

|                         |                                                         |
|-------------------------|---------------------------------------------------------|
| Job Title:              | Registered Nurse B7 – CHC Clinical Lead                 |
| Reports to (job title): | Team manager/ Deputy Manager                            |
| Line Manager to:        | Band 6 and 5, 4 registered nurse and nursing associates |

## Job purpose

To professionally lead the provision of a high quality, specialist, community nursing service for adults with learning disabilities in Wiltshire as part of a county wide service that advances clinical practice, knowledge and skills and evidence-based outcomes.

Within the Continuing Healthcare framework, the clinical Lead will support and contribute to the strategic development of the Continuing Healthcare nursing work stream of the learning disability service. The post holder will also contribute towards the wider Learning Disability Service health team in accordance with the objectives and principles of recent government policies and guidance on meeting the healthcare needs of people with learning disabilities.

The clinical lead will represent the organisation externally regarding learning disabilities services.

## Base

We have four bases located in Marlborough/ Chippenham/ Warminster/ Salisbury; an allocated base will be identified dependent on your location, this role is county wide and we work a 60/40 hybrid model dependent on peoples care needs.

## This post is responsible for

1. To carry an independent clinical caseload and be responsible for the delivery of specialist health case management to people with a learning disability eligible for continuing health care funding.
2. To manage the referrals into the team for continuing healthcare assessments and to ensure these are processed and completed within the set guidance within the National Framework for NHS continuing healthcare and NHS funded nursing care [March 2019].
3. To delegate and supervise the work of the continuing healthcare nurses within the service
4. To be responsible for leading on the continuing healthcare nurse work stream as specialist clinical lead
5. To deputise for Team Manager as required.

6. To be involved in the strategic planning of the learning disability service as a whole, as part of the leadership group.
7. To facilitate the provision of health care for individuals with learning disabilities. To support, advise and liaise with members of the primary and secondary health care team, to ensure a person-centred holistic package of care.
8. To identify specific areas of health need via assessment and observation based on specialist skills and knowledge
9. To implement nursing care plans, signpost to other health professionals as appropriate, and evaluate planned care.
10. To be able to work with individuals with challenging behaviour, providing assessment and working with the team behavioural nurses to provide appropriate interventions.
11. To work in the multi-disciplinary Learning Disability Service team to meet health outcomes and contribute to individualised health action planning.
12. Undertake a range of clinical tasks, procedures and practices underpinned by specialist knowledge and/or experience.
13. To promote learning disability awareness in line with the Equality Act 2010 i.e. making reasonable adjustments
14. To interpret and analyse complex information, and act on this accordingly.
15. To keep up to date on relevant policies, procedures and advice that will be produced by: NMC, Government, DOH, local Commissioners and other relevant bodies e.g. MENCAP, BILD etc.
16. Demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcome in nursing portfolio and applying new skills in practice

## • Patient Care

1. To have oversight of all service user work undertaken within the continuing healthcare nursing team.
2. To provide comprehensive continuing healthcare assessments and recommendations for eligibility
3. To provide case management to individuals who are eligible for continuing healthcare funding.
4. To ensure that yearly reviews are carried out in a timely manner
5. To provide packages of care including accommodation and support to meet the individuals specific needs.
6. To ensure that vulnerable adults are protected where appropriate and Wiltshire safeguarding adults procedures followed as per local policy.
7. To ensure that when risks are identified for patient care, that these are effectively managed by the team.
8. Promote informed consent by providing information to clients and/or carers in order to determine capacity to consent as per mental capacity act (2005).

9. To assess, plan, implement and evaluate an individual's health needs using a person-centred approach.
10. To provide specialist care plans and risk management plans that take into account the physical and emotional health needs of individuals with learning disabilities.
11. To promote independence and empowerment with individuals to enable them to make their own informed health care decisions
12. To respond to the needs of service users quickly and effectively by prioritising and delegation
13. To work in partnership with individuals, families and/or carers to develop individualised Care Plans.
14. Utilise a range of communication skills to ensure that service users with learning disability understand the implications of their health issues, including complex health or behavioural needs

## 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 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, 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 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.

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                                                                                                                                                                         |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Education, Qualifications and Training | <ul style="list-style-type: none"> <li>NMC registered nurse</li> <li>Degree level qualification or relevant experience for the role</li> <li>Teaching and assessing qualification.</li> <li>Leadership and management training</li> </ul>                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Evidence of continued higher education attainment.</li> <li>Good knowledge of vulnerable adult's policy and anti-discriminatory practice.</li> <li>Experience of working with The National Framework for NHS continuing healthcare and NHS funded nursing care.</li> </ul> |
| Experience & Knowledge                 | <ul style="list-style-type: none"> <li>Management of staff [supervision and appraisals]</li> <li>Experience of working in a Community Learning Disabilities Team or Multi-disciplinary team working</li> <li>In-depth post registration experience of assessing need and care planning.</li> <li>Experience of working with People with learning disabilities and complex health needs i.e. physical health needs or behaviours that challenge</li> <li>Experience of networking</li> <li>Experience of working with families and carers</li> </ul> | <ul style="list-style-type: none"> <li>Experience of strategic planning involvement</li> <li>Experience of supporting and managing staff within a disciplinary process</li> </ul>                                                                                                                                 |
| Skills                                 | <ul style="list-style-type: none"> <li>Ability to lead and motivate a small skilled team and allocate workloads.</li> <li>Demonstrate ability to influence and manage change.</li> <li>Demonstrate aptitude for service improvement and successful achievement of service objectives.</li> <li>Able to motivate and train new staff.</li> </ul>                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>Knowledge of alternative communication skills and tools</li> <li>Knowledge of epilepsy and the management of a person with epilepsy.</li> </ul>                                                                                                                            |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                      | <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Skills in preparing and presenting teaching sessions.</li> <li>• Ability to work autonomously but recognising when needing to seek guidance.</li> <li>• Ability to reflect on own practice.</li> <li>• Have effective interpersonal and communication skills to ensure positive outcomes for clients and their carers.</li> <li>• Multidisciplinary working communication skills.</li> <li>• IT skills especially PowerPoint and Word.</li> <li>• Person centred approaches to nursing care</li> <li>• Good time management and the ability to prioritise workload</li> </ul> |  |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| Other<br>Job-Related<br>Requirements | <ul style="list-style-type: none"> <li>• Driving licence with access to a car</li> <li>• Willing to work in other areas of the HCRG organisation as and when required to do so</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |