# 

# NHS FORTH VALLEY

## JOB DESCRIPTION

1. **JOB DETAILS**

**Job Title: Consultant Nurse – Adult Support & Protection**

**Responsible to: Chief Nurse**

**Department(s): Board-wide**

**Jobholder Ref: G-CN-B8b**

1. **JOB PURPOSE**

To provide expert leadership and consultancy in Adult Support & Protection to NHS Forth Valley executive leadership team, nurses, other clinicians, managers, commissioners of service and policy makers, to establish evidence-based response models to support and protect the needs of vulnerable adults at local, regional and national levels.

The post holder will also be able to practice in an Adult Support & Protection advisory role directly in teams and be able to make complex clinical decisions using expert clinical judgement, is an essential member of a multi-professional health care team and whose role is determined by the context in which they practise.

The post holder will provide professional nursing leadership, strategic vision and direction, provide expert consultancy on all aspects of Adult Support & Protection across a range of specialist areas of care to ensure and achieve the highest possible professional practice standards.

This will involve working across professional and organisational boundaries in partnership and collaboration with others including Acute and Primary Care Health Professionals, Allied Health Professionals, Medical colleagues, Social Work, Voluntary sectors, Police Scotland, Service Users and Higher Education Providers pertinent to the area of Adult Support & Protection.

1. **Scope and Range**

* Leading strategically Adult Support & Protection work across organisational and professional boundaries, locally, regionally, and nationally.
* Acting as an expert advisor and providing consultation to organisations and individuals at local, regional and national level in relation to Adult Support & Protection, including; professional groups; Scottish Government; other NHS Boards; Healthcare Improvement Scotland, universities; national forums; NHS Education for Scotland.
* In partnership with Higher Education Institutions and local authority colleagues, develop and facilitate appropriate inter-professional education for Adult Support & Protection
* Provide professional support and clinical and caseload supervision for all staff including post-registration undergraduates and post-graduates undertaking public protection learning
* Leading on the identification and development of evidence-based models of care and clinical nursing practice across NHS Forth Valley and the West of Scotland in relation to Adult Support & Protection, to effect improved preventative strategies and health outcomes.
* Provision of consultation and advice to the management teams within NHS Forth Valley on specific issues relating to Advanced Practice and service development and delivery.

1. **MAIN DUTIES/RESPONSIBILITIES**

**There are 4 functions of the Nurse Consultant role:-**

Professional leadership and consultancy

Practice and service development

Education and research

Expert clinical practice

**Professional Leadership and Consultancy**

The Nurse Consultant will adhere to and influence national policy direction and professional practice relevant to Adult Support & Protection by:-

* Providing professional leadership at local, regional and national levels in all aspects of Adult Support & Protection.
* Providing consultancy to clinical and managerial staff across the Board in relation to Adult Support & Protection
* Providing consultation on local, regional and national policy and strategy development.
* Providing expert review for nursing and multi-professional academic journals.
* Leading and participating in the identification and development of local, regional & national standards in Adult Support & Protection
* Collaborate with Executive Nurse Director, Chiefs & Heads of Nursing, Clinical Nurse Managers and Service Managers to develop Adult Support & Protection practice
* Leading the development and implementation of local strategy in relation to Adult Support & Protection
* Interpreting the professional implications of local and national policies and strategies in relation to Adult Support & Protection and service delivery, and subsequently plan and implement systems for implementation and monitoring.
* Providing leadership, regularly meeting and providing support and direction to health and social care practitioners
* Developing leadership capacity in health and social care Practitioners to enable them to fully contribute to Adult Support & Protection practice and improvements in patient-focussed care.
* Using advanced leadership skills to participate in national projects which are relevant to Adult Support & Protection
* Developing local, regional, and national networks for professionals concerned with Adult Support & Protection

**Practice and Service Development**

The Nurse Consultant will have a significant lead role in professional practice and service development to effect safe, effective and person-centred care through Adult Support & Protection activities

