

**Job Description**

<b>Job Title</b>	Specialist Commissioning Nurse MH and LD
<b>Corporate Function</b>	All Age Continuing Care
<b>Band</b>	7
<b>Responsible to</b>	Head of AACC Service (specialist)
<b>Accountable to</b>	Associate Director of Nursing and Care (AACC)
<b>Budgetary responsibility</b>	Facilitate the delivery and implementation of Personal Health Budgets
<b>Manages</b>	AACC Senior Commissioning Nurse MH and LD
<b>Direct reports</b>	AACC Senior Commissioning Nurse MH and LD
<b>Indirect reports</b>	None

**Purpose and remit**

Cheshire and Merseyside ICB is a highly complex organisation serving a population of over 2.5 million people across nine Places (Boroughs including local Authorities), 17 NHS Provider organisations, 51 PCNs plus North West Ambulance service as well as third sector and voluntary organisations. Cheshire and Merseyside is the third largest ICS in the country, and in regard to scope of organisations the ICS is double the size of the next largest ICS.

From a demographic perspective, there are some real challenges within Cheshire and Merseyside. 33% of the population of Cheshire and Merseyside live in the most deprived 20% of neighbourhoods in England. In addition, the population overall suffers from some of the poorest health outcomes in England.

**Key responsibilities**

This will be varied and will adapt over time as both the ICB/S develops. However, the postholder is expected to fulfil the following key functions: -

- To assess, commission, plan and procure packages of care for service users with a mental health need / s117 Aftercare in line with the ICB's Commissioning Policy
- Determining an individual's eligibility for 100% NHS Continuing Healthcare as well as joint funded, funded nursing care as defined in the National Framework for NHS Continuing Healthcare and NHS-funded Nursing Care
- Accurately input information onto departmental databases and tools used in the service Continuing Healthcare adhering to NMC standards for record keeping
- Delivering against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines

- To maintain constructive working relationships with a broad range of internal and external stakeholders
- Develop and share reports / give presentations to a variety of groups such as the Leadership Team, and other relevant ICB committees
- To have an understanding of the Mental Capacity Act and Deprivation of Liberty Safeguards; completing relevant documentation for Court as appropriate
- To maintain professional confidentiality in all matters relating to patient care
- Provide case management and review for service users with a mental health need working in partnership with the Local Authorities
- Facilitate the delivery and implantation of Personal Health Budgets, ensuring the correct policy, procedure and governance arrangements are applied

### **Key working relationships**

The post holder will have regular contact with a wide range of staff at all levels within the ICB/S, with senior and other representatives of local stakeholders, as well as with patients and their representatives. Some of the key direct relationships include:

- Cheshire and Merseyside ICB/S executive teams
- Cheshire and Merseyside ICB leadership teams
- Chief Information Officers / Digital Leads
- Clinical Leaders
- Colleagues within NHSE/I
- Senior leaders across Cheshire and Merseyside, NHS, local authorities and other third sector organisations

### **Main duties and responsibilities**

- Provide assurance regarding the quality of individual packages of care by undertaking reviews as required and reporting quality/safeguarding concerns through the agreed reporting route in a timely manner and undertaking urgent reviews of individuals where quality and safety concerns have been identified
- Support the delivery of the National Care and Treatment Review Policy, the post holder will be expected to chair local Care (Education) & Treatment Reviews
- The post holder may also be asked to support work across of areas of the Transforming Care Programme for example STOMP / STAMP
- Maintain the service principle of preventing out of area placements and enable service users with a mental health need to return to the local area from out of area placements
- Implement policy and guidance in respect of Section 117 of the Mental Health Act and associated policy areas
- Management of complaints/disputes and be influential within a complex and challenging environment
- To participate in the delivery of training for internal and external staff within specialist area of responsibility

- Contribute to formal and informal education and training programmes, mentoring student nurses on placement with the service
- Undertake collaborative work with multi professionals and multi-agency organisations to ensure individuals' needs are met, particularly in relation to ongoing care needs and discharge arrangements
- To identify any training needs within internal and external organisations and ensure information is fed back appropriately
- To participate as a health panel member at Independent Review panels on an as required basis
- Responsible for own professional development and be actively involved in Professional and Multi Agency initiatives
- To deputise for the Head of service (specialist) as required
- To line manage staff as delegated by the Clinical Lead ensuring HR policies are followed
- To provide clinical supervision to staff as directed by the Clinical Lead
- Ensure own and any direct reports compliance with all statutory and mandatory training
- The job description and person specification are an outline of the task, responsibilities and outcomes of the role. The post holder will carry out any other duties as may reasonably be required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and organisation
- All staff are expected to adhere to and complete the NHS Continuing Healthcare Competency Framework on an annual basis.

The main duties and responsibilities described above are not exhaustive and the post holder can expect to take on other responsibilities or specific tasks as required.

Further, over time it is likely the remit and requirements of the role will evolve and the post holder will be expected to adjust their working approach and style to accommodate these. As a new post within the organisation, to reflect the above, it is expected that this job description would be reviewed regularly, by agreement.

