

Job Title:	Learning Disabilities Primary Care Liaison Community Nurse (Epilepsy)
Reports to (job title):	Complex Health Needs Service Manager. Learning Disabilities
Line Manager to:	Community LD Nurses

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 Locality Service

Our approach to delivering healthcare services is innovative, refreshing and above all caring. We are committed to putting patient care first and we are looking for dedicated professionals who share our values and our passion for delivering quality care.

We provide and contract for front-line NHS and social care services across England and have treated millions of people since 2006. We aim to make a lasting positive difference to the quality-of-care people receive. So, if that is what gets you out of bed in the morning, read on.

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The Complex Health Needs Service (CHNS)

The CHNS is a multi-disciplinary team of specialist health care professionals who provide assessment, advice, therapeutic interventions, and support to adults who have learning disabilities and complex health needs and people with an autism diagnosis. The CHNS support people who have a GP in the Bath and North East Somerset area and work closely with our social care colleagues. We also provide a service for young people with complex needs who do not meet the criteria for LD or Autism; you may be required to work with these young people in addition to those with LD and or Autism.

The Primary Care Liaison Community Nurse will join a team of LD Nurses who meet regularly for peer support and supervision. The role is to support adults with learning disabilities and epilepsy, their families and social

care providers to manage their epilepsy safely in the community. This role will be key in facilitating epilepsy reviews; care plans and contribution to the dementia pathway and have a hospital liaison role.

This role does not offer an epilepsy diagnostic pathway and you will only be supporting people who already have a diagnosis of epilepsy.

The CHNS is a multi-disciplinary service made of specialist health professionals (Psychiatry; Psychology; Occupational Therapy; Speech and Language Therapy; Physiotherapy; Community Nurses and Behavioural Support Specialist).

This post is for applicants interested in developing their clinical area of interest in epilepsy are invited to apply as we provide support and opportunities for CPD.

AFC Band 6 £

37.5 hours / week 1.0 WTE *check salary

Key responsibilities:

- The role will undertake specialist LD nursing health assessments either individually or as part of an MDT; this will involve development, implementation and evaluation of care plans for adults with Learning Disabilities, with epilepsy.
- Liaison and co-ordination with appropriate services for epilepsy management (GPs and Neurology at RUH and Souhmead). Support service users, families and carers to access services and carry out advice, monitor and report outcomes
- Act as health care coordinator for individuals with epilepsy
- Link with GP / Neurology to assist and support in the delivery of epilepsy management and review through the Annual Health Check programme.
- Ensure carers, families & staff are supported as part of the holistic person centred epilepsy pathway in line with NICE guidance (Managing Epilepsies in children, young people and adults).
- You will work toward developing knowledge and skills in epilepsy
- Epilepsy monitoring and reviews, focussing on maintaining and updating epilepsy care plans and risk assessments. These may be 3, 6 or 12 monthly reviews as necessary
- Ensuring SUDEP checklists are kept up to date.
- Supporting service users on Sodium Valporate to complete PREVENT forms.
- Maintaining Epilepsy Emergency Plans for the administration of midazolam and clobazam
- Maintaining an epilepsy data base
- Referrals will have a formal diagnosis. Responsibility for medical assessment / changes will be with the GP/ Epilepsy Neurology Consultant / Hospital Epilepsy Nurse Specialist.
- Providing regular up to date training in Epilepsy Awareness and Administration of Midazolam; and bespoke training as required.
- Implement care plans which achieve better quality of life outcomes for individuals and their carers based on holistic and person centred assessments.

- Support Adult social care colleagues with reviews and sharing information that will inform holistic reviews and positive health outcomes are achieved within the social care framework.
- Provide advocacy for this vulnerable client group.
- You will be expected to maintain CPD in this area of practice and develop this role. Attendance at ENSIGN, conferences and master classes.

Caseload and Service

- Plan workload including prioritizing cases in terms of urgency and risk.
- Identify local health needs and contribute to team and service development towards reducing health inequalities and enhancing access to services.
- Liaison with mainstream health services to manage the interface between acute, primary care, secondary care and specialist LD services
- Support safe hospital admissions and discharges; promoting the use of hospital passports
- Assist with carrying out specialist assessments in line with service delivery in line with eligibility and dementia pathways
- Contribute to service developments
- Contribute and delivery training in specialist areas and as part of MDT
- Adhere and contribute to safeguarding policies and procedures; lone policy, information governance
- Attend Team and service meetings; contribute and represent clinical and service area as required.
- Undertake clinical educator, training and supervision of student learning disabilities nurses
- Hybrid working (70% office) negotiable

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

- Inspire
- Understand
- Communicate

Think

- Challenge
- Improve
- Learn

Do

- Accountability
- Involve
- 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 flourish. 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

- Nursing qualification recognised by NMC
- Current registration with HCPC /NMC
- 2 years post qualification experience
- Experience of learning disabilities, complex health and working in a community setting
- Working knowledge of epilepsy
- Excellent communication and literacy
- Ability to manage work autonomously, including decision making; delegation and think laterally
- Knowledge of current legislation

Desirable

- Specialist interest in Epilepsy
- Knowledge of Continuing Health Care
- Problem solving skills
- Ability to evaluate and audit practice
- Keen to continue the development of role and service

This is a developing specialist role and we welcome applications from Nurses who are willing to learn and develop new skills and understanding necessary for the role.

Other requirements

Driving licence and own car as post is community based covering remote and rural locations

Employee signature

Manager signature
