

**LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST
WORKFORCE DIRECTORATE**

JOB DESCRIPTION

JOB TITLE: Specialist Adult Safeguarding Practitioner

DIRECTORATE: Corporate Nursing Directorate

REPORTS TO: Named Nurse for Safeguarding Adults (Domestic Abuse & Prevent)

ACCOUNTABLE TO: Deputy Nursing, Midwifery and Allied Health Professions Director

KEY RELATIONSHIPS: Head of Safeguarding, Named Nurse for Safeguarding Adults, MCA & DoLS Named Professional, Named Nurse for Safeguarding Children and Young People, Named Midwife for Safeguarding, Matron for Mental Health/Learning Disability/Autism and Dementia, Safeguarding Practitioners, Specialist Mental Health/Learning Disability and Dementia Practitioners, Enhanced Support Midwifery Team, Head of Clinical Case Management, Head of Legal Services and Claims, Divisional Clinical and Nurse Directors, Clinical Governance Teams, Matrons, Ward Managers, Designated Nurse for Adult/MCA and DoLS for the ICB, Children and Lancashire Children and Adult Social Care, Lancashire Constabulary, Mental Health Liaison Team, Advocacy Services (IMCA and IMHA), HIDVA, HISVA and ED Navigator.

DIRECT REPORTS: Safeguarding Practitioners

HOURS: 37.5

LOCATION: Cross Site

BAND: 7

NB: The Post holder may be required to work in other departments across the Trust including across Trust sites

DBS (Criminal Record) Check Level required for role:

Please indicate the level of DBS Check required in this role	No DBS Required	Standard	Enhanced without Barred List Checks	Enhanced with Child only Barred List Check	Enhanced with Adult only Barred List Check	Enhanced with Child and Adult Barred List Checks
						X

KSF Core Dimension Levels for Role

Communication	Personal & People development	Health, Safety & Security	Service Improvement	Quality	Equality & Diversity
4	3	4	4	4	4

Role Summary

The Trust recognises its duty to safeguard and promote the welfare of children, young people and adults. Staff must at all times treat patients with dignity and respect, protecting patients at risk from abuse and neglect. Employees have a responsibility to ensure that prompt and appropriate action is taken when concerns have been raised about a child, young person or adult at risk.

The role of the Specialist Safeguarding practitioner is an important leadership position that will ensure excellent standards of Safeguarding supervision, education and direction in line with the safeguarding adults agenda, to ensure the Trust fulfills its responsibilities.

The post holder will provide expert advice and be able to demonstrate sound knowledge of other critical legislation including Mental Capacity Act 2005 and Mental Health Act 1983 to be able to support complex pathways of care.

The post holder will be responsible for planning, implementing and training to ensure patients' needs are appropriately managed in a consistent manner and monitored through robust reporting mechanisms.

Working collaboratively with the Named Professional for Adult Safeguarding & Named Professional for MCA/ DoLS to establish and embed best practice across the Trust enabling the Trust to meet CQC Standards of Care, regulatory and commissioning contractual requirements. The postholder will negotiate and inspire a culture that promotes the safeguarding of adults at risk and those with complex needs, alongside compliance with the Mental Capacity Act, assisting staff to comply with relevant Trust and National policies.

The post holder will work collaboratively with both internal and external stakeholders involved in safeguarding adults activity in order to promote effective partnership working. This will involve a high degree of effective coordination, communication, networking and liaison to establish and maintain good working relationships within health and other agencies both locally and more widely.

To support the Named Nurse for Safeguarding Adult (Domestic Abuse & Prevent), MCA/ DoLS Named Professional, Named Nurse for Safeguarding Children and Young People, Named Midwife for Safeguarding, Matron for Mental Health/Learning Disability/Autism and Dementia and the wider Safeguarding Team, to ensure that all Trust staff fulfil their professional responsibilities in protecting vulnerable people including children and adults at risk of abuse.

To assist the Safeguarding Team with the continued development of the Trust safeguarding policies and procedures and completion of audits to ensure that key safeguarding messages are embedded in practice and CQC standards are being met.

The post holder will be responsible for supporting the MCA/ DoLS named professionals in ensuring patients' rights are upheld in line with Mental Capacity and Deprivation of Liberty Safeguards..

