

JOB DESCRIPTION

Post Title: Adult safeguarding advisor

Department: Corporate Nursing

Responsible to: Lead Nurse Adult Safeguarding

Grade: 7

Hours: 37.5 per week

Job Summary:

The post holder will act as a professional resource to practitioners within Lewisham & Greenwich NHS Trust providing advice, safeguarding supervision, guidance and support.

The post holder will be responsible for providing expert advice on the Human Rights Act, the Care Act, the Mental Capacity Act, domestic abuse and Prevent.

The post holder will be proactive in the delivery of mandatory and bespoke training across the Trust.

Although required to work across sites the post holder will be based on the Queen Elizabeth Hospital site.

Key Result Areas & Performance:

- To provide advice and support to all staff regarding the safeguarding and the rights of adults, responding to telephone calls, emails and face to face requests with confidence and in a professional manner.
- To work in partnership with the Safeguarding Children team to deliver a Think Family approach.
- To undertake an initial review when a safeguarding alert has been raised and establish what further action is required to ensure the safety and protection of the adult.
- To support clinicians with safeguarding strategy discussions, strategy meetings, best interest meetings or case conferences in relation to an adult safeguarding concern.
- To undertake or facilitate any safeguarding investigations.
- To be a lead for co-ordinating adult safeguarding case management and internal management reviews as required.
- To advise on matters relating to the Mental Capacity Act and Deprivation of Liberty (DOLs), working with colleagues to ensure knowledge and compliance across the Trust.

- To ensure the accurate completion of urgent and standard Deprivation of Liberty authorisations and applications
- To provide advice and support across the organisation on Prevent.
- To provide expert advice and support across the Trust on Domestic Abuse.
- To support and champion the needs of young people transitioning into adult services.
- To ensure compliance with local and national adult safeguarding guidance.
- To investigate and respond to safeguarding issues arising from incidents, complaints, serious incidents, tissue viability referrals and other concerns.
- Gather, analyse and evaluate evidence in order to safeguard adults and provide monthly safeguarding activity reports.
- Participate in the updating of policies and procedures in line with national and local guidelines as requested.
- Assist the Lead Nurse for Adult Safeguarding in undertaking statutory reviews and investigations / significant incident process, contributing to the writing of reports and support the shared learning and implementation of any changes required following the findings and recommendations.
- Working with other departments and services to ensure all relevant Trust policies / procedures have appropriate reference to adult safeguarding.
- Contribute to audit and the monitoring of standards relating to safeguarding adults.
- Participate in the relevant Trust meetings and any task and finish groups (including self-neglect and domestic abuse) as required.
- Act at all times in accordance with Lewisham & Greenwich Trust policy/guidance.
- To provide effective safeguarding adult supervision to staff as required.
- Ensure own practice is current and line with current legislation and best practice, taking responsibility for updating own knowledge and skills.
- Participate in supervision and annual staff appraisal, agreeing objectives on an annual basis and reviewing performance and progress at regular intervals.
- Deputise for the Lead Nurse for Adult Safeguarding in their absence.

