AGENDA FOR CHANGE
NHS JOB EVALUATION SCHEME

JOB DESCRIPTION TEMPLATE

1. JOB IDENTIFICATION

Job Title: Learning and Development Co-ordinator - Child Protection Advisor (Health)
Reports to: Lead Nurse Child Protection (Health)
Department, Ward or Section: Care and Learning Directorate
Operational Unit/Corporate Department: Highland Council
Job Reference: HCCHLDNURSPROT04
No of Job Holders: 1
Date: March 2017

2. JOB PURPOSE

- Provide specialist child protection health advice to partner agencies where a child or young person is at risk of harm or neglect and represent health in processes to protect children and young people across Safer Highland streams.
- Work as part of the child protection (health) workforce providing specialist guidance, advice, support, leadership, training and supervision to health personnel in relation to the wellbeing and protection of children, young people and families within capacity of role.
- Develop, co-ordinate and deliver training specifically aimed at health professionals within Highland Health and Social Care Partnership, Care and Learning Highland Council and independent contractors for the wellbeing and protection of children, young people and families.
- Working with the CPC training team develop and deliver multi-agency CP training.
- Provide statistics and reports to inform the NHS Highland Governance Group for Child Protection and Looked After Children and Highland Child Protection Committee.

3. DIMENSIONS

This post is Highland wide. Highland covers an area of over 26,000 sq kms with a population of approx. 230,000. This role will provide multi-agency child protection L&D services to Highland Council, north NHS Highland and partner agencies. This post will also provide specialist Child Protection guidance, advice and support to health personnel across Highland Council and north NHS Highland as required.
4. ORGANISATIONAL POSITION

As lead agency the Directorate are at the forefront of improving the health and wellbeing outcomes for all Highland’s children and young people.

Working with colleagues in NHS Highland the Directorate has a responsibility for the provision of safe and effective health services for the wellbeing and protection of children and young people.

5. ROLE OF DEPARTMENT

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6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Child Protection

- Provide leadership, specialist support, advice, guidance and training; and act as a resource to all health personnel on issues in respect of child protection.
- Develop and maintain own clinical practice and high level of knowledge and skill, demonstrating continuous professional development through PDPR and engage in clinical supervision to augment safe child protection practice.
- Provide specialist guidance and advice to health personnel in relation to the wellbeing and protection of children, young people and families within capacity of Child Protection Advisor role.
- Provide case and clinical supervision for health personnel within area of responsibility, regarding cases of potential or actual child abuse and neglect. (NHS Highland and Highland Council).
- Liaise with colleagues within and out-with Highland regarding Child Protection cases.
- Keep robust records for contacts and cases of actual or potential child protection.
- Advise health personnel on Missing Person Alerts and initiate Missing Person Alerts in consultation with the Lead Nurse Child Protection.
- Provide Child Protection advice to working groups from a health perspective.
- Participate in serious case reviews and facilitate other health personnel involvement in same.
- Provide reciprocal cover for other Child Protection Advisors within Highland.
**Learning & Development**

- Critically appraise & analyse relevant reports to inform L&D requirements.
- Lead on and undertake audit and research to inform learning programmes to ensure these are current meeting legal, national, and local policies.
- Develop and adopt innovative routes to learning including IT solutions.
- Ensure effective links with NHS Highland, Highland Council and NES learning and development personnel.
- Identify and review learning and development needs for all health personnel in respect of Child Protection. Facilitate health professionals and students to undertake appropriate induction, single agency, role specific and interagency training.
- Establish and undertake liaison role with Stirling University and act as key agency/health link to appropriate modules.

**General**

- Represent the Lead Nurse- Child Protection (Health), at multi-disciplinary, managerial, development groups and other professional fora as necessary.
- Promote equality in practice, promoting social inclusion within an interagency context, specifically addressing health issues.
- Facilitate clear & accurate record keeping complying with NMC and NHSH Guidelines and Data Protection Act 1996.
- Adhere to and apply legal, National, Highland Council and NHS Highland Board policies and procedures.
- Undertake any other duties appropriate to the level of the post.

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**7a. EQUIPMENT AND MACHINERY**

Routine office and communication equipment.
Presentation & training equipment (flip charts, PowerPoint, display boards etc.).
Other equipment as required for the clinical component of the role.

**7b. SYSTEMS**

Training databases
Datix recording for clinical incidents
Email
MS Office applications

**8. ASSIGNMENT AND REVIEW OF WORK**

The postholder has autonomy within objectives agreed with line Manager and the Lead Nurse Child Protection (Health).
The postholder reports to Manager and receives professional support/case and clinical supervision from the Lead Nurse Child Protection (Health) 4-6 weekly.

Participates in Highland Wide and National initiatives as agreed with Line Manager and Lead Nurse Child Protection

Engages with PDPR.

