

## Job description

### Named Nurse for Safeguarding Adults

#### BAND:

8a (37.5 hours)

#### REPORTS TO & RESPONSIBLE TO:

Head of Integrated Safeguarding

#### ACCOUNTABLE TO:

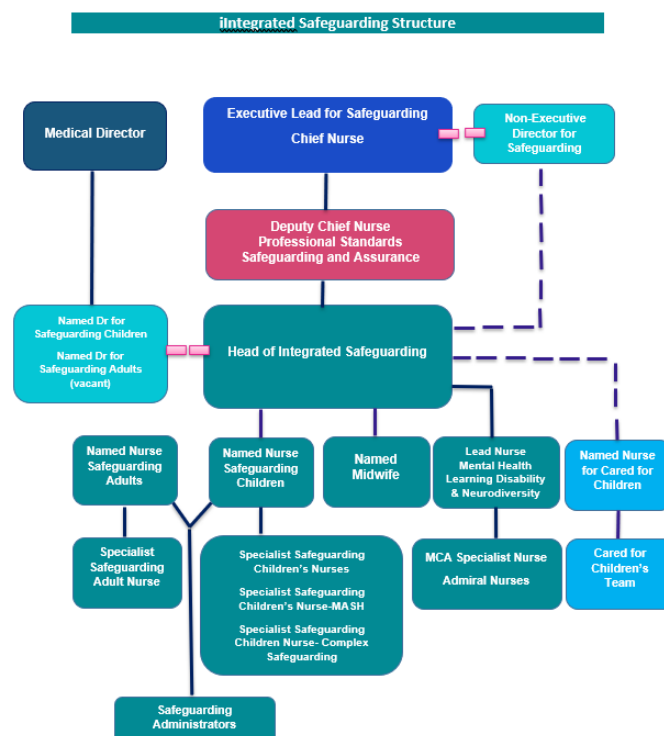
Deputy Chief Nurse

#### JOB SUMMARY:

With the Head of Integrated Safeguarding, the post holder will lead and inspire the integrated safeguarding team and drive delivery of the safeguarding agenda.

The post holder will work to strengthen the safeguarding leadership and motivate colleagues within the Trust to promote effective safeguarding practice and culture, positively promoting the welfare of children, young people and adults at risk and ensure that it is recognised that safeguarding is everyone's responsibility and our everyday business.

This role will be to undertake the daily operational management of the team (adult), undertake statutory duties as a Named Nurse, act as a role model of exemplary practice to team members and deputise when required for the Head of Integrated Safeguarding.



## SECTION 1- MAIN RESPONSIBILITIES:

Role specific duties- The post holder will.

- Have responsibility for the operations of the safeguarding service and will take the lead in the day-to-day management of the service, ensuring a responsive service for safeguarding across the trust footprint.
- Day to day operational management of the adult part of the team, including health roster, annual leave, sickness, recruitment, team members 121s and appraisals
- Deputise for the Head of Integrated Safeguarding within the Trust and wider Safeguarding Partnership when required
- Work as a member of the Nursing and Integrated Governance Unit /Corporate team, supporting an overall understanding of the safety and quality of the care provided by the Trust
- Undertake training and leadership and management training to enable you to fulfil the requirements of Named Nurse role
- Being part of the safeguarding leadership structure for the integrated safeguarding service, support both new and existing staff to gain/develop safeguarding knowledge, skills and expertise
- Work closely with the Head of Integrated Safeguarding to ensure that the Trust meets its statutory, contractual, and regulatory responsibilities in safeguarding adults.
- Be responsible for areas of the portfolio as identified and delegated by the Head of Integrated Safeguarding.
- Act as the safeguarding lead for adults across the organisation
- Promote best practice and emerging practice in Safeguarding Adults work
- Support all activities necessary to ensure that the organisation meets its responsibilities to safeguard/protect adults at risk, with the ability to challenge poor practice
- With the Head of Safeguarding, liaise with the Executive Lead for the Trust for safeguarding, identifying themes and risks for communication to the Trust Board.
- Work closely with the Safeguarding Designated Nurse, Named Nurses and Lead Nurses.
- Work as a Safeguarding Adult practitioner undertaking duty, training, supervision, report writing
- Undertake safeguarding Adult Reviews, Domestic Homicide Reviews and S42 enquiries and investigations.
- Be responsible for planning and developing adult safeguarding policies, work streams and processes, the facilitation and development of training and safeguarding supervision in line with national and local expectations.
- Act as a source for the development of quality safeguarding services.

