

## **HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

### **JOB DESCRIPTION**

<b>Job Title:</b>	Community Learning Disabilities Nurse
<b>Grade/Band:</b>	5
<b>Department:</b>	SLDS Community A&T Team
<b>Responsible to:</b>	Team Lead
<b>Accountable to:</b>	Team Lead
<b>Base:</b>	Hugh Wycombe

#### **Hertfordshire Partnership 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 £330m, 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.
- While it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our 'Outstanding' CQC rating, awarded to us in April 2019.



## **Our Services:**

We provide mental health and social care services, including services for working age adults, older adults, and children and adolescents, as well as specialist learning disabilities services.

The Trust works in close partnership with Hertfordshire County Council and 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 mental health teams;
- Acute and Rehabilitation Services, including inpatient services and crisis teams;
- Specialist Services such as mental health services for older people, services for people with eating disorders, and our mother and baby unit; and
- 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 to 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; and focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



### Our 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.

	we are...	you feel...
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

We are seeking to recruit a highly motivated Band 5 Registered Learning Disability Nurse. The post holder will be a member of a specialist multi-disciplinary learning disability health team, working with a team of learning disability nurses. We aim to provide a high-quality nursing service across the county of Buckinghamshire, providing care in line with our clinical care pathways. This post is suitable for newly qualified nurses.

## **Key Relationships**

The post holder will be based within the learning disability nursing team and will visit people in their own homes and in a variety of environments in the community.

Engagement with other health services in relation to supporting service users with a learning disability and health needs.

Collaborative working with service users, carers, care providers, education, social care and other stakeholders to achieve great outcomes.

## **Duties and Responsibilities**

1. Identify the health needs of people with learning disability referred to the service, using specialist clinical skills and knowledge in the following areas: epilepsy, dementia, mental health, behaviour difficulties, autism, syndrome specific health needs, medication and complex health needs associated with learning disability.
2. Undertake nursing assessment, specialist mental health and learning disability assessments (initially under supervision), care planning and evaluation, and risk assessment and management.
3. Provide a range of clinical interventions and treatments appropriate to the individual needs of service users.
4. Deliver care that is person centred and recovery focused, reflecting current best practice.
5. Provide education, advice and guidance to service users and their carers, and other professionals.
6. Responsible for the administration, carriage, storage and safe disposal of medication and equipment used in the community, in accordance with Trust policies.
7. Participate in developing health promotion initiatives, working towards reducing health inequalities.
8. Take appropriate action in relation to safeguarding vulnerable adults, where necessary.
9. Participate in the Trust's adverse incidents reporting systems and comply with the Trust's procedure and techniques for managing risks.
10. Demonstrate a high standard of record keeping and documentation with adherence to Trust policies.
11. Demonstrate a working understanding of the legal and ethical issues in providing learning disability, and mental health care. In particular having a good knowledge of the Mental Health Act, the Mental Capacity Act, LeDeR and the Care Act.
12. Respond to any crisis that a service user may experience.
13. Work autonomously and be responsible for the management of a caseload and delegation of work to support staff, as agreed through supervision.

## **Leadership and Staff Management Responsibility**

1. To provide advice, guidance and support to nursing support workers.

2. To be a clinical supervisor for and to provide supervision for nursing support workers, as agreed through supervision.
3. To support Student Nurses on placement with the team, and to be a Practice Supervisor or Practice Assessor, as agreed through supervision.

### **Service Development and Improvement**

To be involved in Service Evaluation, Audit and Service Development initiatives.

### **Communications**

1. Maintain an excellent level of communication with service users and carers, using a range of verbal and non-verbal approaches and to respond sensitively to their needs.
2. Maintain positive working relationships and clear communications with team colleagues, other professionals, and agencies.
3. Provide a high standard of verbal and written communication.
4. 4. Adherence to all aspects of patient confidentiality, documentation and record keeping according to Trust and national guidelines.

### **ADDITIONAL INFORMATION**

The following statement forms part of all job descriptions:

#### **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**

- HPFT 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 recognises 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 and 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 with 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.
- Comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.
- 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, and 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.

## **PERSON SPECIFICATION**

**Job Title:** Community Learning Disability Nurse

**Department:** LD & F

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS/EDUCATION/TRAINING</b> <ul style="list-style-type: none"> <li>Registered Learning Disabilities nurse (RNLD) qualification.</li> <li>Registered with the Nursing &amp; Midwifery Council.</li> <li>ENB 998 or Mentorship and Support in professional practice.</li> <li>Post-graduate qualification related to a specialist LD clinical area of practice.</li> </ul>	A/I/T * *	A/I/T   * *
<b>PREVIOUS EXPERIENCE</b> <ul style="list-style-type: none"> <li>Experience of working with people with learning disabilities.</li> <li>Experience of working as part of a team.</li> </ul>	A/I/T *	A/I/T  *
<b>SKILLS/KNOWLEDGE/ABILITY</b> <ul style="list-style-type: none"> <li>Ability to complete Nursing Assessment and formulate Care Plans.</li> <li>Ability to provide advice and support about various health care needs to people with a learning disability, their carers and other professionals.</li> <li>Ability to prioritise, manage and organise workload effectively and efficiently.</li> <li>Knowledge of current developments in meeting the health needs of people with learning disabilities.</li> <li>Knowledge of relevant legislation, research and developments in relation to learning disability.</li> </ul>	A/I/T  * *  * *  *	A/I/T       *

<ul style="list-style-type: none"> <li>Mental health knowledge/experience.</li> </ul> <p><b>COMMUNICATION SKILLS</b></p> <ul style="list-style-type: none"> <li>The ability to interact and communicate effectively, positively and productively with service users, carers and other professionals, both verbally and in writing.</li> <li>To have effective interpersonal skills</li> </ul> <p><b>PHYSICAL SKILLS</b></p> <ul style="list-style-type: none"> <li>Ability to enter clinical documentation on electronic patient records.</li> <li><i>Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</i></li> </ul> <p><b>PHYSICAL EFFORT</b></p> <ul style="list-style-type: none"> <li>To be able to travel to sites across Buckinghamshire.</li> <li><i>To be able to access various environments in the community e.g. service user homes, GP Practices, hospitals etc.</i></li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p><b>ADDITIONAL INFORMATION</b> <b>Values/Motivational/Personal</b> <b>Qualities/Diversity</b></p> <ul style="list-style-type: none"> <li>Welcoming</li> <li>Kind</li> <li>Positive</li> <li>Respectful</li> <li>Professional</li> </ul>	A/I/T	A/I/T

Template: February 2024

A- Application Form

I – Interview

T – Test

