

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Community Specialist Health Nurse
BAND	Band 6
RESPONSIBLE TO	Band 7 Nurse Team Leader
ACCOUNTABLE TO	Integrated Clinical Lead Nurse
BASE	South Essex
HOURS OF WORK	37.5hours

ROLE SUMMARY

- The Community Specialist Health Team is an MDT providing support in the community to those adults with learning disability who require additional specialist support owing to their learning disability. The team supports access to mainstream services by developing pathways and providing education and training to other health services so that, where possible, they are able to make reasonable adjustments to be more accessible.
- The post holder will work in close collaboration with other professionals to assess service user need; developing care plans and evaluating outcomes that promote service user empowerment through the process. The post holder, with the wider MDT will provide high quality, individualised care, which addresses the needs of the service users and meets individual health needs.
- The post holder will work collaboratively with local commissioners in order to achieve the outcomes required in the local Place Plans and to embed best practice in supporting adults with a learning disability as outlined in current national policy and legislation.

KEY RESPONSIBILITIES

- The post holder will have the clinical skills and qualification relevant to the delivery of care in the service area.

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- The post holder will comply with and promote the Code of Professional Conduct as stipulated by their relevant professional body.
- The post holder will provide a holistic approach to service user assessment, treatment, review and management of packages of care. Utilising resources effectively within the service area.
- The post holder will undertake a range of comprehensive and evidence based clinical risk assessments and associated care plans that are relevant to the service users care needs.
- The post holder will review and communicate service users risk assessments and management care plans in accordance with trust policy ensuring meaningful service user, carer and MDT involvement throughout the process.
- The post holder will provide written reports as necessary for service user reviews, in accordance with record keeping standards.
- The post holder will form effective working relationships with other professionals within the service area, service users, carers and any other internal and external stakeholders. Ensuring equal access to mainstream services for people with learning disabilities.
- The post holder will provide clinical advice for service users who present with challenging behaviour and mental health disorder that promotes and facilitates the positive health and wellbeing of people with learning disabilities. Including direct work with service users, carers, colleagues and other service providers.
- The post holder will lead specific groups and sessions with clear objectives when necessary.
- The post holder will ensure that the statutory requirements of the Mental Capacity Act are observed and applied.
- The post holder will foster good working relationships with all grades of staff within the MDT.
- The post holder will maintain links with inpatient and community staff, GPs, primary and secondary care teams, statutory and voluntary agencies and social services to ensure the health needs of people with learning disabilities are met effectively and as close to home as possible.
- The post holder will co-ordinate and provide specialist education and training regarding learning disability for those people working within local health care/social care/residential care/third sector settings.
- The post holder will carry out clinical procedures when required in accordance with trust policy and their own competency.
- The post holder will support effective two way communication with commissioners, managers and senior practitioners within Primary Care Services, other statutory services, specialist services and private and third sector organisations involved in the service users care.

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- The post holder will maintain appropriate therapeutic boundaries with service users.
- The post holder will demonstrate commitment and motivation to the team by leading and managing junior team members in the absence of a band 7.
- To act as a role model for other staff, ensuring that all work undertaken complies with Trust, local and national guidelines, and adheres to legislation, policies and procedures.
- The post holder will provide clinical supervision to junior team members as per trust policy.
- The post holder will support the band 7 leads to set and review performance objectives for unqualified staff.
- The post holder will act as a practice supervisor to students.
- The post holder will support with the induction and training of others.
- The post holder will ensure that they engage in reflective practice and recognise their own limitations.
- The post holder will actively promote positive experiences for people with learning disabilities when accessing mainstream healthcare services.
- The post holder will provide support to clinicians/carers/families who, in turn, are supporting people with a learning disability.
- The post holder will support GP's with the uptake of Annual Health Checks and promoting the use of Health Action Plans.
- The post holder will actively participate in the promotion of a culture of continuous professional development within the Learning Disability Service attending conferences and workshops where appropriate.
- The post holder will be an active member of staff within the Trust's Learning Disability Service.
- To co-ordinate and provide specialist education and training regarding learning disability for those people working within local health care/social care/residential care/third sector settings in accordance with locally agreed Place Plans and in response to LeDeR and STOMP..
- To give specialist presentations to other professional groups, community and voluntary groups.

ADDITIONAL DUTIES

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In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST

OUR PURPOSE

We **care** for people, every day.
What we do **together**, matters.

OUR VALUES

We **CARE**
We **LEARN**
We **EMPOWER**

OUR VISION

To be the **leading** health and wellbeing service in the provision of **mental health** and **community care**.

OUR STRATEGIC OBJECTIVES

We will deliver **safe**, high quality **integrated** care services.

We will **enable** each other to be the **best** that we can.

We will work together with our **partners** to make our services **better**.

We will help our communities **thrive**.

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ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

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- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

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Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

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Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager