

## Job Description

Job Title:	Community Nurse Learning Disabilities
Reports to (job title):	Complex Health needs Service Manager
Line Manager to:	

### Job Purpose:

The Learning Disability and Autism division provides a range of services for adults with Learning Disabilities and or Autism in Bath and North East Somerset (B&NES). We believe strongly that our services should be person centred and enable the people we work with to have choice and control in their lives and reach their potential as individuals and members of their community.

The Complex Health Needs Service (CHNS) is an integrated health and social care service who provide assessment, advice, therapeutic intervention and support to eligible adults and through transitions to the adult service.

### JOB STATEMENT:

The Community Nurse will join a team of Community Nurses and Clinical Specialists who work within a multi-disciplinary framework to deliver complex health needs assessment and intervention; health facilitation for people with learning disabilities with accompanying challenging behaviours, mental health and profound physical / sensory disabilities across health and social care communities.

This role is an exciting opportunity to gain experience within an innovative and creative Learning Disability Service. The role is varied and will include collaborative working with colleagues within primary and secondary care.

The post is Band 5 afc. (37.5 hours) 1.0 wte. Salary: £24,907 – 30,615 NHS Pension Preceptorship opportunity through the Learning Enterprise.

### Key Responsibilities

- This role is accountable to the service manager, and you **will be** expected to work within your sphere of competency and within the code of conduct set out by the Nursing and Midwifery Council, HCPC and Virgin Care.
- This role will be working alongside health and social care professionals in the team, in the area of

dementia; epilepsy; behaviour management; and associated complex physical and mental health (including hospital admission and discharge); & Continuing Health Care.

- Lead on Hospital Passports
- You are expected to liaise and work collaboratively with the wider MDT and colleagues in primary, secondary and tertiary care.
- You will have an opportunity to be involved in eligibility assessments with more experience colleagues.
- Promote individual's health and well-being, and monitoring their health outcomes through effective review of the person's care plan that has been developed with them and/or their carers.
- Work as partners with individuals and families, providing advice and support, assessing and anticipating their healthcare needs, promoting self-care, and enabling people to be as independent and involved as possible.
- Liaise with and support a wide range of health professionals and other partners, public, private and third-sectors agencies, to promote access to mainstream health services and reduce health inequalities.
- To adhere to Professional Code of Conduct from Nursing and Midwifery Council.
- Have an understanding of safe and effective medication practice and where appropriate monitor the implementation of medication practices.
- You will be responsible for liaising with all agencies involved with peoples care to ensure clear and transparent channels of communication
- Hold and manage a caseload and carry out a broad range of health-related activities with activities with complex needs. This may include supporting people to manage their health, accompanying to appointment and providing education around healthy lifestyles in liaison with other services e.g. diabetes; obesity; sexual health
- You may work alongside other health care professionals and social care colleagues to review behavioural support plans; epilepsy reviews (under the guidance of the lead professional), respond to changes in needs, support families and care teams and monitor medicine.
- You will be responsible for feeding back your observations, formulations and treatment ideas to the appropriate health care professionals.

- Referrals are screened, allocated and monitored by the service manager. Attendance is required at referrals for MDT discussion. These are monitored through LAS electronic records and reported to commissioners.
- You will receive regular supervision from the clinical specialist / senior nurse in the complex health needs service and line management from the service manager. You will be involved in the LD nurses peer supervision and the LD nurses forum run by the lead nurse in the BANES area.
- You will be expected to participate in an annual appraisal as well as sourcing appropriate CPD opportunities for this role.
- Contribute to CHNS pathways including eligibility; dementia; mental health; transitions and end of life
- Carry out work related to Safeguarding as allocated and will be required to attend multi-agency meetings
- Contribute to the collection of data reporting to NHS England for Local Commissioners and senior managers
- Take responsibility for ensuring Complex Health Needs care plans are developed, maintained and reviewed.
- Contribute to clinical audit, data collection and reporting for NHS England and local commissioners / senior manager

## 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. At Virgin Care, 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. They're our moral compass and define the way we *Think*, *Care* and *Do* our bit.

1. **Strive for Better** – **Think**

- Challenge
- Improve
- Learn

2. **Heartfelt Service** - **Care**

- Inspire
- Understand
- Communicate

3. **Team Spirit** - **Do**

- Accountability
- Involve
- Resilience

**Confidentiality and Information Security:**

As a Virgin Care 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**

As a Virgin Care employee 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
- Adherence to the clear desk/screen policy
- Only using email accounts authorised by Virgin Care – eg @virgincare.co.uk, NHSmail etc. 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 eg line manager, Head of Information Governance, Information Security Lead
- Only using approved equipment for the use of Virgin Care 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 Virgin Care 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 have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

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**

Virgin Care as an employer is committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment by working to relevant safeguarding legislation, multi-agency policies and procedures and Virgin Care policies and guidance. All colleagues working directly with people using our services, will support them to participate in decision making in accordance with the Mental Capacity Act 2005.

### **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 & Procedures**

All Staff will comply with the Companies Policies and Procedures which can be found on the company intranet.

### **General**

Virgin Care is 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.

## PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> <li>• A Nursing qualification recognised by the NMC</li> <li>• Current registration</li> <li>• Experience and knowledge of learning disabilities and or autism</li> <li>• Knowledge of current legislation and related policies</li> <li>• Excellent communication and literacy skills</li> <li>• Experience of working in community settings and MDT</li> <li>• Motivation</li> <li>• Ability to work autonomously</li> <li>• Knowledge of MCA</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent skills in accessible information</li> <li>• Problem solving skills</li> <li>• Ability to evaluate and reflect on practice</li> <li>• Experience of Safeguarding</li> <li>• Experience of epilepsy; challenging behaviours; CHC.</li> </ul>
<p>Other requirements: -</p> <ul style="list-style-type: none"> <li>• Driving licence and own car as post is community based covering remote and rural locations</li> <li>• The role is full time 37.5 hours per week Mon – Friday 9 – 5.00</li> <li>• Salary AFC:</li> </ul>	

Employee signature: \_\_\_\_\_

Manager signature: \_\_\_\_\_