#### **JOB DESCRIPTION**



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| 1. **JOB IDENTIFICATION** |
| Job Title: Adult Support & Protection LeadResponsible to: Chief Nurse: Public ProtectionDepartment(s): Public Protection TeamDirectorate: NursingOperating Division: CorporateJob Reference: No of Job Holders: 1Last Update: May 2021 |
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| **2. JOB PURPOSE** |
| The Adult Support & Protection Lead will work across NHS Ayrshire & Arran, predominantly with colleagues in acute services and in strong collaboration with Adult Support & Protection Leads and Officers in the Health & Social Care Partnerships (HSCPs), Police Scotland and national agencies such as the Care Inspectorate and Healthcare Improvement ScotlandThe post holder will support the Chief Nurse Public Protection in facilitating the delivery of Public Protection in respect of ASP as follows:* provide expert professional leadership with regard to Adult Support & Protection and Adults with Incapacity policy and practice across NHS Ayrshire & Arran. This will include provision of expert professional advice to our local Rape & Sexual Assault Service.
* ensure the development of robust systems, policies, procedures, professional guidance, consistent standards, training and proactive preventative strategies are in place to safeguard vulnerable adults in partnership with other agencies and in line with national policy
* provide expert knowledge and advice regarding safeguarding adults to a wide range of professional and management groups.
* provide specialist support through provision of evidence based advice and information, professional support and specialist adult protection supervision as well as the development and implementation of evidence based preventative strategies
* lead and participate in appropriate service developments, training, audits, multiagency meetings and reviews to ensure the highest standards of advice and support provision are provided. This includes Initial and Significant Case Reviews and Significant Adverse Event Reviews
* provide a leadership role in the Multi-Agency Risk Assessment Conference (MARAC) process which will be hosted within NHS Ayrshire and Arran Public Protection Team and development and delivery of the MARAC process in Ayrshire for domestic abuse incidents identified as very high risk of serious assault or homicide.. The role will involve day to day line management of the team
* ensure key service objectives are achieved in line with national and local policies for vulnerable adults, working in collaboration with a wide range of stakeholders to meet the needs of adults in need of support and protection, ensuring that effective systems, and where appropriate clinical services, are in place to enable organisational compliance with all relevant legislation, standards and guidance.
* Deputise as required for the Chief Nurse: Public Protection
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| **3. DIMENSIONS** |
| Reporting to the Chief Nurse for Public Protection, the post holder is responsible for all aspects of Public Protection of vulnerable adults across NHS Ayrshire and Arran.This is a region wide post for NHS Ayrshire and Arran that covers a population estimate of 369,360. The post holder will be the lead specialist in all key areas within the sphere of Adult Support & Protection whilst ensuring interpretation of National Policy and Guidance is implemented into practice and that NHS Ayrshire and Arran are fully compliant , and that the Board is able to meet and discharge their responsibility for Adult Support & Protection.The post holder will support the Chief Nurse for Public Protection to ensure effective Public Protection practice across NHS Ayrshire and Arran.Delegated staffing budget for the MARAC team, consisting of x 2 part-time (1.4 WTE) MARAC coordinators (B6) and 1 x 1.0WTE B4 Administrator. Authorised signatory for up to £1,000.  |

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| **4. ORGANISATIONAL POSITION** |

