Date: May 2015

Job Title: Professional Nurse Advisor– Child Protection

Department: Child Health Services

Location:

Reporting To: ViP Coordinator for the achievement of service and operational KPIs
Head of Division Nursing (CW&F) for maintenance of professional standards, the development of professional practice to the highest standard possible.

Direct Reports: None

Functional Relationships with:

**Internal**
- DHB services providing services to children and their families
- Violence intervention programme steering group
- WDHB ViP Advisory Group
- Professional leaders
- Quality Team
- CW&F Child Protection Operations Group
- CYF Liaison Social Worker
- Head of Division-Nursing
- Allied Health Leader
- Child Health Management team
- Cultural support (Maori, Pacific, Asian)
- Director of Nursing & Midwifery

**External**
- Primary care providers
- CYFS
- NZ Police
- Maori Health and Pacific Providers
- Plunket
- Community Child and Family Support Agencies
- National DHB Child Protection Coordinators
- Education providers

Our DHB Purpose, Values and Standards

At the heart of Waitemata DHB is our promise of ‘better care for everyone’. This promise statement is the articulation of our three-fold purpose to:

1. promote wellness,
2. prevent, cure and ameliorate ill health and
3. Relieve the suffering of those entrusted to our care.

At the heart of our values is the need for all of us to reflect on the intrinsic dignity of every single person that enters our care. It is a privilege to be able to care for patients, whānau and our community, a privilege that is sometimes overlooked in our day to day work.

Our standards and behaviours serve as a reminder to us all about how we are with our patients and with each other.
Purpose of the role

- To ensure that where issues of child abuse and/or child protection have been identified by any WDHB staff member, the clinical management and follow-up by WDHB staff reflects WDHB policy.
- Act as an advocate to develop structures and resources towards the advancement of Children’s Teams.
- Manage the Child Protection Alert process for WDHB including the preparation for and facilitation of the multidisciplinary team (MDT) meeting, meeting reporting requirements and training of staff in regard to child protection alerts.
- Provide leadership with a focus on Child Protection.
- In partnership with the ViP coordinator, provide staff training in the management of child abuse/protection and family violence.
- Provide current, analysed reports for all WDHB services regarding child protection to inform child protection strategies and Ministry of Health reporting requirements.

Diagram:

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  General Manager
  Child, Women & Family
  
  Violence Intervention Programme Coordinator
  
  Professional Nurse Advisor – Child Protection
  
  Head of Division Nursing Child, Women & Family
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# Professional Nurse Advisor - Child Protection

## Position Description

### KEY ACCOUNTABILITIES

#### Domain One  Professional responsibility

*Includes accountabilities for professional, legal, ethical and culturally safe practice. This includes being able to demonstrate advanced critical thinking, judgement and accountability for own actions and decisions*

- Meets all registered nurse PDRP competencies at a minimum of RN Level 4 requirements
- Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards.
- Applies critical reasoning and professional judgement to nursing practice issues and decisions for patients at risk
- Provides advanced practice specialist nursing care and advice contributing to the development of the child protection service
- Role models/leads by example and enhances advanced nursing practice and contributes to the profession locally, regionally and nationally
- Undertakes or leads the child protection service optimising child safety

#### Professional Leadership and Expertise

- Applies critical reasoning and professional judgement to nursing practice issues and decisions for children at risk
- Provides advanced practice specialist nursing care advice and support in direct care delivery, contributing to the development of child protection service delivery across the continuum of care
- Role models/leads by example and enhances advanced nursing practice and contributes to the profession locally, regionally and nationally
- Undertakes or leads specific service or organisational portfolio responsibilities, optimising patient safety. Perceived as highly effective, progressive and knowledgeable in area of practice, according to legal, ethical, cultural safety/ sensitivity and professional standards.

