

## **JOB DESCRIPTION**

|                        |                                                            |
|------------------------|------------------------------------------------------------|
| <b>Title:</b>          | Community Learning Disabilities Nurse - Fast Track Trainee |
| <b>Band:</b>           | 5 – 6 Fast Track scheme                                    |
| <b>Directorate:</b>    | LD & F                                                     |
| <b>Responsible to:</b> | Designated Nurse Supervisor                                |
| <b>Accountable to:</b> | Community Learning Disabilities Team Manager               |
| <b>Base:</b>           | Buckinghamshire                                            |

### **Job Summary:**

The post holder is required to take responsibility for the assessment of care needs, and the development, implementation and evaluation of programmes of care for a defined caseload under the supervision of a designated senior member of the team. The post holder will initially work closely with their supervisor assisting with their caseload and undertaking defined activities for service users to ensure that the care plan is met at all times. The Trainee will gradually build up to a full caseload and will act as care co-ordinator to a case load of service users working as a member of the multi-disciplinary team working in collaboration with internal and external partners and agents.

As trainee the post holder will be required to develop the knowledge and skills over a period of time to demonstrate the ability to deliver the high standards of care required of a Band 6 Community Learning Disabilities Nurse. The post holder will be required to prioritise attendance at all training, attend supervision and apply reflective practice continuously to enable learning needs to be identified and met.

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

### **Job Responsibilities:**

- The post holder will be responsible for the development, implementation and evaluation of programmes of care, with direct supervision initially, and then taking responsibility for the assessment of care needs and risk assessment of service users presenting with a wide variety of clinical conditions.
- To be named care coordinator, and act accordingly when applying care.

- To respond to any crisis that a service user may advise of, with the aim of promoting independent living in the community
- Work with the philosophy to support service users to remain in their own home.
- Provide education, advice and guidance to service users and their carers and families.
- Provide a range of clinical interventions and treatments appropriate to the individual needs of service users
- Be required to challenge practice that compromises or challenges high quality care to service users
- Remain updated with local and national guidelines and policies.
- Partake in home visits with other professionals such as Consultant Psychiatrist, Specialty Doctors, Occupational Therapist and Psychologist, Physiotherapist, Positive Partnership Team, Dietician, Speech and Language Therapist, Intensive Support Team.
- Partake in clinical and management supervision and attend all Fast Track training sessions including the mid-year and final review.

### **Working relationships and communication requirements**

- Establish and maintain positive relationships with people, agencies, charities and other providers who provide services to service users in that community area.
- Develop close working relationships with other parts of HPFT notably Intensive Support Teams.
- Ensure effective communications with relatives, visitors, voluntary organizations and the general public, thus encouraging participation in care delivery. Respond sensitively to the needs of relatives and carers, often in a highly emotive setting.
- Maintain positive working relationships and clear communications with team members and other professionals.
- Provide effective liaison/communication relating to referrals to and discharge across in-patient, primary care and community services.
- Communicate with clarity, tact and purpose in all relevant situations
- Ensure adherence to all aspects of patient confidentiality, documentation and record keeping according to Trust and national guidelines.

## **Clinical Responsibility**

- To manage a patient caseload after an initial period of initiation, ensuring care plans are agreed that promote independent living in the community
- To carry out specialist mental health and learning disability assessments, initially under close supervision. Develop, implement, evaluate and document specialist care. This will include frequent requirement for intense concentration.
- Complete risk assessments that are clear, concise and detail plans to safely manage any risks that are identified.
- To use a variety of clinical skills appropriate to the needs of the individual and the clinical setting in which they are seen.
- To be responsible for the administration, carriage and storage of medication in accordance with relevant Trust policies. To ensure safe disposal of equipment used in the Community e.g. syringes, needles, in accordance with Trust policies.
- To actively plan and participate in safe discharge from the service following agreed care pathway (CPA) as agreed with the MDT.
- To deliver care that is person centred and recovery focused, reflecting current best practice and challenge practice that may be detrimental to service users receiving high quality care.
- To be aware of the physical needs of people with a learning disability, and mental ill health, and to refer physical conditions on as appropriate.
- To participate in the Trust's adverse incidents reporting systems and comply with the Trust's procedure and techniques for managing risks.
- Demonstrate a high standard of record keeping and documentation with adherence to Trust policies
- Deliver care that is person centred reflecting current best practice, and challenge practice that may be detrimental to older people receiving high quality care.
- Demonstrate a working understanding of the legal and ethical issues in providing learning disability, and mental health care. In particular having a good knowledge of Learning Disabilities, LeDeR, Mental Health Act, Mental Capacity Act and Care Act including their uses in non-mental health areas.

