

SINGLE CORPORATE SERVICES

Safeguarding

Job title:	Named Professional for Safeguarding Adults	To be completed by HR
Reporting to:	Associate Chief Nurse Safeguarding	
Accountable to:	Deputy Chief Nurse	<i>Job Reference Number</i>
Pay Band:	8a	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

To fulfil the role of Lead Professional for Adult Safeguarding through strategic and operational leadership, ensuring the organisation meets its statutory, regulatory and contractual responsibilities in respect of adult safeguarding.

Act as organisational Prevent Lead ensuring compliance with expected standards of reporting, training and data collection.

Job summary

1. Provides strong leadership, inspiring and empowering others in pursuit of a shared vision to ensure an effective Trust wide engagement with the Safeguarding Adult and Children agenda.
2. Participate in multi-agency subgroups of the LSAB, ICB and the Trust governance processes.
3. Advise local police, adult social care and other statutory and voluntary agencies on health matters with regard to safeguarding adults.
4. Support and advise the Associate Director of Safeguarding and the Trust board regarding the statutory, regulatory and contractual requirements of safeguarding/adult protection.
5. Contribute to the planning and strategic organisation of adult safeguarding services.
6. Support and advise all staff on the management of all forms of adult abuse and neglect, including relevant legal frameworks and documentation.
7. Assess and evaluate evidence, write reports and present information to adult safeguarding meeting and related forums.
8. Provide advice and signposting to all staff about legal processes, key research and policy documents.
9. Ensure that the Trust has adult safeguarding policies and procedures in line with legislation, national guidance, and the guidance of the LSAB.

10. Contribute to the dissemination and implementation of organisational policies and procedures.
11. Encourage case discussion, reflective practice, and the monitoring of significant events at a local level.
12. Ensure that the Trust has a training strategy in line with national and local expectations.
13. Develop, implement and maintain safeguarding educational programmes/training sessions in conjunction with the safeguarding team for staff across the Trust that address all levels of required/identified knowledge.
14. Contribute to monitoring the quality and effectiveness of safeguarding services, including monitoring performance against indicators and standards.
15. Coordinate the safeguarding contribution to internal and external case reviews including but not exhaustive of Patient Safety Incident Investigations, Safeguarding Adult Reviews, and Domestic Homicide Reviews.
16. Coordinate the dissemination of lessons learnt from internal/external statutory and discretionary reviews and advise on the implementation of recommendations.
17. Provide/ensure provision of effective adult safeguarding appraisal, support, peer review and supervision for all staff in the Trust.
18. Expertly advise and consult with frontline nursing, AHP and medical staff in any aspect of their work with adults and families where there is adult protection or safeguarding concerns; supporting them with supervision as required, using an advanced level of professional accountability, autonomy and judgement for highly complex decision -making across a range of safeguarding issues.
19. Be a highly visible expert in adult protection/safeguarding and offer proactive leadership working with other safeguarding partners to ensure that the profile of Safeguarding Adults remains high throughout the Trust.
20. Lead on Safeguarding Adult Supervision within the Trust; this will include a Strategy to deliver of supervision to all staff working directly with adults and their families.
21. Challenge current practices across the Trust to promote and ensure a culture of continuous quality improvement within safeguarding.
22. Lead, develop and evaluate safeguarding audit across the Trust developing protocols and training in relation to the clinical risk identified for adults and children.
23. Contribute to the Trusts Quarterly and Annual Safeguarding Report and develops other reports as required for the Trust.

Organisational Chart



Specific Core Functions

1. To proactively and strategically lead the Trust in maintaining compliance to statutory, regulatory, and contractual requirements set out in safeguarding law and policy.
2. Effective use of the adult safeguarding team budget.
3. Direct line management of Adult Safeguarding Team.
4. Required to work closely with multi-agency safeguarding teams to investigate safeguarding alerts in which health concerns are a major issue. This will involve close working with safeguarding agencies throughout Hampshire including but not limited to the Police, Adult Services and other safeguarding colleagues.
5. Develop, implement and provide a wide range of training and supervision across the Trust in line with national policy and local strategy

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving highly complex, highly sensitive or highly contentious information, where developed persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or co-operation is required or because there are barriers to understanding and/or presenting complex, sensitive, or contentious information to a large group of staff.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a broad range of complex activities or programmes, some of which are ongoing, which require the formulation and adjustment of plans or strategies.

Physical Skills

- The post requires physical skills which are normally obtained through practice over a period of time or during practical training e.g. standard driving or keyboard skills, use of some tools and types of equipment.

Patient Client Care

- Develops specialised programmes of care/care packages, or provides highly specialist clinical technical services, or provides highly specialised advice concerning the care or treatment of identified groups or categories of patients/clients, or accountable for the direct delivery of a service within a sub-division of a clinical, clinical technical or social care service.

Policy and Service Development

- The post holder is responsible for policy implementation and for discrete policy or service development for a service or more than one area of activity.

Financial Management

Management/Leadership

- The post holder is the line manager for Adult Safeguarding team, responsible for appraisals, managing sickness absence, dealing with disciplinary and grievance issues, leading on recruitment and selection, staff development and succession planning and managing all aspects of people management.

Information Resources

- The post holder records personally generated information.

Research and development

- Undertakes surveys or audits, as necessary to own work; may occasionally participate in R&D, clinical trials or equipment testing.

Freedom to Act

- The post holder is guided by general health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

Emotional Effort

- Frequent exposure to distressing or emotional circumstances, or occasional exposure to highly distressing or highly emotional circumstances, or frequent indirect exposure to highly distressing or highly emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Current healthcare professional registration e.g. NMC, AHP or equivalent e.g. qualified social worker. • Relevant leadership/management course. • Extensive specialist training in adult safeguarding. 	<ul style="list-style-type: none"> • Formal teaching qualification • Educated to a masters level or equivalent. 	
Experience	<ul style="list-style-type: none"> • Experience in participation in the adult safeguarding procedures. • Detailed and thorough knowledge of safeguarding adults agenda, MCA and DoLs legislation. • Experience of developing and delivery of training/education to all staff groups. • Proven experience of working within the multi agency safeguarding arena. 		
Knowledge	<ul style="list-style-type: none"> • Understanding of training needs requirements for an acute provider organisation • Critical appraisal skills • Strong leadership skills • Attention to detail and completer finisher attributes • High level communication skills, 	<ul style="list-style-type: none"> • Meeting management and chairing committees/groups • Policy and protocol development and implementation 	

	<p>effective communication to members of MDT and external partners.</p> <ul style="list-style-type: none"> • Policy and protocol development and implementation • IT skills • Demonstrable leadership skills • Proven organisational and people management skills • Proven ability to effectively manage change 		
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Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.
- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your every day practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.