

## JOB DESCRIPTION AND PERSON SPECIFICATION

### JOB DETAILS

**JOB TITLE:** Clinical Nurse Specialist, Learning Disability

**BAND:** 7

**LOCATION:** BCH & BWC

**DEPARTMENT:** Safeguarding

**HOURS OF WORK:** 37.5

**ON CALL/OUT OF HOURS:** NO

**ACCOUNTABLE TO:** Director Safeguarding

**RESPONSIBLE TO:** Associate Director of Safeguarding & Lead Nurse for Learning Disabilities

**CLINICAL GROUP:** Diagnostics & Therapies

We know that organisations which have strong values and behaviours do well and that employees are engaged, happy and motivated in their work. We've worked closely with staff to develop and embed our values and we will continue to ensure that they underpin the way we care for our patients and each other.

#### Our mission:

To provide outstanding care and treatment, to share and spread new knowledge and practice, and to always be at the forefront of what is possible.

#### Our vision:

To be a world-leading team providing world-leading care.

#### Our goal:

To be the best place to work and be cared for, where research and innovation thrive, creating a global impact.

#### Our values:

- Ambitious
- Brave
- Compassionate

## JOB PURPOSE

To act as a Clinical Nurse Specialist within the area of Learning Disability (children, young people, and adults).

The post holder will be a member of, and make a significant contribution to, a multi-disciplinary team including clinical psychologists, liaison psychiatrist and Learning Disability nurses, contributing to the development of holistic care of children, adolescents, and their families at Birmingham Children's Hospital.

The post holder will also provide support to women with a learning disability who access our services at Birmingham Women's Hospital site.

To hold continuing responsibility and effective management of the learning disability pathway case load, ensuring recovery focused specialist health interventions are delivered to children, young people and women with learning disabilities in a multi-disciplinary team.

## JOB INFORMATION

The post holder will be a key part of the Learning Disabilities Liaison service at Birmingham Women's and Children's NHs Trust (BWC) on both the Children's Hospital and Women's Hospital sites.

The post holder will be SEND lead and as part of this element of the role the postholder will be responsible for the following: -

- Receive EHCP advice requests
- Liaise with appropriate clinician(s)
- Support the teams to complete the EHCP advice request
- If more than one clinician involved, formulate one response before sending to Local Authority (LA)
- Supervise the administrative process for tracking requests and reminders.
- Provide training to staff
- Provide advice to parents
- Raise any concerns with LA regarding education provision and impact to individuals health needs
- Attend EHCP meetings for complex cases
- Liaise with SENAR and SENCOS
- Contribute to the multi-agency SEND improvement process, liaising with and supported by the SEND Designated Officers

### Key relationships

Senior Nursing and Midwifery teams at BWC including FTB.

Medical staff from all specialties including General Paediatrics, FTB, Gynaecology and Midwifery (list not exhaustive).

Emergency Department staff, Safeguarding team, Education services including James Brindley School, LD and FTB Liaison Nurses, Psychiatrists, Clinical Psychologists, LD Leads in the Community

The post holder will participate in best interest meetings, safeguarding meetings/proceedings

## CORE KEY RESPONSIBILITIES

### PROFESSIONAL:

- Carry continuing responsibility for the specialist assessment and management of a defined caseload of referred children, young people and women with learning disabilities, and their families. Ensuring that this client group does have equal access to health care services.
- Liaise with other professionals/ agencies which collaborate in the provision of care.
- Take responsibility for the management of a small complex clinical caseload within the hospital setting, ensuring reasonable adjustments are met in line with Commission for Quality Care standards.
- Provide assessment of care needs, implement and evaluate therapeutic programmes of care to children, young people and women with learning disabilities and their families, in the home, hospital and clinics.
- Provide assessment of needs for children, young people and women with a learning disability for reasonable adjustments to ensure care can be provided in the acute setting
- To produce policies and best practice guidelines related to learning disability issues and to ensure the learning disability agenda is reflected in all other relevant policies, procedures and guidelines within BWC Trust.
- Provide clinical supervision to junior members of the team
- Participate in clinical supervision for own learning and development
- Support the completion of capacity assessments at BW

### CLINICAL:

- Using expert specialist knowledge, advise on the co-ordination of care for children, young people and women with learning disabilities whilst in acute care setting and provide accessible treatment plans and Care Pathways.
- Ensure support is available for children, young people and their families/carers to navigate through information services, obtain accessible treatment plans and preparation for medical interventions aiding choice and capacity to consent.
- Involve hospital staff, children and young people and women with Learning Disabilities and their families in developing care pathways content and design and overall improvements.
- To facilitate and support clinical staff to produce appropriate transition plans with young people and their families/ carers.