## **Analytical and Judgemental Skills**

- Be required to make judgements involving complex information and/ or situations which require analysis.
- Make judgements where the situation is not straightforward such as those where information is limited or difficult to obtain, following discussion with supervisor and/ or manager.

- Make judgements as to the best course of action where there are a range of options available, following discussion with supervisor and/ or manager.
- Assess or interpret information to make a judgement.
- Consult supervisor and/or manager where expert opinion may differ or be conflicting.

### **Other responsibilities**

- Plan and organize own diary; this involves ensuring training and learning is prioritized whilst activities necessary for the co-ordination of the care of service users are still met
- Give due regard to the health and safety, well-being and interests of those who come in to contact with the team professionally.
- Report any activity that may be fraudulent.
- Ensure that all Trust-wide and local policies are implemented.
- Comment upon and propose changes to working practices and procedures relevant to the service,

### **Physical Working Conditions and Environment**

- The post holder will be based within the Learning Disability Nursing Team and will be expected to visit people within their own homes, or a variety of public places or voluntary organisations within the community as well as GP practices.
- Travel throughout the county is required; the post holder will need to be able to drive to meetings /training off site and occasionally as required cover for colleagues on other sites.

### **Additional Information:**

#### **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 endeavors 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.

## **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.

- We are **welcoming** so you feel valued as an individual
- We are **kind** so you can feel cared for
- We are **positive** so you can feel supported and included
- We are **respectful** so you can feel listened to and heard
- We are **professional** so you can feel 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.

## **Equality and Diversity**

Hertfordshire Partnership Trust is committed to providing an environment where all staff, service users and carers enjoy equality of opportunity.

This includes recognizing diversity of staff, service users and carers and not treating anyone less favorably on grounds of age, ethnic origin, religion or belief, gender, gender reassignment, culture, health status, relationship status, disability, sexuality, social background, trade union affiliation or any other unreasonable grounds.

The Trust will strive to eliminate all forms of discrimination. We recognize that this requires not only a commitment to remove discrimination, but also action through positive policies to redress the inequalities produced by past discrimination.

## **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 staff to ensure that they do not abuse their official position for personal gain or seek to advantage or further private business or other interests in the course of their official duties. 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**

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 ).

### **Organisational Change**

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

### **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 Disabilities Nurse (Band 5 – 6 Fast Track Trainee)

**Team:** LD &F

| CRITERIA                                   | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KNOWLEDGE, TRAINING AND EXPERIENCE:</b> | <ul style="list-style-type: none"> <li>• RNLD or Dip / BSc (Hons) in Learning Disability Nursing.</li> <li>• Completion of preceptorship programme.</li> <li>• Evidence of effective multi-professional team communication &amp; team working.</li> <li>• Ability to assess, plan, implement and evaluate nursing care.</li> <li>• Experience with medication administration.</li> <li>• Working knowledge of current legislation including the Mental Capacity Act, Deprivation of Liberty Safeguards, the Mental Health Act, the Care Act.</li> </ul>                                                                                                                                                                                                                                                                                                          |
| <b>APTITUDE</b>                            | <ul style="list-style-type: none"> <li>• Committed to working with adults with Learning Disabilities.</li> <li>• Able to work in close partnership with service users, relatives, carers and other agencies, both statutory and non-statutory, working across boundaries in the interests of the service user.</li> <li>• Is able to practice ethically within own frame of reference</li> <li>• Promotes recovery, safety and positive risk taking</li> <li>• Able to recognize individual strengths and needs in service users, relatives, carers, self and team</li> <li>• Is able to demonstrate a commitment to equal opportunities for all and encourage active participation in every aspect of care and treatment</li> <li>• Committed to learning and developing self at all times; receptive to feedback and practices reflective practice.</li> </ul> |
| <b>COMMUNICATION AND ANALYTICAL SKILLS</b> | <ul style="list-style-type: none"> <li>• Able to communicate clearly and effectively with colleagues, service users, carers, and relatives.</li> <li>• Able to use problem solving techniques in a variety of situations</li> <li>• Able to manage own time and case load and has good administration skills</li> <li>• Good level of written English skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>GENERAL</b>                             | <ul style="list-style-type: none"> <li>• Able to use computers for clinical record entry, seeking information, producing detailed reports and communication purposes</li> <li>• Car Driver (unless you have a disability as defined by the Equality Act 2010)</li> <li>• Values service user focused care.</li> <li>• Flexible, adaptable approach and receptive to change.</li> <li>• Assertive and self-confident.</li> <li>• Enjoys a challenge.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |



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