* Work with the Executive Nurse Director and Chief Nurses to strategically plan the implementation of national recommendations for Adult Support & Protection
* Develop models of care and best practice that can be tested, evaluated, and shared with other relevant areas in the NHS Forth Valley and with partners which include Police Scotland, Local Authority Services and third sector organisations.
* Lead the development, implementation and monitoring of guidelines, protocols, and policies relevant to Adult Support & Protection.
* Develop bids for grant applications to facilitate service and practice development initiatives.
* Influence and participate in Nursing & AHP Health Policy Development to ensure it recognises the importance of Adult Support & Protection
* Contribute to NHS Forth Valley Nursing Strategy Delivery Council and the Nursing Directorate as required to advise on Adult Support & Protection.
* Provide guidance and support to Executive Nurse Director, Chief Nurses and Clinical Nurse Managers on suitability of requests for additional finance and support structures relating to Adult Support & Protection
* Provide advice to senior management on the future developments of Adult Support & Protection practice.
* Provide support and mentorship to all staff as required on an individual and group basis.

**Education & Research**

The Nurse Consultant will make a significant contribution to the development of education in the field of Adult Support & Protection and to the evidence base within this field of practice. Working in partnership with higher education and NHS Education for Scotland, the nurse consultant will influence both undergraduate and postgraduate learning programmes for health and social care practitioners to ensure a workforce fit for taking action to support and protect vulnerable adults. The nurse consultant will provide highly developed expert knowledge of relevant theory and practice.

* Develop and deliver teaching and training programmes at undergraduate and postgraduate level for nurses and other health and social care professionals.
* Contribute to the delivery of university-based teaching at undergraduate and postgraduate level.
* Maintain Honorary Lecturer status at University of Stirling
* Participate in the NHS Education for Scotland work on Adult Support & Protection guidelines and learning provisions as requested
* Contribute to (& for specific staff, lead) personal development planning relating to Adult Support & Protection for nursing staff across the service
* Identify skills, competencies, and training needs of nursing staff in relation succession planning for Adult Support & Protection
* Plan with nurse teaching establishments appropriate placement objectives and competencies to facilitate an effective and valuable learning experience for nurses to develop their knowledge and understanding of Adult Support & Protection
* Contribute to and participate in national and international conferences.
* Lead the development of nursing research within Adult Support & Protection.
* Develop the research capacity of health and social care professionals in relation to Adult Support & Protection,
* Identify priorities for nursing research related to Adult Support & Protection
* Develop advanced skills in research methodologies and analysis.
* Provide support and supervision to nursing staff in the development and participation in research programmes specific to Adult Support & Protection
* Initiate, develop, participate, and lead local, regional and nationally funded research programmes.
* Disseminate findings of research at local, national, and international levels through participation in conferences and writing publications for academic journals.

**Expert Clinical Practice**

The Nurse Consultant will function at an advanced expert level of professional practice in Adult Support & Protection. This will also include a specialist focus on one or more particular aspect of protective practice, for example, learning disability and/or ageing health settings, gender-based violence (GBV), domestic abuse, sexual abuse while also able to offer leadership in areas such as MARAC and MAPPA.

* Provide guidance and support for all NHS Forth Valley staff in relation to the management of ASP cases, for example, staff attending court and case conferences, assist staff in assessment planning and referral process including decisions on implementation and maintenance of care episodes/pathways to address identified need – often in highly complex situations
* Exercise a high degree of personal and professional autonomy.
* Routinely make complex clinical judgements in relation to patient care and protective practice.
* Liaise closely with the multidisciplinary/multi-agency team in relation to individualised care and protection needs of patients and their families.
* Practice within the legal and ethical framework set out by NHS Forth Valley, Scottish Government, and the professional body for nursing (NMC) ~~by nursing~~ in the context of related legislation to ensure that patients’ and dependents’ interests and wellbeing are met.
* Use the expert practice function of the role to identify and take forward areas for service and practice development.

The post holder will represent NHS Forth Valley on national groups as required. In addition, the post holder will be a key member of the relevant strategic and operational committees and groups, which ultimately influence the delivery of profession practice ~~care within~~ relating to the specialist area of Adult Support & Protection.

**EQUIPMENT & MACHINERY**

**Ability to use efficiently and effectively:-**

* Car
* Mobile telephone
* Personal computer
* Projector equipment
* Photocopier
* Audio and video recording equipment

1. **SYSTEMS**

**Working knowledge of:-**

* Information management systems including multidisciplinary case record storage and management. E.g. Trakcare, Clinical Portal
* Investigation ordering systems - Trakcare
* Computer systems including

Microsoft Office packages – word; powerpoint

Internet

Intranet

E-mail

statistical analysis packages

research & audit data analysis packages

local data bases

1. **DECISIONS AND JUDGEMENTS**

* Autonomy in the assessment, planning and delivery of adult support and protection practice, ensuring multi-professional and multi-agency ~~disciplinary~~ collaboration and consultation where appropriate.
* Eliciting information and making decisions on case management based on complex holistic information e.g. patient symptoms, diagnostic results, social circumstances.
* Making independent clinical decisions based on own professional assessment, interpretation and judgement
* Planning individual support and protective responses within the context of an interdependent healthcare team
* Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical and paramedic~~al~~ as well as local authority and Police Scotland colleagues.
* Interpretation and implementation of research evidence into everyday clinical practice throughout NHS Forth Valley and analyse the impact and effects through clinical audit and evaluation.
* Represent the organisation on forums relevant to adult support and protection ~~and to nursing~~ and offer informed opinion and decisions on the organisations’ behalf as a senior member of the nursing leadership team.

1. **COMMUNICATIONS AND RELATIONSHIPS**

* Frequent verbal communications with all levels of personnel both internal and external to the organisation, including patients, carers, general public, health and social care professionals, managers, chief executives, commissioners of service, policy makers at local, regional and national level; the media.
* Frequent, written communication including patient reports for the multidisciplinary team; project reports; audit reports; policy documents; written critiques of literature and consultation documents.
* Frequent public speaking at national and international conferences; reporting of research and audit findings frequently of a highly complex nature; teaching and dissemination of knowledge and information.
* Chairing of meetings and working groups.
* Frequently involved in negotiating with:- various disciplines; various levels of management; clinicians and with patients.
* Frequently involved in motivating others including:- individual clinicians; teams of staff; and other disciplines
* Engage in effective communication with patients, relatives and visitors, often delivering complex and highly sensitive information.
* Demonstrates effective verbal and written communication with all members of health and social care teams as well as third sector organisations, social work services and Police Scotland
* Support nursing, AHP and medical professionals to make justifiable referrals to a wide range of other healthcare professionals and specialities which may include the admission or discharge of patients from hospital in order to support and protect them from harm.
* Regular liaison and consultation with managers and professional leads of nursing, AHP and medical services throughout Forth Valley
* Liaison and consultation with NHS Education for Scotland on projects related to adult support and protection.
* Frequently leading and participating in a range of committees, steering groups; reference groups and meetings at local, regional and national levels. Educational meetings with academic establishments

1. **PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB**

**Physical Demands**

* Ability to drive
* Ability to frequently work for long periods at a desk using a keyboard for production of reports and presentations
* Combination of walking, sitting & standing
* Keyboard skills
* Skills in use of various equipment required for job

**Mental Demands**

* Ability to multi-task due to frequent interruptions
* Ability to concentrate for prolonged periods whilst delivering direct patient care in the clinic setting and ward environment to undertake assessment and informed decisions and deliver complex therapeutic interventions
* Ability to concentrate for prolonged periods whilst producing written reports
* Ability to prioritise and switch between highly complex functions within the consultant role

**Emotional Demands**

* Ability to discuss highly sensitive issues with patients, health and social care practitioners and managers,
* Ability to deal with inter staff conflict.
* Ability to support senior nursing staff with balancing work commitments and meeting the demands of protecting vulnerable adults
* Ability to deal with nurses’ distress associated with matters related to the challenges of Adult Support and Protection and clinical incidents that have potentially led to the harm of a vulnerable adult.

