

## **Job Description**

<b>Title:</b>	Community Nurse – Learning Disabilities (Complex Physical Health Pathway)
<b>Band:</b>	<b>AFC: BAND 6</b>
<b>Department:</b>	Haringey Learning Disability Partnership (HLDP)
<b>Location and mobility:</b>	Your normal place of work will be River Park House, Wood green, London. However, you may be required to work at any other location of the Trusts interests, including travelling to appropriate meetings, outside of the borough, as required.
<b>Annual Leave:</b>	27 days per annum increasing to 29 days after 5 years NHS service and 33 days after 10 years NHS service
<b>Accountable to:</b>	Lead Nurse, HLDP
<b>Responsible to:</b>	Head Of Service
<b>Responsible for:</b>	Supervision and support of up to one Band 5 staff.

## **POST SUMMARY**

To work as an integral member of the Haringey Learning Disabilities Partnership (HLDP), working within the physical health pathway (although may have some cases on mental health pathway), monitoring and supporting individuals with a learning disability, autism, and an additional mental health need and/or behaviours which challenge. The role involves supporting Service users and carers/providers to proactively address the mental and physical health needs, supporting access to mainstream services, ensuring robust risk management processes, and act as care-coordinator when required.

## **MAIN TASKS AND RESPONSIBILITIES:**

The nurse practitioner will hold a designated caseload and have clear oversight of the caseload delegated to junior staff. The post holder will be required to conduct assessments of people with learning disabilities who present with complex physical health needs or superimposed mental health problems and/or challenging behaviours, and will when deemed appropriate co-ordinate care for a specified group of service users. Effective care planning, robust risk management, mental health monitoring, addressing health inequalities, health promotion, and reasonable adjustments, underpins all aspects of this role. The post holder will also be required to have a good understanding of Continuing Healthcare processes, and the Transforming Care Agenda to actively work to avoid hospital admissions. The post holder will participate



in teaching and learning events, including positively supporting students on placement within the team.

The post holder will be required to:

- Undertake a variety of assessments which inform the development of a person-centered care plan and individual risk assessment.
- Participate in the Initial Assessment Service (IAS) or Transition Service, and be able undertake initial assessment of eligibility for the Learning disability service as required
- Undertake CPA care co-ordination, dementia care coordination or ComPHy care corodination; Working actively to co-ordinate complex cases, ensuring individual health needs are met, and reasonable adjustments are made
- Conduct assessments of people with learning disabilities who have complex physical health needs or who present with mental health and/or challenging behaviours, to identify diagnostic overshadowing or identify specialist behaviour support needs and support the design and implementation of appropriate interventions.
- Provide advice and support to families, carers, health and social care professionals and service providers regarding meeting the support needs of people with learning disabilities and mental health needs and/or challenging behaviour, and to develop robust strengths-based support plans.
- Have an understanding of the Transforming Care Agenda, and participate in ComPHy pathway meetings to ensuring robust case management and care co-ordination to actively avoid hospital admissions
- Work seamlessly with the AIT (Assertive Intervention Team) when there is a need for more intensive support within the community to stabilise and support people with learning disabilities and highly complex needs who are at risk of placement breakdown and moving out of area.
- Attend/chair a variety of meetings and participate in care and treatment reviews as appropriate.
- Undertake assessments as required, and provide additional support and or training when issues are challenging, evaluating how interventions are going
- To participate in safeguarding enquiries (when deemed appropriate), gathering evidence and information, and ensure robust protection plans are in place.
- Undertake CHC assessments and be able to present each case to panel
- Participate in teaching and learning events, and the education and induction of staff within the team, including positively supporting students on placement within the team.



## **Communication**

- To communicate effectively with service users and their relatives/carers/advocates acknowledging and actively overcoming barriers to understanding.
- To use person-centered accessible communication strategies to enhance communication with and by people who have learning disabilities.
- To ensure that consent to intervention or assessment is sought in a manner that is meaningful to the service user.
- To initiate and participate in best interest discussions when a service user lacks capacity
- To communicate with people in a manner that is consistent with their level of understanding, culture and background
- To ensure effective multi-disciplinary working, by fostering and positively promoting on-going communication with the wider MDT
- To actively take measures to overcome barriers which prevent effective multi-agency working.
- To ensure that any information related to client or other personal safety is communicated immediately to senior team members and other key professionals.
- To ensure that all communication is within the boundaries of service user confidentiality and to seek guidance when unsure.
- To accurately record all contacts with service users in case notes in line with the Local Authority record keeping policy.

## **Patient/Customer Care (both direct and indirect)**

- To lead the clinical management of a designated caseload
- To create, maintain and develop professional supportive relationships with all members of staff, with other professionals and agencies to enhance good clinical person-centered outcomes and reduce health inequalities
- To work as a member of the MDT in assessing and planning care and responding to changes in service users' physical or mental health, and develop the ability to work across organisational boundaries
- To co-ordinate and monitor the delivery of person-centered healthcare to a designated group of service users, using complex clinical decision making where appropriate.



- To understand the range of interventions available, the evidence base and potential outcomes for service users.
- To support the implementation and review of care pathways, and understand the range of interventions available, the evidence base and potential outcomes for service users.
- To reduce health inequalities and support access to mainstream services through use/education regarding reasonable adjustments
- To identify and provide appropriate intervention and psychological and/or emotional support for service users and families.
- To identify and take action to ensure service users have appropriate safeguards in place to prevent abuse and harm and take action when any behaviour undermines diversity and equality
- To act in a manner to respect the customs, individuality, values, sexuality and spiritual beliefs, supporting the individual to fulfil these.
- To undertake prescribed physical observations as necessary such as: blood pressure, temperature, respirations, blood sugars, urinalysis, weight and height, and report exceptions appropriately.
- To act as care-coordinator when deemed necessary, and promote shared decision making with service user/ carer/ relative involvement, as appropriate, in all aspects of their care.
- To participate and undertake CHC (Continuing Health care) assessments/reviews to ensure that care packages meet service users need.

## **Risk Assessment**

- To understand the full range of risks potentially faced by each individual service user; considering the context, the support networks and current environment.
- To undertake risk assessments and implement management strategies in collaboration with service users/carers, and in line with trust and local policies, to ensure the delivery of person-centered care.
- To recognise potential crisis situations and act responsively and responsibly to resolve/manage the situation, seeking assistance if required.
- To participate, contribute or co-ordinate the CPA and health action planning process and to support service users relatives/carers/advocates and other agencies.



- To assess and plan care in a manner that is consistent with evidence-based practice, policies and procedures and the management of risk.
- To be aware of the potential for vulnerability to abuse amongst the service users/families, and use of the local policy to inform appropriate personnel in line with safeguarding vulnerable adults and children and Whittington Health Policies
- To work with other members of the multi-agency team to plan, monitor and review the effectiveness of the risk management plan
- To follow the Trust's and Local Authority's Lone Working Policy ensuring that home visiting, and any autonomous activity is effectively reported and logged
- To take all possible precautions to safeguard the welfare and safety of staff, service users, families and the public, by implementing all policies related to health, infection control, safety and risk.
- To assess and plan care in a manner that is consistent with evidence-based practice, policies and procedures and the management of risk.

## **People (HR) Management**

- To participate in the recruitment, deployment and management of staff in line with Trust Policy (i.e. induction, staff sickness, training, performance, and leave)
- To allocate and support junior staff with work and review progress and agreed outcomes through ongoing supervision and the appraisal process.
- To have oversight of all work undertaken by junior staff through regular supervision and appraisal, and provide advice and guidance as deemed necessary
- To be an effective team member and a positive role model to junior staff.
- To be an identified mentor/sign off mentor for student nurses and participate positively in the education/induction of student nurses, and new staff.
- To participate in the induction, recruitment, deployment and management of staff in line with Trust Policy
- To act in a professional manner at all times, embrace and harness the Organisations values, and adhere and maintain professional confidentiality standards.

## **Information Management**

- To ensure that any risk information related to client or other personal safety is communicated immediately to senior team members and other key professionals.



- To ensure that all communication is within the boundaries of service user confidentiality and to seek guidance when unsure.
- To accurately record all contacts with service users in case notes in line with the Local Authority record keeping policy.
- To collect, record and analyse data for the purpose of audit, research and service performance
- To be able to use Word and Excel competently. To compile and update reports, teaching packs, or presentations as required

## **Policy Development**

- To maintain a working knowledge of legislation, policy and guidance pertaining to health and learning disabilities
- To work within Trust and Professional guidelines related to consent, capacity to consent and best interest decision making.
- To work within Trust, Legislative and Professional guidelines related to Deprivation of liberty safeguards, giving due consideration to least restrictive principles
- To have a good working knowledge of the mental health act, and mental capacity act.
- To ensure self and junior staff work in accordance with all Trust and LA Policies.

## **Service Development**

- To be a Sign off mentor/hold a mentorship qualification and contribute to the experience of learners
- To help develop an environment that is conducive to learning, promoting staff development and involvement
- To evaluate the effectiveness of learning and development, informed by learners
- To identify, implement and evaluate, with others, areas for potential service improvement and agree further action
- To participate in the development, maintenance and monitoring of service standards, collect and collate data/ information effectively for the purpose of audit, research and service performance.



- To develop, with others, measures for service standards, including benchmarking, and to identify areas for potential service improvement.
- To contribute to the maintenance, monitoring and implementation of service standards and policies.
- To contribute to the maintenance, monitoring and implementation of service standards and policies
- To contribute and make suggestions for the improvement of services
- To comply to the Trust's Standing Orders, Standing Financial Instructions, Policies, Procedures and Guidelines, including taking all reasonable steps to manage and promote a healthy working and diverse working environment.

## **Systems and Equipment**

- To identify and report issues of concern at work and to alert appropriate personnel.
- To ensure timely and accurate record keeping in keeping with NMC and Trust standards.
- To undertake DSE assessment to ensure safe systems of work

## **Personal and Professional Development**

- To complete preceptorship, and to receive clinical supervision, and appraisal to enhance one's own performance and development.
- To identify own development needs and set personal development objectives in collaboration with the appraiser.
- To adhere to the Nursing and Midwifery council code of professional conduct for nurses.
- To ensure attendance at all BEHMHT essential training.
- To demonstrate the achievement of competencies through the collection of evidence within a personal revalidation portfolio.
- To participate in the orientation and induction of new staff.
- To be a student supervisor/assessor, hold a mentorship qualification and be willing to contribute to the experience of learners.