#### Professional Development of specialty practice

- Participates in interdisciplinary case review processes and clinical supervision
- Self-directed in achieving learning and development plan, including PDRP responsibilities/current portfolio
- Actively participates in professional nursing groups, maintain effective local, regional, national and international networks. Attends educational opportunities and conferences

#### Domain Two  Management of nursing care at advanced practice level

*Includes accountability related to patient/client assessment and management of advanced nursing care that is supported by evidence and also assessment, developing differential diagnoses, ordering and interpreting diagnostic tests, planning and providing treatments in order to manage the health of individual patients*

#### Clinical Care/Care Coordination

- Work in close consultation with health providers and children and their families in supporting the assessment, diagnosis, treatment planning and follow-up care of patients.
- Provide skilled diagnostic care/intervention in child protection requiring assessment and care planning.
- Demonstrates appropriate expert knowledge, to share good practice and to promote excellence.
- Role models consistent best practice in children protection

#### Clinical Care/Care Coordination

- Supports the development of a comprehensive child protection service, providing education, case and system review
- Provides expertise and support to other staff in the management of children with identified care and protection concerns.

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*Waitemata District Health Board - JOB DESCRIPTION - Approved by the Director of Nursing & Midwifery 30/04/2015*
# Professional Nurse Advisor - Child Protection

## Position Description

### Education and Clinical Teaching
- Acts as a resource providing expert advice and education to health providers demonstrating skilled mentoring/coaching, teaching and supervision. May teach at post registration level to enhance evidence based practice.

### Domain Three Interpersonal relationships and enhancing the patient experience

*Includes accountability for interpersonal and therapeutic communication with clients/patients and members of the health care team.*
- Demonstrates clinical and professional leadership through effective teamwork and collaborative relationships.
- Ensures cultural beliefs, practices and support of individuals, their family is central to all interventions.
- Role models advanced therapeutic communication, coaches staff in identifying child protection concerns.

### Team Working

- Provides teaching – participates in clinical governance activities including audit and research; Administration – organisational requirement; contribution to service planning and policy development; professional development
- Assists in the implementation of nursing practice and models of care appropriate to patient/client population needs

### Domain Four Inter-professional healthcare and quality improvement to deliver organisational objectives

*Includes accountability for evaluating the effectiveness of care and promotion of nursing perspective within the health care team.*
- Leads the development/review of best practice pathways, protocols and guidelines in the specific area of practice that are research based. Change agent/leader
- Leads/contributes/collaborates in quality & care improvement processes, risk management and resource utilisation review, including trending and auditing and developing appropriate responses – educational, policy, advisory at patient, nurse and system level
- Identifies efficiencies through new and innovative ways of working, improve quality of care and patients experience

### Quality Improvement: Guideline & Policy Development
- Participates in service development and strategic leadership to enhance the patient experience, applies Waitemata DHB values in practice. Undertakes/leads specific or organizational portfolio responsibilities. Includes assisting in implementation and management of initiatives to address differential access to healthcare services for Maori.

### Research & Audit: Evidence based practice
- Researches, evaluates, develops and implements standards of nursing practice in the specific area of practice and supports practice improvements. Works to ensure recommended best practice guidelines/policies are research based and relevant across Waitemata DHB
- Fosters inquiry, critical thinking and research skill acquisition to advance nursing practice and patient/client care
- Confident use of technology. Critiques and uses research findings in practice. Participates in research.

### Workplace Health & Safety
- Recognises Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992. Policies are read and understood and relevant procedures applied to their own work activities. Workplace hazards are identified and reported, including self-management of hazards where appropriate.
## Specific Key Responsibilities/KPIS relevant to role

