

JOB DESCRIPTION

JOB DETAILS	
Job Title	Paediatric Assistant Practitioner
Reports to	SARC Senior Specialist Paediatric Nurse
Band	Band 4
Department/Directorate	Devon and Cornwall SARC / Clinical Support and Specialist Services Division / Royal Devon University Healthcare NHS Foundation Trust

JOB PURPOSE
<ul style="list-style-type: none"> The post holder will support the clinical team by undertaking delegated aspects of their role for which they will have been trained and deemed competent. On completion of training will always act under the guidance of the registered practitioner The post holder will assist in the booking of paediatric forensic medical examinations at the SARC, liaising with external agencies as necessary i.e police as well as staff within the service, ensuring all personnel are aware. The post holder will attend the forensic examination to support the child/young person (C/YP) /supportive adult acting as their advocate at all times, and make onward referrals as required working alongside the forensic examiner To assist and support the forensic examiner in the provision of forensic medical examination for children and young people who have been subject to child sexual abuse, by ensuring rooms are prepared adequately and forensic integrity is maintained throughout The post holder will have an administrative and clinical responsibility in responding to telephone calls from children/carers who have experienced child sexual abuse and act upon this according to policies and procedures, referring on as necessary. This will involve initial support to the children/carers in times of crisis being non-judgemental and reassuring in their decision making process. To work as part of a team providing information, support and advice to children/young people/supportive adults Working within trust and national (faculty of forensic and legal medicine) polices and guidelines There will be a requirement to monitor standards and work as part of the paediatric team in conjunction with the senior nursing team and clinical lead. This will include the audit of documentation according to policies and guidelines.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> To work as part of a multidisciplinary and multi-agency team, supporting children/ carers who wish to have a forensic medical examination following sexual assault To provide a welcoming environment to C/YP/supportive adult being the first person the C/YP/supportive adult comes into contact with when they attend the SARC for a forensic medical assessment. To fulfil all tasks and work as part of a specialist paediatric team. To meet the needs of the service, the post holder may be required to travel to other SARC locations as appropriate/directed by the line manager. To provide confidential and non-judgemental information to enable C/YP/supportive adult to make informed decisions around the criminal justice process and their future care pathway Make onward referrals to support staff and outside agencies as required. To have a good understanding of safeguarding at all times, liaising with the safeguarding teams and escalating concerns where appropriate The post holder will further provide administrative support in the C/YP/supportive adult care pathway, in conjunction with the SARC administration team . To participate in provision of high-quality service to C/YP/supportive adult within the SARC according to national and locally agreed policy.

- Demonstrate knowledge of paediatric quality issues and commitment to continuous quality and improvement. To keep abreast of current developments and research in relation to child sexual abuse and related areas.
- Partake in managing the paediatric telephone and inbox and triage referrals to the appropriate professional for action.
- . Support the forensic examiner in the assessment of a care package and during the forensic medical examination for C/YP/supportive adults attending the SARC with multiple care needs
- To attend meetings as required and work collaboratively with all relevant teams using good interpersonal skills.

