

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION FORMAT

<b>Job Title:</b>	Community Learning Disability Nurse
<b>Grade/Band:</b>	Band 5
<b>Department:</b>	Learning Disabilities and Forensics
<b>Responsible to:</b>	Clinical Nurse Specialist: Professional Lead
<b>Accountable to:</b>	Health Locality Team Manager
<b>Base:</b>	Buckinghamshire Community Learning Disability Team Unit 7 Anglo Office Park, Lincoln Road, High Wycombe Bucks HP12 3RH. Travel required across Buckinghamshire



### Hertfordshire Partnerships University Foundation Trust

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of c. 3,000 and an annual income of c. £200m, the Trust is organised across three Strategic Business Units and provides integrated health and social care services through a large network of community and inpatient settings, serving diverse communities across Hertfordshire, Norfolk, North Essex and Buckinghamshire. As a university trust, HPFT continues to develop strong links with the University of Hertfordshire providing excellent learning and

development opportunities, as well as strengthening our clinical research capability.

- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT. Building on the CQC OUTSTANDING, we are on our “Good to Great” journey as we continue to innovate, improve, transform and ultimately deliver the very highest standards of care to the service users and communities that we serve. To support us on this journey we are looking for an energetic, dynamic and ambitious individual to join our award-winning board and to play a vital leadership role throughout the next phase of our development, further cementing our position as a leading integrated healthcare provider.

## **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health
- Acute and Rehabilitation Services including inpatient services and crisis team
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit
- Learning Disability and Forensic Services

## **Our Mission**

We help people of all ages live their lives to their full potential by supporting them to keep mentally and physically well.

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing
- Keeps people safe from avoidable harm
- Is effective and ensures the very best clinical and individual recovery outcomes
- Provides the best possible experience

## **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”***

We will achieve our vision by:

- Putting the people who need our care, support and treatment at the heart of everything we do - always
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’

## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

### Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise and develop our staff

### Job Summary:

This section would describe as concisely as possible the overall purpose of the job and what it is intended to achieve. It is often better to defer writing it until after the main body of the job description has been devised.

This section should also include:

All staff should comply with the Trust’s Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

## **Key Relationships:**

He/she will be required to positively represent the needs and rights of people with learning disabilities; tackling inequalities to health and working to improving access to NHS and other services through facilitating positive working relationships between people with a learning disability, carers, primary and specialist healthcare services, social care, voluntary and private organizations.

## **Duties and Responsibilities:**

This section should contain the main responsibilities and outputs of the post. Each of these should be clearly and concisely defined in bullet pointed paragraphs.

## **Clinical Responsibility:**

- To identify the health needs of people with learning disability referred to the service, using specialist clinical skills and knowledge in the following areas: epilepsy, dementia, mental health, challenging behaviour, autism, and complex health needs & physical disability.
- To undertake nursing assessment, intervention planning and evaluation, including assessment and management of risk.
- To work autonomously on a day-to-day basis and be responsible for an individual caseload, which is agreed and reviewed through regular supervision.
- To be responsible for the management of a caseload and delegation of work to support staff, as agreed through supervision.
- To carry out domiciliary visits and to travel to other sites.
- The ability to maintain an excellent level of communication with clients and carers, using a range of verbal and non-verbal approaches.
- To facilitate and empower clients to access other health services by developing working relationships with relevant professionals.
- To work with primary and secondary care on integrating pathways for delivering and improving access to health care for people with a learning disability.
- To advise on the promotion of health and prevention of ill health in a range of settings.
- To educate clients and carers about treatment and general health issues in conjunction with other health providers.
- To provide and be involved with individual, group and family work and joint work with relevant services where appropriate with supervisory support.
- To engage health services such as Mental Health, Palliative Care, Primary/Secondary care in relation to supporting clients with a learning disability and health issues in the community.
- To provide training to clients, carers and other professionals, with appropriate support.
- To participate in developing Health Promotion initiatives, working towards reducing health inequalities through National service Frameworks and Government White Paper 'Valuing People'.
- To take appropriate action where necessary in relation to safeguarding vulnerable adults.

## **Leadership and Staff Management Responsibility**

Provide effective leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those for your Directorate or Service
  - Translate these into key priorities for your Directorate, Service or Team
  - Ensure clarity and effectiveness in developing and designing roles
  - Promote an effective team ethos
  - Complete Annual Appraisals for all your staff which reflect these priorities
  - Ensure staff have access to appropriate training and development
  - Communicate regularly through meetings with teams and individuals
  - Provide opportunity for two-way feedback
  - Value and treat your team equally
  - Ensure management of staff is consistent with the Trust's HR Policies to the achievement of equality, equity and optimum performance.
  - Manage environmental, social and financial resources in a way that is consistent with the Trust's Sustainable Development Strategy.
  - To participate in student placements as appropriate and with support.
  - To explain the role of the community learning disability nurse to visitors, students, volunteers and other professionals
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- Managers have a duty to promote and support staffs personal health and wellbeing at all times, this includes both physical and mental health and wellbeing.
  - Managers have a responsibility to support staff by directing employees to services that are available to everyone to help in managing health and wellbeing.
  - They should be open and approachable as well as proactive in discussing and agreeing a process to monitor an employee's mental and physical health.

## **Education and Training Responsibilities**

- To identify personal/professional development evidenced by Personal Development Plan/ Professional Portfolio developed within an appraisal framework.
- To participate in Appraisal, ensuring that the objectives set reflect the Service and Trust plans.
- To actively participate in clinical supervision with peers/clinical supervisor in order to develop and enhance practice.
- To attend relevant training and development in order to maintain the skills and knowledge required of a nurse working in learning disability, to keep up to date with new techniques and developments for the promotion and

maintenance of good practice and to maintain up to date professional registration.

- To demonstrate knowledge of, and adhere to Professional, National and Local Clinical Guidelines.
- To participate in the development and delivery of training (formal and informal) to others with and without support.
- To develop a working knowledge of relevant procedures/statutory requirements including: Valuing People, Mental capacity Act, Safeguarding Vulnerable Adults and other legal frameworks
- To develop mentor/assessor skills for pre registration nurse learners working towards appropriate qualifications, providing learning opportunities and developing and maintaining links with the university as necessary.
- Provide learning opportunities to students from other professions.

### **Financial Responsibility**

- To monitor stock levels in own service area and request new equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients

### **Communications**

- To contribute to clinical teams, both multi-disciplinary and uni-disciplinary, by discussing own and others input around clients needs ensuring a well co-ordinated care plan.
- To deal with initial complaints sensitively, avoiding escalation where possible.
- To form productive relationships with others who may be under stress and/or have challenging communication difficulties.
- To maintain sensitivity at all times to the emotional needs of clients and their carers, in particular when imparting potentially distressing information regarding the nature of their difficulties and implications of the same.
- To maintain up-to-date and accurate case notes in line with professional standards and local Trust policies.
- To share information with others, observing data protection guidelines.
- To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Trust guidelines

## **Additional Information:**

**The following statement forms part of all job descriptions:-**

### **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

### **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

All staff must be aware of the Data Protection Act 1984, and its subsequent amendments, which is now in force. This means that protection of data about

individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

## **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

## **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on Trustspace).

## **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children, and must adhere to them at all times.

## **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

## **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and



safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

**Review:**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.

## PERSON SPECIFICATION

Job Title: Community Learning Disability Nurse Band 5

Department: Buckinghamshire Community Learning Disability Health Team

Date last reviewed: January 2019

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS/EDUCATION /TRAINING</b></p> <p>Additional areas of training through short courses</p> <p>Membership of professional bodies</p>	<p>A/I/T</p> <p>RNLD/RNMH</p> <p>Minimum 1 year postgraduate experience</p> <p>Registered with the NMC</p>	<p style="text-align: center;">A/I/T</p> <p>Other relevant registered qualification or training.</p> <p>ENB 998 or Mentorship and Support in Professional Practice.</p> <p>Experience of working in a Community Learning Disability Team.</p>

<p><b>PREVIOUS EXPERIENCE</b></p>	<p>A/I/T</p> <p>Experience of working with people with learning disabilities and associated health conditions.</p>	<p>A/I/T</p>
<p><b>SKILLS, KNOWLEDGE, ABILITY</b></p> <p><b>COMMUNICATION SKILLS</b></p> <p><b>ANALYTICAL SKILLS</b></p> <p><b>PHYSICAL SKILLS</b></p>	<p>A/I/T</p> <p>Ability to assess, plan, implement and evaluate care in relation to clients' health care needs.</p> <p>Good organisational skills.</p> <p>Able to work autonomously and as part of a team.</p> <p>Accountable for own professional actions.</p> <p>To have previous experience of being involved in assessing and completing risk assessments and implementing interventions.</p> <p>Up to date with current knowledge, legislation, research and developments in relation to learning disability.</p> <p>An understanding of the complexities of working with people with a learning disability and their carers.</p> <p>Have a commitment to being an active member of the multidisciplinary team</p>	<p>A/I/T</p> <p>Experience of working in partnership with generic health services.</p> <p>Experience of having been involved with teaching packages and providing training and education.</p> <p>Demonstrate an awareness of cultural and ethnic social diversity and experience in addressing health inequalities.</p>

<p><b>PHYSICAL EFFORT</b></p> <p>Include office or ward base, amount of travel, main work location, e.g. in patient homes. Specify the requirements for moving and handling and the availability of equipment to assist.</p> <p>Applicants who have a disability should still be shortlisted regardless of any “physical” strength if there is a ‘reasonable’ adaptation that can be made to the post.</p> <p><b>MENTAL EFFORT</b></p>	<p>Needs to be a car driver and have access to a car for work <i>Car driver (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving)</i></p> <p>Regular requirement to concentration, frequency and consequences of interruptions.</p> <p>Regular requirement to deal with distressing or emotionally charged situations.</p>	
<p><b>EMOTIONAL EFFORT</b></p>		

A- Application Form  
I – Interview  
T – Test

**Our values**  
Welcoming Kind Positive Respectful Professional



