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| Job Title:              | Senior Community Children's Learning Disability Nurse                             |
| Reports to (job title): | Clinical Lead                                                                     |
| Line Manager to:        | Community Children's LD Nurses – Band 5 / Support Workers Band 3 / Student Nurses |

## Job purpose

The post holder will assist in the development of the Children's Community Learning Disability Health Service (Wiltshire) to provide a flexible service to children and young people with Learning Disabilities. To work in partnership with a range of professionals, parents, carers, statutory and voluntary agencies.

You will participate in the assessment and health care planning for children and families in a variety of settings across Wiltshire, including home, educational settings, and health premises.

## Base

You will be based at the closest hub to your home address. The post is Wiltshire Wide, we have a hub in Salisbury SP4 6AT, Trowbridge BA14 0XG and Chippenham SN15 1BN.

## Key Responsibilities

- Managing an allocated caseload of children and young people with learning disabilities.
- Organise own workload without direct supervision.
- Maintain and promote quality care and assist children, young people and their families to be supported throughout their care, whilst promoting independence and protecting choice, dignity, privacy and safety.
- Maintain accurate records and timely interventions for a caseload of children.
- Undertake delegated tasks, with or without direct supervision, according to level of skill, and competence.
- At all times keep the safety of the child and young person in mind and work within local safeguarding policies as appropriate.
- Liaise with a wide range of multi-agency professionals spending time in pre-schools, children's centres, schools and short break settings, to support a child or young person.
- Provide specialist health advice and interventions to children and young people, their families and carers ensuring access to health care.
- Develop and implement evidence based nursing care plans, signpost/refer to other health professionals as appropriate and evaluate planned care.

- Provide advice, support and training to develop other services to enhance the health needs of children and young people with a learning disability.
- Maintain competencies and work in accordance with the Nursing & Midwifery Councils (NMC), Code of Professional Conduct and maintaining a professional portfolio.
- Work in partnership with the child or young person and their family or carers to develop individualised care plans and ensure the voice of the child is heard.
- Enable and empower the family and carer to meet the health needs of the child or young person with significant and complex behaviours.
- Promote and develop a healthy lifestyle via health education for the child or young person with a learning disability and their families/carers.
- Utilise a range of communication skills to ensure that children and young people with learning disabilities understand their health needs.
- Respond to the needs of the service quickly and effectively, without the immediate supervision of the line manager.
- Ensure practice is up to date, effective and evidenced, participating in and providing clinical supervision in line with current policy.
- Contribute to the delivery of training programmes in a variety of statutory and voluntary settings to promote inclusion and ensure that care is delivered safely, effectively and competently.
- Participate in the monitoring and evaluation of service quality through audit and research as required.
- Concentrate for long periods of time on complex and demanding tasks.
- The work pattern may be variable and unpredictable and will need to be managed against competing priorities.

## Proposed Job Plan

### Outline of Provisional Job Schedule:

Monday to Friday 9am to 5pm with half hour lunch break. You will be working from the office and home. You will be completing home visits and school visits over a large geographical area.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers, and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

| Care                                                                                                     | Think                                                                                             | Do                                                                                                          |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul> | <ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul> | <ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul> |

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images, or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourish. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder 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 company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients, and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Registered Learning Disability Nurse NMC Registration.
- Post graduate diploma or equivalent knowledge or experience.
- Teaching and assessing in clinical practice qualification.
- Be able to travel to meet the needs of your caseload.
- Evidence of continuing professional development.
- Community experience of working with children and young people with learning disabilities.
- Experience of working with safeguarding issues.
- Case management experience.
- Evidence of innovative and flexible approach to care and the organisation of care.
- To be able to work flexibly and sensitively.
- To possess a wide range of communication skills.
- Competence and experience in care planning.
- Competence in IT / System One / Excel and Word
- To understand positive mental health, behaviour support, sexualised behaviour, independent skills, sleep, toilet training and transition needs for children and young people with learning disabilities.

### Desirable

- 2-3 years post reg experience
- Post Graduate Community Qualification
- First Level Degree or Equivalent
- Experience of leading a team

There is an expectation for the post holder to frequently come into contact with children and young people with significant and complex behaviour.

In addition to the duties and responsibilities listed above the post-holder may be required to perform other duties assigned by the line manager from time to time

# Job Description

Employee signature

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Manager signature

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