

HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

JOB DESCRIPTION FORMAT

Job Title:	Learning Disability Nurse
Grade/Band:	Band 5
Department:	Learning Disability & Forensic SBU
Responsible to:	Team Leader
Accountable to:	Clinical Matron
Base:	Assessment & Treatment Unit, Lexden Hospital, Colchester Essex

Hertfordshire Partnerships University NHS Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

Our Services

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.



The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

Our Mission

“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

Our Vision

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

“Delivering great care, achieving great outcomes - together”.

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

Great Together

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.

Values and Behaviours



Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

Job Summary

The post holder will work in close collaboration with other professionals, including the wider Multi-Disciplinary Team (Nursing, Psychiatry, Psychology, Allied Health Professionals and Arts Therapies) in assessing service user's needs, devising care plans and evaluating outcomes that promote service user empowerment through the process. The post holder, with the wider Multi-Disciplinary Team will provide high quality, individualised care, which addresses the needs of the service users and meets individual health needs.

All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

Key Relationships

Effective working relationships with other professionals and nursing staff within the service, service users, carers and any other internal or external stakeholders.

Maintain links with various external agencies associated with the support of people who use our services and their care package.

Duties and Responsibilities

- Fulfil the role of Named Nurse, actively supporting adults with a learning disability who are residing on the unit to improve their physical, mental and emotional health. This is delivered through person-centred

assessment and treatment, which will subsequently be evaluated for achievement of identified goals.

- Improve the lives of people with a learning disability by minimising the impact of their condition through the delivery of excellent services to promote recovery and wellbeing.
- Professionally accountable and responsible for patient care, undertaking a range of clinical/therapeutic interventions in hospital.
- Support others in the team including associate practitioners, healthcare assistants and students as appropriate, to develop competence by providing leadership, day to day supervision and clinical advice.
- Advocate for and promote a positive image of people with a learning disability.
- Ensure statutory requirements of the Mental Capacity Act and Mental Health Act are observed and applied.

Clinical Responsibility

- Work collaboratively with service users, carers and families to deliver nursing assessment and then plan, implement and evaluate identified interventions, with a view to improving physical, mental and emotional wellbeing.
- Carry out clinical nursing procedures/techniques in accordance with Trust policies and procedures.
- Implement and promote evidence-based clinical processes and standards of practice within the inpatient unit.
- Facilitate individual therapeutic sessions to achieve identified health outcomes for service users in accordance with assessed needs.
- Develop and review a range of comprehensive and evidence-based clinical risk assessments and associated care plans. Ensure these plans have meaningful service user, carer and interdisciplinary involvement throughout the process.
- Provide written reports as necessary for service user reviews and MHA Tribunals.
- Ensure the administration and safe custody of drugs and medications in accordance with Trust policy and procedure, as well as NMC guidelines.
- Regularly assess and report on the side effects experienced by service users.
- Comply with and promote the Nursing and Midwifery Council (NMC) Code of Professional Conduct.

Leadership and Staff Management Responsibility

- Lead by example, promoting positivity, commitment and motivation within the wider team and those working closely with.
- Act as a role model to service users, carers and other professionals.
- Provide clinical supervision as per Trust policy.
- Support both the mentorship of student nurses and the preceptorship of newly registered nurses in accordance with the NMC and university requirements.
- Participate in the induction and training of others, including the mentoring/co-mentoring of students.
- In consultation with the Charge Nurse and Team Leader, set and review performance objectives for Health Care Assistants and other staff where appropriate, which includes supporting staff in their ongoing personal development.
- Managers have a duty to promote and support staffs' personal health and wellbeing at all times, this includes both physical and mental health and wellbeing. Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing. They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

Financial Responsibility

- Assist in the care and safe custody of service user's monies and property in accordance with the Trust's standing financial arrangements.
- To assist the Team Leader and Charge Nurse in the effective use of resources at all times.

Service Development and Improvement

- Comply with the Trust's requirement in attending all relevant mandatory training.
- Actively participate in quality and safety improvement initiatives.
- Advise senior management on current issues and new developments with the service area field.
- Develop and deliver in-service training for nursing staff working in the service area and business unit, in conjunction with members of the management team.
- Maintain evidence of continuing professional nurse development.
- Develop and maintain own professional profile.

Communications

- Utilise effective and appropriate methods of communicate with service users, carers and other professionals.
- Chair meetings when required.
- Maintain appropriate therapeutic boundaries with service users.
- Demonstrate de-escalation skills in managing aggression exhibited by service users.
- Bridge the gap between primary care and secondary care services, to enable better communication and better access to health care for people with learning disabilities.
- Work effectively and collaboratively with staff from other provider and commissioning organisations.

Other Additional Information

Health and Safety

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

Infection Control

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

Equality and Diversity

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

Confidentiality

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

Standards of Business Conduct and Conflicts of Interest

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

Information and Records Management

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

Safeguarding Adults and Children

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

Organisational Change

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

Flexible Working

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to

balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

Health and Safety

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



**Hertfordshire
Partnership University**
NHS Foundation Trust

PERSON SPECIFICATION

Job Title: Learning Disability Band 5 Registered Nurse

Department: Assessment and Treatment Unit, Lexden Hospital, Colchester

Date last reviewed: February 2024

CRITERIA	ESSENTIAL	DESIRABLE
<p>QUALIFICATIONS/EDUCATION/TRAINING</p> <ul style="list-style-type: none"> • Relevant Professional Registration with Nursing and Midwifery Council (NMC) • Demonstrable commitment to ongoing training and development. • Mentorship Training. 	<p>A</p> <p>A/I</p>	<p>A</p>
<p>PREVIOUS EXPERIENCE & KNOWLEDGE</p> <ul style="list-style-type: none"> • Knowledge of common physical, mental and emotional health needs experienced by people with a learning disability. • Experiencing of assessing, planning, implementing and evaluating nursing care according to assessed need using person-centred approaches. • Experience of risk management. • Experience of working with people with learning disabilities or complex health needs. • Experience of using assessment and screening tools to support analysis and make formulations and recommendations based on this. • Working knowledge of legislation and policy relating to learning disabilities. • Experience of maintaining high standards of recordkeeping consistent with legislation, policies and procedures. 	<p>A/I</p>	
<p>SKILLS</p> <ul style="list-style-type: none"> • Organisational and decision making skills with the ability to work efficiently and effectively within a management structure prioritising competing demands. • Competent IT skills and an ability to adapt to various systems. • Record keeping and report writing skills. • Ability to chair meetings. 	<p>A/I</p>	



<ul style="list-style-type: none"> • Ability to deliver training to other professionals, service users and carers. • Skills in recognising and reflecting on barriers to effective communication, modifying communication in response. • Skill and confidence to verbally de-escalate service users who may exhibit violence and aggression, as well as using approved physical intervention techniques as necessary. • Ability to recognise own limitations as well as developing reflection skills and facilitation of reflective sessions. • Ability to positively embrace and promote change acting as a professional and positive role model. 		
<p>PHYSICAL SKILLS</p> <ul style="list-style-type: none"> • Physically fit and able to successfully complete a prevention and management of aggression training course, and annual refresher training. • Hold a current driving licence, (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving) • Able to work long days and night shifts. 	<p>A/I</p> <p>A</p>	
<p>DIVERSITY</p> <ul style="list-style-type: none"> • Contribute to a culture that promotes equality and diversity, including recognising and reporting behaviour that undermines this. • Shows respect and treat people with dignity with whom you come into contact with. • Recognises and reports behaviour that undermines equality and diversity. 	<p>A/I</p>	
<p>GENERAL</p> <ul style="list-style-type: none"> • Enthusiastic and caring approach to working with service users. • Demonstrate a positive value base to supporting people with a learning disability and/or mental ill health. 	<p>I</p>	
<p>ADDITIONAL INFORMATION Values/Motivational/Personal Qualities/Diversity</p> <ul style="list-style-type: none"> • Welcoming • Kind • Positive • Respectful • Professional 	<p>A/I</p>	

A- Application Form

I – Interview

T – Test



Template: July 2023