| Provides leadership on Child Protection by supporting staff to achieve a high standard of assessment, documentation and communication in child protection to respond to child abuse and neglect based on signs and symptoms and screening for family violence (in partnership with the ViP coordinator) | • Supports the integration of current best practice and innovation into child protection practice  
• Is proactive in identifying child protection related issues, effectively escalates these issues when indicated.  
• Advocates for and supports improved health outcomes for children and their families in relation to Child Protection  
• Utilises data from the ‘report of concern’ together with multidisciplinary process to identify proactive improvements. Identifies, supports and leads practice change in child protection  
• Clinical audits demonstrate a consistently high standard of risk assessment, documentation and written communication for all child protection cases  
• Social service agency feedback confirms improved quality of assessments and communication  
• Clinical staff report they have access to appropriate advice and information when concerned about potential abuse |
|---|---|
| Provides a child protection perspective for service delivery | • The WDHB Policy for the Management of Child Abuse and Neglect is in place, meets national standards and is supported by service level documentation  
• Resources to support effective child protection practice are developed and staff find them user friendly  
• Confidence in clinical process is demonstrated through audits, workforce development evaluation and Performance Development Reviews  
• Staff use the Child Protection Alert process effectively |
| Leads staff learning in relation to Child Protection | • Leads the development of a robust clinical and professional child protection network  
• Works collaboratively to provide/facilitate child protection training opportunities for staff  
• Ensures all staff receive initial and ongoing child protection education  
• Ensures that all staff who work with children/tamariki and their families/whanau receive high quality education that allows safe and efficient child protection practice and facilitates Child Centered Family support  
• Approved training is provided/facilitated via a regular schedule  
• Education programmes for other health professionals will be supported  
• Staff from designated services are provided with mandatory workforce development programmes  
• Line managers monitor attendance of their staff and that this is incorporated in core competency profiles of areas |
| Effective Communication and Liaison  
Ensure excellent communication and relationships are maintained between internal and external key Agencies, both statutory and non-statutory | • A high level of knowledge of WDHB services and responsibilities  
• A high level of knowledge of agencies and the services they provide is current and relevant  
• Positive, effective working relationships with agencies providing child protection and family support are established and maintained  
• An integrated and cooperative approach to the management of specific cases is developed and staff are supported through the process  
• Facilitation of WDHB Child Protection Advisory Group, Child Protection Operations Group, Child Protection Multidisciplinary Team meetings and Children’s Team meetings |
## Professional Nurse Advisor - Child Protection

### Position Description

<table>
<thead>
<tr>
<th>Quality Assurance Programme</th>
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<tr>
<td>Work within WDHB Quality and Risk processes liaising with nominated Quality Managers</td>
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- Promotes quality improvement and innovation across the WDHB in relation to Child protection
- Develop, review and update child protection policy and guidelines etc
- Ensure service or local policies are in line with DHB policy principles
- Management of Human Resource complies with the policy for Management of Child Abuse and Neglect i.e. Police checks for any staff working with children
- Issues or concerns relating to case management are identified and addressed in an effective and timely manner – internal and external
- Analysis of child protection issues and audit findings / recommendations and reports regularly prepared for DHB and MoH purposes

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**Employee: __________________________**  
**Manager: __________________________**  
**Date: __________________________**

**Note: This job description forms part of an individual’s contract of employment and must be attached to that contract**
**PERSON SPECIFICATION**

**POSITION TITLE:** Professional Nurse Advisor - Child Protection

**Education and Qualifications**
- RCpN, RGON, BHSC. Current APC as Registered Nurse
- Masters of Nursing - must include leadership and a clinical focus.

**Experience**
- At least five years post registration practice in child health
  - Achieved RN Level 4 or equivalent in child health with current portfolio
  - Demonstrated prior leadership ability within the health sector
  - Experience of results based accountability or managing for outcomes
  - Experience working with providers (education, General practice, NGOS) and communities
  - Current knowledge of the disability sector, especially an understanding of the issues facing primary care and NGO sector
  - Understanding of service planning
  - Current and historical knowledge of the sector
  - Understanding of inequalities intervention frameworks

**Skills/Knowledge/Behaviour**
- Advanced assessment, history taking, diagnostic reasoning in relation to Child Protection
- Clinical professional leadership
- Experience in management and co-ordination of child protection cases
- Confident multidisciplinary teacher
- Project management and quality improvement processes
- Demonstrated confidence in quality improvement to improve service delivery

**Personal Attributes**

**Leadership**
- Proactive attitude

**People management**
- Excellent communicator

**Teamwork**
- Articulate, good presentation skills

**Cultural safety**
- Self-directed and motivated

**Self-management**
- Strong teamwork reputation, confident collaboration

**Patient/client population focused**
- Resilience

**Communication / interpersonal skills**
- Positive professionally mature

**Innovation**
- Able to influence without conflict, accepts constructive feedback

**Flexibility**
- Culturally safe practice

**Planning and monitoring**