

Job Description

1. Job Identification

Job Title: Community Learning Disability Charge Nurse - Band 6
Responsible to: Community Nurse Team Lead (Learning Disability)
Department: Community Learning Disabilities
Directorate: Learning Disabilities
Operating Division: West Lothian Health and Social Care Partnership
Job Reference: 186570
No. of Job Holders: 1

2. Job Purpose

As part of a multidisciplinary team, the post holder works collaboratively with other professionals and agencies to provide a high quality service to maintain and improve the health and well being of adults with learning disability in a community setting.

The post holder will work alongside SW colleagues in undertaking assessments and re-assessments of individuals with a learning disability and/or Autism, this will include those both living independently within our communities or those who are currently resident in residential resources out with West Lothian.

- The post holder will be required to devise a person centred care plan that will meet the individual's outcome and aspirations.
- To provide an Assessment and Care Management Service to a range of adult users, although the worker will primarily work with service users with autism and or learning disability.
- To assess and manage risk under Adult Protection legislation.
- To deliver these services in accordance with current legislation and NHS/ Council policies, procedures and standards.

The post holder has specific responsibility and accountability for maintaining both clinical and staff governance.

3. Dimensions

Geographically based in West Lothian.

The post holder will work in conjunction with the Senior Charge Nurse.

The post holder will not have a budget however will require to monitor the use of resources available and work within the financial envelope.

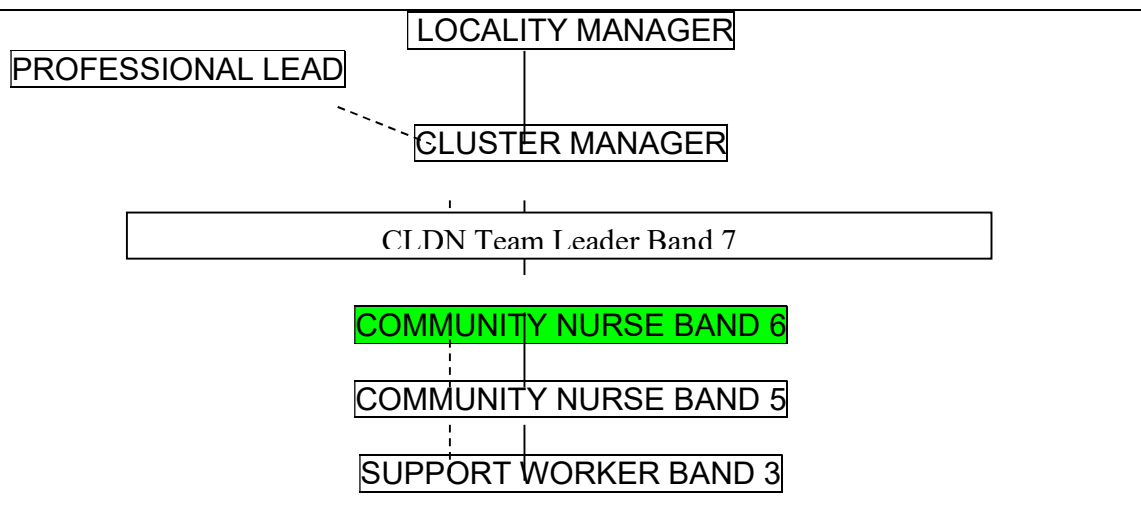
Accept referrals through an open referral system.

Continuing responsibility for nursing care and management of a defined caseload, including assessment, planning and evaluation of care.

Work as a core member of a multi professional adult learning disability team.

The post is employed within NHS Lothian, and will work alongside a Social worker.

4. Organisational Position



————— Management Accountability

- - - - - Professional accountability

5. Role of Department

The community nursing service forms part of the Learning Disabilities Service which is hosted by West Lothian Health and Social Care Partnership. The service operates on a Lothian wide basis. The community nursing service is available to both children and adults with a Learning Disability.

The Learning Disabilities Service provides specialist health care advice and treatment relating to the person's learning disability across the life span. It supports other NHS services and care agencies to provide mainstream services to people with learning disabilities to enable health improvement.

The nursing service provides support to individuals who live in the community promoting health, reducing risk and improving quality of life outcomes as well as working to prevent hospitalization.

The nursing service also offer's support to patients, parents, carers and other professionals involved in an individual's care, using skills and knowledge to address the potential range of challenging behaviours displayed by patient group, using knowledge and experience to implement de-escalation strategies in hostile and difficult environments.

6. Key Result Areas

- To provide specialist health and nursing advice to other professionals, agencies and carers within the clinical area, to ensure the health needs of patients are addressed in a variety of environments.
- Lead by example and act as a positive role model for all staff, promoting team working whilst managing the day to day service provision through deployment of resources to ensure that high quality, safe, person centred care is delivered by staff with the necessary skills and knowledge.
- To lead and promote the development of flexible working within the nursing team, as a core member of the adult multi professional team, and with child and transition services.
- To promote health surveillance assessment, health education and health promotion including developing client related resources to improve health and well being.

