# Job Description

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| 1. **JOB IDENTIFICATION** | Job Title | Charge Nurse | |
| Department(s)/Location | Behavioural Support and Intervention Community Team. Strathmartine Centre | |
| Number of Job Holders | 1 wte  (2 part time) | |
| CAJE | SC06-2628 | |
| JOB PURPOSE The postholder is responsible for assisting in the management and delivery of a nursing service to adults with learning disabilities and for promoting and developing the role of the community learning disability nurse in all aspects of care.  The postholder will liaise with relevant partner agencies and develop the role of Community Learning Disability Nursing in all aspects of healthcare for adults with a learning disability.  Act on behalf of the Senior Charge Nurse (SCN) in their absence.  Provision of teaching for Undergraduate Student Nurses, post registration Degree/Diploma students and students from other disciplines.  Undertake role of rostered Duty Worker and respond to urgent or unplanned clinical/non-clinical issues as they arise. | | | |
| ORGANISATIONAL POSITION **Service Manager**  **Clinical and Professional Team Manager**  **LD Nurse Team Leader**  **LD Charge Nurse**  **(this post)**  **Staff Nurse**  **Healthcare Support Worker** | | | |
| SCOPE AND RANGE To provide a learning disability nursing service to patients within the community  environment and in conjunction with other agencies internal and external to NHS  Tayside, to provide, through assessment and implementation of clinical interventions,  a comprehensive and individualised package of care.  Assist in providing effective leadership to all staff working within their area of responsibility.  Responsible for supervising and managing the CLDN nursing team on a day to day  basis.  Responsible for the allocation and placement of nursing students within the CLDN team and the subsequent supervision/training/assessment. Liaise with the higher education institution and input to the development/provision of student nurse training programmes.  Contribute to all aspects of NHS Tayside and P&K HSCP Clinical Governance framework to undertake regular audits and exception reports.  Assist in managing and supervising nurses in the absence of the Nurse Team Leader, taking responsibility for grievance and disciplinary processes, appraisal and development, training, authorising annual leave etc.  Has the capacity to work independently in a range of community settings, taking  responsibility for management, planning, running and facilitating highly specialised nurse-led health promotion activities and responsible for managing staff within a group setting.  Participate in weekly Learning Disability MDT meetings to provide accurate clinical patient review and relevant ongoing nursing information. | | | |
| 1. **MAIN DUTIES/RESPONSIBILITIES**   Responsible for the management of own caseload of people with learning disabilities from mild to profound and multiple disabilities. Also deal with people within autistic spectrum disorder, complex needs and dual diagnosis.  To gate-keep referrals and discharges for the Community Learning Disability Nursing Service in a defined geographical area for adult clients, relatives and carers with mild to profound and multiple disabilities, also clients who are within the autistic spectrum, clients with complex needs and dual diagnoses.  Provide various assessments, develop and implement specialised care programmes to  individuals. Review and evaluate.  Be responsible for management of own caseload and discharge clients as appropriate.  Supervise caseload of junior staff and, in partnership, discharge clients from caseload.  Has the capacity to work independently within the team for undertaking along  with partner agencies, health needs assessments for clients who live in supported  accommodation and support action to meet identified need.  Liaise with professional and voluntary agencies to provide appropriate specialist advice for clients with learning disabilities and call, attend and contribute to appropriate multidisciplinary team meetings and case conferences.  Be familiar with and ensure implementation of all local, regional and national policies,  procedures and guidelines pertinent to all staff within area of responsibility and comply with their contents in the pursuit of the highest standards of patient care.  Direct and indirect involvement in developing protocols, policies and documentation that  impact across service, both on a local and Tayside wide basis, e.g. log on/log off policy,  health checks.  Be familiar and comply with all mental health, community care, adult and child protection  legislation e.g. Adult Support and Protection (Scotland) Act 2007, Adults with Incapacity Act 2000, Mental Health Scotland Act 2015.  Identify own continuing professional development needs, undertake relevant  learning/development opportunities and maintain a personal development plan in line with personal, professional and service needs. Undertake regular training and regular updates in Health Promotion within the Learning Disability Service.  Develop and maintain good relationships with service users, carers, relatives, independent care providers, fellow health and social care professionals who are involved in care delivery to effect the highest standards attainable in good health care.  Take forward the recommendations of relevant reports, guidance and legislation  e.g. Same as You, Health Needs Assessment 2004, Promoting Health, Supporting Inclusion, Keys to Life by interpreting and developing/adapting to meet the needs of local services.  Participate in continuing education and health promotion programmes, working jointly with other health professionals as required.  Supervise and advise junior staff in all areas of nursing practice within speciality, e.g. health promotion, nurse prescribing, appraising junior staff as necessary and encouraging development of good practice and initiative.  Maintain written and electronic records providing service reports and patient reports for legal purposes as required, in accordance with UK NMC standards for records/record keeping.  Initiate and develop new ideas to improve patient care. Provide advice relating to changing community based learning disability services. Acknowledge diversity of individuals, respecting their rights, privacy and confidentiality and actively raising awareness of the service.  Co-operate with nurse teaching establishments in ensuring a comprehensive learning  experience for student nurses and be responsible for the quality of the programme and for demonstrating the role of the community learning disability nursing service to other health professionals such as medical students, post graduate student nurses and mental health officers.  Input into the direct delivery of a high quality teaching programme for undergraduate student nurses having responsibility for lecturing on course content pertinent to CLDN.  Through discussion, exercise degree of flexibility to meet the changing needs of the service.  Provide professional, clinical and managerial supervision to junior staff and peer supervision and complete appropriate documentation.  Delegate duties to junior staff and supervise as appropriate to contribute to the overall  Service provided.  Facilitate the introduction of new staff to the service. Carry out recognised induction /  orientation programme.  Be responsible for dealing with complaints made to the CLDN service.  Participate in research activities as appropriate.  Demonstrate an ability to undertake targeted health promotion to promote health and well-being and prepare and evaluate health promotion interventions on an individual client/group basis.  Have knowledge and understanding of the full range of medication available for the mental health and well-being of clients with a learning disability, knowing side-effects, mode of action and effectiveness. Continually monitor and review client’s progress whilst on medication.  Demonstrate competence and sensitivity in undertaking a detailed mental health history to establish the needs of the individual client and refer for medical advice as appropriate. | | | |
| 1. **COMMUNICATIONS AND RELATIONSHIPS**   Develop and maintain good communication and working relationships with clients, carers, relatives and other health and social service agencies involved in care provision in order that an effective service can be provided for clients and their families.  Communicate in oral and written form, formal and informal, both informative and authoritative information.  Ability to adapt/modify and present information to clients and a variety of staff groups e.g.  voluntary agencies, nursing staff, nursing students, statutory care providers.  Communication, ranging from oral to complex written reports, with statutory organisations e.g. Care Commission, QIS, Department of Work & Pensions, Police.  Communicates highly complex, sensitive or contentious information using developed  interpersonal skills. Barriers to understanding exist – the nature of learning disability/mental health problems requires highly complex ideas or concepts to be conveyed in easily understood language. The use of alternative communication systems / a variety of communication methods may be required, often in difficult environments.  Responsible for the dissemination of information to other members of the CLDN team.  Have well-developed complex communication and relationship skills to be able to develop and change outcomes which impacts on the CLDN service and on the welfare/health of the clients.  Be empathic and provide support for clients/carers e.g. dealing with difficult  family/residential situations or circumstances. | | | |
| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**   Completion of Training as a first level registered nurse in learning disabilities with a currently valid registration with the Nursing and Midwifery Council. This post requires a basic qualification to degree level or equivalent and have extensive post experience.  The highly specialised services within the CLDN service, e.g. mental illness, family planning, dementia, care of the elderly, challenging behaviour, offending behaviour, requires knowledge and expertise that can only be acquired through a combination of in depth experience and postgraduate or post registration training.  Evidence of Continuing Professional Development.  There is a requirement to have a working knowledge of all legislation/policies/procedure /protocols and reports relevant to the job, e.g. Adults with Incapacity (Scotland) Act 2000, Care & Treatment Act 2003, Single shared assessment, Mental Health Act  1984, ethnic and cultural issues.  An outlook on health care delivery that respects clients’ dignity and human rights.  High levels of communications, organisational and people management skills.  Maintain mandatory training requirements.  There is a requirement to travel extensively.  The postholder must be IT literate e.g. using computer software to create reports. | | | |