- Work with Trust staff across all disciplines and services on all aspects of Safeguarding Adults and will be expected to display high personal levels of competence, judgment, integrity, and personal accountability.
- To provide highly specialised application of Safeguarding theoretical knowledge to ensure that there is a consistent and coordinated Trust approach to Safeguarding Adult practice.
- To evaluate and continuously develop safeguarding practice.
- To deliver specialised application and interpretation of national and local policies and procedures to promote and safeguard the health, welfare and safety of Adults and Children in the geographical areas covered by the Trust.
- To promote and ensure that Safeguarding Adults is an integral part of the Trust everyday business.
- Ensure the trust engages with its multi-agency partners to provide robust safeguarding services that are coordinated and collaborative.
- Promote a service that is appropriately confidential, non-judgemental, and accessible, which upholds the principles of equality and diversity.
- Act as an effective role model for the profession, contribute to a culture of civility and inclusivity, positive performance management and develop own credibility through the demonstration of high standards of professional practice and care.
- Support a culture that values openness, honesty, rigor where challenge is encouraged.

## **SECTION 2: HUMAN RESOURCES MANAGEMENT:**

- Provide line management and support to your direct reports and team members around their personal health and wellbeing.
- Ensure that staff within the safeguarding team are achieving competencies to their role and that any concerns are escalated to the Head of Integrated Safeguarding.
- To develop and support Band 7 Safeguarding Specialist Nurses in their role.
- To provide expert Safeguarding supervision for Trust staff.
- To support a network of professionals across the Trust who will promote the safeguarding of Adults and Children in line with Trust policies and procedures.

## **SECTION 3- EFFORT AND ENVIRONMENT**

- High levels of emotional intelligence, able to think fast and make decisions at short notice.
- Involved in assessment of children/young people & adults who have been abused.
- Reading individual case histories about abuse and neglect of children.
- Attend meetings related to adult and child safeguarding.

- Working and supporting staff who may be distressed or challenged.
- Liaising with family members who may be distressed.
- Ability to be assertive and measured in stressful environments.
- Concentrate for extended periods; manage frequent interruptions and respond to unpredictable patient and staff demands.
- Unpredictable and changing workload – crisis response.
- Partake frequently in tasks requiring physical effort for short periods.
- Always maintain contemporaneous patient records.
- Undertake a combination of sitting, standing, and walking.
- Regularly drive.
- Occasional exposure to bodily fluids.

#### **SECTION 4-ADDITIONAL REQUIREMENTS**

- Participate in regular management and safeguarding supervision.
- Attend all mandatory training.
- Participate annually identifying, developing, and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Comply with all Trust policies, procedures, and protocols
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from your line manager whenever necessary.

#### **GENERAL**

**1. To provide cover for colleagues as directed by your manager.**

#### **2. Risk Management (Health & Safety)**

You will always follow risk management procedures. The Risk Management procedures for the Trust and the department are kept by the departmental manager.

You are personally responsible for Risk Management issues in respect of yourself and your colleagues.

If you identify a potential hazard, you should report it to your manager / supervisor at once. If in doubt you should speak to your manager for guidance.

You must always use safety equipment provided and report any defects to your manager. You must attend Risk Management Training as directed by your manager.

If you are a manager or have line management responsibilities for staff or a department or area of work, you are responsible for the Risk Management issues in that area. You will ensure that there is an annual Risk Management audit in your area and make sure that where necessary, an action plan eradicating risks is drawn up and implemented.

Should you need help in resolving Risk Management matters, you must seek assistance from your manager.

### **3. Infection Prevention and Control**

You are personally responsible for ensuring that you protect yourself, patients, visitors, and colleagues from the risks of infection associated with health care activities and the care environment.

You must always adhere to infection prevention and control policies liaising with the infection control team and acting on any instructions given.

You must attend regular infection prevention and control update training.

### **4. To avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin, or disability.**

### **5. Child Protection and Vulnerable People**

It is the responsibility of all staff to safeguard children and/or vulnerable adults, to access training to ensure they know what constitutes abuse, and what support is available to them, at a level appropriate to their role and responsibilities. To report any concerns, without delay, to the identified person within their department/division or area of responsibility as per the relevant policies, keeping clear records, and following up as required to ensure necessary actions have been taken.

