



SWANSEA BAY UNIVERSITY HEALTH BOARD

JOB DESCRIPTION

JOB DETAILS:

Job Title	Clinical Nurse
Pay Band	Band 5
Division/Directorate	Mental Health and Learning Disabilities
Department	Learning Disabilities Intensive Support Team

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Nursing/Service Manager
Reports to: Name Line Manager	LDIST Team Lead (LDIST)
Professionally Responsible to:	Head of Nursing/Service Manager

Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Job Summary/Job Purpose:

The post holder will provide clinical expertise, knowledge and skills to promote the health and wellbeing of service users at risk of being admitted to Acute Admission Units or placement breakdown, in need of support for safe discharge from hospital or experiencing a change in health needs requiring additional support.

The service operates 7 days a week including out of hours and Bank Holidays

DUTIES/RESPONSIBILITIES:

Key Tasks and Responsibilities of the Post

- The post holder will operate as a practitioner within the Learning Disability Intensive

Support Team providing person centred health care.

- The post holder will work clinically as appropriate to the role of Band 5 nurse and will function as part of a structured nursing team with support from senior learning disability nursing staff within the team.
- The post holder will contribute to the development, maintenance and evaluation of systems and structures, which promotes the rights, responsibilities and diversities of people with a learning disability, through effective communication
- The post holder will promote the health & wellbeing of clients by providing specialist nursing assessment and advice to service users, carers and other professionals.
- The post holder will liaise effectively with community and specialist organisations (including acute, local authorities and voluntary organisations).
- The post holder will deliver clinical interventions and treatment as required to meet the service user assessed health care needs.
- The post holder will be able to work in isolation and be able to use own initiative as well as part of a team
- The post holder will be supported to develop areas of interest in clinical practice that complement the available skills mix within the nursing team and address the assessed needs of the client group.
- The post holder will work shifts to support the service which operates 7 days a week including Bank Holidays and out of hours.

Management

- Plan and allocate the day to day work carried out by the team, individuals and self in the absence of senior nurses.
- Contribute to the development of teams, individuals and self to enhance performance.
- Contribute to the management of the performance of the team and respond to poor performance by undertaking development activities for Band 5 nurses that will enhance performance and encourage competent, independent and reflective practitioners.
- Assist senior nurses in the clinical support and supervision of Band 4 HCSWs within the team
- Provide mentorship to student nurses

Clinical

- Maintain work schedule on a daily basis including reprioritisation to respond to crisis situations for clients/carers.
- Contribute to the process of health diagnosis by providing specialised nursing assessment and following a diagnosis, giving advice regarding treatment and management
- Provide person centred health care.
- Facilitate and participate in appropriate group work activities in relation to the post.
- To work in partnership with clients, carers and other care providers, promoting the principles of social inclusion.
- Select and implement evidence based nursing interventions to meet individual needs of clients utilising national guidance and standards.
- Work within the principles of a clinical governance framework; contribute to the achievement of high quality person centred care by the implementation of agreed standards of care.
- To be conversant, deliver and conform to a legal and ethical framework set out by nursing and mental health/learning disability related legislation to ensure that people with learning disabilities interests and well-being are met e.g. Mental Health (Care & Treatment) Act
- Promote optimum health for adults with learning disabilities.

- Manage and take responsibility for the control and effective use of physical resources by appropriate, safe use, carriage and maintenance of any clinical equipment and IT equipment.
- Identify, assess and inform relevant personnel of situations where clients may be at risk or pose a risk to themselves and/or others by devising and utilising clinical risk management assessment.
- Initiate referral for child protection or safeguarding adults and contribute to the process e.g. by attending meetings and supportive information.
- Deliver nursing care to meet the needs of clients as prescribed in care plans aligned with Health and Care Standards (April 2015).
- Devise, implement and evaluate a plan of specialised nursing care based on comprehensive and observational assessments undertaken, with the co-operation of the client, and or his/her advocate/carer where possible, taking into account the multidisciplinary approach, and uniqueness of each client, e.g., clients with complex health needs and/or challenging behaviour and/or dual diagnosis.
- Carry out physical nursing skills e.g. health assessment and clinical holds as per PBM training
- Identify ways in which improvements can be promoted for the social and emotional environment of clients and advocate for clients where appropriate

Professional

- Adhere to the NMC The Code: professional standards of practice and behaviour for nurses, midwives and nursing associates (2018).
- Adhere to NMC revalidation requirements
- Actively participate in audit compliance with quality systems as required.
- Adhere to the principles of Clinical Governance
 - teamwork
 - communication
 - leadership
 - systems awareness
 - ownership
- Comply with SBU Health Board
- Nursing and Midwifery Strategy and Clinical Policies
- Corporate and Operational Policies and Procedures
- Legislation and Strategy requirements e.g. Health and Safety

Service Delivery

- Contribute to the implementation of NICE Guidelines, National Service Frameworks where applicable.
- Be aware and actively participate in developments and innovations in health care and its application to practice.
- Assist Senior Nurse in the management of change to embrace Innovations and developments in health care and their application to practice.
- Gather required information to promote decision-making, which will contribute to the further development of the Clinical Governance framework, within the work environment.

Leadership

- Participate in the professional leadership agenda.
- Contribute to working project groups as required by General Manager and Lead Nurse.
- Develop one's own knowledge and skills by participating in education and training as a

result of undertaking a personal development review and resulting in a personal development plan.

- Critically appraise research currently being undertaken in relation to own specialty, and apply relevant findings.
- Actively seek opportunities to continually develop oneself, consistent with the principles of lifelong learning and in line with the professional bodies Continuous Professional Development requirement.

Communication

- The post holder will be required to communicate complex and sensitive information and manage potential interpersonal conflict and barriers to understanding.
- The post holder will have excellent communication skills in order to enhance service user involvement where there may be barriers to understanding
- Be empathic and provide support for service users/carer(s) e.g. dealing with difficult family situations or circumstances.
- The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as clients and carers.
- Maintain effective systems of liaison with Primary and Secondary Care services to improve/maintain the physical health and wellbeing of service users
- The role will involve an educational dimension with service users, carers and colleagues.
- The post holder will regularly attend a range of meetings that support effective communications both internally and externally with e.g.
 - Nursing, medical, allied health and Social care professionals.
 - Specialist support staff. Autism / Multi cultural services.
 - Primary Care staff and General Practitioners.
 - Student nurses/learners
 - Regulatory and Professional Bodies
 - Client and Carer Groups.
- Adhere to the NMC Guidelines for records and record keeping (2015).
- Work with nurses and other members of the multidisciplinary team, using effective communication systems, written and verbal.
- Provide specialised nursing reports to contribute to the provision of social or health care for the client

Education and Training

- Take responsibility for personal development and education including statutory, mandatory, and in-service training e.g. Health & Safety, CPR, MCA, Safeguarding and Positive Behavioural Management.
- Develop one's own knowledge and skills by participating in education and training as a result of undertaking a personal development review and resulting in a personal development plan.
- Actively seeking opportunities to continually develop oneself, consistent with the principles of lifelong learning and in line with the NMC Continuous Professional Development requirement for revalidation and provide documented evidence.

Information Resources

- Identify opportunities to implement systems to maximise benefits and effectiveness of new information and information technologies

Finance

- Maintain accurate travel expenses

Research and Development

- Take a delegated role in the management of change to enhance innovations and developments in health care and its application to practice.
- Contribute to the development of a research and development culture within the workplace which will result in the undertaking and utilisation of nursing research in line with the Health Boards R&D strategic framework
- Participate in audit as directed by senior nurses

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	<p>RNLD</p> <p>Current NMC Registration</p> <p>Willingness to undertake further health related study</p> <p>Evidence of commitment to ongoing professional and personal development including Revalidation process</p>	<p>Educated to Degree level or willingness to work towards.</p> <p>PBM trained</p>	Application form and pre employment checks
Experience	<p>Experience working within a multi-disciplinary team.</p> <p>Experience of working with families.</p> <p>Experience of working with individuals with complex health needs and those with challenging behaviour.</p>		Application form and interview
Aptitude and Abilities	<p>Ability to evidence excellent written and oral communication skills.</p> <p>Ability to assess service users and develop plans of care</p> <p>Demonstrate evidence of ability to work on own initiative and as part of a team</p> <p>Excellent interpersonal skills required in order to deal with all partners (Internal and external) and to influence practice and service developments</p> <p>Ability to respond to urgent/unpredictable service user issues</p> <p>Ability to organise self to work efficiently and effectively, with an ability to prioritise workload</p>	Ability to speak Welsh	Interview

	<p>amongst competing demands.</p> <p>Possess knowledge of relevant legislation e.g Mental Health Act, Menatal Capacity Act, DoLS, safegaurding</p> <p>Ability to maintain selfmotivation, enthusiasm and to motivate others.</p> <p>Evidence of undertaking presentation to groups and demostrating teaching and assessing skills.</p> <p>Ability to work flexible hours according to unpredicatiable service need</p> <p>Demostrate personal and professional qualities which reflect the health Board values.</p>		
Values	<p>Shows empathy and compassion towards others – a natural disposition to put yourself in someone else’s shoes. Sees and treats others as individuals (patient, families, colleagues) and treats people with dignity and respect.</p> <p>Shows resilience, adaptability and flexible approach as situations arise and positivity when times are tough.</p> <p>Shows respect for others’ views and appreciate others’ inputs and encourage colleagues to display our values.</p> <p>Motivated to use initiative to recognise problems and seek solutions whilst understanding the importance of empowering and enabling others (patients, families, colleagues).</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>Friendly and helpful disposition, awareness of how our own and others' behaviours impact on people's experiences and the organisation's reputation.</p> <p>Willing to seek out learning, give and accept constructive feedback and committed to continuous improvement.</p>		
Other	<p>Ability to demonstrate behaviours and attitudes which align with the Health Board's Values and Behaviour Framework</p> <p>Able to maintain a level of physical fitness to enable compliance with the health and safety measures including PBMABMU and manual handling training as required by the Delivery Unit</p> <p>Additional demonstrable qualities that are beneficial to the role e.g care, compassion, competence, communication, courage and commitment</p> <p>Ability to drive between sites in a timely manner</p>		Application form and interview

GENERAL REQUIREMENTS

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code

and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **General Data Protection Regulation (GDPR):** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Regulation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has

an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
If the post holder does not require a DBS Disclosure Check, delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: Clinical Nurse – Learning and Disabilities

Organisational Chart

Learning Disabilities Intensive Support Team Lead



Clinical Nurse Band 6



Clinical Nurse Band 5 (this Post)



HCSW Band 4

Job Title: Clinical Nurse – Learning Disabilities

Supplementary Job Description Information

Physical Effort

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequent VDU use	Daily		
Driving for community visits	Daily		
Standing/sitting with limited scope for movement for long periods	Weekly		
Kneeling, crouching, twisting, bending or stretching (occasional) Standing/walking for substantial periods of time (occasional) Controlled restraint i.e. jobs requiring training/certification in this	Monthly		

Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Carry out clinical assessments and interventions Be able to respond to unpredictable work patterns in accordance with service needs Need to meet deadlines and juggling competing priorities Drive a vehicle	Daily		
Attend meetings Prepare detailed reports Check documents Carry out calculations	Weekly		
Carry out formal student/trainee assessments (occasional) Give evidence in a court/tribunal/formal hearings (occasional) Analyse data	Monthly		

Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Dealing with people with challenging behaviour	Daily		
Giving unwelcome news to patients/ clients/carers/staff Dealing with difficult situations/ circumstances and demands of a busy service May experience occasional exposure to emotional circumstances when dealing with service users/families and carers.	Monthly		

Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Working in uncomfortable/ unpleasant physical conditions (occasional) Unpleasant smells/odours Body fluids, faeces, vomit Exposure to aggressive verbal behaviour where there is little/no support Inclement weather	Monthly		