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Hello

**Learning Disability Student Nurse Recruitment 2024 – Application Pack**

We are currently inviting final year Learning Disability Nursing Students to apply for Band 5 Staff Nurse positions within NHS Fife. This pack contains some useful information about different parts of the service. You will also find:

* Flying Start information,
* Terms and Conditions of Service
* Preference Sheet.

**How to apply**:

Please visit the NHS Scotland Recruitment Website [www.apply.jobs.scot.nhs.uk](#) where you will be directed to complete an online application. Search under the reference number which is **176102** you will also be able to access a generic job description for Staff Nurse post.

**Please do not apply for any other NHS Fife Staff Nurse vacancy as we intend to recruit all newly qualified nurses through this process**.

Completed applications should be submitted no later than **9th March 2024**

**Any questions**: Please contact Joan Etherington on 01592 643355 ext 28706

**\*\*Please Note – Any change to allocation request must be received with 72 hours of receipt**

# Learning Disability Nursing in NHS Fife

The overarching aims of the NHS Fife Learning Disability Nursing Service are to support people who have a learning disability with:

* Promoting their physical health, mental health and sense of wellbeing;
* Promote inclusion into mainstream services;
* Reducing health inequalities
* Promote positive behaviour support

Learning Disability Nurses support those who have a wide range of needs and across a variety of settings including community based services, specialist in-patients services (assessment and treatment, local and regional forensic units) in addition to specialist roles.

Community Learning Disability Nurses are **a**n integral part ofmulti-disciplinary teams working across Fife. This includes Adult Team (East & West), Children and Young People’s Team, Enhanced Support Team, and Liaison Nursing. They provide advice, support and a range of interventions to people with learning disabilities, their family and carers, across many different settings in the community.

In addition, the Community Learning Disability Nurses work within a specialist **Fife Forensic Learning Disability Team (FFLDS).** This involves a multidisciplinary and multi-agency approach tosupporting individuals with learning disabilities, who have a history of offending, and/or risk of offending that may result in them causing significant harm to themselves or other people.

**In patient services** on site at Lynebank Hospital in Dunfermline (Mayfield, Daleview & Tayview) provide highly specialised support, dependent upon the needs of the individuals. Learning Disability Nurses have a pivotal role in ensuring the high standard of safe, effective and person centred care is maintained.

There have been other specialist roles that have evolved within learning disability nursing over the years, which include:

**The Epilepsy Specialist Nurse & Trainees** work within a multidisciplinary approach to epilepsy care management in any individual person with learning disabilities and epilepsy. The service care management approach is underpinned by evidence based practice with reference to SIGN guideline 143.

**The Liaison Nurses** support the person with a learning disability when they are accessing acute physical care either as an in-patient or an out-patient, and also provides advice and support to acute and primary care services. The liaison nurses have a role in developing and delivering training relating to the needs of people with a learning disability.

**Children & Young People’s Learning Disability Nurses** work within a multi disciplinary service for children and young people with a learning disability which is distinct from the adult service. The team works with children and young people (0-16 years or until school leaving) who have a global developmental delay or learning disability (with or without autism) and mental health or behavioural problems.

The modernising Learning Disability Nursing agenda has provided a framework and opportunities to develop Learning Disability Nursing across the lifespan. We believe that Learning Disability Nursing is a worthwhile career, and can make a valuable difference to people’s lives. NHS Fife Learning Disability service has a reputation for being forward thinking, and have a commitment to the development of high quality, person centred, safe and effective care and support.

The benefits to being part of this service include access to a wide variety of training and development opportunities, and to work alongside staff who have over time developed a wide range of skills and experiences in different areas of support. Newly qualified staff will be supported through the flying start programme. As workforce planning tools are being utilised and plans implemented there will be opportunities for people to consolidate their clinical knowledge and skills, and expand managerial careers and leadership within the learning disability service in Fife.

Learning Disability Nursing in NHS Fife

Learning Disability Nurses promote the health, well-being and social inclusion of people with a learning disability, using person centred approaches. Learning disability nurses support people of all ages with learning disabilities who have a wide range of needs and in a variety of settings, including:

Overview of role and remit of Learning Disability Nursing

\*\* Epilepsy Specialist Nurse

Community Nursing

There are multi-disciplinary teams across Fife, which learning disability nursing are an integral part of. They provide advice, support and a range of interventions to people with learning disabilities, their family and carers, across many different settings in the community.

