

JOB DESCRIPTION

JOB DETAILS

Job Title: Community Nurse

Pay Band: Band 6

Directorate: Mental Health & Learning Disabilities

Department: Learning Disabilities

ORGANISATIONAL ARRANGEMENTS

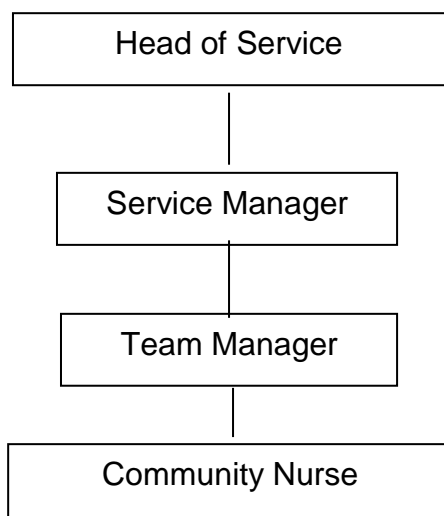
Managerial Accountable to: Health Team Manager

Reports to: Health Team Manager

Professionally Responsible to: Assistant Director of Nursing, MH&LD

Responsible For: Designated Health Care Support Workers / Assistant Practitioners

Organisation chart:



JOB SUMMARY / PURPOSE

To have continuing professional accountability and responsibility for the provision of specialist health care, treatment and advice for a defined caseload of clients who have learning disabilities with complex health needs, and their carers, in the community.

To liaise and work in partnership with other agencies to deliver a flexible and responsive service which meets the need of the local population of people with a learning disability and the needs of carers.

To provide specialist advice, support and training on a range of health issues to other agencies who are responsible for the provision of services/care to people with learning disabilities with the aim of reducing health inequalities for people with a learning disability.

To develop, maintain and be responsible for own knowledge / skills base evidencing professional development through a personal portfolio and participation in annual PADR.

To assess, supervise and appraise designated unqualified health care workers and student nurses.

To play an active role in contributing to the development and improvement of the Learning Disability Service in accordance with the vision, aims and objectives of the service.

MAIN DUTIES AND RESPONSIBILITIES

To have continuing professional accountability and responsibility for all aspects of assessment, care planning, management and clinical care of clients with a learning disability with complex needs, in line with the Learning Disability Service Specification and Mental Health (Wales) Measure 2010.

To provide a comprehensive assessment of an individual's nursing needs utilising agreed standardised and specialist assessment documentation. This will include assessment of risk; identifying unmet health needs; delegation to unqualified staff where appropriate; signposting to relevant services; and management advice.

To formulate a comprehensive care plan with clear crisis and contingency plans using a person centred approach, in collaboration with the person and where identified with the family or carer.

To deliver individualised and evidence based specialist nursing care and treatment aiming to discharge safely to Primary Care and mainstream health services when appropriate.

To be responsible for the safe and effective management of a defined clinical caseload in agreement with the line Manager. Monitor and evaluate interventions and outcomes for people on caseload, ensuring effectiveness of care delivery.

To act as Care Coordinator under the Mental Health (Wales) Measure 2010.

To work as an autonomous practitioner, acting independently without direct supervision, and using own initiative to manage workload, problem solve and respond effectively to emerging concerns or clinical crises.

To maintain a high level of professional core Learning Disability Nursing related skills and knowledge.

To participate as an effective member of the multidisciplinary team, undertaking screening of new referrals, assessment and planning care.

To act as a resource for other professionals working within the Learning Disability Service, Mental Health and Learning Disability Directorate and wider Health Board, providing clinical consultation within own competencies.

To facilitate effective liaison with parents, carers, providers, other health professionals, Social Care team and any relevant service to ensure plans are communicated, interventions are coordinated effectively and identified needs are met to provide person centred care.

To prepare funding applications including joint funding or Continuing Health Care applications in relation to change in client needs.

To arrange and undertake completion of the Decision Support Tool as part of the Continuing Health Care Process, and adhere to the CHC Framework.

To be responsible for placement monitoring on behalf of the Health Board for a defined number of clients. This may include people who are placed out of county. To ensure that programmes of care reflect changing need.

To provide appropriate therapeutic contact with clients, families and others, both individual and in groups.

To promote health education and preventative measures for clients.

To promote client self-management and independence towards an individual's maximum optimal potential using the Progression Model.

Service Management

To report all incidents, near misses or hazards to line manager and submit Datix within a timely manner.

To contribute to the Investigation process when required by line manager or lead investigator in relation to a Datix, Complaint, or Serious Incident.

To participate in the development of patient pathways and to provide service level feedback on pathways as required.

To chair patient related meetings as required and ensure that process is followed.

To report any service deficits to senior managers in a timely manner and ensure the safety of both patients and staff.

Service Improvement

To support the Learning Disability Senior Management Team in delivering the teams' core functions as outlined in the service specification.

To participate in Audit cycles and service reviews as required by Team Manager, Service Manager or Professional Lead.

To actively contribute to the development and implementation of local procedures and clinical pathways.

To actively promote and contribute to the development of innovations in health care and its application to practice.

To support the Senior Management Team in the management of change

To contribute to Service Improvement working groups as required by Team Manager, Service Manager or Professional Lead.

To attend and contribute to Team Meetings as required by the Team Manager

Communications

Team Membership:

Community Nurses
Support Staff
Social Workers
O.T.
Physiotherapist
Speech & Language therapist
Consultant Psychiatrist
Consultant Psychologist
Psychologist
Behaviour Practitioners
Health Team Manager

To liaise with:

G.P's
Day Services
Respite Services
Health Facilitation Nurses
Third Sector
Relatives & Carers
Private Providers
Local Authority
Social Services
Mental Health
Police

To contribute to the creation of, and provide appropriate supporting evidence-based and person centred information in a range of formats including video, audio and Easy Read to meet individual client/carer need.

To create and maintain effective communication systems and working relationships between colleagues; peers; clients; families; carers; and providers.

To plan, coordinate and lead client focused multidisciplinary meetings.

To use a range of communication skills to ensure consent is obtained or where a person is assessed as lacking capacity, to provide advice regarding Best Interests.

To use a range of communication skills to ensure clients with a learning disability understand the implications of their health conditions including complex health issues.

To receive and communicate highly complex and sensitive information to/with clients, carers and other professionals involved in the support or care of the client in order to meet the needs of the individual.

To be empathic and provide support for clients and/or carers when communicating or dealing with difficult or sensitive issues or circumstances. To offer and initiate carers assessment when appropriate.

To be responsible for making internal and external referrals to other professionals and agencies.

To prepare and present clinical reports for a range of forums.

Finance and Resources

To be responsible for the control and effective use of resources by using equipment appropriately and safely, adhering to Health Board Policies and within own level of competence.

To minimise waste of resources across all areas of work.

To inform team administrators of requests for ordering equipment in order to carry out duties.

To be responsible for the timely submission of claims for E-Expenses, within three months of travel / expenditure.

Personal and People Development and People Management

To continually develop therapeutic skills and maintain professional awareness of innovations, current trends and practice through appropriate training courses, study days, workshops, management and clinical supervision.

To actively seek opportunities for professional development in line with the principles of lifelong learning.

To be responsible for personal development including compliance with mandatory and essential training delivered by the Health Board.

To reflect on own professional practice and seek feedback from clients, carers, colleagues and peers to inform practice development.

To actively participate in Clinical and Managerial Supervision with line manager, or with an identified and appropriate health professional as agreed with line manager.

To maintain a current NMC registration and adhere to the NMC Code.

To maintain personal awareness of relevant professional and political issues locally and nationally.

To provide formal clinical supervision and caseload management supervision to junior nurses and non-registered support staff within the team.