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| **5. ROLE OF DEPARTMENT** |
| The Nurse Directorate:* provides professional leadership, governance, direction and support for Nurses, Midwives and Allied Health Professionals across NHS Ayrshire & Arran across all hospital, community, primary care and care home settings.
* develops effective policies and strategies so that optimum professional standards which underpin excellent outcomes are deployed across all care services.
* provides expert professional advice to the Board on statutory and regulatory nursing, midwifery and AHP requirements.
* Provides the nursing and midwifery post-graduate education resource to ensure safe, effective person centred practice and care.
* Responsible for the governance and assurance of Nursing, Midwifery & Allied Health Professionals Workforce Planning and the inter-relationships between undergraduate/post graduate education.
* Provides the Infection Prevention and Control expert advice for the organisation
* Responsible for ensuring high quality person centred care and effective mechanisms for patient, carer and family feedback are in place and work with colleagues to ensure effective responses and improvement to this feedback; including the provision of Staff Care and Spiritual Care expertise
* Provides organisational Quality Improvement specialist support and advice
* Professional leadership and support to adult and older adult care homes
* Provides expert advice on matters of Child Protection and Adult Support and Protection
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| **6. KEY RESULT AREAS** |
| It is a key feature of these result areas that the post holder will adopt matrix working practices within and across the teams that he/she will be involved with to support the delivery of the parallel work streams and adult support and protection goals that lie within the remit of the post.**Clinical** * Provide expert advice and leadership to all clinical staff on any issues of adult protection, working within the NHS Ayrshire & Arran Adult Protection policies, guidelines and procedures to ensure the best outcome is obtained. This frequently involves the exchange of highly complex, very sensitive, contentious information.
* Lead and shape critical decision-making in adult protection at local level, disseminating national guidance and policy and facilitating discussion.
* Lead the development of NHS Ayrshire & Arran Adult Protection policies, guidelines and procedures
* Promote working together across all agencies involved with adult protection negotiating any barriers to the development of integrated working, ensuring a clear understanding of each other’s role which assists with improving information sharing and improving outcomes for adults at risk of harm.
* Attend and actively participate in interagency meetings and large scale investigations to support staff to provide a health perspective to the risk assessment and decision making process and the development of adult protection plans, thus endeavouring to ensure that the needs of the adult(s) are met.
* Participate in the process for Initial Case Reviews and Significant Case Reviews under the Adult Support & Protection legislation by undertaking a chronology of events, being part of (or at times leading) a Significant Case Review Team and produce an action plan of any actions required as a result of the review assisting, where appropriate, in monitoring their implementation
* Demonstrate, apply and disseminate expert knowledge in patterns and indicators of harm. Apply appropriate models and frameworks that contribute to the recognition and assessment of adults in need of support and protection.
* Participates (and at times lead) in Significant Adverse Event Reviews where there is an Adult Protection concern.

**Education and Training*** Co-ordinate Adult Support & Protection training needs analyses across NHS Ayrshire and Arran
* Work with Heath and Social Care Partnership Adult Protection and WOS ASP Leads to oversee the design of training to ensure it meets requirements from training needs analysis, clinical governance, national/local guidance and which is operational within resource allocation. Update adult protection intranet pages as required.
* Establish and maintain working partnerships with relevant academic institutions
* Undertake delivery of training in partnership with key adult protection and educational agencies, creating opportunities to raise the awareness of staff and their responsibilities in relation to the Adult Support & Protection legislation and other relevant topics such as Human Trafficking, Adults with Incapacity, Rape & Sexual Assault, Gender Based Violence.
* Ensure systems are in place which enable robust evaluation of training programmes, at both reactive and behavioural levels. Contribute to the monitoring of uptake and reporting to relevant managers as necessary.

**Managerial and Leadership*** Ensure that the requirements of legislation such as Adult Support & Protection (Scotland) 2007, Adults With Incapacity (Scotland) 2000 and Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 are met by providing a single point of contact for NHS Ayrshire and Arran to support and advise staff.
* Take a lead role in developing plans to implement national policies and guidelines, reflecting lessons from reports produced by, for example, the Mental Welfare Commission, to ensure that NHS Ayrshire and Arran complies with clinical governance standards.
* Represent NHS Ayrshire and Arran on national groups, and deputising for the Chief Nurse where appropriate, ensuring that there is effective communication between the local and national work. The post holder will work closely with partners across Ayrshire and Arran and act on behalf of NHS Ayrshire and Arran as required at local and national level.
* Contribute to the work of the Adult Protection Committees and relevant subgroups, facilitating the development of joint initiatives in prevention and intervention in adult protection situations.
* Take a lead role in the development of the West of Scotland Sexual Assault Referral Centres regional hub and spoke model, maintaining professional oversight and leadership of the local Rape and Sexual Assault Service.
* Provide professional leadership to implementation of the Healthcare Improvement Scotland (HIS) *Healthcare and forensic medical services for people who have experienced rape, sexual assault or child sexual abuse: Children, young people and adults standards* with regard to adults.
* Promote a person centred and trauma informed approach, and establish and maintain working partnerships with third sector colleagues including Women’s Aid and Rape Crisis to build strong support pathways.
* Provide day to day line management of the MARAC team

**Research and Quality Improvement** * Analyse, interpret and critically evaluate research-based evidence pertaining to the health, welfare and safety of adults in order to promote/apply best practice.
* Undertake regular review and evaluation of practice and initiate change as appropriate through the use of standards, research, quality improvement and audit.
* Promote an understanding of clinical governance issues in adult protection issues, using current research based knowledge and government guidance and through dissemination of research, outcomes of national enquiries and policies.
* Regularly review the current literature on protecting adults and cascade evidence based practice to all staff.
* Participate in further relevant academic study linking with other experts at Higher Education Institutions to ensure knowledge of adults protection is up to date.
* Participate in statutory quality assurance activity and in particular provide a single point of contact for joint Healthcare Improvement Scotland and Care Inspectorate inspections of adult support and protection.
* Work with partners to progress self-evaluation and improvement plans and report progress to chief officers via adult protection committees.

**Partnership Working*** Develop and maintain effective partnership working arrangements with key stakeholders
* Demonstrate and exemplify positive behaviours and attitudes that will support cooperative and partnership working across the health and care system
* Work within policies and procedures which are in place to support staff governance, including promoting staff values, health and safety, fair and consistent treatment of staff

**Financial Management*** Be directly accountable for the budget within area of responsibility
* Monitor and control the budgetary and financial processes within area of responsibility
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* Act within the delegated limits identified within the Scheme of (Financial) Delegation/ Standing Orders and within these have the freedom to act.
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| **7a. EQUIPMENT AND MACHINERY** |
| The post holder:* Uses computer software to provide reports, acquire information, receive activity and finance data, and to optimise communication via e-mail and the functionality of Microsoft 365 and use of Teams.
* Is responsible for the generation, maintenance and security of staff electronic and manual records
* Use of car – driving skills are required as travelling between sites and other locations is an essential element of the post when face to face sensitive meetings are required.
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| **7b. SYSTEMS** |
| The post holder:* Complies with the Data Protection Act, GDPR, Freedom of Information, CNORIS, Caldicott Guidelines and local policies regarding confidentiality and access to records.
* Is responsible for ensuring that all staff are aware of and trained to meet responsibilities placed upon them under the Health and Safety at Work Act 1974.
* Is responsible for leading and influencing the development of clinical systems to support improvements in patient care and professional nursing responsibilities with regard to Adult Support & Protection requirements and issues.
* Responsible for ensuring a system of staff appraisal, professional supervision and professional development are in place.
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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| A high level of self-direction is required to undertake and achieve the key duties and responsibilities of the post as specified in the key result areas.A significant amount of work will be self-generated through the outcomes of legislative requirements, Significant Case Reviews, Large Scale Investigations, SAERs, Adult Support and Protection multiagency Inspections and through working in partnership with a wide range of partner agencies Line management and annual appraisal will be from the Chief Nurse: Public Protection where short and long term objectives will be identified. The post holder is expected to access appropriate training and support (supervision) and identify own development needs. |
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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder will be required to:* interpret local and national policies and guidelines and establish and agree how these will be implemented in practice across NHS Ayrshire and Arran, reflecting knowledge and clinical experience as the implications of the legislation emerges.
* Lead the development and implementation of NHS Ayrshire & Arran policies and procedures to promote a consistent, appropriate standard of practice for staff members dealing with adult support & protection issues.
* make judgements and recommendations, providing advice to the Executive Nurse Director and other senior manager and clinical colleagues
* make professional decisions on a daily basis, often in the face of conflicting agendas, inter and intra professional differences of opinion and a degree of uncertainty
* utilise a problem-solving approach which includes interpretation of multiple strands of highly complex and sometimes contentious and sensitive information.
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| **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| The key challenges of this post on a day-to-day basis are of a multifactorial nature in relation to safe care for patients, families/carers and staff in the context of adult support and protection. * Supporting NHS Ayrshire and Arran to be compliant in their obligations under the Adult Support & Protection (Scotland) Act 2007, the Forensic Medical Services (Victims of Sexual Offences) (Scotland) Bill 2021 and other relevant legislation.
* Providing strong professional leadership to staff and act in a consultative capacity to all members of NHS Ayrshire and Arran on issues particularly where there are ethical concerns with regard to Adult Support & Protection.
* Facilitating interdisciplinary and interagency working and maximising the potential for shared adult protection procedures, policies and training across Ayrshire and Arran.
* Providing and receiving highly complex, at times distressing, sensitive or contentious information with regard to ASP cases and issues.
* Participating and at times leading Large Scale Investigations, Initial Case Reviews, Significant Case Reviews and SAERs across NHS Ayrshire and Arran when required.
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| **11. COMMUNICATIONS AND RELATIONSHIPS**  |
| In support of our core purpose of working together to achieve the healthiest life possible for everyone in Ayrshire and Arran we are committed to a culture that is Caring Safe and Respectful. The post holder is required to work collaboratively in a safe, caring and respectful way.The post holder will communicate with a wide range of clinical and non-clinical staff in NHS Ayrshire & Arran; the wider NHS in Scotland and beyond; and with officials of external organisations. Excellent communication skills are required in order to persuade and influence others and negotiate the implementation of change and improvement. Strong presentational skills are required as is the ability to express views convincingly and coherently using a variety of skills and media.Ensure that primary and secondary care professionals have clear communication lines and that information is readily available regarding Adult Support & Protection contact details and Adult Support & Protection referral process to all staff in NHS Ayrshire and Arran. Through partnerships with key stakeholders (in particularly Police Scotland and the three Health and Social Care Partnerships) to maintain and improve professional standards in relation to the identification and management of safeguarding concerns across all clinical and non-clinical specialities. The post holder will represent NHS Ayrshire and Arran in multi-agency adult protection meetings and contribute to NHS Ayrshire and Arran’s contribution to multi-agency audit activity.Provide verbal/written reports to senior management teams and have excellent verbal and communication skills with colleagues, other health professionals and partner agencies in relation to all aspects of adults identified as being in need of support and protection. The post holder will prepare reports and briefing papers in liaison with Chief Nurse: Public Protection on behalf of the Executive Nurse Director for committees such as Healthcare Governance Committee.Work in partnership with the Executive Nurse Director, senior Nursing, Midwifery & Allied Health Professionals and other professional leaders, Local Adult Protection Committees and Adult Support and Protection Advisors at local and national level. |
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| The post holder will require maintaining a strong set of emotional/ motivational skills to fulfil the role requirements.**Physical*** Frequently attending meetings and interviews, involving sitting for prolonged periods.
* The post requires travel on a flexible basis within different locations clinical and non-clinical across NHS Ayrshire & Arran and irregular travel out with the board.

**Mental*** The post holder will be required to use a high level of concentration to undertake analyses and the communication of complex information with the ability to deal effectively with frequent interruptions as required and prioritise demands frequently throughout the working day.
* High concentration levels required to deal with adult protection cases and reading multiple reports on a daily basis; to prepare and deliver reports; to prepare and deliver presentations
* Frequently dealing with the sometimes competing demands of working with and supporting staff who are dealing with patients and meeting the organisational demands of NHS Ayrshire and Arran and Scottish Government
* Working with unpredictable workload demands and having to meet deadlines often within tight timescales.

**Emotional*** Providing and receiving highly complex, at times distressing, sensitive or contentious information
* Arranging access to effective support/counselling for staff and delivering clinical supervision to staff around difficult cases
* Liaising between groups of colleagues in different organisations who may have conflicting agendas, and ways of working
* Direct and indirect exposure to information regarding highly emotional/highly distressing circumstances concerning adult harm and neglect. Of note, the postholder would not routinely be in direct contact with the individual who has experienced harm and neglect.
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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| ***Qualifications**** Registrant with the NMC.
* Educated to Masters Level
* Post graduate qualification in Adult Support & Protection (or working towards this)
* Evidence of continuous professional development in management and leadership.
* Sound knowledge and understanding of current legislation, policies, procedures and legal context pertaining to adult protection, including pertinent health and care policy
* Experience and knowledge of working with adults in need of support and protection
* Demonstrated leadership abilities and well developed interpersonal skills
* Well-developed organisational and time management skills
* Good level of IT skills
* Excellent presentation, communication, problem solving and report writing skills
* Ability to work autonomously and make independent decisions prioritising numerous concurrent issues
* Well-developed leadership qualities and behaviours
* Demonstrate the ability to work in emergent and complex scenarios and must be able to provide guidance and support that engenders confidence in senior colleagues
* Ability to initiate evaluation strategies of services and developments.
* Current driving licence
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