**Environmental Demands**

* Occasional exposure to difficult working conditions and participation in care of confused and / or aggressive patients or relatives

1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

* To be flexible and to balance, prioritise and make complex decisions regarding the four highly complex functions of the role, often where conflicting agendas exist, to ensure all key responsibilities are met.
* To work highly effectively across professional and organisational boundaries at all levels ie. from direct patient care planning through to all professional and managerial levels, through to the highest level of national policy and strategy development (eg Scottish Government Health Department / Nursing and Midwifery Council)

1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**Knowledge**

* Registered Nurse with a higher degree at master’s level or equivalent experience, with commitment to undertake doctoral level study
* Demonstrable high level of experience of working with adults requiring support and protection
* Experience of co-working at local level across agencies and organisational boundaries.
* Experience in leading quality improvement and/or service development
* High levels of emotional intelligence and emotional resilience
* Portfolio of career-long learning.
* Extensive knowledge of research and literature in the area Adult Support & Protection
* Theoretical and practical knowledge in relation to Adult Support & Protection and change management.
* Working knowledge of relevant policies, protocols, guidance and legislation including:-

NMC Code of Professional Conduct

NHS Forth Valley policies & protocols

Best Practice Statements

SIGN / NICE Guidelines

Clinical Standards

**Skills**

* Leadership skills including influencing, negotiation and change management
* Expert clinical practice skills
* Excellent communication and interpersonal skills
* Presentation skills
* Project management skills
* Skills in critical appraisal
* IT skills

**Experience**

* Previous clinical experience in Adult Support & Protection
* Previous experience of research within an academic or healthcare environment
* Previous experience of change management
* Previous experience of teaching at undergraduate and post graduate level
* Track record of developing nursing practice
* Previous publications (desirable)

**DEPARTMENT ORGANISATION CHART**

**Appendix 1: Person Specification**

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| **FACTOR** | **ESSENTIAL** | **DESIRABLE** |
| QUALIFICATIONS  TRAINING  REGISTRATIONS  RESEARCH  PUBLICATIONS | Registered Nurse with effective registration with the Nursing and Midwifery Council  Master’s Degree in a relevant discipline or evidence of working at that level with extensive experience  Demonstrable high level of experience of working with adults requiring support and protection | Commitment to work towards doctorial level study (SCQF level 12) |
| EXPERIENCE | Substantial post registration experience of ASP issues/cases.    Experience of co-working at local level across agencies and organisational boundaries.    Experience in leading quality improvement and/or service development | Supervisory / managerial experience  Experience of providing education to staff  Experience of working within adult, mental health or addiction services  Experience of Adult Support and Protection (ASP)  Awareness of MAPPA and MARAC |
| KNOWLEDGE AND SKILLS | In depth knowledge of National/local public protection policy and guidelines, as well as human rights and relevant legislation  Extensive knowledge of the role and function of statutory agencies in Adult and Public Protection.  Advanced theoretical knowledge of evidenced based practice in relation to Adult and Public Protection.  Excellent presentation skills  Good analytical skills  High level of computer literacy | Awareness of Adults with Incapacity Act Awareness of Mental Health  (Scotland ) Act  Experience of developing and delivering educational packages/sessions |
| PERSONAL QUALITIES/OTHER | Emotional Intelligence  High levels of emotional resilience Excellent communication skills  Ability to work independently and as part of a team | Evidence of commitment to continuous professional and personal development |

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| **12. JOB DESCRIPTION AGREEMENT**  **Job Holder’s Signature:**  **Head of Department Signature:** | **Date:**  **Date:** |