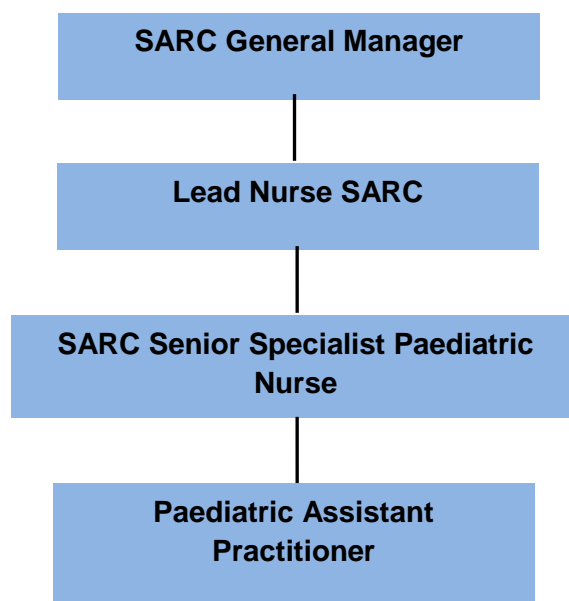
KEY WORKING RELATIONSHIPS

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Safeguarding leads and teams • Nursing teams • Therapy service teams • Support staff • Admin Staff • Forensic Medical Practitioners • Sexual Health Services • Peninsula SARC Clinical Leads • Service Manager • Lead clinicians • Paediatricians • Diagnostic Services 	<ul style="list-style-type: none"> • Devon and Cornwall Constabulary • Acute hospital trusts • Voluntary agencies • Mental health services • ISVA provider and ISVA's • Sexual Health Services • Other SARC's • Social services • GPs • Education • Public Health Nurses • Health Visitors

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work within the organisation's policies and occupational procedures, using own initiative to provide information and support to C/YP/supportive adult, escalate and refer onto senior staff as necessary
- Adhere to professional and organisational standards of practice, and work within local and national guidelines.
- To always work within clearly defined accountability framework, responsible for own actions ,refers on as necessary
- Work is managed rather than supervised and takes delegated responsibility for tasks within the general scope of the role

COMMUNICATION/RELATIONSHIP SKILLS

- Communicate effectively with C/YP/supportive adult who are traumatised and often have complex needs. This includes the ability to communicate detailed complex and sensitive information in a way that is easily understood so that children/carers can make informed decisions.
- Provide and receive complex and sensitive information. Communicating information to C/YP/supportive adult with empathy and reassurance requires tact and encouragement
- Advocate on behalf of C/YP/supportive adult with other professionals so that their views are paramount in any decisions around on-going care needs and to ensure that all actions undertaken are consistent with the C/YP/ supportive adult wishes.
- Communicates clearly and empathetically when delivering sensitive health information and advice to C/YP/supportive adults sometimes there can be barriers to understanding
- Work closely with other members of the clinical team referring onto therapy services as appropriate
- Works to enhance a team approach within the service
- Works within national and local guidelines and protocols relevant to child sexual abuse
- Liaise where necessary with outside agencies, ensuring onward referrals to other agencies i.e ISVA, Sexual Health, Mental Health services
- Inform C/YP/supportive adult about appropriate services they are able to access.
- Provide confidential and non-judgemental information to enable C/YP/supportive adult to make informed decisions as appropriate around the criminal justice process and their future care pathway.
- Liaises effectively with the multidisciplinary teams and other agencies in the provision of support services
- Consider and recognise safeguarding issues when engaging with service users and follow appropriate policies and procedures and aware of how to escalate

- Have the ability to communicate with the appropriate response and manner to the C/YP/ supportive adult during emotional times.
- Make onward referrals to support staff and outside agencies as required and according to policies.
- Liaise with other providers regarding aspects of care provision, as directed by forensic examiner or safeguarding lead
- Demonstrate excellent interpersonal skills, either verbal, written and electronic
- In conjunction with the forensic examiner carry out a needs-assessment, ensuring C/YP/supportive adult feel safe, believed, respected and in control of the process.
- Accurately complete and maintain effective the C/YP/supportive adult records being aware at all times of confidentiality issues.
- And Assist the forensic examiner in the gaining of valid consent and work within the legal framework with C/YP/supportive adult who lack capacity to consent to treatment
- Communicate directly with C/YP/supportive adult to arrange appointments, send reminders and to provide telephone follow up call for all C/YP who have undergone a forensic medical examination and obtaining their feedback
- To be a point of contact for C/YP/ supportive adult or their families following a forensic examination, demonstrating sensitivity and offering empathy and reassurance
- To deliver advice and information and care with regards to the child's customs, beliefs and sexuality in a non-judgemental manner with active listening skills ,acting as an advocate at all times
- To attend meetings as required and work collaboratively with all relevant teams using good interpersonal skills

ANALYTICAL/JUDGEMENTAL SKILLS

- Partake in the regular review and audit of the assistant practitioner's paperwork using agreed standards as per local policy and to provide accurate feedback to the team as necessary in conjunction with the senior team
- To manage and assess the paediatric mail box daily, triage referrals to the appropriate professional for action, as per the local policy.
- May be required to attend court as a witness in criminal proceedings where requested or summons by judge
- To recognise and report any incidents, complaints and near misses to self, C/YP/supportive adult to the appropriate professional within the stated timescales and record these on DATIX.
- To have a good understanding of safeguarding issues deciding when there is a need to act upon and escalate as appropriate
- Assist in the assessment of children/young people and interaction with parents, carers or designated responsible adult
- Assist in the assessment of C/YP needs as to onward referral to supportive agencies
- Assessment of telephone calls and when to refer onto senior clinician for further advice
- Responsible for clinic diary, arranging and booking children/young people into appropriate non acute clinics, ensuring all personnel are available and availability of forensic suites

PLANNING/ORGANISATIONAL SKILLS

- Good time management, and organisational skills, ability to prioritise e.g management of non-acute clinics, co-ordination of forensic examinations to include police /social services, demonstrating attention to detail
- To receive direct referrals within the speciality and to provide support to the C/YP/ supportive adult as appropriate according to relevant policies and needs
- To undertake administrative processes to ensure smooth running of the paediatric forensic and non acute service and other delegated responsibilities as required in conjunction with the SARC administration team.
- Maintain organisational skills relevant to the service, facilitating a satisfactory interface with the adult SARC service, criminal justice agencies, health agencies and statutory and voluntary services.
- Provide administrative support in the C/YP/supportive adults care pathway by way of referrals or telephone follow up.

- Responsibility to ensure all laboratory results are received and checked, inform examining clinician of any unsatisfactory/ positive results
- Assist in the co-ordination of forensic medical assessments, following acute telephone referrals and appointments for the non-recent clinic

PATIENT/CLIENT CARE

- In conjunction with the forensic examiner support the C/YP/supportive adult with appropriate practical and emotional support at the point of the forensic medical examination through effective communication relating to the process.
- Support and assist the forensic examiner in the provision of medical services for C/YP/ supportive adult who may have been subject to child sexual abuse
- To recognise and appropriately address risk factors to C/YP/ supportive adult within the healthcare setting and feedback appropriately to the forensic examiner /registered practitioner
- In conjunction with the forensic examiner complete risk and needs assessments at the point of forensic medical examination to enable onward referral to the appropriate agencies/professionals.
- Respond to telephone calls and provide initial support, to C/YP/supportive adult in crisis who have recently experienced child sexual abuse and who may or may not wish to make a report to the police.
- To be a role model participating in the provision of a high quality service to C/YP/supportive adults within the SARC service according to agreed policies
- To support C/YP/ supportive adult in meeting their own health and wellbeing through providing information, health promotion, education and advice and support as appropriate.
- In conjunction with forensic examiner and other health professionals address C/YP/ supportive adults health needs through planning and delivering interventions which are based on best practice and clinical judgement, ensuring health promotion and their wellbeing is a priority and appropriate information is provided
- Support the forensic examiner in the assessment of a care package of C/YP/supportive adults attending the SARC with multiple care needs.
- Signpost to other services and to other professionals in the care of those that have experienced sexual harm
- To provide a welcoming environment to C/YP/ supportive adults as the first person they come into contact with when they attend the SARC service
- Support the C/YP/ supportive adults, escalate concerns, in a timely manner, to the forensic examiner.
- To recognise ethical dilemmas relating to care and act as the C/YP/supportive adults advocate when required.
- To respond to all safeguarding needs liaising with safeguarding teams and leads as required.
- Deliver all samples to the laboratory and collect laboratory supplies as required
- Maintain competence in the role of supporting C/YP/supportive adults through a forensic medical examination
- To ensure C/YP/supportive adults are followed up adequately and raise to senior member of staff any concerns
- Ensure clinic rooms are set up adequately and tidy at the end of the examination /clinic ,
- Be aware of and compliant with infection control measures at all times as well as forensic integrity
- To recognise and appropriately address risk factors to C/YP/ supportive adults within the health care setting
- Support the C/YP/supportive adults throughout the forensic medical assessment, facilitate the use of the colposcope for the forensic examiner
- To record genital/anal examination findings and assist in the appropriate labelling recording and storage of recorded images in line with local policy-
- Assist in the collection of forensic samples and samples for the purpose of STI(sexually transmitted infections) screening