- Ongoing development and promotion of the 'Hospital Passport' that will give key information around a) health needs and history (including information around their particular difficulties), b) likes and dislikes around diet and nutrition C) key triggers, cues and strategies for managing particular behaviours including self-harm and self-injury. D) Assessment of high-risk areas in relation to their care, i.e. Mental Health choking/dysphasia, management of invasive treatments etc. and finally E) communication needs and any particular support required whilst in acute care setting.
- To develop educational resources about children, young people and women with Learning Disabilities in an acute health care environment. Work with the Education Learning Department to plan a rolling program of training that will form part of the hospitals mandatory training plan. (Using evidence from the Clinical Audit of Hospital Staff, 'knowledge, attitudes and awareness of Learning Disabled children survey') and ensure that learning disability issues are embedded within training provision.
- To support and chair the Learning Disability Steering Group and ensure that the membership continues to be inclusive of parents of children, young people with a learning disability and women who use our service, third party organisations such as SCOPE and Mencap, educational representatives from local schools and the LD adult Health Facilitation service.
- To contribute towards performance reports within the clinical group
- To be local point of contact and respond to Ward staff for support and information
- To maintain regular links into Adult LD Health facilitation service (CHT) sharing best practice and transition plans for children approaching adulthood.
- To ensure that awareness of the LD Liaison Service is promoted and objectives shared and communicated with key stakeholders such as Ward Manager forum, Senior Operational Nurse Group/Senior Midwifery group, Equality and Diversity Steering Group, Disability Advisory Group, etc. Via an array of media.
- To participate in the review of nursing documentation to ensure that the needs of children , young people and women with learning disabilities are incorporated
- To ensure processes are in place which supports families, carers, children, young people and women with learning disabilities on discharge from hospital
- To liaise with Community Based services for follow-on of support or signposting to appropriate services
- Be highly visible across the Trust and accessible to clinicians for consultation about children and young people with learning disabilities
- Prioritise workload and time manage effectively
- Maintain accurate nursing records in accordance with Nursing and Midwifery Council requirements.

- Assessment, planning, implementation and evaluation of care to patients referred to the service in the context of the NMC Code of Professional Conduct.
- To actively promote user and carer involvement in all aspects of care planning/delivery, whilst respecting the rights, capabilities and wishes of the individuals concerned.
- To ensure that clinical work knowledge is underpinned by a sound evidence base.
- To ensure that both the Trust & Birmingham Children's Safeguarding Board child protection guidelines and Agency Procedures are fully understood and adhered to by self and the nursing team.
- Maintain good observational skills for any early signs of mental stress and deterioration and the adverse effect on the family.
- Be conversant with and practise within the 1983 Mental Health Act and The Children Act 1989, Children and families Act 2014 and embrace Valuing People principles and strategy.
- Be responsible for all professional development, be prepared to attend in-service training and other appropriate training courses and feed-back to colleagues of the information gained.
- Work to standards required by national legislation, district procedures, policies and guidelines.
- To assist in the teaching of students, other professionals and voluntary agencies.

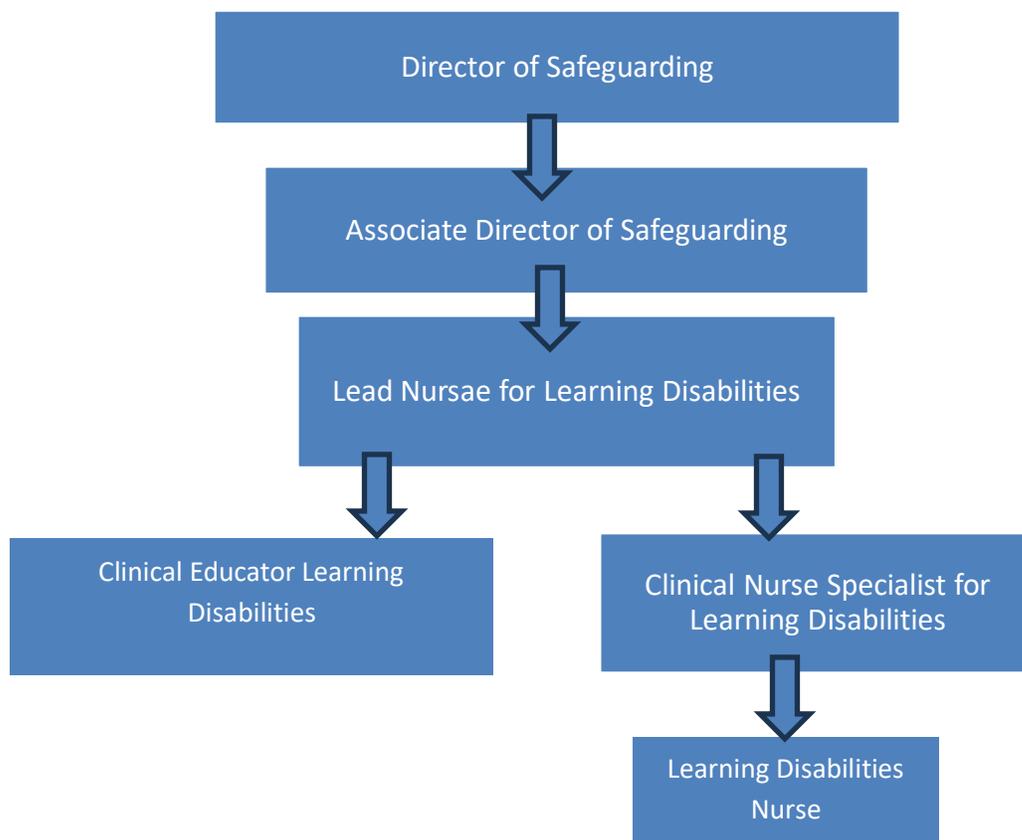
## PEOPLE MANAGEMENT

- Contribute to the recruitment and selection of personnel within the team.
- Contribute to the development of the team, individual nurses and self to enhance performance.
- Plan, allocate and evaluate work carried out by nursing team members and self, including arranging with colleagues appropriate cover whilst absent.
- Create and maintain effective communication and working relationships within the Health in Mind team.
- Create and maintain effective communication and working relationships with other disciplines/organisations.
- Ensure service delivery meets agreed quality standards/contract agreements.
- Initiate and implement change/improvement to service/care delivery systems.

- Contribute to the planning, monitoring and control of resources.
- Contribute to the securing of resource allocation for activities and projects
- Provide advice, maintain and provide information for action including maintaining relevant data statistics and up-to-date case notes.

## SPECIFIC KEY RESPONSIBILITIES

## ORGANISATIONAL CHART



## COMMUNICATION AND WORKING RELATIONSHIPS

Senior Nursing and Midwifery teams at BWC including FTB (including Community Hubs, Early Intervention, Crisis and Home Treatment Teams)

Medical staff from all specialties including General Paediatrics, FTB, Gynaecology and Midwifery.

Emergency Department staff, Safeguarding team, Education services including James Brindley School, LD and FTB Liaison Nurses, Psychiatrists, Clinical Psychologists, LD Leads in the Community.

- Be able to provide written and verbal reports relating to child, young person, women with learning disability and their families/Carers including providing reports for legal/care proceedings.
- Be able to communicate with professionals at all levels to ensure that child, young person, women with learning disability receives reasonable adjustments that allows them to access care at BWC
- Participate in LeDer process ensuring that internal reviews are completed and submitted as per LD death review process.
- Complete LeDer notifications
- Participate in national LeDer process as required.
- Present findings of LeDer review at mortality committee meetings

## ANALYTICAL AND JUDGEMENT RESPONSIBILITIES

- Perform review of deaths of LD patients at BWC following LeDer process
- Contribute to the annual report of service provision

## PLANNING AND ORGANISATIONAL SKILLS

- Have excellent organizational skills
- Able to produce reports within a tight time frame
- Organise self and teams workload to ensure able to respond to the need of the service.

## TRUST LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

Provide effective leadership and management to staff which promotes the Trust's values and high performance standards both individually and as a team, in the achievement of the Trust's objectives and priorities. The Trust's success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation. Managers will be expected to:

- Understand the Trust's key priorities and those of your Department and how these translate within your area/team.
- Ensure clarity and effectiveness in developing and designing roles.
- Ensure management of staff is consistent with Trust's Values to the achievement of equality, equity and optimum performance.
- Complete annual Appraisals for all staff which reflect these priorities and ensure staff have access to appropriate training and development.
- Communicate regularly through meetings with teams and individuals and provide opportunity for two-way feedback.
- Promote an effective team ethos.
- Promote equality, diversity and rights, and treat others with dignity and respect ensuring services are developed, managed and delivered to meet the specific needs of those belonging to protected characteristics.
- Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity and outcomes in working practices.

