



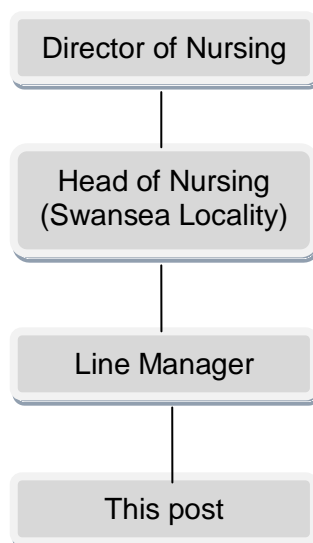
GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board

## Job Description

<b>Job Title</b>	<b>Acute Hospital Liaison Nurse</b>
<b>Pay Band</b>	<b>6</b>
<b>Delivery Unit</b>	<b>Mental Health and Learning Disabilities</b>
<b>Service</b>	<b>Mental Health &amp; Learning Disability Delivery Unit</b>
<b>Department</b>	<b>Learning Disability Liaison</b>
<b>Reports to (Line Manager):</b>	<i>Health Team manager</i>
<b>Accountable to (Professionally/managerially):</b>	<b>Head of Nursing</b>
<b>Safeguarding Children Training</b>	<b>1</b>
<b>Our Values</b> In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.	

## Organisational Chart



**Job Summary/Job Purpose**

The postholder will work closely, in a collaborative way with colleagues across acute and secondary care providers to develop ways of identifying and responding effectively to meeting the needs of people with Learning Disabilities who are admitted to services. The post holder will be creative and dynamic in relation to promoting and championing the rights of people with learning disabilities to access healthcare.

The postholder will support colleagues in acute and secondary care to assess people with learning disabilities referred to the service, and will provide advice and guidance to hospital staff regarding:

- Making reasonable adjustments within the hospital environment.
- Managing behaviour which may challenge services
- Additional complex health needs experienced by individuals

The postholder will act as a resource for hospital staff and will provide education and training to raise the profile of people with Learning Disabilities and ensure that their health needs are met.

**Key Tasks and Responsibilities of the Post:**

The role is 50% clinical and 50% educational.

**Management**

- Demonstrate competence as a knowledgeable practitioner, acting as a role model within the organisation.
- Manage own workload, prioritising and reflecting on service need and consider own well being.
- Offer advice, support and consultation to colleagues on relevant clinical issues, facilitating a comprehensive service and ensuring that knowledge is current and evidence-based.
- Manage placements for Student Nurses by planning, allocating and evaluating their work, and undertaking assessment in line with requirements and standards of pre-registration nursing education.
- Disseminate good practice with colleagues in Acute and Secondary Care, building a network of skilled individuals who are able to champion the rights of people with Learning Disabilities.

**Clinical**

- Assess people with Learning Disabilities referred to the service from Acute/Secondary Care, and provide advice and guidance on reasonable adjustments, behaviours that challenge services, and environmental issues.
- Offer support to people with Learning Disabilities to access mainstream NHS Services across ABMU Health Board.
- Identify barriers to access and develop action plans to address these barriers, in partnership with colleagues from Acute/Secondary Care.

- Develop person-centered care planning in collaboration with colleagues from Acute/Secondary Care.
- Develop measureable outcomes for people with Learning Disabilities in partnership with colleagues from Acute/Secondary Care.
- Contribute to clinical work/projects as required in conjunction with the Consultant Nurse in Learning Disabilities.

### **Professional**

- Adhere to the NMC Professional Code of Conduct at all times.
- Participate in the agreed structure for performance and service review.
- Ability to prioritise, work flexibly and in partnership with others, delegating and challenging in a sensitive and evidence based way as appropriate.
- Be accountable for own practice.
- Participate in management and clinical supervision.
- Participate in audit of standards and outcomes within the Learning Disabilities Pathway and Acute Care Bundle.
- Ensure CPD are met in order to meet the criteria for revalidation.
- Participate in PADR process annually.

### **Leadership**

- Be a competent and knowledgeable practitioner, acting as a role model working across the organisation challenging culture and attitude as appropriate in a professional and informed manner.
- Be able to respond appropriately in a politically changing environment.
- Pro-actively problem solve effectively in line with the evolution of service and develop ways to overcome barriers.
- Promote Learning Disability practice in line with Health Board and professional values.

### **Communication**

- Establish and maintain effective systems of communication with colleagues in Acute/Secondary Care; colleagues in the CLDT's, people with Learning Disabilities and their families and other key stakeholders including Social Services, Third Sector providers, Advocacy, charitable organisations etc.
- Frequently receive and communicate highly complex and sensitive information to/about people with Learning Disabilities, their families, carers and other professionals, to ensure the needs of individuals are met.

- Be aware of multiple modes of communication and adapt the communication style to meet the needs of individuals in an appropriate context.
- Provide guidance, support and education to people with Learning Disabilities, their families and carers accessing healthcare when required.
- Ensure Acute/Secondary Care staff and other key stakeholders are provided with key contacts, information, and advice which will assist them to effectively respond to the health needs of people with Learning Disabilities who require additional support.
- Ensure that information is available in a format which is accessible to people with Learning Disabilities and their families.

### **Education and Training/Staff Management**

- Provide teaching and education programmes to relatives, carers, health professionals and other relevant care staff to enable them to promote optimum health for people with Learning Disabilities, ensuring effective use of mainstream healthcare services which is a fundamental right for all citizens.
- Educate people with Learning Disabilities about their healthcare rights, working collaboratively with others to empower them to eliminate barriers to healthcare rights.
- Lead an education and awareness raising programme in Acute/Secondary Care across ABMU.
- Become a resource for Acute/Secondary Care by liaising with all areas within the hospital to offer expertise in Learning Disabilities, and relevant resources.
- To provide support, advice and guidance to Learning Disabilities Champions within Acute/Secondary Care.
- Advise CLDT's on local developments in Health Facilitation, and contribute to Health Promotion initiatives across the Health Board.

### **Service Delivery**

- Develop links between the Liaison Service and all clinical areas within Acute and Secondary health provision in ABMU.
- Work in collaboration with Acute/Secondary Care; Primary Care; CLDT's; AATU's and other key stakeholders from health, social care and other agencies.
- Contribute to the development of care pathways to increase awareness of and reduce impact of health inequalities experienced by people with Learning Disabilities.
- Contribute to policy development and service remodelling in collaboration with colleagues across the Health Board.
- Contribute to the identification of barriers to access to healthcare and develop action plans to address.

### **Information Resources**

- Respond to requests for data and analytical information – sometimes at short notice.
- Frequently work to strict deadlines, providing accurate and meaningful information as requested.
- Maintain appropriate and comprehensive clinical records in line with Professional standards, Health Board policy and legal responsibilities.

### **Research and Development**

- Actively participate in developing the body of knowledge about people with Learning Disabilities; their health needs; the barriers they face in accessing health care; and disseminate this knowledge locally and nationally, via research, publication, innovation and sharing of good practice.
- Contribute to research projects, audit and evaluation related to areas of practice.
- Implement policy and propose changes to practice following comprehensive audit.
- Conduct analytical work on data collected and present information including the preparation of reports as required.
- Support and co-ordinate activities to meet the organisations requirements of information governance.
- Contribute to initiatives to develop care provision that is based on contemporary research and underpinned by the evidence base.

### **Effort & Environmental Factors**

#### Physical Effort

- The post will involve periods of standing, sitting and walking.
- The post will involve frequent use of computers and VDU Equipment.
- There will be a requirement to travel between sites.

#### Mental Effort

- There will be frequent need to change from one activity to another at the request of third parties.
- The post holder will have to deal with frequent interruptions and pressures.
- The postholder will be required to be particularly alert for cumulative periods.

#### Emotional Effort

- There will be exposure to emotional or distressing circumstances.
- Possible exposure to verbally and/or physically aggressive behaviours.

#### Working Conditions

- Exposure to unpleasant working conditions or hazards is rare.
- Office based with frequent requirement to visit wards and other departments throughout the Delivery Unit.

## General Considerations

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour framework in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Welsh Language:** All employees must perform their duties in strict compliance with

the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have direct contact with patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Disclosure Barring Service Enhanced check as part of the Health Board's pre-employment check procedure.
- **Safeguarding Children:** The Health Board is committed to safeguarding children and adults at risk. All staff must therefore attend the required level of safeguarding children & adult training. This post requires minimum level 1.
- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
- **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.
- **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Job Description:** This job description is not exhaustive but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.



**For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.

- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke-free.



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## Person Specification

### Job Title – Acute Hospital Liaison Nurse (band 6)

	Essential	Desirable
<b>Qualifications and Knowledge /or</b>	<p>R.N.L.D</p> <p>NMC Registrant</p> <p>Educated to degree level</p> <p>Willingness to undertake further post-graduate studies</p> <p>Evidence of commitment to ongoing professional and personal development.</p>	<p>Relevant post-graduate studies.</p>
<b>Experience</b>	<p>Understanding of the multi-agency input into Learning Disabilities Services, and experience of working in a Community Team.</p> <p>Knowledge and understanding of the additional health needs of People with Learning Disabilities; Mental Capacity Act; reasonable adjustments to ensure access to healthcare.</p> <p>Knowledge of the role and function of Acute/Secondary Care settings.</p>	
<b>Aptitude and Abilities</b>	<p>Ability to build and promote effective working relationships with a diverse range of professionals, agencies, and relatives.</p> <p>Ability to analyse and communicate complex data and information to support decision making processes.</p> <p>Proven communication, negotiation and influencing skills; verbal and written.</p>	<p>Ability to speak Welsh.</p>

	<p>Proven ability to motivate and influence others.</p> <p>Proven ability to implement plans of care in relation to people with Learning Disabilities who have additional health needs.</p>	
<b>Values</b>	Ability to demonstrate Health Board values and other demonstrable qualities essential for the role e.g. care, compassion, competence, and commitment.	
<b>Other</b>	<p>Flexible approach to working hours, dependent upon service need.</p> <p>Able to travel between sites across the Delivery Unit.</p> <p>Excellent interpersonal skills in working with all stakeholders.</p> <p>Ability to demonstrate excellent skills in leadership and collaboration.</p> <p>Innovative, creative and forward thinking.</p>	