POLICY/SERVICE DEVELOPMENT

- To adhere to all Trust policies and contribute to the development of service, policies, protocols and guidelines as required by SARC manager.

- To work to Trust Policies, Procedures and Standard Operating Procedures (SOP) and maintaining standards of clinical governance.
- To be aware of health and safety and security procedures and to report all incidents /accidents to a senior member of staff using trust systems
- To contribute to areas of service development with support from lead professionals.
- To act as a resource to others in developing and improving standards and skills in the SARC .
- To establish networks with other SARCs and associated specialists, to exchange and enhance knowledge and skills
- Demonstrate knowledge of quality issues and commitment to continuous quality and improvement ensuring standards of care are monitored and maintained in conjunction with senior staff.
- Participate with the multi-disciplinary team by attending appropriate meetings to review systems to improve the efficiency of the department
- Partake in the evaluation of the service engaging C/YP/ supportive adults in providing feedback regarding service provision

FINANCIAL/PHYSICAL RESOURCES

- The post holder has a personal duty of care in relation to equipment and resources, including the colposcope.
- Support the efficient use of resources including; maintaining stocks and supplies and ordering equipment
- Ensure safe use of stock and equipment including; ensuring equipment is checked appropriately and any defects reported.

HUMAN RESOURCES

- To participate in regular clinical, safeguarding and management supervision
- To actively participate in annual personal development review process, maintain own professional development and attend all mandatory training as directed e.g level 3 safeguarding
- Take a flexible approach in supporting colleagues during times of caseload pressures.
- Participate in the training and induction of new staff and other staff/students as appropriate.
- To demonstrate competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to service specifications

INFORMATION RESOURCES

- To document all C/YP/ supportive adults contacts and maintain records accurately as per Trust Documentation Policy.
- To participate in the audit programme relevant to the service, as appropriate.
- Accurately completing and maintaining paediatric records including confidentiality issues.
- Inputting, storing and providing information including activity data on relevant IT systems.

RESEARCH AND DEVELOPMENT

- To participate in research and audit projects and service evaluation as directed by the clinical lead in order to improve standards of care.
- To keep abreast of current developments and research in relation to child sexual abuse and related areas.

PHYSICAL SKILLS

- The post holder will have standard keyboard skills and use a VDU on a daily basis
- Ability to travel to other sites as required
- Deliver all samples to the laboratory and collect supplies as required,
- Assist with examinations and procedures

PHYSICAL EFFORT

- There will be frequent requirement for sitting, or standing in a restricted position for long periods
- VDU use for long periods of the day
- Positions C/YP for procedures e.g forensic examinations

MENTAL EFFORT

- There will be frequent periods of concentration in a predictable work pattern when listening to C/YP/supportive adults and other professionals in order to obtain required information
- Occasional unsocial working hours to meet service needs, on an individual case basis
- Dealing with pressures of working in clinics, prioritising where necessary

- Ability to respond flexibly to changes in service needs both short and long term

EMOTIONAL EFFORT

- Frequent exposure to distressing or emotional circumstances, during telephone conversations or when supporting C/YP/supportive adults during forensic examinations.
- Deal with C/YP/supportive adults fears and distress, empowering them
- Supporting colleagues in psychologically distressing situations
- To be able to be responsive in challenging situations ,when there are difficult family situations i.e child sexual abuse
- Ability to evaluate and act upon safeguarding issues with all age groups of those attending the service and supports other staff in these issues
- Demonstrate non judgemental approach when C/YP/supportive adults requests /needs are in conflict with own personal ethics/beliefs

WORKING CONDITIONS

- Frequent exposure to, unpleasant conditions, including exposure to bodily fluids and aggressive and angry children/young people/supportive adults which can be shown as part of their trauma responses
- Regular use of a VDU.
- Ability to respond quickly both physically and mentally in the event of an emergency

OTHER RESPONSIBILITIES

- Take part in regular performance review
- Undertake any training required in order to maintain competency including mandatory training e.g manual handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the trust, it is a contractual duty that you abide by any relevant code of professional conduct and /or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal
- You must also take responsibility for your workplace health and well being
- Be physically active at work (i.e take breaks away from your desk, taking the stairs where possible)
- When required gain support from Occupational Health, Human Resources or other sources
- Familiarise yourself with the health and well being support available from policies and /or Occupational Health
- Follow the trust's health and well being vision of healthy body, healthy mind, healthy you
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role

DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer

unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

PERSON SPECIFICATION

Job Title	Paediatric Assistant Practitioner
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Relevant foundation degree or equivalent relevant experience in healthcare	E	
Good general education	E	
NVQ 3 in healthcare	E	
Previous Experience of working in a healthcare setting	E	
Safeguarding training/qualification		D
Play Therapy Qualification or willingness to undertake	E	
Evidence of continuing professional development	E	
KNOWLEDGE/SKILLS		
An understanding of confidentiality and safeguarding	E	
Understanding of issues relating to child sexual abuse	E	
Excellent communication skills, both verbal and written, including telephone conversations and body language	E	
Ability to work as part of a team	E	
Ability to work flexibly	E	
Ability to produce detailed and accurate records	E	
Understanding of the SARC and issues in relation to child sexual abuse		D
Knowledge of national policies relating to child sexual abuse and sexual health.		D
EXPERIENCE		
Previous experience of working in an environment which is sensitive and confidential		D
Experience of working in a multi-disciplinary team and a wide range of partner organisations		D
Previous experience of working with people in a supportive role	E	
Previous experience of working with people in crisis		D
Experience of working with people who have experienced child sexual abuse		D
Experience of using Microsoft office	E	
Previous admin experience		D
Experience of delivering services to and for children and young people and an understanding of current issues relating to children and young people		D
Experience of working with children and young people		D
PERSONAL ATTRIBUTES		
Compassionate	E	
Empathetic	E	
Works well under pressure	E	
Able to work under protocols and to policies	E	
Remain calm and professional in a busy environment/emergency	E	
Ability to travel to other locations i.e SARCs or appropriate laboratories	E	
Adhere to data protection and confidentiality requirements	E	
Other Requirements		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y/N				
Contact with patients	Y/N				
Exposure Prone Procedures	Y/N				
Blood/body fluids	Y/N				
Laboratory specimens	Y/N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y/N				
Respiratory sensitisers (e.g isocyanates)	Y/N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y/N				
Animals	Y/N				
Cytotoxic drugs	Y/N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	Y/N				
Laser (Class 3R, 3B, 4)	Y/N				
Dusty environment (>4mg/m3)	Y/N				
Noise (over 80dBA)	Y/N				
Hand held vibration tools (=>2.5 m/s2)	Y/N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y/N				x
Heavy manual handling (>10kg)	Y/N				
Driving	Y/N		x		
Food handling	Y/N				
Night working	Y/N				
Electrical work	Y/N				
Physical Effort	Y/N				x
Mental Effort	Y/N				x
Emotional Effort	Y/N				x
Working in isolation	Y/N				
Challenging behaviour	Y/N			X	