

## JOB DESCRIPTION

### JOB DETAILS

**Job title:** Community Learning Disability Nurse  
**Band:** 6  
**Hours:** 22.5 hrs per week  
**Location:** West Locality Community LD team, Gloucester  
**Accountable to:** Manager, Gloucester CLDT

### JOB PURPOSE

The post holder will be a senior member of the team working with people across the service area who have a Learning Disability and associated complex health needs. The purpose of this role is to:

- Provide assessment and implementation of evidence-based interventions for people with learning disabilities and associated needs.
- Supervise, mentor and teach qualified and unqualified staff including students
- Coordinate care for a specified group of service users
- Support Clinical Governance initiatives at team and service level.

### DIMENSIONS

The team provides

- A Community Learning Disability Service offering comprehensive person-centred assessment and care
- Specialist care for people with a learning disability, and support with reasonable adjustments associated with their learning disability and both mental and physical health needs.
- Specialist support, advice and training directly to people with a Learning Disability, their families and carers, primary and secondary health professionals and a wide range of other agencies and service providers.
- The post holder will work in a multi-disciplinary team covering Gloucester and surrounding areas.
- The teams operate Mon – Fri 9.00 – 17.00
- The post holder may work as an independent / supplementary non-medical prescriber within the parameters of GHC POPAM policy.

Some flexible working may be required.

## CORE KEY RESPONSIBILITIES

### Clinical

- Work according to the Nursing and Midwifery Council (NMC) Code of Professional Conduct and relevant professional guidelines as a care co-ordinator taking responsibility for the assessment of care and health education needs.
- Engage in complex health assessments as appropriate and plan relevant care in partnership with service users, carers and other professionals ensuring individual needs are met.
- Ensure that everyone involved in the care plan receives a copy and to ensure that all relevant details are recorded on Trust IT systems.
- Utilising the Care Programme Approach (CPA) and in line with Trust policy, provide specialist care, education and advice to service users (including carers) on both physical and mental health conditions and associated learning disability in accordance with trust policy and act as care co-ordinator as and when required, including adults at risk and supervision procedures.
- Liaise with and offer specialist assessment and advice to other agencies and professions, including participating in Multi-Agency meetings to offer advice and opinions to facilitate the ongoing treatment and care of service users and to ensure adherence to National Service Framework (NSF) and NICE guidelines.
- Actively support service users in the management of their medication within a 'concordance framework' and relevant policies. Administer medication, including Intra-muscular injections depot medication as appropriate and monitor side effects. Delegate the checking and delivery of medication when appropriate
- Carry out independent non-medical prescribing activities as appropriate within the policy and related protocols if the post holder has the relevant training and qualifications, working with relevant members of the multi-disciplinary team.

### Professional

- Maintain accurate records and statistics to ensure that service user details and details of the care given is recorded in an accurate and timely manner in the electronic record and on the Trust database(s) in line with Trust policies.
- Prepare appropriate reports, including reports for Mental Health Act Tribunals and Mental Health Managers review meetings as required by rule 6 (1) of the Mental Health Tribunal rules.
- Ensure that the physical health needs of service users are met, including advice, support and health education to both service users and carers.
- Provide and receive complex and sensitive information from service users, carers or other professionals and agencies, on a daily basis.
- Work with and support other members of the multi-disciplinary team, using clinical judgements in the absence of key members of the team, including medical staff.
- Ensure that psychological intervention or treatment is offered to service users as outlined in the National Institute for Health and Clinical Excellence (NICE) guidelines.

- Undertake other duties appropriate to the post as requested by senior managers.

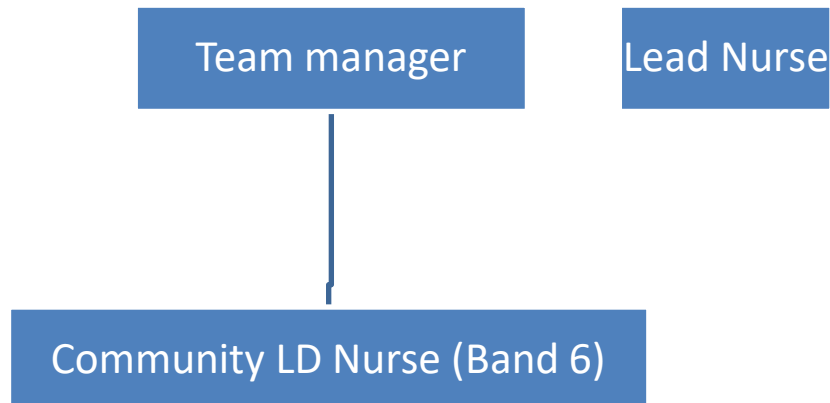
#### Leadership / Management

- To take responsibility for the provision of appraisal and supervision of other team members including induction of junior staff members and assessment of work based studies such as a National Vocational Qualification (NVQ).
- To implement risk assessments and management plans on a daily basis.
- To be involved in the recruitment of staff.
- Support existing team members in the planning and delivery of teaching sessions to members of the multi-disciplinary team and outside agencies including professions from primary care in order to implement mandatory training or to pass on specialist knowledge and skills. These sessions may be part of protected learning time.
- Contribute to service development and quality initiatives inline with local and national policies using audit and policy development.
- Ensure that through competent planning and organisational skills, the post holder allocates sufficient time to provide and receive ongoing clinical and managerial supervision, to include workload management, focusing on improving quality of care and audit inline with the Government Modernisation Programme.
- Provide mentorship and preceptorship to junior nurses, nurses in training, trainee nurse associates and other members of the multi-disciplinary team ensuring training objectives are met.
- To deputise for the team manager on an occasional basis to ensure ongoing management of the team and adherence to Human Resources procedures.

#### **SPECIFIC KEY RESPONSIBILITIES**

To respond to emergencies as required following training and as described within trust policies and procedures.

## ORGANISATIONAL CHART



## COMMUNICATIONS AND WORKING RELATIONSHIPS

- Service users and carers
- Multi-disciplinary teams (Other CLDT's, IHOT, LDISS, Autism assessment service)
- Other specialist teams both within and outside the Trust
- Professional leads
- In-patient staff
- Community staff
- Voluntary and statutory agencies including employment, education, housing and leisure services
- Police and probation services and county and district councils services
- Educational departments
- Accident & Emergency Department
- Child Protection Unit
- Approved Social Workers
- Transport providers

## EFFORT AND HEALTH & SAFETY FACTORS

- Working with service users in distress and who on occasion may be suicidal, hostile, confused and have difficulty communicating and as a result may pose risks to themselves or the safety of others.
- Long periods of intense concentration are required regularly throughout the day.
- Lone working, regularly in areas where personal safety may be compromised.
- Frequent driving, within and beyond the locality, often in busy and congested conditions and occasionally at night.



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- Invasive procedures such as intra-muscular injections with associated risk of injury and infection.
- Occasional exposure to body fluids.
- Disposal of clinical waste.
- Use of computer and VDU equipment.

### **MOST CHALLENGING PART OF THE JOB**

- Re-prioritisation of clinical and administrative tasks throughout the day based on urgency of need.
- Implementing risk assessments and management plans on a daily basis and working with service users with severe and enduring mental health problems who are frequently distressed and emotionally disturbed, frequent exposure to violent or aggressive behaviour within and outside the workplace. This may include working in service users' homes where risk can not always be assessed prior to visits.
- Working within a rapidly changing service, within budgetary limits.
- Assessing and working with service users that are presented with self-harm and who are not supported by Mental Health Services.

### **GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYEES**

The following are applicable to all posts and all employees:

#### **Trust Values**

The post holder will be expected to work inline with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

#### **General Duties**

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

#### **Professional and Personal Development**

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.



