

Joint Commissioning (Version 5 - October 2014)

Appendix 5 – Bedford Designated Health Officer Job
Description



Interim Designated Clinical Officer
Role Profile and Job Description

Job title: Interim Designated Health Officer
Pay grade: To be negotiated
Working pattern: Minimum of 1 day per week
Contract period: Fixed term

1. Background and role description

The Draft Special Educational needs and Disability (SEND) Code of Practice recommends the identification of a Designated Health Officer (DHO) whose role is to ensure that the CCG is meeting its statutory responsibilities for SEND

.....is keen to appoint an interim DHO in order to support with the preparation and planning for transition to the new system on 1 September 2014. The post holder will:

- help scope and define the role of the DHO
- begin to identify and engage with key stakeholders
- support workforce development and awareness of the SEN reforms
- help to build and drive the implementation plan
- contribute to the strategic integrated commissioning of SEN
- support the recruitment of a permanent DHO

This role will be crucial in helping to facilitate the collaborative approach required in the SEND reforms and needs to be a senior clinician with gravitas and clinical credibility.

3. Person specification

- Community clinician
- Currently working in and/or knows the local system and is familiar with key stakeholders
- Solid understanding of the issues and challenges facing children and young people with special educational needs and disabilities
- Strong leadership qualities, including:
 - excellent communication skills
 - ability to build effective relationships and influence, persuade and negotiate with others
 - political astuteness and sensitivity
- Ability to manage conflicts of interest
- Motivated and tenacious



SELECTION CRITERIA

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post

Criterion	
A	To hold relevant professional qualification i.e. RNMH/RNLD for this post. To be registered with the NMC.
B	Experience in Learning disabilities and knowledge of Valuing People Now, CPA & MCA and all other relevant legislation.
C	Experience of working in a multi-disciplinary/multi agency team
D	The ability to manage clients with complex specialist health needs, and be Adept and skilled in complex assessments.
E	Development and facilitation of teaching materials and ongoing clinical research within the integrated team.
F	Reporting, recording and organizational skills with effective communication and negotiation skills/abilities.
G	Working knowledge of risk management, CPA and safeguarding.
H	To have experience of managing adults with specialist and/or complex health



	care needs. .
I	Proven clinical skills and ability to work under pressure and to deadlines
J	To be able to provide problem solving skills, persuade and resolve conflict.
K	To be motivated and enthusiastic and be able to function within an integrated team.

<p>CRB Required (please indicate the legal reason for CRB – if in doubt discuss with HR)</p>	<input type="checkbox"/> Not applicable for this post <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other eg: auditors, solicitors
<p>Work Related Travel (please indicate as appropriate)</p>	<input type="checkbox"/> Not required <input type="checkbox"/> Ability to travel around the county <input checked="" type="checkbox"/> Provide car for business use (Essential User)
<p>Health & Safety Risk Assessment (please indicate which are applicable)</p>	<input type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input checked="" type="checkbox"/> Risk of verbal abuse <input checked="" type="checkbox"/> Risk of physical assault <input checked="" type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles