

JOB DESCRIPTION

COMMUNITY LEARNING DISABILITY NURSE

BAND: Band 5

BASE: Bickerstaffe House

RESPONSIBLE TO: Community Learning Disabilities Team Manager

ACCOUNTABLE TO: Community Learning Disabilities Team Manager

DBS DISCLOSURE: 'This post is subject to an Enhanced Disclosure and Barring Service Check

INFECTION PREVENTION AND CONTROL:

The post holder must comply with all relevant policies, procedures and training on infection prevention and control.

JOB SUMMARY:

The Post holder will work as part of the Joint Health and Social Services Community Learning Disability Team. They will contribute to the assessment of health needs for individuals referred to the team. They will also provide ongoing support and care planning to named individuals.

DUTIES AND RESPONSIBILITIES

Professional

- To participate in the assessment, monitoring and evaluation of programmes of care for people with a learning disability.
- To liaise effectively with primary care teams and all professional agencies in the development and planning of care for the person with a learning disability.
- To use specialist knowledge effectively, informing clients and carers about clinical aspects of learning disability.
- Attend and contribute to PCP's and joint assessment meetings by being the client's facilitator and providing verbal/written reports of the clients needs.
- To be personally accountable for professional and ethical actions and ensure compliance with the N.M.C. Code of Conduct and Trust policies and procedures.
- To attend case conferences as appropriate, prepare reports for submission to the conference.
- To work with the Multi-Disciplinary Team to ensure that individuals maximise their potential.

- To maintain close liaison with colleagues forming the multi disciplinary team.
- To accept responsibility for the organisation of defined caseload.
- To assist the client regarding prescribed medications, advising about when and how to take, what route and possible side effects.
- To be instrumental in the development and implementation of Health Action Plans to people with Learning Disabilities.
- To assist and advise the clients/carer in the monitoring of medication.
- To be the named nurse, responsible for supporting clients drawn from the total team caseload.
- To liaise with GP's and other professional health staff regarding the health needs of people with Learning Disability.
- Devise and deliver training to junior health care staff and social care staff on health related matters one to one and to groups.
- Where appropriate administer Depot injections and other medications as required.
- To carry out screening and assessment of individuals with dual mental health/learning disability diagnosis.
- To arrange individuals prescriptions to be dispensed, to include Depot injections and other medications.

Management and Administration Responsibilities

- To maintain accurate and comprehensive nursing, administrative and statistical information, ensuring legal and local requirements are met, including those of the Joint Service.
- To attend meetings, multi-disciplinary, team meetings and liaise with management as required.
- Complies with Trust Policies, Procedures and Guidelines.
- Complies with relevant statutory/Department of Health directives.
- To bring to the attention of managers, any deficiencies in the service.
- To attend staff meetings regularly.
- To provide one to one supervision and instruction to unqualified members of staff and students.
- To contribute to the development of Joint Service through attendance at Joint MDT meetings, away days, setting team objectives.

Educational

- Identify a personal development plan and undertake an annual appraisal in conjunction with the Senior Community Nurse.
- To participate in continuing education and in-service training, to maintain an up-to-date level of professional knowledge and skill.
- To participate in research activity by providing information via interviews/questionnaires relating to people with learning disabilities and the professional role.
- To encourage an environment which is conducive to student and team members' continuing education?
- Offers innovative ways of working and opportunities to learn from colleagues.
- To assist in the recruitment of unqualified staff to the team through short listing and interviewing and participate in the induction of new staff by providing one to one supervision.
- To participate in on-going supervision with his/her manager.
- To provide verbal or written communications in respect of any disciplinary, grievance or complaints procedure within the Community Learning Disability Nursing Team.

There may be opportunities to undertake other duties and responsibilities of a similar level from time to time subject to prior agreement.

The above list of duties and responsibilities is not intended to be fully comprehensive and may be amended to take account of changing circumstances or requirements following consultation with the post holder.

Where necessary relevant training in the operation of new or unfamiliar equipment, software or procedures will be provided or arranged.

Working Relationships

People with learning disabilities and their families. Head of Nursing

Community Learning Disability Team and members of the LD Partnership Board Community Nursing Teams

Practice Managers and Nurses GP's

Hospital Personnel

Learning Disability Day Care facilities Respite and Supported Living Schemes Independent sector

Adult Placement Scheme Schools and Colleges Community matrons Mental Health Services

Other Health & Social Services professionals

GENERAL REQUIREMENTS

1. Quality

Each member of staff is required to ensure that:

- a) The patient and customer is always put first;
- b) That in all issues, the patient/customer requirements are met and all staff contribute fully to achieving the Trust's corporate goals and objectives;
- c) That all staff hold themselves personally responsible for the quality of their work and therefore seek to attain the highest standards achievable within their knowledge, skills and resources available to them in furtherance of the Trust's Vision and in embedding the organisation's Values.

2. **Confidentiality**

Each member of the Trust's staff is responsible for ensuring the confidentiality of any information relating to patients and for complying with all the requirements of the Data Protection Act whilst carrying out the duties of the post. Any breaches in confidentiality will be dealt with by the Trust's Disciplinary Procedure and may result in dismissal.

3. **Data Protection/Freedom of Information Acts**

Carry out any requirements within the duties applicable to the Data Protection Act, 1998 and the Freedom of Information Act 2000.

4. **Health and Safety**

Each member of the Trust's staff is responsible for ensuring that they carry out the duties of their post in accordance with all appropriate Health and Safety legislation (Health & Safety At Work Act 1974), guidance and procedures and they do not, by any act or omission on their part, create a threat to the Health and Safety of any other person.

5. **Equality & Diversity**

It is the responsibility of all employees to support the Trust's vision of promoting a positive approach to diversity and equality of opportunity, to eliminate discrimination and disadvantage in service delivery and employment, and to manage, support or comply through the implementation of the Trust's Equality and Diversity Strategies and Policies.

6. **Working Time Directive**

You are required to comply with the regulations governing working time and to any locally agreed associated arrangements.

7. **Harassment & Bullying**

The Trust condemns all forms of harassment and bullying and is actively seeking to promote a work place where employees are treated with dignity, respect and without bias.

8. External Interests

Each member of the Trust's staff is responsible for ensuring that any external interest they have does not conflict with the duties of their posts and they must disclose the external interest if this is likely to occur, or if they are in doubt about a possible conflict of interest.

9. Mandatory Training

Each member of the Trust's staff has a statutory obligation to attend mandatory training. It is the responsibility of each member of staff to ensure that they comply with this legal requirement.

9. Flexibility

This job description is intended to act as a flexible guide to the duties of the post and therefore will require revision in consultation with the post holder to reflect the changing requirements of the post, to enable the Trust to achieve its corporate goals and objectives.

10. Smoke-free Policy

In line with the Department of Health guidelines, the Trust operates a strict smoke-free policy.

10. Physical Effort

The post holder will be required to use a keyboard and computer skills to input data, prepare presentations and reports.

There is a requirement for driving with the community and across community and hospital sites.

There is a requirement for walking across the site areas.

There may be a need to physically assist with the care and treatment of an individual with a learning disability.

There may be a requirement to assist in the management of challenging behaviours.

11. Mental Effort

Frequent concentration, work pattern is unpredictable/predictable e.g. responding to crisis situations, family crisis, health needs and emergency hospital admission.

12. Working Conditions

There will be frequent exposure to distressing or emotional circumstances. Occasionally, dealing with hostile or challenging environment/behaviours, imparting unwelcome news and crisis intervention.

13. **Safeguarding**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share its commitment.

Vigorous recruitment checks are carried out on successful applicants who will be required to undertake Enhanced Disclosure via the Disclosure and Barring Service (DBS).