

Job Title:	Specialist Community Nurse - Learning Disabilities - CHC
Reports to (job title):	Specialist Learning Disabilities Health Team Manager and Clinical Lead
Line Manager to:	N/A

The Service & The Role

This is a Specialist Community Nursing role which will actively promote the health and wellbeing of people with learning disabilities through a range of specialist clinical and education interventions in line with all the relevant government policies and guidance e.g. Valuing People 2009 and Transforming Care 2015.

Location

County Wide; Chippenham, Warminster, Salisbury, Marlborough

HCRG Care Group is committed to fostering an agile and adaptable workforce to best meet the needs of our organisation and service users.

Some travel across the BSW patch may be required so willingness to travel and a full UK driving license and access to a vehicle is essential.

Key Responsibilities

[This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role]:

- To actively promote the health and wellbeing of people with learning disabilities through a range of specialist clinical and education interventions.
- To provide specialist advice on a range of learning disability health issues.
- To work as part of a multidisciplinary team with other specialist health professionals across community and acute services, local authority colleagues, care providers and families.
- To be professionally accountable for a designated complex community nursing caseload. This may be for providing specialist advice or for care management of clients who have been assessed as eligible for Continuing Health Care (CHC) funding or are health funded due to being under Section 117 of the Mental Health Act.
- To supervise designated staff.
- As a member of the multi-disciplinary team, support and contribute to the development of the learning disability service in accordance with the objectives and principles of Valuing People Now 2010 and other relevant government policies and guidelines.

- Work in accordance with relevant national frameworks and guidance for the provision of NHS care. These may include; Care and Treatment Reviews (CTRs), NHS Continuing Healthcare, NHS-funded Nursing Care: July 2009 (revised 2012) and Transforming Care 2015.

Patient Care

- To establish robust communication networks with clients, carers and other health workers and care agencies.
- Utilise a range of communication skills to ensure that clients with learning disability understand the implications of their health issues, including complex health problems.
- Maintain a knowledge and skills base and evidence the same through a personal professional portfolio and act in accordance with the NMC Code.
- Provide and receive clinical supervision and provide high quality leadership to ensure ongoing high standards.
- Develop and demonstrate clinical credibility through professional practice, supervision and regular updating of clinical skills.
- In line with local guidelines review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.
- To contribute to the development of the learning disabilities service.
- Participate in professional policy making activities which contribute to the development of the service.
- Prioritise own workload and other junior members of staff.
- To attend and chair team meetings, client reviews, person centred planning meetings, as appropriate.
- To undertake research and/or audit projects relevant to nursing and disseminate findings at local level.

Responsibilities for People or Training

- The post holder will undertake appraisals and develop PDP's as required.
- Supervise and line manage staff and student's as required.
- Facilitate the development of other team members and provide peer group supervision as required.
- Demonstrate ongoing personal development through participation in internal and external development opportunities, recording learning outcome(s) in nursing portfolio and applying new skills in practice.
- Contribute to the education of learning disability nursing students through providing clinical placement and facilitating and mentoring student nurses and/or student nursing associates as appropriate.
- Design, develop and deliver training packages for clients, their carers and other professionals in response to identified needs, e.g. trauma informed care, epilepsy, positive behaviour support, sexuality, cancer awareness, dietary advice.
- Undertake specific training which is appropriate to the role e.g. positive behaviour support

Other Factors

- The post is community based, working in various locations, with external visits to clients in their homes or day services, sometimes driving long distances within rural and semi-rural areas.
- The post holder needs to be aware that working alone is essential.
- The post holder needs to be able to work in a flexible manner, both proactively and reactively to situations that arise on a daily basis.

- The post holder will need to be able to concentrate on tasks on a daily basis assessing and managing risk in different settings.
- The bases for the post are in open plan offices with some disruptions/distractions.

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

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	
•Inspire • Challenge •	Accountability
•Understand • Improve •	Involve
•Communicate • Learn •	Resilience

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.

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

Qualifications and Training (Essential)

- Registered Nurse (RNLD/ RNMH/RN)
- Post registration experience

Qualifications and Training (Desirable)

- Leadership and management training
- Teaching and assessing in clinical practice
- Positive behaviour support training
- Further qualifications relevant to community nursing e.g. post graduate community qualification, specialist areas of expertise e.g. ABA, desensitisation

Skills, Experience and Knowledge (Essential)

- In-depth experience of working with adults with a learning disability
- Working within a multi-disciplinary team
- Leadership experience
- Teaching experience
- Setting and monitoring standards of care
- Case management experience
- Experience within a wide range of patient/client care groups
- To be able to communicate with people using a range of mediums.
- To be able to work flexibly and sensitively alongside carers and families
- Wide range of interpersonal and communication skills
- Competence in a wide range of nursing skills
- To be able to write clear and concise reports, care plans and risk assessments
- IT literate
- Skills in preparing and presenting teaching sessions
- Undertake specific and or complex nursing tasks
- Ability to reflect on own practice and others
- A good standard of written and spoken English is required to be able to undertake the relevant duties.
- Good time management skills
- Ability to work in open plan environments

Skills, Experience and Knowledge (Desirable)

- Community LD team experience
- Experience of working to the Continuing Health Care Framework, Care Programme Approach framework, Positive Behaviour approach
- Profiling community needs and targeting identified health needs of population

Other job related requirements

- Willing to work in other areas of HCRG as and when required to do so.
- Full valid driving licence for the UK

- Access to a car for use at work

Manager signature