## PERSON SPECIFICATION

**JOB TITLE:** Clinical Nurse Specialist, Learning Disability, Health in Mind

**BAND:**

**LOCATION:** BWC

QUALIFICATIONS	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
<b>List qualifications required – include level of qualification and the subject required</b>		
Nursing qualification RLDN	<b>Essential</b>	<b>A</b>
Evidence of relevant post basic education to degree level. Specialist qualification in a relevant area of practice.	<b>Essential</b>	<b>A</b>
Teaching/mentoring qualification	<b>Essential</b>	<b>A</b>
Qualifications in child & adolescent psychiatric nursing.	<b>Desirable</b>	<b>A</b>

KNOWLEDGE & NATURE OF EXPERIENCE	ESSENTIAL OR DESIREABLE	METHOD OF ASSESSMENT (A/I/T)
<b>What level of experience is required for this post?</b>		
Experience of child protection and teaching and assessing.	<b>Essential</b>	<b>A</b>
Able to demonstrate significant post registration experience in learning disability/psychiatric care at band 6 level or above.	<b>Essential</b>	<b>A</b>
Previous experience in Child and Adolescent Psychiatry child health setting	<b>Essential</b>	<b>A</b>
Experience of working in a community team	<b>Desirable</b>	<b>A</b>
Experience of working with Minority ethnic Children and young people	<b>Desirable</b>	<b>I</b>
The ability to use expert communicate skills effectively and sensitively with children of all abilities /ages and families/carers	<b>Essential</b>	<b>I</b>
Knowledge of relevant legislation	<b>Essential</b>	<b>I</b>
A sound knowledge of psychological, emotional and social needs of children and young people	<b>Essential</b>	<b>I</b>

<b>ANALYTICAL AND JUDGEMENT SKILLS</b>	<b>ESSENTIAL OR DESIREABLE</b>	<b>METHOD OF ASSESSMENT (A/I/T)</b>
<b>What level of analytical skills is required? What level of judgement is needed and in what context?</b>		
<b>Participate in local and national LD death reviews</b>	<b>Desirable</b>	<b>I</b>
<b>Analyse information as part of LD death reviews and make recommendations, as appropriate, both locally and nationally</b>	<b>Desirable</b>	<b>I</b>

<b>PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE</b>	<b>ESSENTIAL OR DESIREABLE</b>	<b>METHOD OF ASSESSMENT (A/I/T)</b>
<b>What level of professional/managerial/specialist Knowledge is required? Which subject is this in? How will it be evidenced?</b>		
<b>What level of IT skills will be required?</b>		
<b>Trained in LD death review</b>	<b>Desirable</b>	<b>I</b>
<b>Attend and participate in LeDer forums</b>	<b>Essential</b>	<b>I</b>
<b>Able to use IT equipment to produce reports</b>	<b>Essential</b>	<b>A</b>
<b>Report deaths of LD patients</b>	<b>Essential</b>	<b>A</b>

<b>PERSONAL SKILLS / ABILITIES AND ATTRIBUTES</b>	<b>ESSENTIAL OR DESIREABLE</b>	<b>METHOD OF ASSESSMENT (A/I/T)</b>
<b>E.g. time management Ability to work under pressure Team member</b>		
<b>Ability to work as a team member and alone, good administrative and time management skills</b>	<b>Essential</b>	<b>A</b>
<b>Relating to GP's and other Primary Health Care team members</b>	<b>Desirable</b>	<b>A</b>
<b>Ability to liaise with other professionals and agencies, building constructive, effective &amp; supportive relationships</b>	<b>Essential</b>	<b>I</b>
<b>Evidence of good rapport and relationships with other professionals</b>	<b>Desirable</b>	<b>I</b>
<b>A firm commitment to training and professional self-development</b>	<b>Essential</b>	<b>I</b>
<b>Good report writing skills</b>	<b>Essential</b>	<b>A</b>
<b>Ability to remain calm under pressure</b>	<b>Essential</b>	<b>I</b>
<b>Willingness to work flexible hours</b>	<b>Essential</b>	<b>I</b>