To assist the Safeguarding Team to work collaboratively and in partnership with all relevant outside agencies including Adult Social Care, Children's Social Care, ICB, Mental Health Services, Learning Disability Services and Lancashire Constabulary to deliver the best possible outcomes for individual patients/carers and families who may be at risk of harm.

The post holder will be responsible for design, implementation, audit and evaluation of systems to support safeguarding processes and provide leadership to promote improvements in practice.

As a specialist safeguarding practitioner, the post holder will be required to provide continuous leadership support in the absence of the Named Nurse and provide peer supervision and support for junior staff members.

The post holder will be required to contribute to formal reporting structures within the Trust providing high quality reports on assurance and risk.

Leadership Framework Profile for Role

Inspiring Others	Responsibility for the Team	Leading from the Front	Conscious Leadership	Delivering the Service
4	3	4	4	4

Leadership Behaviour Clusters Overview

INSPIRING OTHERS - Motivates staff by involving them in the planning process, utilising their strengths, providing support and delegating to empower others. Role modelling desired behaviours by showing passion, communicating the Trust vision with pride and behaving consistently with the Trust Values.

RESPONSIBILITY FOR THE TEAM - Provides direction, feedback and understands the challenges faced by the team. Willing to pitch in and work as part of the team when necessary. Tackles conflict proactively and constructively. Demonstrates honest and trust.

LEADING FROM THE FRONT - Able to take charge when necessary, overcoming challenges caused by conflicting priorities, lack of resources, difficult or demanding situations in the internal and external environment. Displays determination and resilience to raise performance levels. Learns from mistakes and develops creative and innovative solutions.

CONSCIOUS LEADERSHIP - Self-awareness of who they are, what they stand for, what others need from them and their impact on others. Considers different perspectives, follows up on promises and works in line with the Values. Reflects on performance using information to identify what needs to be done differently.

DELIVERING THE SERVICE - Focuses on quality and service provided. Continually tries to identify the most effective way of making the service responsive to meet changing demands. Articulates the vision with clarity, keeping focus on improving services and inspiring others to be positively involved. Manages short and long-term priorities, balancing the big picture with detail to ensure the highest standards are achieved.

Key Duties and Responsibilities:

The duties and responsibilities listed below should be undertaken in accordance with the levels of competence as defined in the KSF outline for this post. In addition all staff are expected to act in accordance with the values and behaviours of the Trust.

All staff have a personal duty of care to raise concerns with the Safeguarding Team in relation to patient care and safety issues.

Our Values



Being Caring and Compassionate

Being caring and compassionate is at the heart of everything we do, it is about understanding what each person needs and striving to make a positive difference in whatever way we can.

Excellent care with compassion

**Recognising Individuality**

Appreciating differences, making staff and patients feel respected and valued.

**Seeking to Involve**

Actively gets involved and encourages others to contribute and share their ideas, information, knowledge and skills in order to provide a joined up service.

**Building Team Spirit**

Working together as one team with shared goals doing what it takes to provide the best possible service.

**Taking Personal Responsibility**

Individuals are accountable for achieving improvements to obtain the highest standards of care in the most professional way, resulting in a service we can all be proud of.

ROLE DUTIES	MEASURABLE OUTCOMES					
<p>The role of Specialist Safeguarding Practitioner is an important position that will ensure excellent standards of care for all patients at LTHTR</p> <p>The post holder will provide timely advice and support to staff in line with safeguarding & MCA/DOLS policies and procedures whilst maintaining professional knowledge and expertise in that area of public protection.</p> <p>Support the Adult Safeguarding team in the screening and recording of safeguarding referrals, taking appropriate actions to ensure patient safety.</p> <p>Undertake audit work supporting the Adult Safeguarding audit plan.</p> <p>The post holder will be expected to work closely with all levels of staff, AHPs, medical and nursing in addition to,</p>	<p>Advice is provided in a timely manner and senior managers report that they feel supported and confident in the advice being given. Evidence of good advice is recorded within the Datix system.</p> <p>Introduce mechanisms for measuring quality outcomes for patients with mental health needs.</p> <p>Provide/record individual support for practitioners managing patients who are involved with any MCA/DOLS and safeguarding matters. .</p> <p>Support/link with the Learning Disabilities and mental health post holder in LTHTR in their work.</p>					

<p>adult social care and other statutory and voluntary partner agencies.</p> <p>The post holder will work along-side staff to embed the practical implementation of Adult Safeguarding practice, the Mental Capacity Act (MCA) and Deprivation of Liberty Safeguards (DoLS/LPS) ensuring that patient's human rights are respected, and all practice meets legal and professional requirements</p> <p>Improve the quality of care received by individuals with mental health needs who access and are admitted to LTHTR acute hospitals.</p> <p>Provide support to the individuals, their carers and relatives.</p> <p>Manage the interface between mainstream acute hospital services, primary care services and community mental health services.</p>	<p>Demonstrate and identify/record learning outcomes for LTHTR staff.</p> <p>To ensure colleagues have up to date verbal and written advice to follow with regards to assessments.</p>					
<p>The post holder will act as an expert resource and point of contact for all LTHTR staff and other professionals.</p> <p>Work collaboratively with the Safeguarding and Mental health and learning disability team and the local authority and with other agencies across the health economy to safeguard children and vulnerable adults.</p> <p>To provide strong leadership and a credible, accessible, and approachable service which empowers staff to across the Trust</p> <p>Demonstrate a theoretical and practical knowledge across a range of work procedures and practices relating</p>	<p>Partner agencies experience, feedback is positive.</p> <p>Review current care plans and make up to date adjustments in line with best practice.</p> <p>Report updates to safeguarding board compliance against legislation/policy</p> <p>All communications are accurate and passed on or recorded in a timely manner.</p> <p>Review current guidelines and support mechanism for reporting compliance. Report any non-compliance.</p>					

<p>to Adult Safeguarding, the Mental Capacity Act (2005) and Prevent.</p> <p>Establish and maintain effective communication with colleagues within the Trust and maintaining liaison with other key partner agencies</p> <p>Effectively communicate sensitive and confidential information in line with current legislation and Trust Policies</p> <p>To provide support and advice regarding care planning for patients their family / carer.</p> <p>To provide support and advice regarding safeguarding.</p> <p>Ensure that clinical practices are in keeping with relevant legislation and policy.</p> <p>Provide support and guidance to wards and departments who are caring for patients complex high risk patients.</p> <p>Ensure any restrictive practices for patients are conducted in a safe manner, with guidelines being followed and appropriate legal frameworks including the Mental Health Act, Mental Capacity Act and Deprivation of Liberty Safeguards.</p>	<p>Review current arrangements and make formal recommendations for improvement as required.</p> <p>Assurance on key performance measures reviewed positively through Trust safeguarding board and Trust Safety & Learning committee.</p>					
<p>Actively work with the appropriate service users, healthcare professionals, support staff and external agencies to support professional development and practice.</p> <p>Promote safeguarding best practice in the protection of children and vulnerable adults throughout the Trust by enabling nurses, clinicians, managers and other staff to fulfil their defined roles and responsibilities.</p>	<p>Feedback from staff and evidence in audits showing an increased understanding of roles and responsibilities.</p> <p>To identify training needs in relation to mental health and development and deliver teaching materials / training packages.</p> <p>To provide assurance to the Trust Safeguarding Board regarding the safe and</p>					

<p>To work in partnership with multi-professional/ education staff to provide a comprehensive, innovative clinical skills and competency education framework.</p> <p>Work closely with the senior management team with regards to continually improvements in service for patients.</p>	<p>effective care for patients with safeguarding & MCA/DOLS needs.</p>					
<p>To promote effective working relationships, including communication / information networks.</p> <p>Assist in the provision of professional practical expertise, knowledge skills and safeguarding training. Ensuring effective communication systems are in place with all professionals which allows for the provision of constructive feedback to staff to improve quality assurance across the Trust in the safeguarding of adults.</p> <p>Attend Operational / Partnership Groups, providing feedback and completing assigned tasks / actions.</p> <p>Provide regular updates regarding compliance levels of safeguarding activity and ward requests for assistance. This will include reporting trends and themes that may emerge and creation of action plans to address any issues.</p> <p>To develop healthcare information and resources in accessible formats for patients, their families and carers.</p> <p>Develop constructive relationships by attending and contributing specialist knowledge to case conferences / clinical meeting and discharge planning meetings as appropriate and to make referrals direct to social care and other agencies as required and delegated. Represent the Trust at local and national forums.</p>	<p>Policies and procedures are updated as and when necessary. Safeguarding/MCA/DOLS training is provided and feedback from training is positive.</p> <p>Ensure diary is managed to attend relevant meetings.</p> <p>Ensure current documentation is up to date and is in line with national guidance.</p> <p>Attend relevant conferences and meetings as a professional representing LTHTR.</p> <p>Contribute to audit development to inform current practice and develop strategies for continuous improvement.</p>					

