

## HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

### JOB DESCRIPTION

<b>Job Title:</b>	Community Learning Disability Nurse
<b>Grade/Band:</b>	Band 6
<b>Department:</b>	LD & Forensics
<b>Responsible to:</b>	Team Lead - nursing
<b>Accountable to:</b>	Team Lead – nursing
<b>Base:</b>	Buckinghamshire Community Learning Disability Team, Unit 1 Midshires Business Park, Smeaton Close, Aylesbury HP19 8HL, Buckinghamshire. The post is county wide and the post holder will be expected to travel across the county as required

### 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 Good, 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.



## **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>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ 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

**Organisational Chart:**

LD & Forensics

**Job Summary:**

The post holder will be part of a comprehensive and responsive nursing service within the Buckinghamshire Community Learning Disability Team. This includes ensuring the provision of specialist professional direction, support and leadership on operational and best practice issues in relation to nursing and adherence to the NMC code of professional practice.

The post holder will be expected to positively represent the needs and rights of people with a learning disability, tackling health inequalities and improving access to NHS services. The post holder will facilitate a close working relationship between primary and specialist services, voluntary and private organisations, people with a learning disability and carers.

The post holder will work as an integral member of the Community Learning Disability Team, having responsibility for a designated complex caseload.

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:**

1. To communicate with all members of the Community Learning Disability Team and the wider service provision including Acute and Primary Care, to ensure a cohesive approach to care delivery.
2. To develop, maintain links and work jointly with other professionals within a range of disciplines.
3. To mentor pre-registration Student Nurses. Provide learning opportunities, develop and maintain links with the University. Take a role in the training of students from other disciplines in accordance with good practice.

4. To mentor/assessor for post registration community nurses as appropriate. To provide learning opportunities, develop and maintain links with the University.

### **Duties and Responsibilities:**

1. To identify the health needs of people with a learning disability referred to the service, using specialist clinical skills and knowledge in areas such as challenging behaviour, epilepsy, mental health, autism, dementia and complex health needs.
2. To provide a high standard of specialist nursing assessment, formulation and care planning, nursing intervention and evaluation, including assessment and management of risk and crisis situations. To contribute to /complete all relevant assessments.
3. To facilitate and empower clients to access other health services by developing working relationships with relevant professionals.
4. To work with primary and secondary care on integrating pathways for delivering and improving access to health care for people with a learning disability.
5. To educate people with a learning disability about treatment and general health issues in conjunction with other health providers.
6. To advise on the promotion of health and prevention of ill health in a range of settings.
7. To work autonomously on a day-to-day basis and be responsible for the management of a complex caseload, which is agreed and reviewed through clinical and managerial supervision.
8. To be responsible for delegation of work to other staff as appropriate within the Community Learning Disability Team.
9. To carry out domiciliary visits and to travel to other sites.
10. To maintain a high level of communication within very complex and highly sensitive situations with clients and carers.
11. To provide and be involved with individual and group and work jointly with relevant services where appropriate.
12. To provide training to carers regarding administration of medication and to promote and support clients with the administration of self-medication.
13. To chair and/or contribute to CPA meetings and client reviews where appropriate.
14. To be professionally responsible for the administration of medication according to NMC guidelines in emergency situations.
15. To develop health promotion initiatives, identifying unmet needs and working towards reducing health inequalities through National Service Frameworks.
16. To take appropriate action where necessary in relation to the protection of clients.

### **Clinical Responsibility**

1. To maintain accurate records relating to clients, including the provision of written assessments of needs and reports to referring and supporting agencies, maintaining confidentiality at all times.
2. To give due regard to the custom, values and spiritual beliefs of services users.
3. To develop teaching packages, facilitate training and provide information/education for clients, carers and other professionals / providers as appropriate.

4. To participate in regular clinical supervision, an annual Personal Development Review with an identified supervisor and as part of group supervision within the Community Learning Disability Nursing Team.
5. To continue personal professional development and mandatory training, attending and disseminating information to colleagues.
6. To initiate/lead clinical audits, participate in nursing research and to implement evidence based standards of practice.
7. To keep up to date with current developments in the care of people with a learning disability.
8. To contribute to learning disability nursing through representation at special interest groups locally and nationally, and to promote, disseminate and share good practice to agencies in Buckinghamshire.
9. To draw practice issues and other matters to the attention of the Team Manager.
10. To undertake other reasonable duties as requested by the Service Manager.

