

## NHS Greater Manchester Job Description & Person Specification

<b>Job Title:</b>	Individualised Commissioning Clinical Lead for Children and Young People
<b>Function/Locality</b>	Individualised Commissioning (Tameside)
<b>Department:</b>	Nursing, Quality & Safeguarding Directorate
<b>Accountable to:</b>	Associate Director Nursing, Quality and safeguarding
<b>Responsible to:</b>	Assistant Director of Individualised Commissioning and Quality Improvement
<b>Pay Band</b>	8a
<b>Work Base :</b>	Hattersley Hub

### NHS Greater Manchester Integrated Care

Integrated Care Systems (ICSs) are partnerships of health and care organisations that come together to plan and deliver joined up services and to improve the health and wellbeing of people who live and work in their area. Their purpose is to improve outcomes in population health and healthcare; tackle inequalities in outcomes, experience, and access; enhance productivity and value for money and support broader social and economic development in their area efficiency. This will be delivered in neighbourhood, place, combinations of places and GM system.

### Our NHS People Promise

Our NHS People Promise –the promise we must all make to each other, to work together to improve the experience of working in the NHS for everyone. Like many other employers, NHS GM currently has evidence of unwarranted inequalities in the workforce, most notably in relation to minoritised ethnic, female and/or disabled staff and their intersectionality. As a result, we will use positive action measures to bring benefits to our organisation, including a wider pool of talented, skilled and experienced people from which to recruit and a better understanding of the needs of a more diverse range of customers.

### We are Compassionate

- We are inclusive, actively promote equality and diversity, and challenge discrimination.
- We are kind and treat people with compassion, courtesy, and respect.

### We are Curious

- We aim for the highest standards and seek to continually improve, harnessing our ingenuity.
- We can be trusted to do what we promise.
- We will develop our cultural proficiencies, ensuring we deliver well to all our diverse communities.

## **We are Collaborative**

- We collaborate, forming effective partnerships to achieve our common goals.
- We celebrate success and support our people to be the best they can be

## **JOB PURPOSE**

*Please provide an accurate, concise statement /paragraph of why the job exists. It should allow readers to immediately focus on the job's overall role in the organisation and should provide an insight into the job and the context within which it works. When preparing the job description, it is often best to defer writing this section until you have agreed the main components of the job.*

*The postholder has operational lead for ensuring that Tameside locality meets its statutory responsibilities in relation to Individualised Funding of Children and Young People (CYP) with continuing care, complex mental health and learning disability needs as well as operational responsibility of CYP on the Dynamic Support Database. There is also responsibility for a case load of people with complex needs in receipt of NHS funding for care and treatments, ensuring that they have appropriate packages that meet need, is effective and high quality whilst also being value for money.*

## **KEY DUTIES AND RESPONSIBILITIES**

*Act as Individualised Commissioning Clinical Lead for children and young people with complex needs who are Cared for, come under Transforming Care, require complex S117 aftercare and those with Continuing Care needs.*

- Identify and case manage children and young people who have a specialist package/ placement and are eligible for NHS funding
- Chair and coordinate eligibility assessments and reviews for children and young people with complex needs.
- Manage the operational aspects of the CYP Individual Care and Treatment Funding Panel and provide training and advice to people responsible for submitting applications.
- Review funding applications for the CYP Individual Care and Treatment Funding Panel and formulate recommendations for all applications, with proposed funding splits between the GMIC (Tameside) and Local Authority reflecting health, education and social care needs / statutory responsibility
- Act as Commissioning Case Manager for all Children and Young People in individually commissioned placements, purchased by GMIC (Tameside)
  - Ensuring that contracts in place for individual clients in receipt of NHS funding are being adhered to as well as supporting and enabling providers to improve the quality of care delivery
- Provide training and expert advice to other professionals in relation to NHS Individualised Commissioning for children and young people with complex needs.

- Manage children and young people through the Transforming Care agenda, including arranging and chairing high quality CETRs and providing data to NHS England.
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- Undertake an annual audit of the quality of CETRs and take forward actions identified
- Maintain the GMIC (Tameside) CYP Transforming Care Dynamic Support Database and ensure that actions agreed are delivered
- Work with and develop integrated personalised approaches to commissioning with education and social care partners, ensuring that children and young people, and their families, are at the heart of all actions.
- Lead on transitions of CYP with individual funding in place
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## **COMMUNICATION**

- Chair CETRs for clients on the GMIC (Tameside) Dynamic Support Database ensuring the TCA is adhered to by partnership organisations.
- Multi-disciplinary meetings and CETRs, including patients and family/representatives, requiring excellent verbal communication skills to ensure all appropriate information is obtained in order that appropriate decisions are made regarding eligibility for NHS funding.
- Understand and communicate complex information, both CYP and non-CYP related.
- Manage complex, sensitive and often contentious situations on a frequent or prolonged basis.
- Act and deal appropriately with potentially aggressive/antagonistic situations
- Write concise and accurate reports which may include safeguarding reports, court reports or other reports to support the welfare of children and young people.
- Represent GMIC and the locality at legal proceedings
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- Communicate complex and often sensitive and distressing information on a regular basis.
- Negotiate with care providers when commissioning individual care placements.
- Nurture key relationships and maintain internally and externally.

- Attend and contribute effectively to various meetings including safeguarding and quality of care meetings
- Establish partnerships and networks with children social care teams, voluntary sector and other agencies to ensure CYP with complex needs have access to all resources available.
- Act in an educational and advisory role to staff within own service, providers and other partner organisations in order to promote and share knowledge in relation to individualised commissioning for children and young people.
- Participate in pre and post registration training for staff from multi-professional backgrounds.

### **INFORMATION RESOURCES, ANALYSIS AND DECISION MAKING**

- Produce assessments and reports using appropriate information technology.
- Maintain up-to-date, accurate records, inputting work data into the computer.
- Input information into the care management systems and ensure individual details are accurate and review dates are up-dated.
- Analyse information from providers in order to make informed decisions where there is a range of options.
- Collect, collate, evaluate and report clinical information to inform commissioning decisions.
- Provide information to assist in the production of statistical returns.
- Submit data via NHS England for National Transforming Care Agenda
- Produce and analyse data management reports as requested for own cohort of individuals
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- Collate information and respond to FOI's in relation to defined groups of CYPs
- Verification of CHC eligibility outcomes as part of Individualised Commissioning Team rota
- Jointly conduct contract performance visits to ensure contractual obligations and quality care standards are being met.

## **PLANNING & ORGANISATION**

- Work autonomously, prioritising and managing own workload ensuring both national and local timescales are met
- Undertake duties in a timely matter whilst managing frequently competing demands on a daily basis.
- Ensure systems are in place for on-going review and assessment of care provision and delivery, review effectiveness and implement change as necessary.
- Identify gaps in provision and act accordingly.
- Coordinate children & young peoples complex needs panels providing clinical recommendations of most appropriate funding decisions and care to the delegated decision makers.
- Ensure the CCG has up to date 117 Register and TCA Risk Register
- Arrange and chair multi agency meetings which are often contentious dealing with sensitive and distressing information
- Work within defined departmental and national protocols/policies and professional codes of conduct.
- Engage in clinical supervision and self-reflection to develop own professional standards and working in practices.
- Work across health, education and social care boundaries to obtain specialist evidence and ensure a co-ordinated, multi-disciplinary, multi-agency approach is adopted to assessments.
- Jointly conduct contract performance visits to ensure contractual obligations and quality care standards are being met.  
  
promote safeguarding so providers understand their responsibility to protect and safeguard vulnerable individuals as risk (whether children or adults)
- Provide Management cover for peers within individualised Commissioning Team as directed

## **PATIENT/CLIENT CARE**

- Work as a CYP Individualised Commissioner within Individualised Commissioning, providing expert advice, support and care to a defined group of CYP and liaise as appropriate with lead health professionals to ensure care packages and treatments meet individual need
- Use clinical knowledge and expertise to ensure robust assessment of CYP health care needs and determine care requirements.
- Have the ability to positively challenge and influence health and social care professionals to ensure that plans for CYP care are appropriate and that the CYP will be cared for on the most appropriate pathway where possible utilising the least restrictive options.
- Identify appropriate care providers and request provider assessments ensuring that all needs are identified and able to be met .
- Have the ability to analyse information from care providers and commission appropriately to meet clients outcomes whilst providing cost effective care.
- Ensure that patients are offered personal health budgets and undertake personal health budget activity in accordance with GMIC (Tameside) Policy.
  - Empower patients and their families through appropriate support and education.
  - Facilitate the integration of CYP goals for health, social care and future health needs into individualised support plans.
- Undertake reviews for commissioned services to ensure they are meeting the individuals assessed clinical outcomes including commissioier oversight visits.
- Act appropriately when there are requirements to re-consider care provision and the provision of interim solutions if required.
- Actively Participate in strategy meetings, core groups, Cared for children's statutory reviews and MALM's etc
- Provide support to children and young people and families, negotiating and consulting with other practitioners and associated staff to ensure high quality care.
- Work across health and social care boundaries to obtain specialist evidence and ensure a co-ordinated, multi-disciplinary, multi-agency approach is adopted to assessments of individuals .

Attend DTOC meetings with NHS Mental Health provider, for the locality, to provide advice and support to assist with complex discharges and identify suitable provisions of care

## **POLICY & SERVICE DEVELOPMENT**

- Implement the clinical and individual patient requirements of the Transforming Care and report into the National Team with regard to individual patients
- Actively engage in local and GM policy development and implement amendments to practice as a consequence of changes to national policy and guidance.
- Contribute to the development of policy and services to reflect the needs of the CYP caseload
- Contribute to professional and policy making activities that impact upon the development of clinical practice.
- Work positively with local authorities, GMIC Tameside, wider organisation and provider colleagues to improve services and improve outcomes for patients including the monitoring of Quality within providers.
  - Provide specialist advice to the locality on guidance specifically related to children & young people.
  - Contribute to service/policy development within the GMIC, locality and partner organisations

## **FINANCIAL & PHYSICAL RESOURCES**

- Have delegated/developed authority, within identified authorisation limits, to agree care packages and placements for children and young people eligible for NHS Funding. Provide recommendation based on clinical need, quality and value for money for packages requiring a higher authorisation level.
- Evaluate applications/costs for packages of care, evaluating the options available and ensuring cost effective quality services with an understanding of current market provision.
- Consider and monitor budgetary and resource issues when commissioning/procuring packages of care, working within available resources and in a fair and equitable manner. Ensure that packages are changed accordingly as individual needs change
- *Maintain accurate financial recording of packages on data management system*
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- Ensure that the GMIC (Tameside) has up to date knowledge regarding providers Nationally for children & young people with complex needs.
  - Negotiate fees with providers as care needs change on an individual CYP basis

## **PEOPLE MANAGEMENT**

- Maintain up to date knowledge and competence in line with professional and service requirements and demonstrate critical thinking, decision making and reflective skills to ensure own professional development.
- Provide expert advice and support to service peers and colleagues on matters relating to Individualised Commissioning for CYP
- Contribute towards the effective running of the service and establish effective liaison with commissioning staff, supporting and deputising for colleagues as required.
- Line Management responsibility for any future CYP/ Transitions Individualised Commissioning Nurse / Nurse Assessors
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## **RESEARCH, DEVELOPMENT & AUDIT**

- Participate in the audit and evaluation of processes regarding the Individualised Commissioning of children & young people
- Critically appraise available/current research and apply this knowledge to current practice.
- Maintain registration under NMC or HCP ensuring meet own revalidation requirements in relation to personal development
- Develop and complete a system of audit and management reporting to demonstrate high quality assessment, commissioning and review of individualised packages of care within own cohort

## **GENERAL RESPONSIBILITIES**

### **Infection Control**

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the GM ICS policies and procedures which reflect the statutory requirements of the Hygiene Code.

### **Health and Safety at Work**

All employees are required to take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or omissions at work and co-operate with the employer in ensuring that all statutory and other requirements are complied with.



## **Confidentiality & Data Protection**

Employees are expected to comply with all confidentiality policies and procedures and to work in accordance with the Data Protection Act 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. induction, organising refresher sessions for staff when necessary.)

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality may result in disciplinary action, which may include dismissal.

## **Conflict of Interest**

Greater Manchester Integrated Care is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

## **Equality and Diversity**

**Employees are expected to work within the principles set out in the GM employment equality policy and other relevant policies:**

Equality, diversity and human rights are at the heart of Greater Manchester Integrated Care and everything it does.

Disadvantages experienced by people due to their protected characteristics will be removed or minimised to create an environment in which individual differences and the contributions of all staff are recognised and valued.

Steps will be taken to meet the needs of people from protected groups where these are different from the needs of others and reduce underrepresentation of people with particular protected characteristics and increase the diversity of our workforce, both at an organisational level and within different job roles.

A zero-tolerance to intimidation, bullying or harassment, recognising that all staff are entitled to a working environment that promotes dignity and respect for all.

Act as an agent for change within communities by positioning equality, inclusion and human rights at the heart of local delivery plans. (While this will be achieved in part by being championed at a senior level, it can only be fully achieved through all those working within Greater Manchester Integrated Care recognising and adhering to their own personal responsibilities in this regard).

Take steps to ensure that you understand the rights and responsibilities under the Employment Equality Policy

## **'At Risk' Groups**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and adults “ at risk” and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000). To demonstrate an understanding of and adhere to NHS Greater Manchester protection policies.

### **Standards of dress**

All staff are expected to abide by the organisations guidance on standards of dress. Any less favourable treatment in dress code because of a protected characteristic could be direct discrimination, therefore, dress codes must not lead to harassment by colleagues or customers. Dress policies for men and women do not have to be identical, but standards imposed should be equivalent. It is best to avoid gender specific prescriptive requirements. Reasonable adjustments should be considered for disabled staff, and reasonable accommodations on grounds of religious belief which could include not applying or adapting dress code requirements, for example where their impact is more onerous on a disabled employee or interferes with an employee’s religious observation. We will be flexible and not set dress codes which prohibit religious symbols that do not interfere with an employee’s work. Transgender employees should be allowed to follow the organisation’s dress code in a way which they feel matches their gender identity.