**Person specification**

<b>Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of two years extensive mental health and/or learning disability experience</li> <li>• Working in a health care environment</li> <li>• Communicating highly sensitive information with professionals, patients and families.</li> <li>• Multidisciplinary team work</li> <li>• Caseload management</li> <li>• Mental Health and/or Learning disability Commissioning</li> <li>• Completing complex case reviews and reports with recommendations</li> <li>• Track record in clinical quality &amp; performance activities</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree or equivalent level of qualification or experience in working at a similar level in specialist area</li> <li>• Nursing qualification with current registration</li> <li>• Evidence of post registration education and training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Evidence of leadership and management skills</li> <li>• Ability to maintain confidentiality and trust.</li> <li>• Determination, perseverance, and resilience.</li> <li>• Demonstrate a strong desire to improve performance and make a difference by focusing on goals.</li> <li>• Flexibility and the ability to handle a rapidly changing and ambiguous environment.</li> <li>• Dependable and reliable.</li> <li>• Responsible, self-motivated and committed</li> <li>• Calm and resolute under pressure.</li> <li>• Flexible and approachable.</li> <li>• Articulate, verbally and in writing.</li> <li>• Numerate</li> </ul>

**Effort, skills and working conditions**

<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Standard keyboard use</li> </ul>
<b>Physical effort</b>	<ul style="list-style-type: none"> <li>• Light physical effort</li> </ul>
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Concentration required for checking documents and analysis statistics, frequent interruptions</li> </ul>
<b>Emotional effort</b>	<ul style="list-style-type: none"> <li>• Limited exposure to distressing or emotional circumstances</li> </ul>
<b>Working condition</b>	<ul style="list-style-type: none"> <li>• Office environment</li> </ul>

**Supplementary Duties & Responsibilities**

### Generic Clauses for all Job Descriptions

- To ensure own actions contribute to the maintenance of a quality service provision.
- To be responsible for the self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.
- To participate in the ICB performance and development review and to undertake any identified training and development related to the post.
- To undertake statutory and mandatory training as deemed appropriate by the ICB.
- To develop and maintain effective working relationships with colleagues.
- To adhere to all ICB policies and procedures.
- The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

### Information Governance, Data Protection & Confidentiality

All staff are expected to:

- Ensure the confidentiality and security of all information that is dealt with in the course of performing your duties in accordance with the requirements of the Data Protection Act 2018 and adhere to the principles of Caldicott
- Be aware that breaches of ICB Information Governance procedures and codes of conduct could be regarded as gross misconduct and may result in serious disciplinary action being taken, up to and including dismissal
- Comply with and keep up to date with the requirements of legislation such as the Freedom of Information Act 2000 and Computer Misuse Act 1990
- Ensure that your staff maintain that the confidentiality and security of all information that is dealt with in the course of performing their duties is in accordance with the requirements of the Data Protection Act 2018 and the principles of Caldicott and
- Ensure that your staff are aware of their obligations under legislation such as the Freedom of Information Act 2000 Computer Misuse Act 1990, and that staff are updated with any changes or additions relevant to legislation.

### Health & Safety

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with the ICB and others in meeting statutory regulations.

- To comply with safety instructions and ICB policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from wilful misuse of or interference with anything provided in the interest of health and safety and any action which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.

### Risk Management

You are required to contribute to the control of risk and use the incident reporting system to alert the ICB of incidents or near misses that may compromise the quality of services.

### **Infection Control**

All staff have a duty to comply with policies and guidelines in relation to Infection Prevention and Control. You have a duty to ensure that you minimise the risk of infection and infectious diseases. This responsibility includes minimising the risk by highlighting any concerns you may have to the appropriate person as identified in the policies and guidelines and challenging inappropriate infection control and hygiene practice.

### **Equality & Diversity**

The ICB is committed to equality and diversity and works hard to make sure all staff and service users have access to an environment that is open and a free from discrimination. As an ICB we value the diversity of our staff and service users, and therefore recognise and appreciate that everyone associated with the ICB is different and so should be treated in ways that are consistent with their needs and preferences.

In support of this all staff are required to be aware of the ICB's Equality and Diversity Policy and the commitments and responsibilities the ICB has to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not

We firmly believe that it makes good business sense to have a workforce representative of the communities we serve and so encourage applications from all sections of the community.

### **Safeguarding Children and Adults**

The ICB has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All staff must ensure they adhere to the ICBs safeguarding children and adults policy and comply with the Local Safeguarding Children and Adult Board procedures. They must be mindful of their responsibility to safeguard children and adults in any activity performed on behalf of the ICB in line with the requirements of statutory guidance and legislation. Staff must keep up to date with safeguarding knowledge and skills by undertaking mandatory safeguarding training as specified in the ICB safeguarding policies, which includes understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person.

### **Codes of Conduct and Accountability**

You are required to comply with codes of conduct and accountability and any relevant codes of conduct dependent on profession (e.g. N&M/NHS Managers/Allied Health Profession etc).

External Interests

Each member of the ICB's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

## **Sustainability**

All employees will help deliver sustainability as outlined within NHS Cheshire and Merseyside's Green Plan to help the NHS achieve its net zero goals:

- For the emissions we control directly (the NHS Carbon Footprint), we will reach net zero by 2040, with an ambition to reach an 80% reduction by 2028 to 2032
- For the emissions we can influence (our NHS Carbon Footprint Plus), we will reach net zero by 2045, with an ambition to reach an 80% reduction by 2036 to 2039.

All employees are expected to undertake the following:

- Engages in sustainable practices while in the workplace - accepts and follows the Sustainability Policy and Procedures - the employee should try to reduce the environmental impact of their work
- Involvement in improving the directorate's/ office's/ ward's sustainability - seeks methods to make departmental functions more sustainable and takes an active role to initiate change in this direction
- Partakes in sustainability training
- Seeks ways to reduce waste, water, paper, and energy usage