject to negotiation with the post holder.

The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their line manager.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the Department and the Organisation.

Key Working Relationships

Internal:	Executive Team Nursing Directorate Wider ICB Executive Team Non-executive Directors All ICB directorates/teams Aligned CSU staff
External:	Primary Care Networks NHSE Directors and Managers Midlands and Lancashire Commissioning Support Unit University Hospital of North Midlands University Hospitals of Derby and Burton North Staffordshire Combined Healthcare Midland's Partnership Hospital consultants and other clinical staff Local Representative Committees Department of Health Staffordshire County Council and District Councils Stoke on Trent City Council West Midlands and wider ICB Members of the public and patients public and patient groups Voluntary organisations Hospices, Private Hospitals and Associates

Job Responsibilities:

Communication & Relationships Skills

- Communicate highly complex and sensitive information at an appropriate level to colleagues, external partners and patients and their families, using a range of techniques including verbal, written and presentation skills.
- Professionally challenge the views of others and to be able to negotiate between professionals, if differences of opinion are at risk of hindering progress, through the application of local Escalation Policies.
- Write, review and/or contribute to highly complex and often sensitive reports and present at Board and associated sub committees.
- Communicate highly complex, personal, and sensitive information to partners in other statutory agencies as appropriate.
- Establish and maintain multi-agency partnerships relationships

Analytical & Judgement Skills

Work with a wide range of quality indicators requiring analysis, interpretation and comparison and making decisions on appropriate actions in response to findings.

Planning & Organisational Skills

- Accountable for developing the Quality Strategy in discussion with the Chief Nursing and Therapies Officer and working with the team and wider ICS/ICB to ensure this is delivered, including ensuring regular updates on progress are provided to the Quality and Safety Committee and ICB Board.
- Development of a plan for the delivery of directorate objectives including identifying interdependencies, managing risks, modelling the potential impact on the team and building in contingencies where necessary.
- Chair numerous ICS/ICB meetings including ensuring timely distribution of meeting papers, minutes and action lists as appropriate.

Physical Skills

- Home based but with frequent travel throughout Staffordshire and Stoke on Trent, into the wider West Midlands and occasionally nationally as required.
- Requirement to carry IT equipment including laptop computer for use in meetings and presentations.

Patient/Client Care

- Accountable for ensuring the safe delivery of all aspects of care relevant to the role i.e., quality and safety assurance and improvement OR specific improvements in care for Children, Young People, maternity services and for all aspects of safeguarding.
- Professionally responsible for care when undertaking clinical practice to support maintaining professional registration.

Policy/Service Development

- Responsible for development of strategy, policy and procedures associated with quality, safety, and patient experience for the directorate and for the wider organisation.
- Responsible for accessing and interpreting national policy and the subsequent development of local policies and procedures to support this.

Financial & Physical Resources

- Work with other senior team members to deliver cost improvement plans.
- To manage a delegated budget and, in the absence of the director, manage the directorate budget.
- In addition to act as an authorised signatory.

Human Resources/Staff Management

- Act as line manager for an identified group of senior clinical and non-clinical staff in the quality, nursing and safeguarding teams including some registered professionals. This includes recruitment, appraisal, performance management and all other aspects of line management.
- Provision of overall leadership and support to the directorate team.
- Transfer expertise and knowledge throughout team and to other ICS/ICB staff.
- Ensure the health and wellbeing of staff within the team and make use of support services such as Occupational Health when deemed appropriate.
- Adhere to the NHS Managers Code of Conduct and all ICS/ICB policies and procedures.

Information Resources

- Ensure the team and post holder work within Information Governance requirements
- Act as Deputy Caldicott Guardian for the ICS/ICB, deputising for the guardian and ensuring compliance with all information governance and Caldicott requirements across the organisation.
- Work closely with the Performance or equivalent teams to make best use of available information to support quality.
- Responsible for management and maintenance of systems to support quality and safety management including compliance with relevant Data Protection law including the GDPR.

Research & Development

- Play a lead role in the development of an overarching strategy/policy for research and development for the ICS/ICB.
- Use national and local research findings to drive improvement.
- Identify potential areas for ICS/ICB research/innovation within specialist area

Freedom to Act

Operate independently, lead all aspects of team management and ensure ICB policies are implemented and adhered to.

Information Governance, Data Protection and Confidentiality

All staff are expected to:

- Ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott.
- Be aware that the ICB operates a “Code of Conduct for handling personal identifiable information”. They should become familiar with the “Code” and keep up to date with any changes that are made. Breaches of the guidelines in the “Code” could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal. Staff are also reminded that even where they may lawfully be able to process Person-Identifiable / Person-Confidential Data, they are doing so by assuming the role of ‘Data Controller’, and so if they breach the “Code” or any other UK GDPR provisions, they do not, the ICB shall be held liable for any consequential actions undertaken by external third parties (e.g., ICO / criminal investigation or formal proceedings).
- Comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990.
- Ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and Caldicott Principles; and
- Ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000; Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation

Equality and Diversity

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As a ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the ICB’s Equality and Diversity Policy and the commitments and responsibilities the ICB has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

Safeguarding Children and Adults

All ICB employees are required to act in such a way that at all times safeguards and promotes the health and well-being of children and vulnerable adults. Familiarisation with and adherence to the policies and procedures of the Local Safeguarding Boards (Children and Adults) and those of the ICB is an essential requirement of all employees as is participation in mandatory safeguarding training in accordance with the employees' roles and responsibilities.

Personal Development

The ICB is committed to supporting the development of all staff. All employees have a responsibility to participate in the personal development process with their manager, which will provide an opportunity to:

- establish and take action towards achieving goals
- have a conversation about job role, career aspirations and personal development
- align personal aspirations with corporate objectives
- agree actions that are underpinned by the ICB's value base

As part of development, employees have joint responsibility with their line manager for the development of skills and competencies through identification and participation in training and development activities relevant to their role.

External Interests

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the ICB and others in meeting statutory regulations.

- To comply with safety instructions and ICB policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

Smoke Free Policy

In line with the Department of Health guidelines, the ICB operates a strict smoke-free policy. This includes not permitting the use of E-Cigarettes on the premises.

Notes & Review

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the grade of the job, in discussion with their manager. This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. It will be reviewed in conjunction with the post holder on an annual basis.

Person Specification

Job Title	Designated Nurse Safeguarding Adults
Band	8b
Team	Chief Nursing and Therapies Officer
Responsible for	Safeguarding Support Officer / Deputy Designated Nurse for Safeguarding Adults
Accountable to	Associate Director Safeguarding

	Essential	Desirable	Assessment
Experience	At least <u>five years</u> ' experience in a senior nurse leadership role.		A/I
	A minimum of 3 years' experience in an Adults Safeguarding role related area.		A/I
	Proven track record of strategic planning with NHS and partner organisations.		A/I
	Experience of collecting, analysing and reporting data and other information at Board Committee level and below.		A/I
	Experience of leading Adults Safeguarding within (the wider NHS including the development of specific safeguarding aspects of the NHS contract.		A/I
	Evidence of effective data analysis work. Track record of producing and delivering meaningful reports to a variety of audiences.		A/I
	Experience of managing staff, including recruitment and undertaking performance development reviews.		A/I
	Experience of working in challenging environments.		A/I
	Previous experience of producing regular, comprehensive performance reports relating to Business plans, corporate objectives etc.		A/I
	Experience of Safeguarding policy review and development.		A/I
	Experience of managing a budget.		A/I
Experience of dealing with complaints in line with the NHS complaints legislation.		A/I	
Experience of working with a range of internal and external agencies.		A/I	

	Adaptability, flexibility and ability to cope with uncertainty and change.		A/I
Personal Qualities	Demonstrates knowledge and understanding of equality of opportunity and diversity taking into account and being aware of how individual actions contribute to make a difference to the equality agenda. Understanding of Confidentiality, Caldicott and Data Protection Act		A/I A/I
Physical Skills	Car Driver / owner or reasonable alternative. It is anticipated that the use of public transport will not be suitable for the majority of this role.		A/I

Assessment Key

A = Application Form, I = Interview, C = Certificate, T = Test/Assessment Centre