

## SCHEDULE 2 – THE SERVICES

### A. Service Specifications

All subheadings for local determination and agreement

|                                  |   |
|----------------------------------|---|
| <b>Service Specification No.</b> | <b>01/MRFH/0039</b>   |
| <b>Service</b>                   | DORSET HEATH CARE– Hosting Administration Support for MEDICAL SERVICE FOR LOOKED AFTER CHILDREN |
| <b>Commissioner Lead</b>         | Maternity Reproduction & Family Health CCP  |
| <b>Provider Lead</b>             | Poole Hospital  |
| <b>Period</b>                    | 1 February 2015 to 31 March 2016  |
| <b>Date of Review</b>            | October 2015  |

#### 1. Population Needs

##### 1.1 National/local context and evidence base

Statutory Guidance on Promoting the Health and Well-being of Looked After Children 2009 in conjunction with the Children's Act 2004 and Nice Guidance Quality Standard 31 clearly outlines the importance for services being integrated around the child's and young person's identified needs. To ensure that new multi-agency arrangements to support vulnerable children with improved prevention and earlier intervention can be provided. This approach is central to improving outcomes for children in care.

#### 2. Outcomes

##### 2.1 NHS Outcomes Framework Domains & Indicators

|                 |   |   |
|-----------------|---|---|
| <b>Domain 1</b> | <b>Preventing people from dying prematurely</b>   | * |
| <b>Domain 2</b> | <b>Enhancing quality of life for people with long-term conditions</b>                             |   |
| <b>Domain 3</b> | <b>Helping people to recover from episodes of ill-health or following injury</b>                  |   |
| <b>Domain 4</b> | <b>Ensuring people have a positive experience of care</b>   | * |
| <b>Domain 5</b> | <b>Treating and caring for people in safe environment and protecting them from avoidable harm</b> | * |

##### 2.2 Local defined outcomes

- 2.2.1 Provide 1 WTE (which is an increase of 0.5 WTE) Band 3 administration support to the Designated Doctor and Medical Advisor Service.
- 2.2.2 Maintain systems for the statutory Initial Health Assessments (IHA) and any agreed subsequent Health Assessments (HA) within the statutory time frame of 28 days.
- 2.2.3 Undertake collection and analysis of data to inform KPI's and report to CCG within defined timeframes.
- 2.2.4 Monitoring of contracts with OOA providers for the implementation of IHA's and/or subsequent HA's as required.

#### 3. Scope

##### 3.1 Aims and objectives of service

The objectives for the Administration role for Looked After Children (LAC), working in collaboration with the Looked After Children and Young People Health service are:

- To organise the day to day operations and planning, to ensure the Designated Doctor carries out their responsibilities in meeting the health needs for Looked after children.
- Provide Looked After Children and Young People access, with ease, to health services for advice, prevention and treatment in a timely manner;
- To develop and maintain systems to plan, manage and monitor the delivery of health assessments for children and young people in care, including adoption;
- To establish processes to ensure statutory time frames for IHA's are maintained;
- Adhere to clinical governance and audit arrangements;
- Maintain processes to ensure that a child placed out of county has systems in place to provide continuity of the health assessment and planning process;
- Support systems to audit the quality and implementation of individual health plans;
- Collate the monthly production and collection of data sets in line with statutory and contractual requirements;
- To maintain regular evaluation and audit of outcomes measures against local and national targets for LAC throughout the year culminating in an annual service review report and service delivery plan.

### **3.2 Service description/care pathway**

The service delivers the medical component of the pan Dorset LAC service that co-ordinates and develops health services which are easily accessible, provides training for local authorities, CCG and independent agencies professionals, foster carers, parents/relatives and prospective adopters, covering growth and development and the health needs of children in care especially in relation to how the health needs for these children differ from their peers not in the care system.

### **3.3 Population Covered**

Dorset Resident Population

### **3.4 Any acceptance and exclusion criteria.**

Maintain implementation of contractual arrangements for all service users placed out of County.

### **3.5 Interdependence with other services/providers**

The LAC Medical Service and administrator will work closely with the wider multidisciplinary Looked After Children's teams in each Borough, together consisting of Social Care, Fostering, Education and Health.

## **4. Applicable Service Standards**

### **4.1 Applicable national standards (eg NICE)**

Prevailing statutory and national guidance for Looked After Children

**4.2 Applicable standards set out in Guidance and/or issued by a competent body (eg Royal Colleges)**

**4.3 Applicable local standards**

Record and update data in evidencing local standards are being met as outlined in Schedule 4 Part C

## **5. Applicable quality requirements and CQUIN goals**

**5.1 Applicable quality requirements (See Schedule 4 Parts A-D)**

Dorset Health Care have a requirement to collate data required for the Designated Doctor to report on Schedule 4 Part C.

**5.2 Applicable CQUIN goals (See Schedule 4 Part E)**  
**N/A**

## **6. Location of Provider Premises**

**The Provider's Premises are located at:**

The post holder is required to work flexibly across various locations within Dorset, e.g. Health / Local Authority etc.

## **7. Individual Service User Placement**