### **6. No Smoking Policy**

The Trust operates a No Smoking Policy which states that smoking is prohibited within all Trust premises and on the site. This includes entrances, exits, cars, lease cars, car parks, pavements and walkways, areas hidden from general view and residences. As an employee of the Trust, you are expected to comply with this policy, failure to do so may result in disciplinary action being taken under the Trust's Conduct and Disciplinary Policy.

### **7. To behave in a manner which ensures the security of NHS property and resources.**

### **8. To abide by all relevant Trust Policies and Procedures.**

This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

**This job description is subject to regular review and appropriate modification in consultation with the post holder.**

Named Nurse for Safeguarding Adults  
Person Specification

Requirements	Essential	Desirable	Method of assessment
Qualifications and training	<p>Current Registration RN (Adult, MH or LD) or Midwife</p> <p>Educated to degree level</p>	<p>Specialist Public Health Nurse</p> <p>MSc in relevant subject or working towards.</p> <p>Relevant Management qualification</p> <p>Accredited Safeguarding Supervision qualification</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Knowledge and Skills	<p>Currently practicing in a safeguarding role or previous experience as a safeguarding practitioner</p> <p>In depth Knowledge &amp; understanding of the safeguarding agenda – national &amp; local policy, guidance and legislation i.e. The Care Act 2014, Mental Capacity Act, Mental Health Act, Deprivations of Liberties / Liberty Protection Safeguards.</p> <p>In depth awareness of the PREVENT Strategy.</p> <p>In depth knowledge on learning disabilities including the LeDeR process, hospital standards for patients with learning disability and how these apply to practice.</p> <p>Specialist knowledge around domestic abuse.</p> <p>Ability to work as an advanced practitioner with an enhanced awareness of patterns of abuse and neglect.</p> <p>Experience of working with a safeguarding caseload in a multiagency environment, with the skills to professionally challenge and escalate.</p>	<p>Safeguarding experience in both acute and community health settings.</p> <p>Evidence of innovation in practice</p> <p>Experience of working and influencing at a senior level and leading a team or service.</p> <p>Experience of developing business plans</p> <p>Experience of the recruitment process</p>	<p>Application Form</p> <p>Interview</p>

	<p>Good ability to analyse and critically evaluate information and record in a concise and accurate manner.</p> <p>Experience of delivering and participating in safeguarding supervision</p> <p>Experience of writing safeguarding reports such as Annual Reports, Quarterly Safeguarding Quality and Risk Reports, Safeguarding Adult Reports and DHR's. Developing action plans and monitoring progress.</p> <p>Skills in change management and leadership.</p> <p>Experience of developing and delivering all levels of safeguarding training. Undertaking training needs analysis as required.</p> <p>Experience of undertaking and contributing to single agency and multi-agency audits. Producing Audit Reports and action plans. Reviewing and implementing recommendations.</p> <p>Experience of participation in multi-agency working groups.</p> <p>Good understanding of risk management in relation to safeguarding and demonstrate the ability to provide robust risk assessment.</p> <p>Experience of writing and updating policies, protocols, Standard Operating Procedures and guidelines.</p> <p>Experience of responding to risks and safeguarding incidents</p>		
Skills & Aptitudes	<p>Ability to prioritise, manage time effectively and work under pressure with conflicting priorities</p> <p>Well-developed presentation and teaching skills</p> <p>Effective organisational skills</p> <p>Ability to communicate and provide professional challenge across organisational boundaries</p>	Application Form Interview	

	<p>Evidence of proactive professional development</p> <p>Ability to motivate and inspire colleagues</p> <p>Ability to develop clear, concise, and accurate reports for high level meetings including boards and sub committees. Good knowledge of Microsoft packages including: Word Excel PowerPoint</p> <p>Experience of using Electronic Patient Records (EPR)</p> <p>Experience of Risk management systems i.e., Safeguard / Datix.</p>		
Personal attributes	<p>Enhanced DBS clearance</p> <p>Exemplary personal standards of conduct and behaviour</p> <p>Be an exemplary role model who is highly visible</p> <p>Honest, approachable, team player and leader</p> <p>Open minded, treats colleagues with dignity and respect</p> <p>Ability to develop strong professional relationships within the Trust and with partner agencies at all levels</p> <p>Ability to work flexibly to meet the needs of the service.</p> <p>Willingness to undertake further training requirements as the post determines</p>	Application Form Interview	