Attends business meetings, which progress child protection issues and are held with the Lead Nurse Child Protection (Health)

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<th>9. DECISIONS AND JUDGEMENTS</th>
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<td>An autonomous practitioner within field of expertise, who is not directly supervised, and is accountable for clinical advice and decisions governed by legal, professional judgement policies, procedures, guidance and protocols within a multi-disciplinary and multi-agency fora.</td>
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<td>• The postholder seeks support and mentorship from Peer Group, the Child Protection Training Team, the Lead Nurse Child Protection, the Consultant Paediatrician for Child Protection, and line manager as required.</td>
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<td>• The postholder gathers, interprets and analyses highly complex information.</td>
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<td>• Cases are prioritised based on professional analysis and assessment of risk.</td>
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<td>• The postholder is required to contribute to shared decisions regarding the placing of children's names on the Child Protection Register and their ongoing child protection plan.</td>
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<td>• Postholder manages and is skilled in conflict resolution and negotiation within and across agencies in high profile/stressful child protection cases.</td>
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<th>10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</th>
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<td>Pressure related to interpretation of highly complex and sensitive information, and analysing the level of concern</td>
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<td>Supporting and managing own, and staff personal and professional anxiety with regard to Child Protection cases.</td>
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<td>Providing challenging information that may contribute to family and life changing decisions made at Child Protection Plan Meeting, in opposition to parent/carer wishes but in best interest of child</td>
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<td>Analysing and presenting health information that is interpreted in the context of child protection issues and providing professional challenge to colleagues in high stress situations.</td>
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<th>11. COMMUNICATIONS AND RELATIONSHIPS</th>
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<td>Internal</td>
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<td>Works with and needs to effectively communicate with personnel in NHS Highland and Highland Council.</td>
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External
Works with and needs to effectively communicate with partner agencies such as police, third sector, prison and fire and rescue service in Highland, and including health disciplines across Scotland or UK wide as necessary.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical Skills
- Use of computer keyboard and educational/presentation equipment.

Physical Effort:
- Transportation of laptop, training materials and equipment.
- Setting up of rooms to facilitate education events (moving tables and chairs etc).
- Travelling long distances across Highland and occasionally nationally.

Mental Demands:
- Ability to concentrate for extended periods of time in order to gather, interpret and analyse complex information for decision making.
- Ability to meet the training needs of a diverse workforce in both single agency and multi-agency situations.
- Ability to anticipate and respond to requests from a diverse staff community who require training and/or are working with complex cases in a timely manner.
- Ability to explore practitioner’s decisions in supervision and support staff where there is conflict in decisions made.
- Require complete concentration for review of child’s plans and report writing.
- Prolonged and intense concentration required when gathering complex information from agencies to absorb, interpret and analyse for decision making.
- Frequent interruptions of activity.
- Supervision of staff with highly complex Child Protection cases.
- Managing/Implementing and supporting staff through major change or developments in practice.

Emotional:
- All child abuse cases are emotionally upsetting, both on a personal and professional level, more severe cases increase emotional distress.
- De-briefing and supporting staff through difficult cases, or where staff have recognised failures of best practice.
- Supporting staff through procedures that are emotionally difficult and time consuming.
- Working in professional isolation within area of responsibility.

Environmental:
- Frequent exposure to clients with complex issues, in emotional and volatile situations.
- Contend with varying driving conditions and difficult weather conditions.
- Working in isolation.
- Working in a variety of community settings.
## 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

### Training
- Registration on appropriate parts of a Professional Register (NMC/ AHP).
- Specialist Nursing qualification (Health Visitor/School Nurse) or equivalent recognised and relevant clinical qualification or extensive evidenced based relevant experience.
- Child Welfare and Protection Post Graduate Certificate/ MSc.

### Experience
- Significant experience of working with children and families where there are complex needs.
- Extensive experience of Child Protection processes.
- Significant experience in delivering training to a multi-agency audience.
- Able to evidence strong leadership skills.
- Able to support practitioners to effectively reflect on practice through supervision.
- Able to demonstrate ability to clearly evidence advice/decisions by applying relevant research findings and recommendations from Significant Case Reviews.
- Excellent written and verbal communication skills.
- Able to demonstrate effective partnership working across organisations and /or agencies.
- Enhanced negotiation skills.

### Knowledge leading to the ability to:

Effectively support practitioners in both Children’s and Adult Services who are working with children and adults where there are complex child protection issues including:
- Communication skills.
- Interpersonal skills.
- Facilitation Skills.
- Presentation Skills.
- IT skills – Microsoft Word, Excel, PowerPoint.
- Extensive knowledge of current legislation, policy and practice in Children's Services.
- Extensive knowledge of data protection guidance and information sharing processes.
- Knowledge of research and contemporary evidence informed practice.

The postholder should be able to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the job.

## 14. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

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