| 1. **SYSTEMS AND EQUIPMENT**   Required to utilise and maintain specialist skills and equipment necessary for clinical work e.g. pagers, mobile phones, personal computer, syringes/needles, pinpoint alarms,  sphygmomanometer, peg feeding apparatus, manual handling equipment, motor vehicle.  Be aware of reporting system for equipment breakdown and repair.  Be familiar with and ensure implementation of local, regional and national policies and guidelines relating to personal safety i.e. lone working policy, risk control measures for management of aggressive and violent clients and other individuals.  Utilise personal safety system – is responsible for developing, implementing and maintaining the CLDN logon/log off policy. This requires the postholder to have responsibility for monitoring the location and safety of team members out-with normal working hours.  Carry out risk assessment on all referrals to the CLDN service and action appropriately.  Responsible for maintaining stock and storing appropriately e.g. medication and medical/non-medical supplies.  Demonstrate knowledge of and adhere to principles of labelling, storage and transportation of specimens.  Personally generated patient notes.  Utilise electronic DATIX reporting system for recording incidents/accidents and act as DATIX Verifier (or willing to complete required training).  Exercise effective time management skills and be responsible for organisation of demands of own workload.  Input into computerised staff rostering system SSTS.  **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | | | |
| 1. **PHYSICAL DEMANDS OF THE JOB**   The post requires highly developed physical skills i.e. administering of injections, venepuncture, supporting/assisting with minor surgical procedures.  As the geographical area covered may be extensive, a great deal of prolonged travelling is frequently required, sometimes in isolated areas or in adverse weather.  Moderate physical effort in utilising equipment or carrying out patient care.  Frequent requirement for long periods of intense concentration when working in group sessions or 1:1 basis.  Intense individual therapy sessions up to 1 hour per session (max. 6-7 clients per day).  Concentration when calculating/checking drug dosages and compiling documents /reports.  Frequent unpredictable work pattern with requirement to deal with crisis intervention or  emergency referrals.  May be required to attend court requiring intense concentration and awareness of legal  proceedings.  Discuss sensitive issues such as sexual abuse, relationship problems, family conflict,  bereavement etc. both with clients and carers.  Workload consists of dealing with patients with challenging behaviour / psychosis /offending behaviour.  There is considerable exposure to hazardous working conditions e.g. body fluid, blood, fleas, lice, dirt, dust, smell, intense tobacco fumes, uncontrolled animals, high risk location, verbal and physical aggression/hostility from clients, carers and other individuals. | | | |
| 1. **DECISIONS AND JUDGEMENTS**   Required to make decisions involving highly complex facts or situations which may be conflicting or information is unavailable. Must be able to analyse, interpret and compare range of options. This includes decisions involving requirement for detention of an individual under the Mental Health Act.  Through assessment of new referrals to the team, decide either individually or as part of  multidisciplinary team, the level of learning disability (if any) and capacity.  Works without any clinical supervision. The postholder works as an autonomous practitioner. Is guided by policies and principles but is responsible for own working practice (as laid down by the Nursing and Midwifery Council) and how expected results are achieved. Is accountable for the direct delivery of a sub division of the service.  Responsible for the supervision and day-to-day workload of junior Community Learning Disability Nursing Team members.  Responsible on a daily basis for planning, managing and prioritising own workload. Frequently required to deal with unpredictable work demands e.g. crisis/emergency situations, with little or no support, occasionally out-with normal working hours.  Independently plan and organise a broad range of complex activities and programmes.  Is required to develop and submit plans/strategies that influence the long term development of the service. | | | |
| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**   Managing own caseload autonomously.  Managing staff conflict or performance related issues.  Time management and ability to adapt in often rapid circumstances.  Required to deal with emergency or crisis situations, occasionally out with normal working hours.  Work alone in isolated areas or in unpredictable settings.  Will be required to work frequently in highly distressing/emotional circumstances e.g. dealing with child abuse or neglect, sexual abuse.  There is also considerable exposure to hazardous working conditions e.g. intense tobacco fumes, faeces/urine, face to face aggression, danger from uncontrolled animals, deprivation within house. | | | |
| 1. **JOB DESCRIPTION AGREEMENT**   A separate job description will need to be signed off by each postholder to whom the job description applies. | | | |
| **Job Holder’s Signature:** | | | **Date:** |
| **Head of Department’s Signature:** | | | **Date:** |