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| Job Title:  | Learning Disability & Autism Practitioner – Staff Nurse |
| Reports to (job title):  | Team Manager |
| Line Manager to:  |  |
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## Job purpose

Working as a team, ensure that people who have a Learning Disability and Autism are provided with a high quality person centered approach to care delivery that always considers people’s safety, privacy and dignity.

To work within a multi-professional team in an in-patient / community setting, providing, support, care, and treatment to service users, within guidelines and protocols identified. Developing and practicing a set of therapeutic care skills, making a significant contribution to service users’ psychological, emotional and social wellbeing.

Enable service users to reach their optimum level of independence, take responsibility for ensuring service user and their relatives receive care that prioritises safety, effectiveness, partnership and hope. To provide enhanced support to our service users who often have complex needs as expected from a specialised service.

Working within Learning Disability & Autism services can be highly rewarding and fulfilling. In addition, this role has a responsibility to provide support, coaching and supervising others less experienced in the team as part of our collective goal to develop enhanced skills expected from a specialist service.

Base

Inpatient/Community service Swindon

This post is responsible for

## Key responsibilities

1. **Scope & Range**
* As per NMC code, to be responsible and accountable for own professional practice, working within limits of competence, standard operating procedures, policies and within NMC professional boundaries,
* To be responsible and accountable for unit/service practice when identified as Nurse in Charge ensuring teamwork within their limits of competence, standard operating procedures, policies and within professional boundaries,
* Mentor and teach as required with specific responsibility for supporting those less experienced providing leadership on shift and enhancing clinical practice using a ‘just culture’, compassionate leadership and coaching approach to develop and maintain the skills required within a specialist environment,
* Facilitate on the unit/service a learning environment that coaches and trains others to develop advanced clinical skills e.g. specialist assessment, planning, and evaluation for service user with a Learning Disability and Autism,
* To work with and provide advice to service users and carers with complex and challenging behaviours and provide appropriate interventions, implementing and reviewing progress in a range of settings.
* Encourage and contribute to the improvement of service by reflecting on own practice and supporting that of others. Sharing ideas with colleagues to improve care and suggest areas for innovation,
* Work in accordance with organisational, regional and statutory guidelines, as well as best practice guidance as outlined in formal benchmarks or standards (e.g. National Institute for Health and Care Excellence etc.),
* The post may involve inpatient/community-based work with external trips and visits to service users in the community or their homes or day services. An ability to travel is essential.
* To work with service user with complex and challenging behavior and provide appropriate interventions as directed by the nursing or wider multi-disciplinary/CTPLD team
* To rotate and ensure others work with different service users to ensure maintenance of skills and to manage own wellbeing. Qualified staff are allocated as named nurse for a service user, however, are responsible each shift for the wellbeing of all of the service users.
1. **Clinical Practice Leadership**
* Be a clinical practice advocate within the community/inpatient environment, accountable for the quality of all clinical activity for caseload/unit/service as rostered.
* To model and enforce keeping the service user at the center of their care, ensuring service user and carer participation in decision-making and promoting health and independence through awareness raising and care navigation to other professionals as appropriate,
* To provide specialist care plans and risk management plans that consider the physical, emotional and psychological health needs of service user with learning disabilities and Autism,
* Demonstrates good understanding of the Mental Capacity Act / Best interest process / Mental Health Act / Deprivation of Liberties and applies principles to everyday practice. Proving advice / guidance to others less qualified as required. Working knowledge of informed consent and ensuring appropriate, valid consent is obtained prior to undertaking nursing and care procedures. Ensuring all relevant documentation is completed in a timely manner,
* Respond to the needs of service users quickly and effectively as outlined in care plan / risk assessment / positive behaviour support plan etc and as per trust policy and procedures.
* To keep up to date on relevant Learning Disability and Autism policies, procedures and advice that will be produced by NMC, Government, DOH, local Commissioners and other relevant bodies e.g. MENCAP, BILD etc.
* Ensure that only those activities for which own or teams’ competence has been achieved are undertaken without supervision and that recognition is given to the impact and consequences of practicing outside capability,
* Model promoting independence and empowerment with service user to enable them to make their own informed health care decisions. Ensuring service users are supported to reach their optimum level of independence,
* Ensure the privacy, dignity and safety of service user is maintained at all times and that the needs and wishes of the individual are documented,
* Assess, plan and deliver complex care interventions to meet the specific physical, emotional and psychological, social, cultural and spiritual needs of service user and carers’,
* Access, plan and perform and record clinical **physical observations** for example blood pressure, temperature, respirations, pulse, food & fluid intake, bodily functions,
* Monitor and record around observations for example **changes in mood and mental state and/or behaviours** that challenge using tools such as ABC charts, sleep monitoring, frequency charts etc.
* Escorting or accompanying service users for planned periods of leave on hospital grounds and in the community to promote social inclusion and normalisation,
* To accompany service user during hospital admissions and inpatient appointments as risk assessed,
* Develop a working knowledge of other providers’ resources and referral systems to ensure needs are met, within parameters of practice,
* To identify, manage and escalate safeguarding issues of vulnerable children and adults reporting in a timely manner as policy directs,
* Administer and record medication in line with Trust policy and monitor for any adverse reactions and take appropriate action when indicated.
* To encourage and provide therapeutic group work as required
* To promote a healthy lifestyle through undertaking health education and promotion with service users, family members and/or carers. This will involve using accessible information
* To actively contribute to multi-disciplinary discharge planning.
* participate in audits, surveys, research and development activities as directed
* Ensure all service user related information is treated sensitively and adhere to the principals of confidentiality at all times
* Report any accidents or incidents and raise any concerns as per organisational policy
* Ensure in a timely manner, clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national NMC guidance. Where standards drop, coaching others when identified,
* Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards)
* To interpret and analyse complex information, and act on this accordingly.
* Exercise personal responsibility and work independently, taking the initiative in a variety of situations and performing a range of clinical and care skills consistent within the role whilst adhering to your code of conduct.
1. **Communication & Relationships**
* Communicate with service user, carers and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding,
* Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect and trust,
* Many of the service users will present with long-term and/or deteriorating conditions, which might result in distressing and emotional situations. The post holder will often be required to act in a sensitive way, showing a great deal of empathy towards service users and their carers’. There will be occasions when you will need to manage behaviours that challenge, as some service users also present with challenging behaviours and/or mental health difficulties.
* To manage and appropriately record information received from service user, carers and members of the team, ensuring all service user related information is treated sensitively and always adhere to the principals of confidentiality,
* To explain and provide advice to service users and carers regarding their care and plan, implement and review health improvement programs in a range of settings.
* Communicate effectively across a wide range of channels and with service user, including, the public, health and social care professionals, maintaining the focus of communication on delivering and improving health and care services
* Utilise a range of communication skills to ensure effective communication with service users with learning disability and Autism.
* Manage escalated accidents or incidents and raise any concerns as per organisational reporting requirements and as per policy,
* Ensure ability to manage electronic records systems demonstrating an awareness of need to protect access (ID, passwords, swipe cards).
1. **Culture of Reflective Learning, Development and Progression Objective**
* Contribute towards developing a reflective learning and development culture, in which team are encouraged to be curious, analytical and constructively critical in their work,
* Ensuring those post holder supervises to access ongoing practice development activities such as reflection and coaching in addition to their statutory and mandatory training,
* Lead by example, motivating and empowering others and promoting positive attitudes, mutual understanding and collaboration between service users, carers and colleagues,
* Treat all feedback from any source (e.g. service users, carers, visiting professionals, CQC, CCG etc.) as an invitation to review and maintain high standards, participating and being actively engaged with improvement as a day-to-day activity
* Engage in reflective practice including management of self and reflection on own reactions, asking questions and reflecting on answers given
1. **Finance, Workforce and People Management Objective**
* Work in partnership with manager to develop and deliver on Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objectives at annual appraisal and personal development planning meeting
* Exercise personal duty of care in the safe use and storage of equipment and resources, being environmentally aware and prudent in use of resources and energy
* Ensure the environment is clean, tidy, comfortable, safe and clinically appropriate, establishing and participating in robust environmental monitoring, reporting and improvement processes (including all aspects from hygiene, safety to clinical risk e.g. ligatures, blind spots etc.),
* Authorise and sign timesheets for bank and agency when nurse in charge
* To undertake the supervision, appraisals and personal development reviews of Assistant Practitioners and Health Support Workers within the team in line with Trust Policy
* Contribute to the education of learning disability and Autism nursing students and Trainee Nurse Associates through providing clinical placement and facilitating and mentoring student nurses as appropriate.
* Plan and manage competing demands of job role, demonstrating the ability to recognise changing priorities and raise concerns as required
1. **Other**
* Act in ways which support equality and value diversity and inclusion,
* Demonstrate duties to new or less experienced staff support development of less experienced colleagues and students
* On occasions use moderate effort when undertaking manual handling and physical behavioural management adhering to best practice principles and utilising specialist training,
* To take an active role in promoting and ensuring health and safety best practice principles for safety and security are adhered,
* Monitor and adhere to legislation, policies, procedures and guidelines both local and national regularly attend workplace and staff engagement meetings and contribute positively to discussions about the improvement of care
* The ability to work in a flexible manner, both proactively and reactively to situations that arise on a daily basis is essential,
* Maintain a professional approach while working in challenging, distressing situations or dealing with challenging behaviour for example when supporting service user, their families and carers when faced with unwelcome news and life changing diagnoses
* Act as an excellent role model by upholding and implementing good practice in the workplace. Recognising and directly managing challenging situations any poor practice observed in line with just and learning culture principles,
* To take a lead in implementation of robust infection control measures, to reduce and manage risks and reporting in a timely manner to registered colleagues/management when required.
* Work to standard operating procedures and model and adhere to the NMC Code
* Coordinate and participate in comprehensive induction programme for new staff

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire
* Understand
* Communicate
 | * Challenge
* Improve
* Learn
 | * Accountability
* Involve
* Resilience
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## 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 2018 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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 flourishes. 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 Nurse (Learning Disabilities, Mental Health or Adult) with current NMC registration
* Teaching and assessing or ability to undertake in the post.
* Awareness of working in a Community Learning Disabilities Team or Multi-disciplinary team working
* Awareness of working with People with learning disabilities, Autism and complex health needs i.e. physical health needs or behaviours that challenge
* Knowledge of common health problems experienced by people with LD i.e. epilepsy.
* Knowledge and skills to undertake health assessments develop care plans and evaluate them using person-centered approaches.
* Knowledge and skills to deliver or facilitate health care according to assessed needs.
* Maintain accurate, appropriate records
* Knowledge and competence in medication and safe administration and disposal of drugs
* Able to develop an excellent therapeutic relationship; function as named nurse undertaking
* all aspects of the nursing process in order to provide best possible service user care
* Excellent verbal and written communication skills.
* Ability to reflect on own practice
* Multidisciplinary working communication skill.
* IT skills
* Person centered approaches to nursing care
* Driving licence with access to a car
* Empathy
* Driven to achieve.
* Self-motivated.
* Good time management.
* Passion to work with people
* Ability to think of innovative ways of working to support our service users to lead fulfilled lives

Desirable

* Post registration qualifications relevant to the post e.g. teaching and assessing, duel diagnosis, health promotion, epilepsy care, positive behaviour management.
* Vulnerable adult’s policy and anti-discriminatory practice.
* Knowledge of alternative communication skills
* PBM & PBS Trained
* Post Registration Experience of working with people with learning disabilities
* Experience of networking
* Experience of working with families and carers
* Knowledge of Mental Capacity Act / Best Interests
* Effective report writing to provide clear relevant information for ward rounds, MDT’s, CTR’s, CETR’s, CPA’s MHA tribunals etc
* Ability to transform health information in an accessible format according to individual service user need such as using pictures or symbols.
* De-escalation and listening skills
* Leadership skills(motivating, using initiative, change management)

Other requirements: XXXXX

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| Employee signature |
| Manager signature |