In-patient services

There are times when people with learning disabilities do require a period of admission into hospital, for further assessment and treatment of their mental health and wellbeing or where there are significant risks for the individual or to others. The units on site at Lynebank Hospital (Mayfield, Daleview & Tayview) provide this highly specialised support, dependent upon the needs of the individuals. Learning Disability Nurses have a pivotal role in ensuring the high standard of safe, effective and person centred care is maintained.

There have been other specialist roles that have evolved within learning disability nursing over the years, which include:

Epilepsy Management Service for Adults with Learning Disabilities and Epilepsy.

This service is based on a multidisciplinary approach to epilepsy care management in any individual person with learning disabilities and epilepsy. The process operated is highlighted below:

The service care management approach is underpinned by evidence based practice with reference to SIGN guideline 143 and published guidelines for the care of people with epilepsy and learning disabilities and offers a 'clinic based' (multidisciplinary) and 'home visit' (individual) service as required. The clinic based epilepsy service involves:

Referrals can be made via the LD referral coordinator ([fife-hb.LDreferrals@nhs.net](#)).

The Epilepsy Service practitioners are available to consult as a resource for ongoing epilepsy management enquiries regarding people with learning disabilities.

**Contact details:**

**John Toland, Epilepsy Specialist Nurse Service, Lynebank Hospital (Tel 01383 565240)**

Acute & Primary Care Learning Disability Liaison Nurses

The Liaison Nurses support the person with a learning disability when they are accessing acute physical care either as an in-patient or an out-patient, and also provides advice and support to acute and primary care services. The liaison nurse also has a role in developing and delivering training relating to the needs of people with a learning disability.

The service is available for:

It is an open referral system and referrals can be by phone, letter or referral form.

Within primary care, the liaison nurse takes a lead role in developing, co-ordinating and facilitating high quality service across Fife for people with learning disabilities accessing Primary Care Services.

Contact Details :

**Wendi Neill ; Jennifer Smith Acute & Primary Care Liaison Nurse Whytemans Brae Hospital**

**XTN 23110** [wendi.neill1@nhs.net](#)

Fife Forensic Learning Disability Service

In addition to the three Community Learning Disability Teams, a specialist Fife Forensic Learning Disability Team (FFLDS) supports individuals with learning disabilities and who have a history of offending and/or risk of offending that may result in significant harm to themselves or others.  
  
This team is multi-agency and multi-disciplinary, with input from Nursing, Psychology, Occupational Therapy, Social Work Practitioners, Psychiatry and Speech and Language Therapists.  
  
A separate leaflet explaining what the FFLDS does and their referral criteria is available by contacting:

**Wendy McConville Interim Lead Nurse on 01383 56104**

**Email:** [**wendy.mcconville@nhs.scot**](#)

Service for children and young people with learning disabilities

The service for children and young people with learning disabilities is distinct from the adult learning disability service and includes:

The team works with children and young people (0-16 years or until school leaving) who have a global developmental delay or learning disability (with or without autism) and mental health or behavioural problems.

One or all of the following may be offered if considered relevant:

Examples of presenting difficulties that may be referred to the service for children & young people with learning disabilities include:

**Referrals should be in writing to:**

**Service for Children and Young people with Learning Disabilities**

**Psychology Department**

**Lynebank Hospital**

**Halbeath Road**

**Dunfermline**

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**Flying Start and Protected Learning Time:**

**Newly Qualified Allied Health Professionals**

Flying Start NHS is the national development programme for all newly qualified nurses, midwives and allied health professionals, to be undertaken in the first year of practice. It’s designed to help support the transition from pre-registered student to qualified, confident and capable health professional. The programme supports learning and development for **all newly qualified practitioners working in all sectors and settings across Scotland.**

Flying Start NHS is a work-based learning programme which combines individual learning with support in the workplace that helps you to:

* Develop your confidence
* Increase your skills
* Increase your leadership ability
* Explore your values and behaviours
* Make a positive start to your career and professional development

Get started by obtaining a Turas login and following this link:

[https://learn.nes.nhs.scot/735/flying-start-nhs](#)



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| JOB IDENTIFICATION |
| Job Title: **Staff Nurse**  Responsible to (insert job title): **Senior Charge Nurse**  Department(s): **Learning Disability Service**  Directorate: **Fife H&S Care Partnership (Fife Wide Service)**  Operating Division: **NHS Fife**  Job Reference:  No of Job Holders:  Last Update (insert date): **May 2015** |
| 2. JOB PURPOSE |
| As part of a multidisciplinary team the post holder will have responsibility for the assessment, development, implementation and evaluation of individual programmes of care. The post holder must ensure the consistent high standard delivery of evidence-based safe, effective and person-centred care at all times. |
| **3. DIMENSIONS** |
| * Supervise other nurses and Health Care Support Workers in the safe, effective and person centred delivery of patient care. * The post holder will be required to work in any ward / department within the Learning Disability Service. * The number of beds as stated in the ward bed statement (this can vary from ward to ward). |

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| 4. ORGANISATIONAL POSITION |
| Lead Nurse  Senior Charge Nurse  Charge Nurse  **Staff Nurse / Enrolled Nurse (this post)**    Nursing Assistant |

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| 5. ROLE OF DEPARTMENT |
| * To work with patients, families, carers and other agencies to provide a seamless service to people with a learning disability requiring assessment, treatment or rehabilitation on an inpatient basis. * To utilise a strengths-based approach to ensuring individuals are supported to live a good life, in spite of illness and/or disability. |

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| 6. KEY RESULT AREAS |
| 1. Responsible for the assessment, development, implementation and evaluation of programmes of care, ensuring a high standard of care is evident throughout all aspects of nursing practice. 2. Organise own workload to ensure that the safe, effective and person-centred care of patients remains priority at all times. 3. Responsible for maintaining patient records within NMC standards and preparing and receiving reports as requested. 4. Prevent and seek to minimise illness and disease by enabling people with a learning disability to play an active role in improving their health and well being through positive health promotion/education. 5. Be involved in the development, adhere to, and monitor standards within the defined policies, procedures, standards and protocols of the Ward, Directorate and Division. 6. Take all reasonable measures to ensure the safety of staff, patients and visitors, and to adhere to all NHS Fife policies in relation to Health & Safety. 7. Develop the nurse role by using evidence-based practice and continuously updating knowledge and skills in accordance with professional development, following PREP guidelines. Attend courses, seminars and conferences as recommended and approved by the ward/area manager. 8. Share examples of good practice, and listen to the experiences of others, with all colleagues, in order to promote an environment of continuous professional development. Accept both positive and constructive feedback as a means of potentially improving practice. 9. Actively participate with peer support sessions in order to provide and gain the support and encouragement required to effectively practice within a challenging environment. 10. Lead and supervise junior staff/students that are providing care to patients and act as a source of advice to ensure their educational needs are met. 11. The post holder will have a clinical supervisor, and be expected to provide clinical supervision and promote the implementation of clinical supervision in their area. 12. Co-operate and assist in research projects and clinical audit as required, to ensure on-going reflection and evaluation of ward practice. 13. Participate and be competent in extended role after appropriate education and supervision. Share learning with colleagues and aim to utilise learning to improve practice. 14. Undertake teaching of registered and non-registered nursing staff, including students, and participate in the implementation of staff personal development plans and appraisals to facilitate ongoing development. 15. Participate in and encourage an open and honest culture, which is supportive of evolving nursing practice, to suit to needs of the individuals we care for. 16. Maintain departmental stock levels, through ordering of stores and ensuring the economic use of all resources. 17. Maintain effective communications with patients, relatives and other members of the multidisciplinary team to ensure that appropriate information is shared and patient needs are met. 18. ‘Act up’ in the event of short-term absence for the direct line manager. |