To participate in the appointment of junior staff and their subsequent induction.

To attend and contribute to referrals meetings, multidisciplinary team meetings, and clinical and management supervision.

To act as a Practice Assessor / Supervisor to nursing students. To develop learning packages, and manage placements for students by planning, allocating and evaluating their work. Contribute to and maintain a supportive, welcoming learning environment.

To facilitate and support the learning of non-nursing students, and to be involved in other training activities organised by the team.

To develop and provide a range of bespoke and generic specialist teaching / training packages to be delivered to the multidisciplinary team; clients; families; carers and other identified individuals. e.g., Buccal Midazolam administration, Personal & Social Relationships.

To share and feedback relevant learning from courses and training events with the team

To participate and contribute to the Induction Programme for new members joining the team.

Information Processing

To formulate client-related protocols and guidelines to assist other agencies to provide safe and effective care/support.

To maintain clear, comprehensive and contemporaneous clinical records, care plans and risk assessments adhering to the NMC Code and Health Board Record Keeping Policies.

To ensure clinical records and other Patient Identifiable Information are stored securely, maintaining security and confidentiality in line with Health Board policy and the Data Protection Act 2018.

To develop a range of bespoke, specialised nursing reports when required for purposes such as Mental Health Review Tribunals; MAPPA; MARAC; Safeguarding or other appropriate forums.

To provide data towards the formulation of reports and projects in order to ensure own practice and service delivery is evidence-based.

To ensure own personal data is updated on ESR contemporaneously with any changes to personal circumstances.

To contribute to Team or Service wide audits.

Health, Safety and Security

To comply with the Health & Safety at Work Act 1974, proactively assessing and managing risk of situations, taking appropriate action and reporting all incidents, near misses or hazards to line manager and submitting Datix within a timely manner.

Quality

To be professionally responsible and accountable for all aspects of own clinical practice, and maintain high standards of care and professional integrity in line with the NMC Code, Health board Policies and Procedures, and Health & Care Standards (2015).

To maintain compliance with the Mental Health Act, Mental Capacity Act, Mental Health (Wales) Measure and related legislation, with particular regard to issues relating to capacity and consent; Best Interest; and Deprivation of Liberty (DoLS) / Liberty Protection Safeguards (LPS).

To ensure ethical and legal requirements are maintained in any plan of care and treatment, and to take into account the client's customs, beliefs, faith and preferences including any Advance Directives made.

To maintain compliance with Wales Safeguarding Procedures, in particular understanding the duty to report incidents and behaviour that places clients or others at risk of abuse.

To adhere to the principles of Clinical Governance

To participate in benchmarking current practice and service delivery against nationally recognized standards.

To participate in Quality Assurance activities and implementing recommendations

Equality and Diversity

To practice using due regard for a persons dignity, choice, and self esteem.

To have a working knowledge and understanding of the Human Rights Act 1998 and adhere to the core values of Fairness, Respect, Equality, Dignity and Autonomy.

To have a working knowledge and understanding of the Equality Act 2010 and to practice with due regard for people with protected characteristics.

To plan and deliver care upholding the principles of the LD Charter.

To comply with the Welsh Language Standards

Effort and Environmental

To frequently work alone in community settings or in people's homes with potential exposure to unpleasant working conditions and in line with Lone Working Policy.

To expect to work remotely / away from the office base regularly, including from home as part of an agile working philosophy.

To occasionally work outside of normal working hours in order to accommodate and provide a flexible response to client need.

To regularly prepare, dispense and administer medication to clients including Oral, Sub-lingual, Topical, Buccal and Rectal routes of administration as well as intramuscular or sub-cutaneous injections.

To regularly come into contact with animals and pets of clients or their carers.

To be exposed to biological organisms such as fleas or lice rarely.

To occasionally be exposed to a range of bodily fluids.

To occasionally be exposed to foul linen, infectious material or surfaces, or other contaminated equipment or environments.

To occasionally be exposed to foul smells.

To occasionally be exposed to verbal or physical aggressive behaviour where there is little or no support.

To regularly communicate distressing, life-changing or unwelcome information or news to clients, carers, or families.

To occasionally deal with difficult circumstances or situations.

To occasionally provide direct nursing care or give advice to other staff delivering care to terminally ill clients.

To manage and respond appropriately and safely to clients exhibiting behaviours that challenge others occasionally.

To expect to drive and/or be driven in normal situations on a daily basis.

To expect to drive and/or be driven in inclement weather occasionally.

To frequently carry out assessments of students.

To carry out clinical care interventions on a daily basis.

To give evidence in Court, Tribunal or formal hearing on occasion.

To attend and contribute to meetings weekly.

To prepare detailed reports on an occasional basis.

To check documents on a weekly basis.

To regularly expect to concentrate for short periods of time.

To expect occasional interruptions during the working day.

To use DSE frequently during the working day, and on a daily basis update electronic patient records e.g. Care Partner, WPAS, Care Plans, Risk Assessments.

To lift and carry equipment occasionally.

General

The roles and responsibilities outlined in the job description are not a definitive list and are described within to indicate the scope of the community nurse role. Post holders may be expected to carry out other duties or to adapt and be flexible to changes as required by National, Local or Welsh Government Policy or standards; Health Board policies and procedures; service improvement measures, or in order to meet individual client's requirements.

All employees of the Health Board are expected to demonstrate and embody the Organisational Values, in all dealings with clients, carers, families, colleagues, staff from other organisations and members of the public.

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and Knowledge	<p>Registered Nurse Learning Disabilities (RNLD) with a current NMC registration.</p> <p>Post-registration training with evidence of ongoing professional development in the field of learning disabilities</p> <p>Evidence of Post-graduate Certificate or Diploma or working towards or equivalent clinical experience</p> <p>Comprehensive understanding of current policy and practice in relation to people with learning disabilities.</p> <p>Teaching qualification or equivalent, or recent experience in the provision of training to health staff.</p> <p>Evidence of risk assessment and risk management skills.</p>	<p>Comprehensive understanding of local and national drivers for change in the field of learning disabilities.</p>	<p>Application form</p>
Experience	<p>Extensive experience of working with people with learning disabilities at Band 5 or above.</p> <p>Experience in the assessment and management of people living with co-morbidities and complex health needs.</p>	<p>Evidence of clinical leadership.</p> <p>Evidence of participation in audit cycles.</p>	<p>Application form and interview.</p>

	<p>Recent experience of working within a Community Team at Band 5, or extensive experience of working within a multi-disciplinary team.</p> <p>Recent experience of supervising non registered support staff.</p> <p>Evidence of working with people who display behaviours that challenge.</p>		
Language Abilities		<p>Welsh speaker (Level 1)</p> <p><i>Full details around the expectations associated with level 1 may be found at the bottom of this page</i></p>	Application form and Interview
Aptitude and Abilities	<p>Excellent oral and written communication skills, including tact and diplomacy skills</p> <p>Excellent assessment, care planning and clinical risk assessment skills.</p> <p>Ability to work flexibly and adapt to the changing needs of the service.</p> <p>Effective team working skills and an understanding to multi-disciplinary approaches to care.</p> <p>The ability to demonstrate skills to a high standard through role modelling</p> <p>Effective time management skills, including ability to organise self and work efficiently and effectively.</p> <p>Ability to work on own initiative including effective</p>	<p>Evidence innovative or creative practice and demonstrate willingness to adopt new ways of working.</p> <p>Ability to monitor and evaluate care and quality standards for own practice and within team.</p>	Interview and application form

	<p>crisis management skills</p> <p>Ability to use electronic communications, platforms and systems.</p> <p>Advocacy skills</p>		
Values	<p>Ability to embrace the following personal values and behaviours on a daily basis -</p> <ul style="list-style-type: none"> • Dignity, Respect and Fairness • Integrity, Openness and Honesty • Caring, Kindness and Compassion <p>Ability to demonstrate a commitment to our organisational values -</p> <ul style="list-style-type: none"> • Working together to be the best we can be • Striving to develop and deliver excellent services • Putting people at the heart of everything we do 		
Other	<p>Effective I.T skills.</p> <p>Ability to travel between sites in a timely manner including rural locations.</p>		

Level 1 Welsh

(Please note that for this particular post level 1 in spoken Welsh is desirable but not essential)

Listening/Speaking: Pronounce Welsh words, place names, department names, etc. Greet and understand a greeting. Use basic every day words and phrases, e.g. thank you, please, excuse me, etc. Understand / pass on simple verbal requests of a routine / familiar / predictable kind using simple language, e.g. 'May I speak to...'. State simple requests and follow up with extra questions / requests in a limited way.

Reading/Understanding: Understand simple key words and sentences on familiar / predictable matters relating to own job area, e.g. on signs, in letters.

Writing: Fill in simple forms, note down simple information, e.g. date and venue of a meeting, Welsh address, etc.

GENERIC STATEMENTS

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

COMPETENCE

The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs. The postholder is required to demonstrate on-going continuous professional development. At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

OUR VALUES

Hywel Dda University Health Board is a values driven organisation. The post holder is expected to uphold our values of dignity, respect, fairness, integrity, honesty, openness and caring, kindness & compassion underpin a behaviour framework which are supported by our organisational values of

- Putting people at the heart of everything we do
- Working together to be the best we can be
- Striving to deliver & develop excellent services

TEAM BRIEF

The post holder is required to actively participate in Hywel Dda Team Briefing in order to aid communication within the Health Board. Managers and supervisors will regularly deliver the Team Brief verbally to their own staff teams by means of a Core Brief and additional departmental information.

RISK MANAGEMENT/HEALTH & SAFETY

The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice. The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health

and safety. The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility. The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines. The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

EQUAL OPPORTUNITIES

Hywel Dda University Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and that individuals or groups will not face discrimination, harassment or victimisation, or be treated less favourably on the basis of sex, pregnancy and maternity, gender reassignment, disability, race, age, sexual orientation, religion and belief, family circumstances including marriage and civil partnership. To this end, the UHB has an Equality and Diversity Policy and Equality Impact Assessment Policy and Procedure and it is for each employee to contribute to enacting these policies.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact

on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do their utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

SMOKE FREE POLICY

All Health Board sites and premises and grounds are designated as smoke free areas. This policy applies to all staff, contractors/service providers, patients, visitors and the public.

SAFEGUARDING ADULTS AND CHILDREN

Every employee of the Health Board, whatever their job, role, profession, status or place of work, paid or voluntary, has a responsibility for Safeguarding both adults and children. Staff must:

- Understand the nature of abuse and how children and adults might be at risk of harm and neglect.
- Understand their own safeguarding responsibilities and what actions they may need to take.
- Know where they can access local policies and procedures in relation to Safeguarding Children and Safeguarding Adults.
- Report allegations or suspicions of abuse to their line manager, including suspicions about a colleague or manager, irrespective of their status, profession or authority. This includes whistle-blowing
- Know how to make a Safeguarding referral to Social Services and/or the Police for both adults and children to report allegations or if they have concerns.
- Know what services, advice and support are available locally to vulnerable children and adults and how to access help needed.

INFECTION CONTROL

"The document Commitment to Purpose: Eliminating Preventable Healthcare Associated Infection: A Framework of actions for healthcare organisations in Wales stipulates that all staff must understand their responsibility and accountability for Infection Prevention & Control and the Health Board must be assured of this on an ongoing basis". IP&C is the personal and individual responsibility of all Health Board staff. All staff have a responsibility to protect and safeguard 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 Infection Prevention & Control Policies and procedures; and best practice guidance in order to maintain high standards of Infection Prevention & control.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.