### **Leadership and Staff Management Responsibility**

1. Provide regular clinical support and supervision to junior staff and ensure that appropriate supervision, appraisal and personal development planning systems are in place
2. 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. You will be expected to:
  - Promote an effective team ethos
  - Understand the Trust's key priorities and those for your Directorate or Service
  - Complete Annual Appraisals for staff you supervise which reflect these priorities

### **Service Development and Improvement**

1. To adhere to all nursing guidance and directives under relevant professional bodies and be responsible for maintaining registration with the NMC.
2. To comply with all Hertfordshire Partnership NHS Foundation Trust policies and procedures and any local policies. Identify and initiate change to improve services.
3. Report and record any incidents, injury, accolades and complaints.
4. Participate in the collection of statistical data.
5. To contribute to the planning and development of the service by identifying gaps in service provision and reporting these to the Team Manager.

### **Communications**

1. To promote, establish and maintain communication with other professionals, statutory and non statutory agencies in routine and complex situations.
2. To promote, establish and maintain effective communication with service users who have a range of communication difficulties.

3. To develop service user accessible information specific to the individuals needs.
4. To promote positive, professional relationships with team colleagues in order to work effectively within a multi disciplinary team.
5. To be able to communicate effectively using a number of mediums, including electronically, and possess IT skills to provide high quality reports and use e mails, be competent in the use of presentation packages such as PowerPoint.
6. Communicate clinical formulations- hypothesis, current problems, contributing factors to service users, families, advocates, care providers, members of the multi disciplinary team and other stakeholders as necessary.
7. To ensure that accurate and legible documentation recording by self and support workers.
8. To have awareness and sensitivity when communicating sensitive information with service users & families/carers.

### **Knowledge and Skills Framework:**

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

*Approved outlines are available on the HPT e-ksf local library*

### **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 6

Department:LD &F

Date last reviewed: 17.07.2020

CRITERIA	ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS/EDUCATION/TRAINING</b></p> <p>Registered Learning Disability Nurse</p> <p>To have passed an NMC Approved Mentor Preparation Programme.</p> <p>A car driver with current full driving licence and access to a car and be willing to travel within a wide geographical area.</p> <p>Registered Mental Health Nurse</p> <p>Evidence of formal post registration learning</p> <p>Qualification in Positive Behaviour Support</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>PREVIOUS EXPERIENCE</b></p> <p>Experience of working with adults with a learning disability &amp; their carers in the community.</p> <p>Evidence of continued professional development.</p> <p>Demonstrable skills in risk assessment and management.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

<p>Knowledge of evidence based intervention with service users in an all phases of learning disabilities.</p> <p>Knowledge of management of challenging behaviour including writing and implementing physical ntervention guidelines and managing crisis situations.</p> <p>Knowledge of safeguarding adults procedures.</p> <p>Understanding of the Mental Capacity Act/Deprivation of Liberty Safeguards.</p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<p><b>SKILLS/KNOWLEDGE/ABILITY</b></p> <p>An understanding of national policy in relation to learning disabilities.</p> <p>Demonstrate knowledge of cultural and social diversity and experience in addressing health inequalities.</p> <p>Ability to assess, plan, implement and evaluate care in relation to clients' health care needs.</p> <p>Experience of developing teaching package and providing training and education.</p> <p>Ability to clinically supervise and appraise junior staff. ESSENTIAL</p> <p>Experience of working in partnership with generic health services / other agencies. ESSENTIAL</p> <p><b>COMMUNICATION SKILLS</b></p>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	

<p>Possess excellent communication skills in a variety of mediums, i.e. spoken, written &amp; electronic. ESSENTIAL</p> <p><b>ANALYTICAL SKILLS</b></p> <p>Experience of decision making in a crisis. ESSENTIAL</p> <p>Knowledge &amp; skills of non adverse risk assessment &amp; management planning. ESSENTIAL</p> <p><b>PHYSICAL SKILLS</b></p> <p>Ability to drive across county. ESSENTIAL Computer skills for entering clinical notes on electronic patient record. ESSENTIAL</p> <p><b>MENTAL EFFORT</b></p> <p>Ability to concentrate on documentation tasks whilst working in a busy, open plan area. ESSENTIAL</p> <p><b>EMOTIONAL EFFORT</b></p> <p>Regular requirement to deal with distressing or emotionally charged situations. ESSENTIAL</p>		
<p><b>ADDITIONAL INFORMATION</b></p> <p><b>Values/Motivational/Personal Qualities/Diversity</b></p> <ul style="list-style-type: none"> <li>• Welcoming</li> <li>• Kind</li> <li>• Positive</li> <li>• Respectful</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

## Our values

Welcoming Kind Positive Respectful Professional

