#### JOB DESCRIPTION

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| 1. **JOB IDENTIFICATION** | |
| Job Title: | Child Protection Clinical Effectiveness Co-ordinator |
| Responsible to : | Child Protection Lead Nurse / Health and Social Care Partnership (HSCP) Quality and Clinical and Care Governance Lead |
| Department(s): | Clinical & Care Governance Team |
| Directorate: | Health and Social Care Partnership (HSCP) |
| Job Reference: |  |
| No of Job holders: | 1.0WTE |
| Last Update: | February 2023 |

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| 2. JOB PURPOSE |
| The purpose of the job is to improve the early identification, intervention and prevention of child abuse and neglect across NHS Fife/Fife HSCP by means of expert practice, research, quality assurance, and improvement using recognised quality improvement methodology.  The post holder will work in collaboration with the Lead Nurse for Child Protection, the wider Child Protection Team and key stakeholders to support improvement and maintenance of robust child protection processes and systems for children (and unborn babies) at risk of harm.  The post holder will use incident and risk data to inform child protection clinical and care governance reporting.  Working with key stakeholders, the post holder will influence service improvements and change in order to support the implementation of the National Guidance for Child Protection in Scotland (2019) and the NHS Child Protection quality assurance framework (2022) in Fife in line with Scottish Government drivers.  The post holder will work closely with the NHS Fife/Fife HSCP Child Protection Learning and Development Coordinator and the Multi Agency Screening Hub (MASH) Multi Agency Improvement Team (MAIT) Health Representative to support effective quality assurance and improvement activities to build quality improvement capacity across the wider teams.  The post holder will develop and support child protection data collection systems which will enable analysis of data, reporting, quality audit and performance monitoring and which will inform reports; in addition the post holder will also contribute to existing local and national datasets which align to strategic child protection priorities: |

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| **3. DIMENSIONS** |
| The post holder will work as part of the wider Child Protection team within the Primary and Preventative Care Service portfolio in collaboration with stakeholders across Fife to enable a strong partnership approach to organisational responsibilities to keep our children safe, providing optimal and effective safeguarding and protection.  The post holder will work in collaboration with the Quality, Clinical and Care Governance Team, reporting to the Quality, Clinical & Care Governance Manager using an agreed work plan; the Child Protection Lead will prioritise and direct key pieces of work.  The post holder will support cultural change and promote the responsibilities of NHS Fife Services to embed clinical and care governance and quality improvement in relation to Child Protection into daily practice.    The Child Protection Team consists of:   * 1 WTE Lead Nurse Child Protection * 1 WTE PA, 1 WTE secretary and * 4.8 WTE Senior Child Protection Nurse Advisors.   N. B. The Child Protection Team is currently expanding with the addition of one Whole Time Equivalent (WTE) Child Protection Learning and Development Coordinator, one WTE MAIThealth representative, this post and one WTE administrator post. |
| 4. ORGANISATIONAL POSITION |
| Deputy Medical Director  Clinical Directors x 3  Patient Relations Manager NHS Fife  Heads of Nursing x 4  Head of Quality & Clinical Governance NHS Fife  Fife HSCP Child Protection Lead Nurse  Head of Strategic Planning, Performance and Commissioning  Portfolio Heads of Service Managers x 3  Service Managers |

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| 5. ROLE OF DEPARTMENT |
| **Child Protection Team**  The Child Protection team is a small team of Specialist Nurses and Paediatricians with a Fife-wide remit to support and provide expertise, strategic leadership and quality assurance in relation to child protection. The team’s core functions are:   * Contribute to risk assessment and decision-making at daily multi-agency Initial Referral Discussions (IRDs) which consider all cases of significant harm. Coordinate arrangements for Joint Paediatrics Forensic Medicals/Specialist Medicals. * Deliver child protection supervision to key staff groups. * Offer advice and support to all health staff in relation to child protection. * Develop and deliver regular child protection training, in accordance with the Revised Intercollegiate Document (2019).   The team works collaboratively with Children’s Services, partner agencies, Allied Health Professionals (AHP), sexual health & Gender Based Violence (GBV), GPs, relevant community adult services and services within the acute sector – particularly maternity, paediatrics and Emergency Department.  At strategic level, the Lead Nurse and the Lead Child Protection Consultant Paediatrician are members of the Child Protection Committee and other strategic groups both within health and the wider partnership.  **Quality, Clinical and Care Governance Team**  The highest standard of care delivery is the responsibility of everyone working in Fife Health and Social Care Partnership (HSCP), and is built upon partnership and collaboration across health and social care teams to ensure the best outcomes and experiences for the population of Fife.  A key element is to provide support to ensure that clinical and care governance is discharged effectively within the partnership whilst meeting the statutory duty for the quality of care delivered specifically in relation to patient/client safety, clinical effectiveness and patient/ client experience using a person centred, rights based approach and which can be evidenced.  The Clinical and Care Governance Team provide a wide range of support across the HSCP to underpin Clinical and Care Governance, including quality improvement, quality assurance reporting, risk management, feedback mechanisms and adverse event process management (within HSCP) with a focus on learning and quality assurance reporting. |

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| 6. KEY RESULT AREAS |
| * Support policy and service changes for NHS Fife/Fife HSCP based on the implementation of the National Guidance for Child Protection in Scotland (2019) and the NHS Child Protection quality assurance framework (2022) in Fife in line with Scottish Government drivers * Further develop and maintain child protection data systems/audit tools in line with Care Inspectorate Quality Indicators, and local strategic priorities that strengthen child protection governance and improves practice. * Identify areas for improvement within the child protection agenda and support the Child Protection team to evidence that agreed child protection priorities are being met in Fife. * Support quality improvement work / change activity within the child protection team and wider NHS Fife/Fife HSCP. * Take forward person centred improvement work informed by children, young people and their families experiences on behalf of NHS Fife/Fife HSCP and in collaboration with wider stakeholders * Generate / present reports to support assurance to the Child Protection Health Steering Group and the wider organisation. * Support the development and implementation of child protection policies, guidelines and standards for services within NHS Fife/Fife HSCP. * Support the Lead Nurse in the compilation of the annual child protection report. * Represent NHS Fife/Fife HSCP Child Protection service at relevant Child Protection Committee sub groups and associated groups at local level. * Work collaboratively with Key stakeholders and colleagues. * Manage a portfolio / work plan overseen by Child Protection Lead Nurse & Quality, Clinical and Care Governance Team Manager. * Support learning from adverse events / incidents. * Contribution to the ongoing support and development of child protection training materials * Support learning from external / internal inspections and reviews * Adherence to Caldicott Principles and the Data Protection Act. |

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| 7a. EQUIPMENT AND MACHINERY |
| * Regular use of computers, laptop * Office equipment is regularly used such as telephone, photocopiers and paper shredders * Equipment used for presentations |
| **7b. SYSTEMS** |
| * Coordinate, manage and analyse current and future audit systems to inform ongoing delivery of effective child protection service. * Manage and develop NHS Fife Child Protection databases to support compliance with Child Protection service Annual Training Programme. * Contribute to the ongoing development of the NHS Fife Child Protection staff website. * Proficient with the use of MS Office software packages e.g. MS Word, MS Power Point, MS Excel and MS Teams. * Knowledgeable / or be willing to undertake training in the use of MS Forms, SWAY, MORSE, eEss, TURAS, Datix, Patientrak, CISCO/VPN, internet, polls and survey applications |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder is managerially responsible to the HSCP CCG Team Manager; Key Quality improvement priorities, objectives and activities will be determined with the Lead Nurse Child Protection. Regular work plan review / support will be provided by HSCP CCG Team Manager. * The post-holder, as a CP team member, will also attend regular Child Protection Team meetings to review current work priorities. * Personal Development Plan (PDP) will be carried out by the Child Protection Lead Nurse / HSCP CCG Team Manager. * The post holder will be responsible for managing and prioritising their own workload as directed and balancing the priorities to ensure deadlines are met. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder will largely work autonomously to achieve agreed set priorities and goals of the Lead Nurse Child Protection / HSCP CCG Team Manager. * The post holder will be able to anticipate problems, develop solutions and escalate when appropriate. * The post holder is expected to be proactive, initiate discussions and participate in decision making as appropriate. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Working within a complex organisational network with a wide range of professionals in an emotive, demanding and stressful field of work. * Effectively engaging and gaining the commitment of management and staff to prioritise Child Protection quality assurance and improvement opportunities against a backdrop of clinical challenges, competing service priorities and capacity pressures. * Working in collaboration with partners who have differing priorities, terminology, and misconceptions, of changing child protection landscapes. * Challenging values of individuals and organisational cultures in relation to child protection. * Working within busy teams. * Supporting and influencing change within a service undergoing extensive re-design |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| * The post holder will develop collaborative relationships and maintain effective communications with colleagues and key stakeholders. * The post holder will support the development of information sharing systems to enhance effective inter-agency working using protocols governing access to information within data protection legislation and codes of confidentiality. * The post holder will present and communicate complex and often contentious information to various groups or individuals as appropriate. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| * Sensitive and distressing nature of child protection work. * Frequent use of IT systems. * Level of concentration and focus required to ensure accuracy of ata / information. * Prioritising workload with competing demands. * Supporting cultural change in response to the child protection changing landscape * Lone working. * Requirement to travel as required to meet needs of the post |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * The post holder will be educated to diploma / degree level or have a relevant clinical qualification or relevant experience within a clinical governance setting. * Knowledge of quality improvement methodology and using data for improvement and / or project management would be desirable. * High level of communication skills, both oral and written / ability to deliver presentations as required. * Experience of writing / presenting high quality reports and papers. * Ability and confidence to engage and work collaboratively with a wide range of key stakeholders including senior Clinicians, Managers, Patients and Colleagues. * Facilitation, negotiation and influencing skills. * Proficient in the use of MS Office software packages e.g. MS Word, MS Power Point, MS Excel and MS Teams. * Excellent time management skills and ability to work autonomously. * Evidence of Continuing Professional Development. |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies. |  |
| Job Holder’s Signature: | Date: |
| Head of Department Signature: | Date: |