Minimum Requirements for Safeguarding Adult Review authors:

**Education and Experience:**

* Educated to degree level or equivalent
* Experience working in a safeguarding adult setting within either the statutory, private or voluntary sector
* Working knowledge of relevant legislation including the Care Act 2014.
* Experience of facilitating safeguarding adult reviews and local learning reviews including leading authors/practitioner’s events and completing overview reports to a high standard.
* Knowledge of regulatory standards including CQC.

**Duties**

* The author will work to the Terms of Reference and the format of the chronology and learning events.
* The author will provide quality assurance and give constructive feedback on the chronologies.
* The author will draft the Overview Report within the agreed timetable which will include time for quality assurance and re-drafting.
* Throughout the period of this contract, the author will liaise with the MK Together Programme Manager for oversight and endorsement of action.
* The author will receive chronologies and IMR’s from chosen agencies and be expected to interrogate this information for the purpose of the review, liaising with MK Together if they require further information, clarification or evidence.
* The author may be expected to host an agency authors briefing, practitioner’s event, and present their report with recommendations to the appropriate Board.
* The author will produce a high quality concise report that has clear learning and improvement outcomes.
* The author will be responsible for keeping their own records of hours worked and expenses.

**Person Specification**

The author will have professional knowledge, understanding and practice relevant to safeguarding adult reviews.

The author will have the ability to engage with practitioners, senior managers, the affected individual (where not deceased), and family, friends and carers of the individual.

The author will have an understanding of research relevant to safeguarding adult issues and the complex circumstances in which practitioners work together to safeguard adults with care and support needs.

The author will demonstrate they are able to lead discussion in a way that encourages professional challenge to maximise opportunities for learning.

The author will be able to identify and explore challenging issues with professionalism

The author will have the ability to understand practice from the viewpoint of the individuals, organisations or agencies involved at the time rather than using hindsight

The author will have the ability to communicate findings effectively and investigate anomalies, inaccuracies or concerns thoroughly.

The author will have excellent written communication skills and be able to work effectively to deadlines.

The author will have a working knowledge of the Data Protection Act and GDPR in order to maintain the highest standard of information governance whilst completing the review

The author will have a commitment to improving outcomes for adults with care and support needs

The author will be able to risk assess information received, escalating any urgent concerns in a timely fashion

**Expectations for the final report**

The report will identify key aspects of care and information sharing within the area related to the case, in particular where improvements can be made, where barriers to good practice have been faced, and where best practice has been demonstrated.

The report will include an analysis of any systemic or underlying reasons why actions were taken or not in respect of matters covered by the report

The report will be concise, well written, challenging and clearly include the voice of the individual and family members affected by the incident being reviewed.

Any recommendations should be clear on what is required of relevant agencies and others collectively and individually, and by when, and focussed on improving outcomes for children.

The report will hold local and national agencies to account for their actions and provide clear links to the recommendations to improve areas of poor practice, poor communication and poor engagement.

Recommendations must be SMART and capture all concerns highlighted in the body of the report

Work falling below the expected standard may result in reduction of fees paid by MKSB

**Specific requirements for individual reviews:**

*(to be added depending on review)*

* Specialist knowledge of rough sleeping and homelessness
* Specialist knowledge of adult mental health and or suicide
* Specialist knowledge of vulnerabilities associated with offenders
* Specialist knowledge of autism
* Specialist knowledge of adults living in residential settings including nursing homes
* Specialist knowledge of adults living with a family carer
* Specialist knowledge of caring for the elderly including dementia care
* Specialist knowledge of substance misuse
* Specialist knowledge of self-neglect and/or hoarding.