

Job Title:	LeDeR Reviewer
Team:	Safeguarding Adults
Directorate:	Quality & Safety
Band:	6
Responsible to:	NEL LeDeR Programme Manager
Accountable to:	Deputy Director Safeguarding Adults
Location (Office base):	Unex Tower, Stratford

The post holder may be required to work at any establishment at any time throughout the duration of their contract, normally within North East London footprint, or as set out under the terms of their contract.

CONTEXT OF THE ROLE

The LeDeR Reviewer working closely with the LeDeR Senior reviewer and in conjunction with the LeDeR Leads and Local Area Contacts across ICS are responsible for managing the review process as set out by the national Learning from Lives and deaths of people with Learning Disability and Autism (LeDeR) programme.

The LeDeR Programme is to support local areas to review the deaths of people with learning disabilities and autistic adults. The purpose of which is to collate and share the anonymised information about the deaths of people with learning disabilities so that common themes, learning points and recommendations can be identified and taken forward into policy and practice improvements.

ROLE SPECIFIC DUTIES AND RESPONSIBILITIES

The post holder will undertake the following duties and responsibilities.

- The post holder with support LeDeR Senior Reviewer on all LeDeR programme reviewing activities across the North East London footprint by supporting the smooth and successful delivery of the LeDeR review programme.
- Complete LeDeR reviews according to the standardised review process to the highest standards focusing on service improvement and adhering to key principles of the LeDeR programme.
- Working as part of a team to determine whether a review receives an initial review or a focused review using their professional judgement to advise and guide the reviewing process where necessary.
- Support the allocation of reviews, facilitate the access to health and care records for the reviews to be carried out, monitor the completion of the reviews, support reviewers who may require additional advice and guidance.
- Support the LeDeR programme's business support function, including developing and managing the team's business plan, progress and reporting risk and issue management.

- Liaising with families/guardians of learning disability patients where failings may have been found that has adversely impacted patients.
- Overcome barriers to understanding by discussing contentious issues in groups where failings may have been found.
- Propose recommendations through analysis of data to identify trends in cases including care and medical records analysis to identify trends in data.
- Provide regular reports on the management of reviews and on arising trends and themes coming from reviews.
- The post holder will be required to contribute to recommendations which have wide ranging implications for different organisations.
- Support the Quality Assurance process ensuring they meet the appropriate standards and that lessons are learned.
- Attend local governance meetings as may be required to update on the status of reviews, present areas of good practice and concern from each review and contribute to the discussion on determining actions to be taken.
- Promote the LeDeR review process across the Health and Care sector to ensure that all Learning Disability and autism deaths are reported on the LeDeR system. This will include providing support training for key senior stakeholders across the organisation.
- To publicise lessons learned from local and national reviews across the North East London footprint to ensure that changes are implemented, and learning embedded into practice.
- Contribute to the development of local policies relating to LeDeR process and programme.
- Organise and promote NEL Governance Panel and support the management of any borough based LeDeR Steering Groups or Forums which are taking place as may be required.
- Support the presenting of findings and recommendations at NEL Governance panel involving reviewers and key stakeholders from Local Authority, safeguarding, and providers.
- Interface with NHS England, Local Authorities, Child Death Overview Panels, Patient Safety and Safeguarding teams, Coroner's Office, CCGs from other sector areas and any other organisations involved within the LeDeR programme.
- Take a co-lead in the coordination of training & development and recruitment activity for the programme.
- To work collegiately and provide peer support to other reviewers, particularly around their own area of expertise.
- Complete the relevant LeDeR training initially and then the refresher training on an annual basis.
- Support oversight and management of all aspects of the programme budget.

Key Relationships

The post holder will have key relationships with the following roles, teams, departments and organisations:

- The post holder will be required work with families/guardians of learning disability and autistic patients to obtain information sensitive information relating to the deaths of patients.
- Liaise with the Safeguarding & Quality team when necessary have been identified.
- Work with health and care providers across NEL ICS.

Management and Leadership Responsibilities

- Contribute to performance improvement, taking a lead for identified areas where agreed.
- Provide coordination of and participate in relevant internal and external working groups and provide project advice, expertise and support where requested.
- Provide relevant and timely specialist advice and guidance on own portfolio of projects/function.
- Work with members of the Team to investigate the causes of any variance from target/plan and proactively contribute to the implementation of solutions.
- Management of a risk and issues tracking mechanism and its proactive resolution and escalation processes.

Planning and Organisational Responsibilities

- Contribute to the strategic planning of projects, identifying interdependencies across projects/functions, potential impacts on wider organisation, resource requirements and building in contingency and adjustments as necessary.
- Contribute to the development of performance and governance strategies and the development and implementation of improvement programmes, in accordance with the North East London footprint.
- Contribute to short, medium and long-term business plans, achieving quality outcomes.

Policy and Service Development Responsibilities

- Contribute to the review and development of existing information management systems and contribute to the development of an integrated approach to, service or initiative management.
- Develop policies and procedures in own work function with an impact on the wider organisation, as required.

Research and Audit Responsibilities

- Contribute to the development of key performance indicators for the successful assessment of individual and work stream success.
- Delegate aspects of Research and Development activities, collating information, analysing and reporting findings.
- Devise and provide improvements to current management information, analysing, reporting and suggesting procedures to enhance decision-making processes.
- Ensure timely and accurate information analysis and reporting to management on agreed areas of work.

Managing Resource Responsibilities

- Provide regular reporting on the targeting of resources and monitoring their implementation from a value for money perspective.
- Evaluate projects/function within identified portfolio for delivery against financial recovery/savings plans through providing sophisticated, high quality project analysis.
- Attend regular appraisals and meetings with Line Manager

Education and Training Responsibilities

- Take a lead in the coordination of training, development and recruitment activity across the ICS.
- To identify own training needs and develop personal skills and capability by undertaking training and development as required.
- To complete all statutory and mandatory training as defined for the role.

PERSON SPECIFICATION

Factors	Description	Essential	Desirable	Assessment*
Education & Qualifications	Educated to degree level in relevant subject or equivalent level qualification or significant experience of working at a similar level in specialist area.	√		A/I
	Post-graduate degree in Management Studies or equivalent		√	A/C
	Evidence of continued professional development relevant to work relating to PWLD and/or autism.	√		A/I
	Hold a clinical qualification (RNLD/RNMH/ RGN/ RAN, OT, and Physiotherapy. SALT or a practising social Worker.	√		A/C
	Experience of directly working with people with learning disabilities and/or autism.	√		
Knowledge & Experience	Awareness of the challenges faced by people with Learning Disabilities and Autism either by working within the field, from personal experience, or having worked in related work areas.	√		A/I
	Experience of carrying out health or social care reviews or investigations (either in a clinical, social care, patient safety or patient experience role)	√		A/I
	Experience of Quality Assuring reviews/investigations	√		A/I
	Significant experience of successfully operating in a politically sensitive environment		√	A/I
	Demonstrated experience of co-ordinating projects in complex and challenging environments		√	A/I
Skills & Abilities	Problem solving skills and ability to respond to sudden unexpected demands.	√		A/I
	Excellent time management skills with the ability to re-prioritise.	√		A/I
	Proactively seeking solutions or escalating upwards to relevant manager as appropriate	√		A/I
	Ability to work on own initiative with minimal supervision.	√		A/I

	Ability to be able to identify situations requiring an urgent response and take steps to ensure the relevant people can respond effectively.	√		A/I
	Skilled to manage confidential and sensitive matters arising.	√		A/I
	Experience of report writing which includes analysis of complex data.	√		A/I
	Experience of leading a specialist project or service	√		A/I
Specific Requirements	The LeDeR Reviewer will be required to be LeDeR review trained, however training will be made available to successful candidates.	√		A/I
*Assessment will take place with reference to the following information A=Application form I=Interview C=Certificate				

Job Matching reference

GENERAL TERMS, IMPORTANT INFORMATION AND STANDARD PARAGRAPHS

Purpose

- Accelerate the development of new ways of working across the system.
- Create a more efficient and effective operating model.
- Make better use of our resources and achieve economies of scale, whilst maintaining local decision-making through borough-based partnerships and primary care networks.
- Reduce variation in services and target health inequalities.
- Reduce bureaucracy and focus energy on working in partnership with providers, local authorities and the voluntary sector.
- Create a more resilient organisation, with better opportunities to attract and retain the skills we need.

Values

- We are ambitious
- We have a can do attitude and believe change is possible
- Be passionate and proactive
- Take on challenges and persevere
- Strive for change
- Take personal responsibility for what we achieve

We are innovative

- We challenge concepts and focus on new ideas
- Be curious and open to new ideas
- Encourage creativity and initiative
- Challenge concepts and accept risks
- Embrace continual learning and development

We are patient focussed

- We put patients at the heart of everything we do
- Be open and transparent
- Use evidence to make clear decisions and measure progress
- Involve patients and the public in our work
- Be inclusive and seek diverse views

We are collaborative

- We work in partnership to get things done
- Look for opportunities to collaborate to solve problems
- Share responsibility and develop trust
- Listen and share information
- Welcome feedback

We are supportive

- We are committed to valuing and supporting each other
- Listen to and value each other

- Be respectful and inclusive
- Care about the well-being of each other
- Encourage shared responsibility

The post holder is required to follow all NEL policies and procedures which are regularly updated including (but not limited to):

Confidentiality / Data Protection / Freedom of Information

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff.

If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply NHS NEL's FOI procedure if they receive a written request for information.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that NHS NEL's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with NHS NEL's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager or stated by the NHS NEL to be mandatory.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

Smoking Policy

It is NHS NEL's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within NHS NEL buildings and vehicles.

Equal Opportunities, Respect and Dignity at Work

NHS NEL is committed to equality of opportunity & diversity in the workplace; all managers and staff are responsible for ensuring that this is delivered in practice.

NHS NEL is equally committed to respect for other people and all managers and staff are expected to be clear of what is expected of them and for ensuring that they commit to this policy in their day to day working life. All staff are issued with a Standards of Business Conduct setting out the organisation's expectations. Managers are also issued with a Code of Conduct reflecting the Department of Health's requirements on NHS Managers.

NHS NEL will not tolerate any forms of bullying or harassment in the workplace.

Everyone has a personal responsibility to seek to improve their own and colleagues working lives to create a healthy and productive working environment.

Sustainable Development

We recognise the impact that NHS NEL has on the environment and the strong links between sustainability and the health of the population.

Although we are small employers we aim to embed sustainability throughout the organisation and need the help of our staff to deliver our NHS NEL's sustainability improvements, (e.g. waste management).

Staff should be aware of the importance of sustainability and NHS NEL's obligation to ensure (where appropriate) they can make a positive contribution to this in all areas of their work.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder