

Job Title:	Learning Disabilities Clinical Lead (Band 7)
Reports to (job title):	Team Manager
Line Manager to:	

Job purpose

The post holder will lead and inspire the team to deliver a high quality and effective service for people with a learning disability and/or autism. Working in partnership with the Team Manager and Clinical Leads, the post holder will ensure that excellent clinical standards are maintained within the team.

The Specialist Learning Disability and Autism Team has two care pathways:

- Autism Diagnostic Assessments for people who do not have a learning disability. Assessments are provided for people who have believe they may be autistic.
- Specialist learning disability health support and interventions. This service is available to adults with a learning disability whose health needs related to thier learning disability and cannot be met within reasonably adjusted health service.

The LD/ASD Team is strongly committed to improving the health and wellbeing of autistic people and people with a learning disability. We provide specialist assessments and interventions, as well as training and consultation for other agencies, professionals and family carers.

We are strongly committed to working alongside other agencies to ensure that risks are safely managed, psychiatric hospital and out of area admissions are reduced and that our clients can lead fulfilling lives within our local community.

We are passionate about improving health outcomes for people with learning disabilities and promoting health equality. We do this by supporting mainstream services to understand and use reasonable adjustments and by providing professional consultation and training, as well as effective caseload management for those who require specialist health support.

Effective caseload management will be underpinned by robust and effective individual and team supervision processes.

Base

Community Hub

This post is responsible for

Key responsibilities

- To lead, in partnership with the Team Manager, ensuring the service develops and maintains excellent clinical standards and effective caseload supervision, underpinned by robust and effective team and

individual supervision and support.

- To support the Team Manager in developing systems and processes for the effective management and monitoring of the team caseload, on a day to day basis, ensuring that time is prioritized effectively and that clients receive a fair and equitable service.
- To deputise for the Team Manager, providing leadership and ensuring that the service is safely managed during periods of unavailability.
- Work with the Team Manager to develop a culture that promotes equality and values diversity.
- To promote and support a whole team approach to caseload management to ensure a shared ownership of the team caseload.
- To oversee and ensure, across the team, there are effective risk management plans and strategies, for the people we support, taking account of risks to clients, carers, the organisation, staff and the public.
- To hold and manage a complex caseload, being a Lead Health Professional or Care Co-Coordinator as required.
- In collaboration with clients and others involved in their care, to be responsible, across the service for facilitating and ensuring the development of complex, comprehensive risk assessments, care plans and crisis plans, involving other agencies as appropriate.
- Ensure that clients are central to their care and support and are engaged in the co-production of their care plans, risk assessments and any other actions or decisions around their care.
- Personally, and leading others to collaboratively and sensitively work with individuals to develop skills and strategies to manage their own health and wellbeing, building on their own strengths and aspirations.
- Ensure that, where gaps in care or services or adverse incidents are identified, these are reported through the correct channels.
- Participate in clinical and business meetings and discussions, taking responsibility for the management of risk and delivery of clinical and organizational goals where required.
- Develop and maintain communication with a wide range of people, services and agencies about complex matters or in complex situations for the purpose of sharing information and resolving issues for the benefit of clients.
- Represent the organization in a range of settings, presenting, facilitating or explaining as appropriate and dealing with difficult questions as they arise.
- Actively and meaningfully engage clients, carers and others in the co-production of service development plans, training and any other relevant service development activity.

- Be responsible for the protection of individuals from abuse and harm in line with local Safeguarding policies and procedures by reporting and supporting the sharing of information and participation in processes.
- Keep abreast of currently developments, reports and legislation relevant to the team and provide guidance and support on their implementation.
- Participate in and undertake audit and inspection where required, including caseload audit and CQC inspection.
- Develop yourself professionally and meet the requirements for registration with your regulatory body, maintaining the professional registration required for your role.
- Comply with and participate in training and development activities required by the Trust, such as statutory and mandatory training and appraisal.
- Support and encourage the professional development and wellbeing of colleagues and students, making use of and providing effective feedback, specialist therapeutic supervision and appraisal.
- Work within your area of competence and seek support and guidance where necessary.
- To maintain clinical records in line with Trust policy, complying with Information Governance requirements.
- Promote and maintain best practice in the health, safety and welfare of others and compliance with Trust Health and Safety policies and procedures.

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"> • Inspire • Understand 	<ul style="list-style-type: none"> • Challenge • Improve 	<ul style="list-style-type: none"> • Accountability • 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

Essential

- Registered Mental Health / Health and Social Care Professional (e.g. Registered Nurse, Occupational Therapist etc.)
- Certificated evidence of Continuing Professional Development (CPD)
- Substantial post-registration clinical practice, and experience of leading / supervising
- Experience of medication administration, and related monitoring, reporting and response activities
- Experience of providing care and treatment as part of a team
- Experience of coordinating and leading time-limited episodes of clinical activity (e.g. shifts, day duties, clinical delivery Programmes)
- Experience in the therapeutic engagement with, and management of, challenging behavior in a clinical context (e.g. patient agitation, self-injury, aggression, violence or high-attentional demand)
- Experience of leading or facilitating change and/or quality improvement projects or activities
- Good working knowledge of relevant statutory codes of conduct and practice relevant to your own professional body and that of other professionally registered team members (e.g. NMCs the Code, RCOT Standards and Ethics etc.)

Desirable

- Basic life support
- Autism awareness
- Training around understanding of behaviours that challenge.
- PBM & PBS Trained
- A post-registration clinical qualification (e.g. DipHE, MSc)
Qualification in Management and/or leadership (e.g. ILM, CMI or NHS Leadership Academy)

Other requirements: XXXXX

Employee signature

Manager signature