This job description summarises the main tasks, responsibilities and requirements of the job role. The post holder will carry out any other duties as may reasonably be required by their line manager commensurate with the band of the post.

**PERSON SPECIFICATION**

Individualised Commissioning Clinical Lead for Children and Young People- *Band 8a*

	<b>ESSENTIAL CRITERIA</b>	<b>DESIRABLE CRITERIA</b> <i>If included , these should be kept to a minimum and be relevant and measurable</i>	<b>METHOD OF ASSESSMENT</b>
<b>PROFESSIONAL REGISTRATION</b>	Registered Health Professional with current registration in nursing or Allied Health Professional	✓	
<b>QUALIFICATIONS</b> <b>(Delete if not relevant).</b>	Educated to degree Level or equivalent level professional development  Evidence of post qualifying and continuing professional development	Qualifications relating to complex care of individuals  Recognised Management/leadership qualification or equivalent level experience	Certificates
<b>EXPERIENCE</b>	Significant experience at band 7  Experience of working as a Registered Health Professional with children and young people with multiple/complex needs  Experience of resource management  Experience of clinical supervision and reflective practice discussions  Confidence to manage complex and often distressing situations with patients, carers and staff, where decision making requires consideration of a range of options  Willing to engage with and learn from peers, other professionals and colleagues		Application  Interview  References

	in the desire to provide or support the most appropriate interventions.		
<b>KNOWLEDGE</b>	<p>Knowledge and understanding of current national policy/framework guidance relating to NHS Continuing Healthcare, Children Act, NHS Funded care and Personal Health Budgets.</p> <p>Knowledge of the Mental Health Act and Transforming Care Agenda</p> <p>Awareness of current legislation relating to health and social care</p> <p>Understanding of the current issues impacting on the NHS</p>		<p>Application</p> <p>Interview</p> <p>References</p>
<b>COMPETENCIES</b>	<p>Ability to build effective partnerships with a wide number of partners and stakeholders</p> <p>Effective negotiating and influencing skills</p> <p>Use a high level verbal communication skills with a wide range of individuals including patients and families / representatives, health and social care professionals, commissioners and private and public sector care providers</p> <p>The ability to effectively communicate in Human resource issues The ability to lead multi professional MDT's</p>		<p>Application</p> <p>Interview</p> <p>References</p> <p>Skills Test (if appropriate)</p>

	<p>Ability to assess and re-prioritise own work</p> <p>Ability to change plans and respond effectively to meet service demands</p> <p>Line management experience</p> <p>Ability to manage own resilience</p> <p>Adaptability, flexibility and ability to cope with uncertainty and change</p> <p>Ability to calmly and confidently reassess plans in crisis situations to ensure safe and effective care provision</p> <p>Ability to self-motivate, to manage and prioritise own work load. Able to make informed professional decisions, autonomously when required, working to tight and often changing timescales.</p> <p>Standard keyboard skills</p> <p>Experience and knowledge of involvement in children's safeguarding and cared for children's policy and procedures</p>		
<p><b>OTHER</b></p>			<p>Application Interview</p>

### Additional Information

<b>Physical effort</b>	<p>Carry laptop and other equipment for use in meetings and presentation</p> <ul style="list-style-type: none"> <li>• Office based sat for prolonged periods of time</li> <li>• Travel across locality, GM and at times nationally as required</li> </ul>		
<b>Mental effort</b>	<ul style="list-style-type: none"> <li>• Concentrate for frequent prolonged periods of time and use a computer on a daily basis</li> <li>• Ability to switch tasks to manage competing priorities on a daily basis</li> <li>• Chair and Manage meetings</li> </ul>		
<b>Emotional effort</b>	<p>Manage exposure to heightened emotional states of members of the public</p> <ul style="list-style-type: none"> <li>• Have the skill to maintain own resilience and support others in maintaining theirs</li> <li>• Frequent exposure to written reports and assessments which contain highly sensitive, distressing and emotional information relating to CYP</li> </ul>		
<b>Working conditions</b>	<p>Use of VDU on a frequent basis</p> <ul style="list-style-type: none"> <li>• Hybrid working across the locality and occasionally GM</li> </ul>		
<b>Date Prepared:</b>	<i>DD/MM/YYYY</i>	<b>Prepared By:</b>	<i>AUTHOR</i>
<b>Agreed by:</b>			
<b>Employee</b>	<i>Name</i>	<b>Date</b>	<i>DD/MM/YYYY</i>
<b>Line Manager</b>	<i>Name</i>	<b>Date</b>	<i>DD/MM/YYYY</i>