## **Effort, Mental and Environment**

- To be resilient, and promote a solution focused outlook
- To present a positive image of nursing, the learning disability partnership and the Trust at all times

## **Revalidation and Registration**

It is the responsibility of all staff registered with a professional body to:

- Act within the Professional Bodies Code of Practice
- Maintain their own work profile to ensure revalidation standards are met, and assist junior registered staff in achieving revalidation.
- Contribute and participate in the development of nurses and nursing practice across the trust through leading ward projects, and supporting training.
- Ensure optimum use is made of working time.

## **Equal Opportunities**

Our latest policy known as “Promoting Equality, Diversity and Human Rights” outlines the Trust’s commitment to ensuring that no job applicant or employee receives less than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

For more information about our policy and commitment to equality, click: <http://www.whittington.nhs.uk/default.asp?c=10505&q=equality> ”

## **Infection control**

All staff have a responsibility to prevent and control infections within the Whittington. This includes ensuring personal and team compliance with all relevant policies, especially hand hygiene, the trust dress code, and MRSA screening policies.

## **Working patterns**

The Trust is currently exploring ways in which patients can be given more choice about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.



Staff working in any department where an on call rota operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

## Health & Safety Policy

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

## Safeguarding

To comply with the Trust's Safeguarding Children and Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults This will require you to:

- Ensure you are familiar with and comply with the London Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
- Ensure you are familiar and comply with the Croydon Multi Agency Safeguarding Vulnerable Adults Pan London Procedures.
- Ensure you are familiar and comply with local protocols and systems for information sharing.
- Know the appropriate contact numbers and required reporting lines.
- Participate in required training and supervision.
- Comply with required professional boundaries and codes of conduct

Whittington Health is committed to safeguarding all children and vulnerable adults and expects all staff and volunteers to share this commitment.

## Data Protection

This post has a confidential aspect. If you are required to obtain, process and/or use information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

## Confidentiality

You are required to maintain confidentiality of any information concerning patients or staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.



## **Whittington Promise to Patients**

Whittington Health expects its employees to communicate with colleagues, patients and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients' experiences by delivering the Whittington Promise:

- We will be clean
- We will be welcoming and caring
- We will be well organised
- We will offer the best possible treatment
- We will give you information and listen to what you tell us

## **Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

## **Security**

It is the responsibility of all employees to work within the security policies and procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

## **No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee's healthy living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

## **Method of Payment**

Payment of salaries is made into your bank account/building society account by direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

## **Probationary Period**

Employment at Whittington Health is offered subject to successful completion of a 6 month probationary period for all staff with the exception of GMC Registered Doctors.



## Person Specification

Post:	Community Nurse	Grade:	Band 6		
Department	Haringey Learning Disability Partnership	Candidate Name			Notes
Attribute		Essential	Desirable	How Assessed	
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse/Health Practitioner</li> <li>Computer skills</li> <li>Experience of supervising and assessing student nurses</li> <li>Clinical supervision training</li> <li>18 months minimum experience post qualifying</li> <li>Specialist knowledge regarding the mental and physical health support needs of people with learning disabilities</li> <li>Recruitment &amp; Retention Training</li> <li>Educated to Diploma level or higher</li> <li>Additional qualifications (Diabetes, dementia, pressure area care, working with offenders, Autism)</li> <li>ECDL – or Computer based courses</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<b>Application /Interview</b>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to work autonomously</li> <li>Evidence of effective team working and leadership skills</li> <li>Health coordination and Health Action Planning</li> <li>Ability to effectively assess, plan, implement and evaluate evidence based care</li> <li>Excellent facilitation and coordination skills</li> <li>Highly effective interpersonal skills</li> <li>Excellent communication skills – and experience of non-verbal communication</li> <li>Ability to organise self and others to achieve tasks</li> <li>Ability to effectively assess, plan, implement and evaluate evidence based care</li> <li>Highly developed communication skills and ability to communicate effectively with people who have difficulty understanding</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<b>Application &amp; Interview</b>	



	settings <ul style="list-style-type: none"> <li>• Some understanding of the Transforming Care Agenda</li> <li>• Experience of providing clinical supervision</li> </ul>		✓		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Able to contribute to team discussion and be respectful of others' views.</li> <li>• Ability to work autonomously</li> <li>• Honest and trustworthy</li> <li>• Aware of personal and professional boundaries</li> <li>• Respect for service users and carers</li> <li>• Reflective practitioner</li> <li>• Belief that service users can achieve</li> <li>• Resilient</li> <li>• Solution focused</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	Interview	
<b>Other</b>	<ul style="list-style-type: none"> <li>• An understanding of the importance of service user, and carer involvement in their own care and care plan</li> </ul>	✓		Interview	

Completed by: .....

Date:.....

Offer post Yes/ No

Comments .....