- Administer prescribed medication, monitoring for side effects, liaising with prescribing staff.
- Have the skills and knowledge to address the potential range of challenging behaviour displayed by patient group. Be able to implement de-escalation strategies in hostile and difficult environments.
- Be involved in recruitment and selection of junior staff, facilitate appraisal, including professional development opportunities, clinical supervision, acting as a resource and mentor to junior staff.
- Be aware of research findings that will influence and promote evidence based nursing practice, participate fully in audit and the development of standards and contribute to the development of policy by actively participating in consultation.
- Practise within the legal and ethical framework of the Nursing & Midwifery Council and within local, regional and national policies and guidelines e.g. those pertaining to child and adult protection, mental health and community care to ensure patient well being and needs are met.
- Develop and deliver courses of training for relevant care staff working in a range of statutory and non statutory agencies.
- Deputise for the Senior Charge Nurse / Team Manager as required in their absence. Act as a source of advice, in the absence of the Senior Charge Nurse / Team Manager providing support and guidance to team members and ensuring that a cohesive multidisciplinary team approach is maintained and to maintain effective operational management of the clinical area.
- Support the Senior Charge Nurse / Team Manager to resolve complaints in line with NHS Lothian policy. Understand and share the learning points emerging from the investigation of complaints ensuring structured feedback systems are in place and support implementation of action plans to enhance the delivery of the service and improve patient/carers experience.
- Contribute and actively participate in the development and implementation of local procedures, protocols and standards ensuring adherence of staff at all times. Monitoring standards of care ensuring these comply with the defined policies, procedures, standards and protocols within the Community Learning Disability Team, Directorate and Division to ensure delivery of a high quality service.

- To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.
- To fully assess patients, plan their care, implement and evaluate programmes of care and consult / involve patient / carers at all stage of the rehabilitation process so patients receive a high standard and correct care. Ensure individualised care plans are in place for all patients in the designated clinical area.
- To lead on specialist clinical knowledge for this service area and development of improved clinical practice.
- Support and contribute to continuous quality improvement of patient care through the use of audit and monitoring compliance to service and professional standards.
- Support the Senior Charge Nurse / Team Manager to undertake risk assessment (including patient behaviours and working environment) and incident management at ward level including implementation of agreed action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff.
- To maintain effective written and verbal communications with patients, relatives and other members of the multidisciplinary team to ensure patient needs are met and appropriate information is shared and documented.

7a. Equipment and Machinery

- Mobile phone.
- Personal computer.
- Clinical equipment used to carry out health screening assessment i.e. blood pressure monitors, urinalysis, syringes, sharps boxes, scales, auroscope.

7b. Systems

- Maintaining client records.
- Input into and update computerised patient information system (TRAK)
- Use Computerised Council system for recording and updating person centred care plans.
- Responsible for completing timesheets/mileage

8. Assignment & Review of Work

- From the point of referral provide an initial assessment, including risk assessment, to identify health needs and develop individualised programme of care for adults in partnership with other agencies as appropriate
- Ability to work autonomously and manage own caseload on a daily basis.
- Participate in clinical supervision.
- Receive annual appraisal and agree a personal development plan with Clinical Service Development Manager
- Self review and liaison with Community Services Development Manager.

9. Decisions & Judgements

- Clinically and professionally expected to anticipate and resolve problems, make autonomous decisions on a daily basis including provision of advice to junior staff, colleagues from other professions and other agencies in clinical decision making. This will include the need to facilitate a quality and effective delivery of care balancing conflicting priorities.
- Refer onto other services as appropriate.

10. Most Challenging Parts of the Job

- Adapting interpersonal skills to a wide range of cognitive abilities and modes of communication, alleviating barriers to successful therapeutic relationships.
- Working across the lifespan with this complex client group requires a vast range of skills, knowledge and expertise to meet the diverse care needs presented, often with many clients living within chaotic lifestyles.
- Maintaining and expanding clinical skills and professional knowledge.
- Participation in the identification of broader service needs and development of strategies to meet those needs.

11. Communications and Relationships

- The post holder will be expected to have a well developed level of interpersonal skill to communicate effectively with colleagues both internal and external to the organisation:
 - **Internal:**
 - Multi-professional Community Learning Disability Team Members
 - Community Child Health
 - Primary Care Teams
 - Learning Disability Assessment and Treatment staff
 - Child and Adolescent Mental Health Services
 - Hospital Liaison Nurses
 - Epilepsy Team
 - PBS Team
 - Transition Nurse Facilitator
 - **External:**
 - Social Work
 - Education
 - Voluntary Organisations
 - Police
- Be able to provide and receive complex, sensitive or contentious information using highly developed interpersonal skills. This may involve motivating and negotiating in a hostile or volatile situation
- Be skilled in non verbal and augmented modes of communication to address barriers to client involvement

12. Physical, Mental, Emotional & Environmental Demands

Physical skills

- Car driver
- Manual handling skills
- Keyboard and IT skills
- Administering IM injections

Physical effort

- Carrying health screening equipment

Mental demands

- Working with both predictable and unpredictable case management system.
- Crisis management.
- Working with clients with complex and diverse care needs

Emotional demands

- Child protection and vulnerable adult work.
- Work with families resistant to service involvement.
- Work with clients displaying challenging behaviour.
- Recognise personal stress and act upon this

Environmental and Working Conditions

- Occasional exposure to body fluids.
- Inclement weather.
- Occasional exposure to verbal and physical aggression from clients and families/carers
- Lone working
- Occasionally visiting clients with a marked range of living standards with the potential risk of infestation.

13. Knowledge, Training and Experience

- RNMH / RNLD with post registration experience.
- Expected to hold a relevant community nursing qualification at first degree level or above or work towards obtaining one
- Evidence of ongoing professional development and competence.

- Be skilled in a broad range of therapeutic interventions appropriate to the specific care needs of children and adults with learning disability in the community.
- Well developed interpersonal skills with capacity to develop both negotiating and influencing skills and counselling skills.
- Basic IT skills.
- Car driver

14. Job Description Agreement			
Signature of Job Holder		Date	
Signature of Head of Department		Date	