

Senior Safeguarding Adults Nurse (Band 7)

Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Senior Safeguarding Adults Nurse

Division – Trust Wide

Department - Safeguarding Team

Band – 7

Location – Weston (Bristol if required)

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The Trust Safeguarding Team, led by the Head of Safeguarding and the Operational Lead Nurses, supported by the Senior Safeguarding Nurses, develop and promote a robust safeguarding culture across the Trust.

Ensuring that the Trust safeguarding arrangements are in line with best practice, legislation, and comply with regulatory and commissioning requirements.

The senior safeguarding nurse will contribute to the safeguarding agenda through the provision of evidence based safeguarding practice, advice, support, supervision and training for all disciplines of staff across all trust sites.

The post holder will provide expert clinical advice and support within the safeguarding team and across the Trust.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - our staff are proud to deliver excellent care. As a forward-thinking multi-award-winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-Super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

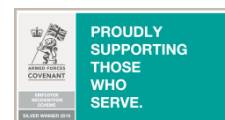
Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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Main Duties and Responsibilities

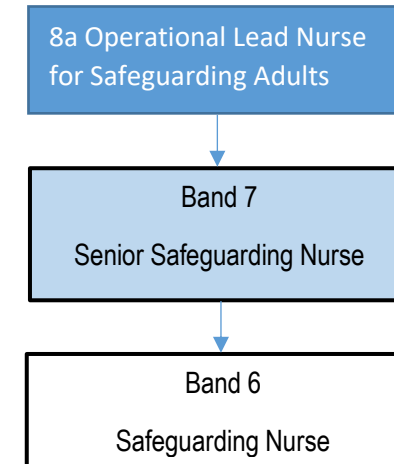
In conjunction with the Safeguarding Nursing team, to:

- To deputise for the Operational Lead Nurse for Safeguarding Adults, providing specialist advice, support and supervision mainly in Weston and across the trust when required.
- To work closely with the safeguarding team to protect adults and children at risk of harm as required.
- Supporting staff in the management of all aspects of complex and serious safeguarding activities including, for example, attendance at strategy discussions and complex case meetings.
- To provide advice and support to in relation to the Mental Capacity Act (2005) and Deprivation of Liberty Safeguards (DoLS)
- To participate in the delivery of high quality, research-based safeguarding training across the Trust, to a wide range of disciplines.
- To provide information for reports for the Safeguarding Operational group and Safeguarding Assurance group as required. Such reports will be of a high professional standard.
- In conjunction with the Operational Leads for Safeguarding Adults and Children to develop, promote and to provide advice, support, and supervision.

Research:

- To identify and participate in research projects relevant to the safeguarding arena.
- To collate, review and analyse statistics relating to safeguarding activity to support report writing for Safeguarding Operational Group and Safeguarding Assurance Group
- To maintain own professional development in light of current research and findings.
- To be aware of relevant, up to date safeguarding research and ensure that this is disseminated to staff and managers across the Trust as relevant.
- To complete internal audits of Safeguarding practices and support undertaking external audits as required in safeguarding partnership working.
- To support the MARAC and MASH process by providing relevant clinical information.
- To support safeguarding review processes (SARs, DHRs, CSPRs and Rapid Reviews) and embed learning taken from these processes.

Organisational Structure



Key Relationships

To develop and maintain good working relationship with a wide range of staff across the Trust, including Deputy Directors of Nursing, Matrons, Sisters, Consultants, Specialist Teams, and Clinical Leads.

To communicate regularly with Safeguarding Professionals and partner agencies outside of UHBW.

To participate in safeguarding adults working groups, both single and multi-agency and liaise appropriately with the operational Lead Nurse on the progress of work.

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- To encourage, support and act as a resource to support professional development of other staff.
- To maintain a robust knowledge of safeguarding and MCA legislation, guidelines, recent reports, and research
- To ensure own personal and professional development and consider own training and development needs in discussion with Operational Leads for Safeguarding Adults and Children.
- To deliver and plan Safeguarding induction training trust wide
- To deliver and plan themed training events to colleagues across trust.
- Provide supervision and local training for Band 6 team members.

Clinical/Communication:

- To act as a safeguarding advocate
- To manage the safe sharing of confidential and highly sensitive and complex information with outside agencies
- Relate and inform the Operational Leads for Safeguarding, of current concerns and trends expressed by staff across the trust, mainly at the Weston site.
- To maintain accurate and contemporaneous records in accordance with professional bodies, e.g. NMC guidance.
- To encourage and empower front line staff to deal with safeguarding adults' issues in accordance with best practice, policies, and procedures.
- To participate in the establishment and development of the effective multi-agency and multi-disciplinary communication.
- To make judgements involving highly complex and sensitive situations, which requires analysis.
- To contribute to Safeguarding Adult and Children Reviews, Domestic Homicide Reviews and other investigation following the death or serious injury to a service user.

Management:

- To work autonomously in Weston office (if needed across Bristol site), prioritising, organising, and planning own workload to meet the needs of the

organisation and the team.

- To assist the Operational lead for Safeguarding Adults in disseminating and facilitating changes in clinical practice, in line with changes in legislation, local and national policies and evidence-based practice.
- To contribute to the development of safeguarding adults' policies, protocols, standards of care guidelines.
- To be available to support staff pre, during and post attendance at:
 - Strategy Discussions and case Conferences
 - Other multi-disciplinary professional / complex case meetings
 - Court
- To liaise with the relevant line managers and the operational lead for safeguarding, if it becomes apparent through supervision that due to personal or professional difficulties the supervisee is unable to fulfil the requirements of their role within the safeguarding adult's area.
- To have line management responsibility for Band 6 Safeguarding Nurses, including the provision of supervision.
- Support with Report writing for internal and external multi agency meetings
- Support the development of operating plan objectives for developing/improving the Safeguarding service across the Trust.

Policy and Service Development

- Lead on embedding effective safeguarding practices across the trust, with a particular focus on the Weston site.
- Analyse relevant national policy and guidance, advise on impact and lead the implementation of change and evaluation of relevant processes.
- Support for the ongoing development, continuous service improvement of the Safeguarding Service
- Develop appropriate strategies and inter professional relationships and networks to continuously improve standards, promote, educate, and increase awareness of Safeguarding.

Other

- This post will require frequent concentration and VDU use.
- Support with complex decision making and delivering sensitive information.
- There will be a requirement for onsite visibility to build networking links across the Weston site. This will include site walk arounds.

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

Evidence of leadership, management and organisational experience (E)

Proven evidence of teaching large groups (E)

Experience of managing complex safeguarding case (E)

Relevant experience of working with safeguarding cases in a variety of settings involving adults or children services. (E)

Experience of supporting and supervising staff in a clinical / safeguarding setting. (E)

Experience of attending safeguarding strategies /case conferences/ participating in protection plans. (E)

Participation in the development and delivery of quality training programmes (E)

An understanding of current issues in adult safeguarding, including knowledge of research and inquiry reports, and impact on current practice. (E)

Safeguarding Adults and MCA Knowledge and Experience, including multi- agency working (E)

Experience of Inter-agency partnership working. (D)

Direct involvement with change management initiatives (D)

Experience of working in an acute adult's health care environment (D)

Knowledge and experience of using different tools providing staff supervision and support. (D)

Other Requirements for the Post

Commitment to sustain on going professional development (E)

Personal Stress management strategy (E)

Aptitudes

-Willing to travel (E)

- Is flexible and adaptable in a high-pressure environment- (E)

-Focuses on achieving results of high quality in a safe and effective way- (E)

- Negotiation skills- (E)

Skills and Abilities

-Knowledge of Safeguarding Legislation, current issues, and inquiry reports for Children and / or Adults (E)

-Knowledge and ability in using different tools providing staff supervision and support (D)

-Proven communication and influencing skills (E)

Excellent interpersonal and communication skills with highly developed persuasive, motivational and negotiating skills – (E)

- Ability to analyse complex data and provide Board level written reports – (E)

- Ability to prioritise a complex workload and work independently in a rapidly changing environment-(E)

-Good understanding of the nature and aetiology of adult abuse and neglect and MCA (E)

-Experience in delivery of training and developing teaching programmes (E)

-Proven Leadership ability (E)

- Computer literate, able to utilise multiple software systems in order to collate information (E)

- Ability to manage Safeguarding information sharing in line with Data protection legislation (E)

-Experience of undertaking audits (E)

-Database/Spreadsheet Skills (D)

-Data Collection/analysis/presentation (D)

Qualifications and Experience

Registered 1st Level Nurse on the NMC register (Adult or Children) or Social work practitioner (E)

Current NMC/SWE Registration (E)

Master's qualification or equivalent level of experience gained through clinical and management roles.

Evidence of professional/ clinical knowledge in safeguarding supplemented by specialist training (E)

Recognised teaching/training qualification or equivalent experience (E)

Safeguarding supervision training/ experience (D)

Registered qualification in Safeguarding Adults (D)

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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