<p>Foster a climate of innovation and continuous improvement for people with additional vulnerabilities and health needs.</p> <p>Ensure all national and Trust targets are met.</p>						
<p>Professional Development and Management</p> <p>Design and undertake routine audits into practice across LTHTR to ensure understanding and embedding of good practice. Assist in the review and development of policies and procedure to ensure compliance with legislation.</p> <p>Review of Datix incidents identifying themes and trends across service provision and help make recommendations to improve the level of service and reduce risks.</p> <p>Assisting in the provision of quarterly safeguarding reports on activity levels in areas of adult safeguarding.</p> <p>Demonstrate the skills to support staff by communicating highly sensitive, contentious and complex information in health and multi-agency forums using a wide range of media.</p> <p>Design and undertake routine audits into practice across LTHTR to ensure understanding and embedding of good practice in relation to Safeguarding standards.</p> <p>Assist in the review and development of policies and procedure to ensure compliance with legislation</p> <p>Review of Datix incidents identifying themes and trends across service provision and help make recommendations to improve the level of service and reduce risks.</p>	<p>Evidence of audits which show increased understanding across the organisation of Safeguarding standards.</p> <p>All Datix incidents are reviewed in a timely manner and evidence of actions recorded.</p> <p>Quarterly reports produced showing activity levels</p> <p>Feedback from staff that they are supported by the post hold holder. Evidence of communication methods clearly demonstrated.</p> <p>Participation in training sessions</p> <p>Monitoring and analysis undertaken and that feedback from partner agencies is positive.</p> <p>Feedback from staff and the quality assurance of presentation skills.</p> <p>Attend relevant course/training and ensure compliance with new regulations are maintained within your own portfolio.</p>					

<p>Assisting in the provision of quarterly safeguarding reports on activity levels in areas of adult safeguarding.</p> <p>Demonstrate the skills to support staff by communicating highly sensitive, contentious and complex information in health and multi-agency forums using a wide range of media.</p> <p>To support the Adult Safeguarding Lead in the delivery, development and evaluation of Adult Safeguarding Training for all identified Trust staff.</p> <p>Assist in the undertaking of continuous monitoring and analysis of activities against quality standards, support developing proposals for reducing safeguarding concerns against the Trust and improve general safeguarding standards across all service provision in line with Trust policies and procedures.</p>						
<p>Assist in the design, role out and effective delivery of specialist Safeguarding & MCA/LPS training to specifically identified health care professionals.</p>	<p>Feedback from staff via evaluations and the quality assurance of presentation skills.</p>					

Occupational hazards or exposures relevant to this job (please tick)

Physical			
Patient moving & handling	<input type="checkbox"/>	Regular DSE work	X
Regular equipment / material moving & handling > 10kg	<input type="checkbox"/>	Climbing ladders and / or working at height	<input type="checkbox"/>
Noise (LEP,d > 80)	<input type="checkbox"/>	Hand Arm Vibration	<input type="checkbox"/>
Hot or cold conditions	<input type="checkbox"/>	Exposure to Ionising Radiations	<input type="checkbox"/>
Entry into confined spaces	<input type="checkbox"/>	Other potential ergonomic problems	<input type="checkbox"/>
Driving on Trust business	X	Vocational driving (C1,D1, LGV, PCV)	<input type="checkbox"/>
Chemical			
Exposure to known respiratory irritants or sensitisers	<input type="checkbox"/>	Exposure to known skin irritants or sensitisers (including latex)	<input type="checkbox"/>
Exposure to asbestos (non-licenced work)	<input type="checkbox"/>	Exposure to any other chemicals	<input type="checkbox"/>
Biological			
Exposure-prone procedures	<input type="checkbox"/>	Laboratory exposure to pathogens	<input type="checkbox"/>
Other			
Night work	<input type="checkbox"/>	On-call duties/ lone working	<input type="checkbox"/>

Governance

The post holder will operate at all times to high standards of probity. This will include compliance with:

- Health and safety regulations
- All policies and procedures approved by the Trust
- Trust Standing Financial Instructions
- Working within the Data Protection act 1984, Health & Safety at work Act 1974, Maintain confidentiality at all times, as required by legislation and Trust Policy
- Working to defined policies and procedures, actively implementing the development of the electronic solution
- Work within the limitations of the role
- Professional codes of conduct including the NHS Managers Code of Conduct (where these apply)
- All policies and procedures related to infection prevention and control as relevant to their post
- To raise any concerns as soon as possible, as per whistle blowing policy, relating to any:-
 - Healthcare matters, e.g. suspected negligence, mistreatment or abuse of patients; the quality of care provided
 - Concerns about the professional or clinical practice or competence of staff
 - The treatment of other staff, including suspected harassment, discrimination or victimisation
 - Health, safety and environment issues
 - Suspicion or knowledge of theft, fraud, corruption, bribery allegations or other financial malpractice
 - Employment standards and/or working practices

- Criminal offences or miscarriages of justice
- Failure to comply with any other legal obligation
- Deliberate concealment of any of the above

Information Governance

- To be fully aware of and committed to all Policies, Procedures and Initiatives relating to Information Governance - this will include, but not limited to, Data Quality improvements, Confidentiality and Information Security
- To take personal responsibility for safeguarding and ensuring the quality of information.

Behaviour

The post holder will be expected to:

- Support the aims and vision of the Trust
- Act with honesty and integrity at all times
- Be a positive ambassador for the Trust
- Demonstrate high standards of personal conduct
- set an example and encourage openness and honesty (particularly in reporting incidents and near misses) and will actively foster a culture of learning and improvement
- Value and respect colleagues, other members of staff and patients
- Work with others to develop and improve our services
- Uphold the Trust's commitment to equality and diversity
- Take personal responsibility for their words, deed and actions and the quality of the service they deliver

Job Review

This job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

Signature of Post Holder:

Date:

Signature of Manager:

Date:

LANCASHIRE TEACHING HOSPITAL NHS FOUNDATION TRUST

PERSON SPECIFICATION

POST: Specialist Safeguarding MCA/DOLS Practitioner

Band: 7

DIRECTORATE / DIVISION: Nursing Directorate

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Qualifications & Education	<ul style="list-style-type: none"> • Current NMC Registration or Registered Social Worker or Other professional with extensive safeguarding experience. • Relevant degree qualification or experiential learning • Evidence of a well -developed portfolio of continuous professional development within safeguarding. 	<ul style="list-style-type: none"> • Teaching/training qualification or experience • Appropriate management/leadership course • Safeguarding Champion 	<ul style="list-style-type: none"> • Application form • Certificates • Interview
Knowledge & Experience	<ul style="list-style-type: none"> • Recent and extensive experience relating to caring for adults with care and support needs at risk of abuse or neglect. • Intermediate knowledge of legislation relating to Safeguarding, MCA agenda and the implications for practice • In depth knowledge of National and Local Safeguarding policy and Strategic safeguarding priorities. • Experience of delivering training • Knowledge of Clinical Governance and the relevance to practice 	<ul style="list-style-type: none"> • An understanding of the safeguarding children’s agenda • Experience of designing, implementing and evaluating training programmes • Knowledge of Leadership and experience of project management and development • Experience of working in a community setting • Experience of working in an acute hospital setting 	<ul style="list-style-type: none"> • Application form • Interview

	<ul style="list-style-type: none"> • Extensive knowledge of local health care provision and the ability to signpost • Experience of working with a range of professionals across differing organisations and manage conflict within the multi-agency systems. • Knowledge of the Care Act 2014 and Children Act 2004 and associated guidance 		
Skills & Abilities	<ul style="list-style-type: none"> • Ability to demonstrate high level communication and negotiation skills • Able to obtain and evaluate information to aid decision making • Confident in dealing with professionals from a wide range of agencies including in challenging situations • Ability to respond quickly and effectively to an unpredictable workload within a highly stressful environment • Analytical and reflective practitioner • Ability to work autonomously • Good IT skills relevant to the role • Able to lead staff when necessary • Ability to prioritise • Good time management skills 	<ul style="list-style-type: none"> • Lead others in change management 	<ul style="list-style-type: none"> • Application form • Interview • Assessment

Values & Behaviours	<ul style="list-style-type: none">• Good knowledge of the Trust values, underpinning quality services and initiatives• Self-motivated with excellent inter personal skills• Caring & compassionate• Able to work well within a team• Willingness and ability to travel to meet the requirements of the role• Flexible working to meet the needs of the service		<ul style="list-style-type: none">• Interview• Assessment
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