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| 7a. EQUIPMENT AND MACHINERY |
| The Post holderis expected to be familiar with the use, storage and maintenance all equipment used within the clinical area of work, including: Patient Monitoring Equipment, Manual Handling Equipment, Pressure Relieving Equipment, Respiratory Equipment, IT Systems, Telephone / Communication Systems, Emergency Equipment. |
| **7b. SYSTEMS** |
| The post holder will require being trained and competent in Management of Actual and Potential Aggression (MAPA) proactive and reactive techniques, ensuring a least restrictive approach is adopted at all times. |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder will be responsible to the ward/area manager for clinical guidance and professional management, work review and formal appraisal of performance; however you will be expected to meet monthly with your Clinical Awareness Supervisor (Team Leader) to ensure on-going review and reflection of practice. * Workload will be assigned by the ward manager however the post holder will have responsibility for managing defined workload within professional guidelines. Workload will be prioritised on a daily basis. * The post holder will delegate/allocate work to the team in the absence of the ward/area manager. |
| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder will be required to utilise their clinical judgement on an on-going basis, and must ensure in doing so that the safe, effective and person-centred care is the basis of any decision making. * Assessment of patient condition and subsequent planning of care. * In the absence of the ward/area manager allocation of work and deployment of staff. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Achieving a balance between all the demands of direct patient care within existing resources. * In the absence of the Ward Manager/Charge Nurse provide cover to ensure the effective operation of the ward. * Maintaining up-to-date clinical skills and knowledge. * Maintaining effective interagency communication and working within health and social work policies and procedures |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Internal**:  The post holder will be expected to communicate and liaise with the patient, their relatives and the multidisciplinary / multi-agency team involved in the provision of care.  Other relevant departments within the Division e.g. Estates, Supplies, Human Resources, Fire Officer, Infection Control.  **External**:  Advocacy, Social Work Department, SAY Project, Care Providers and any other relevant external agencies. |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Administration of medicines in accordance with the Code of Practice – Medicines and any other relevant policies and procedures.  Involvement in the development of positive behaviour programmes to manage behaviours perceived as challenging.  Implementation of risk assessment and risk management tools as necessary in the clinical area of work.  To utilise alternative methods of communication.  Nursing procedures specific to patient group.  To demonstrate effective use of M.A.P.A..  **Physical Demands:**  Patient movement with use of mechanical aides e.g. hoists, wheelchairs if required. May be required to work in a restricted space and at floor level.  The application of M.A.P.A. techniques.  May be required to sit, stand or walk for extended periods of time.  Escorting residents to and taking part in activities both within the hospital and community.  **Mental Demands:**  High level of concentration required at all times.  Supporting patients and relatives through episodes of care.  Prepared at all times to deal with verbal complaints or aggressive behaviour from patients and relatives.  Responding mindfully to the management of challenging behaviours.  Managing unpredictable workload.  **Emotional Demands:**  Communicating with and supporting distressed/anxious/worried patients/relatives/staff.  May be victim of verbal / physical abuse.  Developing resilience within a challenging environment.  **Working Conditions:**  Exposure to frequent verbal aggression and occasional physical aggression.  Exposure to body fluids. |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First Level Registered Nurse with evidence of education/CPD. * Evidence of team working skills and an ability to work using own initiative. * Effective communication and interpersonal skills. * Time management skills. * Enthusiasm and willingness to take part in further education and training. * Demonstrate effective leadership qualities. |

This job description is not intended to be a complete list of duties and responsibilities and is subject to revision and amendment.

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |

**RECRUITMENT AND SELECTION STANDARDS**

**PERSON SPECIFICATION FORM**

Post Title/Grade: **Qualified Nurse (band 5)**

Department/Ward: **Learning Disabilities Service**

Date: **May 2015**

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Clinical experience of working with adults with a learning disability  Ability to manage own clinical work autonomously, but with supervision. | Experience of multi-disciplinary / multi-agency working.  Liaising with a variety of different professionals.  Experience of working with adults with a forensic history. | Application form  Interview |
| **Qualifications/**  **Training** | First Level registered Nurse;  RNMH/RNLD/RMN.  Evidence of continuing practice development in area of specialty. | First level registered nurse: RNMH or RNLD.  Post qualification study/training in area of specialty. | Application Form  Qualification  Certificates  Interview |
| **Knowledge** | In the areas of:   * Assessment, delivery and evaluation of safe, effective and person centred care to those with a learning disability * Policies, procedures, health and safety. * Medication administration * Risk Management * Mental Health Act * Leadership skills and qualities * Communication barriers and effective solutions. * Familiarity with relevant NHS policies and clinical guidelines. | Familiarity with Risk Assessment and Risk Management for adults with a learning disability.  Familiarity of the Good Lives Formulation Model. | Application Form  Interview |
| **Skills** | Experience in a range of therapeutic and clinical approaches relevant to working with people with a learning disability.  Ability to promote positive working practices.  Capacity to communicate with a wide variety of groups and individuals.  Effective organisational skills.  High level inter-personal skills. | Demonstrate ability to creatively use resources.  IT competence.  The ability to prioritise and manage own clinical workload.  Supporting, teaching or training other staff or client groups.  Conflict resolution. | Interview |
| **Aptitude** | Demonstrate high levels emotional intelligence.  Ability to work on own initiative and as part of a team.  Ability to participate in service developments and evaluations.  Effective time management skills.  Ability to challenge thinking and current nursing practice, utilising an evidence-based approach.  Utilise reflection as a means of developing own practice. | Ability to interpret a range of clinical behaviours and situations providing and evaluating solutions  . | Interview |
| **Other**  **e.g. Team Player, Be able to travel** | Demonstrate ethics, values and personal qualities / behaviours consistent with the vision, culture and values of NHS Fife |  |  |