

**Job Description**

<b>Job Title</b>	Specialist Commissioning Nurse – Children’s and Young people
<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 of personal health budgets
<b>Manages</b>	Commissioning Children’s and Young Pople
<b>Direct reports</b>	Band 6 nurses/practitioners
<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: -

The senior commissioning practitioner role is a senior nursing role with responsibility for supporting the Children’s and young people’s continuing care agenda within the NHS Continuing Healthcare service, expert practice is a key element of this role.

The post holder will support the transformation and improvement of services for patients eligible for Children’s and Young Peoples continuing care by working closely with others to embed service improvements that deliver best practice and high quality safe and effective care to children and young people.

The post holder will be responsible for arranging the initial assessment and reassessments of children and young people referred to the NHS Continuing Healthcare Service considering

eligible for Children's and Young People's Continuing Care funding in line with the National Framework for Children and Young People's Continuing Care.

### **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**

#### **Children and Young People's Continuing Care operational delivery**

- Provide assessment, case management and review for children with complex healthcare needs subject to Continuing Healthcare or joint funding arrangements carrying a case load of the most complex cases
- Maintain effective communication with patients and carers / advocates and professionals across health and social services
- To coordinate the process of identifying and securing appropriate health funding for children and young people, either through continuing care or joint funding arrangements with the relevant Local Authority
- Work closely with other children's specialist nurses to ensure that children and young people with complex healthcare needs have an improved quality of life by providing them with a choice to remain in their own home, in line with the ICB's Commissioning Policy
- Commission appropriate care and minimise the need for repeated hospital admission
- Support the delivery of the National Care and Treatment Review Policy, the post holder will be expected to Chair local Care, Education and Treatment Reviews
- Responsible for the implementation of policy and guidance in respect of the National Framework (Children's and Young People's Continuing Care); Children and Families Act including SEND requirements
- Ensure input to education and health care plans (EHCP)
- To be an integral member of Children and Young People's Continuing Care panel ensuring that cases are prepared and submitted to panel, active participation in panel discussion regarding Continuing Care eligibility and to ensure that operational oversight is provided to ensure that panel outcomes are recorded and actioned by team members
- Support the repatriation of clients to the local area from out of area placements when a place is available and is clinically and socially appropriate

- Facilitate the delivery and implantation of personal health budgets, ensuring the correct policy, procedure and governance arrangements are followed
- Accurately input information onto departmental databases and tools used in the service Continuing Healthcare adhering to NMC standards for record keeping

**Quality and safeguarding**

- To Influence best practice by providing professional nursing advice on a range of nursing issues, to ensure patients health care needs are met appropriately and effectively, whilst achieving outcomes in a timely and appropriate manner
- Take an active role in the development of policies, procedures and protocols for enhancing professional practice and workforce development within the area of responsibility
- To investigate and report upon complaints and incidents within the scope of the role and other areas as required or in the absence of other senior clinicians, in line with Cheshire CCG policies and take remedial action where this is required
- To work with quality and safeguarding colleagues to promote safe effective care and ensure concerns are escalated appropriately
- Delivering against objectives, achieving quality outcomes, prioritising own workload and working to tight deadlines
- Provide advice and support to relevant service transformation and redesign projects as required

**Partnership working**

- Represent the ICB at relevant meetings and forums
- Work closely with Local Authority partners and Education to ensure local joint decision making forums / panels are efficient, effective and smooth running
- To promote the development and monitoring of effective relationships and processes with partner organisations as well as the independent and voluntary sector, CYP, parents and carers

**Training and professional development**

- Provide training within specialist area of responsibility as appropriate
- Contribute to formal and informal education and training to Health and Social Care Workers, Independent Sector, Voluntary Sector, Users and Carers
- Contribute to both internal and external study days in relation to specialist field.
- To facilitate informal and formal education and training to Health and Social Services, Professionals, Care workers, the Independent and Voluntary sectors, Users and Carers
- Responsible for own professional development and be actively involved in Professional and Multi Agency initiatives
- To maintain professional confidentiality in all matters relating to patient care
- To participate as a health panel member at Independent Review Panels on an as required basis

- To line manage staff as delegated ensuring HR policies are followed
- To provide Clinical Supervision to staff
- 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>• Completing complex case reviews and reports with recommendations</li> <li>• Experience of the wider Children’s commissioning agenda and aware of the current priorities</li> <li>• Experience of working in a healthcare environment</li> <li>• Previous experience of caseload management</li> <li>• Experience working in multi-disciplinary teams</li> <li>• Evidence of line managing others and staff management skills</li> <li>• Experience and knowledge of current key policies and priorities</li> <li>• Experience in communicating highly sensitive information with professionals, patients and families</li> <li>• Excellent knowledge around the NHS Framework for Children and Young People’s Continuing Care and the Framework for NHS Continuing Healthcare</li> <li>• Understanding of service provision for the client group</li> <li>• Understanding of current policy on joint commissioning and health improvement</li> <li>• Sound knowledge and understanding of the current NHS reforms</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma Level Education as Registered Nurse with experience in field</li> <li>• Current registration with NMC</li> <li>• Evidence of post registration education and training</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work with and influence all stakeholders locally and regionally</li> <li>• Ability to maintain confidentiality and trust</li> <li>• Determination, preservation and resilience</li> <li>• Demonstrate a strong desire to improve performance and make a difference by focusing on goals</li> <li>• Flexible and the ability to handle a rapidly changing and ambiguous environment</li> <li>• Dependable, reliable, responsible, self-motivated and committed</li> <li>• Numerate and articulate, verbally and in writing</li> <li>• Able to work autonomously</li> <li>• Enthusiastic, energetic style</li> <li>• Confidence in managing ambiguity and uncertainty</li> <li>• Calm and resolute under pressure</li> </ul>

**Effort, skills and working conditions**

<b>Physical skills</b>	<ul style="list-style-type: none"> <li>• Standard keyboard use</li> </ul>
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<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 analysing 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 conditions</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