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All staff will have a formal appraisal with their manager at least every 12 months. Once performance / training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management / supervisory responsibility are required to ensure that their direct reports have an appraisal inline with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

## **Infection Control**

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

## **Health and Safety**

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

## **Confidentiality**

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

## **Safeguarding: Adults and Children (Section 11 of the Children Act 2004)**

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

### **Freedom of Information**

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

### **Working on Non-Trust Premises**

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

### **Smoke Free Premises**

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

### **Diversity and Promoting Dignity at Work**

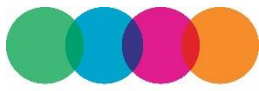
The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate information is recorded, at all times, inline with the Trust's Policy and Procedures for Data Quality.



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### Physical Intervention Descriptors

#### Working Well Pre-employment Assessment

**Breakaway** – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies (**clinical and non-clinical**). Training involves a degree of physical exertion; trainees are required to stand for the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

## PERSON SPECIFICATION

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**Location:** West Locality Community LD team, Gloucester  
**Accountable to:** Manager, Gloucester CLDT

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Registered Nurse Learning Disabilities (RNLD)	Essential	<b>Application form/ Interview</b>
Evidence of continued professional development	Essential	
Formal teaching and assessing course (FLAP / FLIP)	Desirable	
Registration as a non-medical prescriber with the NMC having undertaken the necessary training at Level 3	Desirable	
Evidence of formal post registration learning	Desirable	

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Demonstrable post qualification experience in learning disabilities or related area, some of which should have been in a community setting	Essential	<b>Application form/ Interview</b>
Previous experience of autonomous working	Desirable	
Extensive experience of first line assessments including the assessment of risk	Essential	
European Computer Driving Licence (ECDL)	Desirable	
Working knowledge of Microsoft Office packages, e.g. Word, Excel, PowerPoint and Outlook	Essential	
Experience of collaboration working with other agencies including the voluntary sector	Essential	

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Knowledge and understanding of the Mental Health Act & legal aspects of Learning Disabilities and Mental Health care, Child Protection legislation and other initiatives related to Learning Disability	Essential	<b>Application form and Interview</b>

Extensive demonstrable skills in risk assessment and management	Essential	
Knowledge of the different approaches to Learning Disability assessment	Essential	
Knowledge of evidence based intervention with service users with Learning Disabilities	Essential	
An understanding of national policy in relation to People with Learning Disabilities	Essential	
Up to date clinical knowledge including risk assessment, dual diagnosis and health and social care needs	Desirable	
Current clinical knowledge, including risk assessment, dual LD/MH diagnosis, complex health and social care needs.	Essential	
Experience in supervising Junior staff and Student Nurses	Essential	
Competent in the Care program approach and associated Countywide risk processes.	Essential	
Ability to identify and positively influence social factors affecting mental distress e.g. accommodation, substance misuse, domestic violence, welfare rights	Essential	

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Approachable and flexible	Essential	Interview / Application Form
Excellent communication skills (written and verbal)	Essential	
Be able to prioritise tasks and manage time effectively	Essential	
Ability to work under pressure and to problem solve in often chaotic and complex situations	Essential	
Ability to assimilate new concepts and approaches to care	Essential	
Commitment to regular individual and group / team supervision.	Essential	
Ability to engage positively with service users	Essential	
Ability to work effectively as a team member	Essential	
Ability to undertake all statutory and mandatory training including Positive Behavioural Management (PBM)/Breakaway (subject to Occupational Health clearance)	Essential	
Working knowledge of Microsoft Office packages e.g. Word, Excel, PowerPoint, Publisher and Outlook	Desirable	



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OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Able to attend and participate in all mandatory and statutory training events	Essential	Interview / review of Documentation.
Full UK Driving licence plus use of own transport for business purposes both within and external to locality.	Desirable	