

JOB DESCRIPTION

JOB DETAILS

Job Title: Community Nurse Learning Disabilities

Pay Band: 5

Directorate: Mental Health & Learning Disabilities

Department: Learning Disabilities

ORGANISATIONAL ARRANGEMENTS

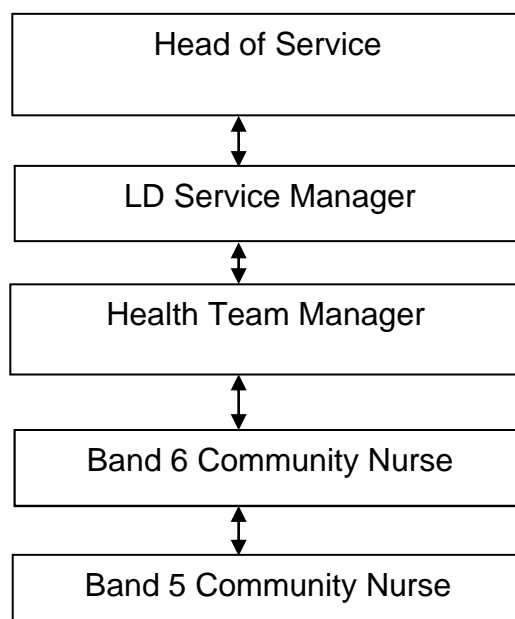
Managerial Accountable to: Health Team Manager

Reports to: Health Team Manager

Professionally Responsible to: Assistant Director of Nursing, MH&LD

Responsible For: Designated Health Care Support Workers / Assistant Practitioners

Organisation chart:



JOB SUMMARY / PURPOSE

To have continuing professional accountability and responsibility for the provision of specialist health care, treatment and advice for a defined caseload of clients who have learning disabilities with complex health needs, and their carers, in the community.

To provide support and work with service users living in their home, including working with their families and Care & Support providers.

To work as a member of the multi professional team and maintain effective communication.

To work in partnership with service users, their family, carers and support staff in order to support them to develop individually and fulfil their potential in all aspects of their lives.

To ensure that the individual is at the centre of their care and be fully involved in all aspects of planning, care and treatment.

To support and empower people with a learning disability to make informed decisions about their care.

To support people with a learning disability to live their lives as fully and independently as possible whilst respecting their rights and dignity.

To work closely with independent care providers to ensure they meet the specific needs of the individual.

To provide advice to professionals and support staff to raise awareness of the needs of people with a learning disability.

To work flexible hours to meet the needs of the service user and their support providers, this may include evenings.

MAIN DUTIES AND RESPONSIBILITIES

To work in partnership with people with learning disabilities, their families and carers to support them live successfully in the community.

To work with an agreed case load and carry out day to day activities under the supervision of the Band 6 nurse.

To have continuing professional accountability and responsibility for all aspects of assessment, care planning, management and clinical care of clients with a learning disability with complex needs, in line with the Learning Disability Service Specification and Mental Health (Wales) Measure 2010.

To provide a comprehensive assessment of an individual's nursing needs utilising agreed standardised and specialist assessment documentation. This will include assessment of risk; identifying unmet health needs; delegation to unqualified staff where appropriate; signposting to relevant services; and management advice.

To formulate a comprehensive care plan with clear crisis and contingency plans using a person-centred approach, in collaboration with the person and where identified with the family or carer.

To deliver individualised and evidence-based specialist nursing care and treatment aiming to discharge safely to Primary Care and mainstream health services when appropriate.

To participate as an effective member of the multidisciplinary team, undertaking screening of new referrals, assessment and planning care.

To be responsible for placement monitoring on behalf of the Health Board for a defined number of clients. This may include people who are placed out of county. To ensure that programmes of care reflect changing need.

To promote health education and preventative measures for clients.

To ensure all practice is based upon the principles of Valuing People; rights, independence, choice and inclusion.

To support people with learning disabilities to develop individually and enable them to fulfil their potential in all aspects of their lives.

To provide advice, which includes both clinical and management strategies, regarding the management of behaviour that might be challenging.

When required, to assist other members of the team in identifying and providing specific training necessary for carers to enable them to continue to successfully support the individual to remain in their existing home.

To promote the health needs of the individual and provide health facilitation support to them; this will also include supporting them in the development of their health action plan.

To support the individual to access their GP for an annual health check.

To support the individual to attend health appointments and to provide them with information in an accessible format regarding any prescribed treatment.

To support the individual with their prescribed medication, which may include administration, to assist them with any changes to their medication and provide a monitoring role; to report any concerns on behalf of the individual back to the GP/Consultant.

Where required, to support primary care services in the administration of injections or venepuncture procedures. When it has been agreed by the multi professional team that it is in the best interests of the individual to receive such treatment / procedure within mainstream services.

To provide support, monitoring and advice to individuals who have epilepsy.

To work closely with clinical staff and contribute to the development of the individual's epilepsy care plan, maintaining records and reporting any observations to their GP, Responsible Medical Officer or the Consultant Neurologist.

To prepare reports and participate in multi-agency meetings.

To be aware of the implications and responsibilities relating to the Mental Health Act (1983).

To ensure compliance with the Mental Capacity Act.

To maintain a high standard of record keeping and case notes in line with NMC guidelines.

To receive clinical and management supervision.

To work closely with care and support providers.

Service Management

To participate in the identification of planning for future changes and service development.

To report all incidents, near misses or hazards to line manager and submit Datix within a timely manner.

To contribute to the Investigation process when required by line manager or lead investigator in relation to a Datix, Complaint, or Serious Incidents.

Service Improvement

To support the Learning Disability Senior Management Team in delivering the teams' core functions as outlined in the service specification.

To participate in Audit cycles and service reviews as required by Team Manager, Service Manager or Professional Lead.

To actively contribute to the development and implementation of local procedures and clinical pathways.

To actively promote and contribute to the development of innovations in health care and its application to practice.

To support the Senior Management Team in the management of change.

To contribute to Service Improvement working groups as required by Team Manager, Service Manager or Professional Lead.

To attend and contribute to Team Meetings as required by the Team Manager.

Communications

Team Membership:

- Community Nurses
- Support Staff
- Social Workers
- O.T.
- Physiotherapist

To liaise with:

G.P's
Day Services
Respite Services
Health Facilitation Nurses
Third Sector

- | | |
|-------------------------------|--------------------|
| • Speech & Language therapist | Relatives & Carers |
| • Consultant Psychiatrist | Private Providers |
| • Consultant Psychologist | Local Authority |
| • Psychologist | Social Services |
| • Behaviour Practitioners | Mental Health |
| • Health Team Manager | Police |

To contribute to the creation of and provide appropriate supporting evidence-based and person-centred information in a range of formats including video, audio, and Easy Read to meet client/carer need.

To maintain effective communication systems and working relationships between colleagues; peers; clients; families; carers; and providers.

To be responsible for making internal and external referrals to other professionals and agencies.

To use a range of communication skills to ensure consent is obtained or where a person is assessed as lacking capacity, to provide advice regarding Best Interests.

To use a range of communication skills to ensure clients with a learning disability understand the implications of their health conditions including complex health issues.

To be empathic and provide support for clients and/or carers when communicating or dealing with difficult or sensitive issues or circumstances.

To offer and initiate carers assessment when appropriate.

Finance and Resources

To be responsible for the control and effective use of resources by using equipment appropriately and safely, adhering to Health Board Policies and within own level of competence.

To minimise waste of resources across all areas of work.

To inform team administrators of requests for ordering equipment in order to carry out duties.

To be responsible for the timely submission of claims for E-Expenses, within three months of travel / expenditure.

Personal and People Development and People Management

To develop therapeutic skills and maintain professional awareness of current trends and practice through appropriate training courses, study days, workshops, management and clinical supervision.

To be responsible for personal development including compliance with mandatory and essential training delivered by the Health Board.

To reflect on own professional practice and seek feedback from clients, carers, colleagues and peers to inform practice development.

To actively participate in Clinical and Managerial Supervision with line manager, or with an identified and appropriate health professional as agreed with line manager.

To maintain a current NMC registration and adhere to the NMC Code.

To maintain personal awareness of relevant professional and political issues locally and nationally.

To keep a current personal portfolio.

Where appropriate to be responsible for the delegation of tasks to junior staff, as assigned by the team lead.

To attend and contribute to referrals meetings, multidisciplinary team meetings, and clinical and management supervision.

To act as a Practice Supervisor to nursing students. Contribute to and maintain a supportive, welcoming learning environment.

To facilitate and support the learning of non-nursing students, and to be involved in other training activities organised by the team.

To share and feedback relevant learning from courses and training events with the team.

Information Processing

Where appropriate to formulate client-related protocols and guidelines to assist other agencies to provide safe and effective care/support.

To maintain appropriate nursing and joint records, care plans and objectives, in conjunction with clients, families, and other multi-agency team members; to ensure these adhere to NMC and Service Record Keeping Policies.

To ensure clinical records and other Patient Identifiable Information are stored securely, maintaining security and confidentiality in line with Health Board policy and the Data Protection Act 2018.

To provide data towards the formulation of reports and research projects to ensure service practice is evidence-based.

To ensure own personal data is updated on ESR contemporaneously with any changes to personal circumstances.

To contribute to Team or Service wide audits.

Health, Safety and Security

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety, and will be required to work within the policies and procedures laid down by Hywel Dda University Health Board and to comply with the Health & Safety at Work Act 1974.

Where appropriate the postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.

The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

Quality

To be professionally responsible and accountable for all aspects of own clinical practice, and maintain high standards of care and professional integrity in line with the NMC Code, Health board Policies and Procedures, and Health & Care Standards (2015).

To maintain compliance with the Mental Health Act (MHA), Mental Capacity Act (MCA), Mental Health (Wales) Measure and related legislation, with particular regard to issues relating to capacity and consent; Best Interest; and Deprivation of Liberty (DoLS) / Liberty Protection Safeguards (LPS).

To maintain compliance with Wales Safeguarding Procedures, in particular understanding the duty to report incidents and behaviour that places clients or others at risk of abuse.

To adhere to the principles of Clinical Governance.

To participate in benchmarking current practice and service delivery against nationally recognized standards.

To participate in Quality Assurance activities and implementing recommendations.

Equality and Diversity

To practice using due regard for a person's dignity, choice, and self-esteem.

To have a working knowledge and understanding of the Human Rights Act 1998 and adhere to the core values of Fairness, Respect, Equality, Dignity and Autonomy.

To have a working knowledge and understanding of the Equality Act 2010 and to practice with due regard for people with protected characteristics.

To plan and deliver care upholding the principles of the LD Charter.

To comply with the Welsh Language Standards.

Effort and Environmental

To maintain and develop the physical skills required within the job role, e.g. PBM, administration of depot injections, driving, I.T use.

To frequently work alone in community settings or in people's homes with potential exposure to unpleasant working conditions and in line with Lone Working Policy.

To expect to work remotely / away from the office base regularly, including from home as part of an agile working philosophy.

To occasionally work outside of normal working hours in order to accommodate and provide a flexible response to client need.

To regularly prepare, dispense and administer medication to clients including Oral, Sub-lingual, Topical, Buccal and Rectal routes of administration as well as intramuscular or sub-cutaneous injections.

To occasionally come into contact with animals and pets of clients or their carers.

To be exposed to biological organisms such as fleas or lice rarely.

To occasionally be exposed to a range of bodily fluids.

To occasionally be exposed to foul linen, infectious material or surfaces, or other contaminated equipment or environments.

To occasionally be exposed to foul smells.

To occasionally be exposed to verbal or physical aggressive behaviour where there is little or no support.

To occasionally communicate distressing, life-changing or unwelcome information or news to clients, carers, or families.

To occasionally deal with difficult circumstances or situations.

To rarely provide direct nursing care or give advice to other staff delivering care to terminally ill clients.

To occasionally manage and respond appropriately and safely to clients exhibiting behaviours that challenge others.

To expect to drive and/or be driven in normal situations on a daily basis.

To expect to drive and/or be driven in inclement weather occasionally.

To carry out clinical care interventions on a daily basis.

To rarely give evidence in Court, Tribunal or formal hearing.

To attend and contribute to meetings weekly.

To prepare detailed reports on an occasional basis.

To check documents on a weekly basis.

To regularly expect to concentrate for short periods of time.

To expect occasional interruptions during the working day.

To use DSE frequently during the working day, and on a daily basis update electronic patient records e.g. Care Partner, WPAS, Care Plans, Risk Assessments.

To lift and carry equipment occasionally such as teaching materials, projector, simulation equipment and clinical equipment such as weighing scales, sphygmomanometer and other medical devices.

General

The roles and responsibilities outlined in the job description are not a definitive list and are described within to indicate the scope of the community nurse role. Post holders may be expected to carry out other duties or to adapt and be flexible to changes as required by National, Local or Welsh Government Policy or standards; Health Board policies and procedures; service improvement measures, or in order to meet individual client's requirements.

All employees of the Health Board are expected to demonstrate and embody the Organisational Values, in all dealings with clients, carers, families, colleagues, staff from other organisations and members of the public.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Registered Nurse (RNLD, RGN, or RMN) with a current NMC registration.</p> <p>Good understanding of current policy and practice in relation to people with Learning Disabilities.</p>	<p>Registered Nurse Learning Disabilities (RNLD)</p> <p>Teaching Qualification or equivalent, or recent experience in the provision of training to health staff.</p>	Application form
Experience	Experience of working with adults with a learning disability.	Experience working with community LD teams and Primary care services	Application form and interview.
Language Skills		<p>Welsh Speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and Interview
Aptitude and Abilities	<p>Good communication skills including negotiation / diplomacy skills</p> <p>Good assessment, care planning and clinical risk skills</p> <p>Effective team working skills and an understanding of multi-disciplinary approaches to care</p> <p>Effective time management skills</p> <p>Effective networking skills</p> <p>The ability to demonstrate skills to a high standard through role modelling</p> <p>Demonstrate commitment to continuing professional development</p>	Willingness to adapt to new ways of working.	Interview

	<p>Ability to work flexibly and adapt to the changing needs of the service</p> <p>Ability to use electronic communications, platforms and systems</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		Interview
Other	<p>Effective I.T skills.</p> <p>Ability to travel between sites in a timely manner including rural locations</p>		Application form and interview.

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

NHS CODE OF CONDUCT FOR MANAGERS

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB. The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients*, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing, Health Board Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.