Work force

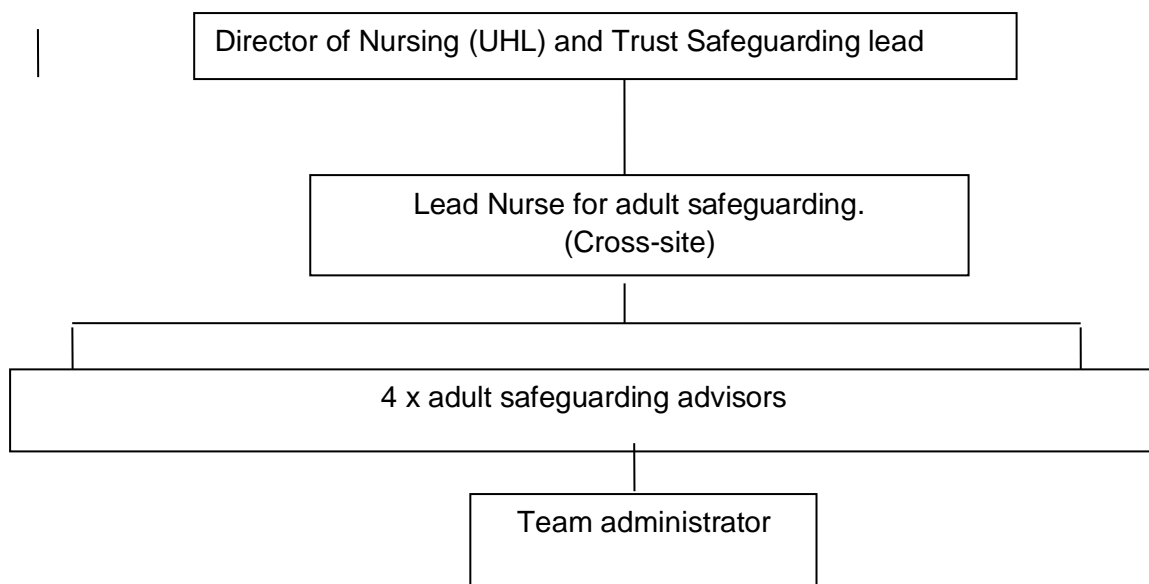
- To provide a visible presence in clinical areas, acting as a resource and supporting the identification and management of safeguarding issues.

- To develop, deliver and evaluate evidence based Safeguarding Training, including the Care Act, the Mental Capacity Act (MCA), least restrictive practice and Deprivation of Liberty safeguards (DoLS), Domestic abuse, Self-neglect and PREVENT to staff.
- To support and advise staff when writing formal case reports or responding to complaints that relate to adult safeguarding

Communications and Relationships

- Develop and maintain close partnerships with a range of professionals and external stakeholders, attending relevant meetings as required.
- Develop good interagency communication and foster partnership working with statutory and voluntary organisations, including safeguarding discussions.
- In the absence of the Adult Safeguarding Lead Nurse, to represent the Trust at external partnership meetings, groups or events.

Structure Chart



General Information

Review of this job description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on a regular basis.

Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Standards of Records Keeping Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality Policy.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient / client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

Systems and IT skills requirements

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

Health & safety

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Professional registration

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

Risk management

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Patient Safety Committee and Integrated Governance Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Patient Safety Committee and Integrated Governance Committee if resolution has not been satisfactorily achieved.

Infection Control

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

Financial Regulations

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

Safeguarding Children

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

General

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.

- All staff has a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

Role Model the Trust Values

We want to make sure that we serve local people in Lewisham, Greenwich and beyond as effectively as possible. As well as continuing to attract and support good staff, we need to make sure that the culture in the organisation – or rather “the way we do things” – is right.

Respect, Compassion and Inclusion is our overarching value, supported by:

- **Being accountable over staying comfortable**
- **Listening over always knowing best**
- **Succeeding together over achieving alone**

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training	<p>Current UK registered health or social care professional</p> <p>Educated to degree level</p> <p>Evidence of continuous professional updating</p> <p>Recognised safeguarding training</p>	<p>Educated to Masters level</p> <p>Teaching qualification</p> <p>BIA qualification</p> <p>Advanced safeguarding training</p>
Experience	<p>Experience in management of safeguarding risks, domestic abuse, Prevent, capacity assessment, best interests, restraint, and deprivations of liberty.</p> <p>Experience of multi-agency working</p> <p>Experience of assessing and managing complex risks and escalating concerns.</p> <p>Experience of teaching and inspiring others.</p>	<p>Experience working in the NHS</p> <p>Experience in continuing care and complex case management.</p> <p>Experience in undertaking incident investigations.</p> <p>Experience in report writing.</p> <p>Experience in audit and research.</p>
Knowledge	<p>Understanding of The Care Act and The Mental Capacity Act.</p> <p>Excellent verbal and written communication skills</p> <p>Leadership skills</p> <p>Proficient at Word, Outlook, MS teams, PowerPoint and ExCel</p> <p>Able to deliver presentations online.</p>	
Personal Qualities	<p>Able to prioritise and work under pressure.</p> <p>Able to work on own initiative</p>	

Occupational Health	Does this post require EPP clearance?	Yes/No
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Post Holder's name/s:

Post Holders' Signature/s:Date:

Manager's Name:

Manager's Signature:Date: