#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Health Check Charge Nurse  Responsible to: Senior Nurse Learning Disabilities  Department(s): Learning Disability Service  Directorate: Mental Health Services  Operating Area: NHS Ayrshire & Arran  Job Reference:  No of Job Holders:  CAJE No: 800-3108  Last Update : 30/04/24 |

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| 2. JOB PURPOSE |
| * To operate as an autonomous practitioner within a small team, providing person centred health checks for people with a learning disability. Working in partnership with service users, carers and other care providers, promoting the principles of social inclusion. * To provide highly specialised clinical expertise, knowledge and skills in the promotion and maintenance of optimum health for adults with learning disabilities and complex health needs. * To improve knowledge and awareness of issues impacting on adults with learning disabilities, and appropriate action to support patients. * The delivery of health checks and support interventions to meet the clients assessed health care needs. Further develop liaison between community and specialist organisations (including acute, local authorities and voluntary organisations). To work in collaboration with the CLDTs and the Senior Nurse to assist with strategic aims, research and development of health check service and nurse education within the speciality. * Responsibility for the implementation and monitoring of quality assurance systems within a Clinical Governance framework. * To support junior staff and coordinate service delivery. |

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| **3. DIMENSIONS** |
| * Geographically based within NHS Ayrshire & Arran. * Undertake domiciliary visits as appropriate. * Assume a senior role in the development of a robust and flexible service for the delivery of health checks for people with a learning disability. * Provide specialist advice and support to staff within NHSA&A, Primary & Acute Health Care. * Provide clinical leadership and supervision of junior staff, taking cognisance of personal/professional development, clinical supervision within existing systems and polices. |

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| 4. ORGANISATIONAL POSITION |
| Associate Nurse Director  Health Check Charge Nurse  **(This Post)**  Health Check Nurses  Senior Nurse |

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| 5. ROLE OF DEPARTMENT |
| * To provide health checks to people with a learning disability or who have identified as having a learning disability. * To ensure that the health checks are delivered within an integrated model of provision, which demonstrates clinical effectiveness and measurable outcomes. * To raise and promote awareness of learning disability health checks though Pan-Ayrshire in line with local and national strategic priorities. * To research, monitor and evaluate clinical activities within the Health Check pathway. * To promote, develop and strengthen relationships with other statutory and voluntary organisations in the context of wider NHS boards. * To provide training, support to other staff and organisations including primary care. |

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| 6. KEY RESULT AREAS |
| 1. To work in partnership with primary care and other health services to promote and facilitate the delivery of health checks and interventions and treatment to meet the client’s assessed health care needs accessing to mainstream services, i.e. onward referral for investigations, as required. 2. Have continuing overall responsibility for the management of health checks across NHSA&A, providing summary reports of health check assessments as required. 3. Provision of supervision and professional leadership to junior nursing staff within the Learning Disability Health Check Team. 4. Work within the principles of a clinical governance framework; contribute to the achievement of high quality person centred care by the development and implementation of standards and quality audit measures. Evaluate nursing practice by participating in research and clinical audit and keep abreast of trends and developments in nursing by self-study and researching relevant literature. 5. Be familiar with and ensure implementation of all current 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. The post holder can lead on the development and implementation of new service initiatives in relation to the Learning Disability Health Check. 6. To promote the public health role of nurses in learning disability care, identifying health needs and supporting health improvement activity. 7. Ensure service user and carer involvement in the Learning Disability Health Check process. 8. Maintain high quality, contemporaneous written clinical records and electronic information and provide written reports for the service, as required. 9. Understand and maintain issues of confidentiality in relation to the nature of the post in line with the current Nursing and Midwifery Council policy. 10. Demonstrate effective time management skills, working within agreed time scales and display competent managerial skills. 11. Represent nursing as requested on local and national forums in relation to Learning Disability Health Checks. 12. Monitor and control resources with an awareness of financial opportunities and constraints. 13. Prepare and participate in, or present specialist training/awareness programmes covering all aspects of Learning Disability Health Checks. 14. Participate in training related to the duties and responsibilities of the post as identified in individual personal learning plans and fulfilling the requirements of the professional regulatory body. 15. Ensure the dissemination of appropriate research based evidence. 16. Ensure all junior nursing staff have personal learning plans and access to training and learning experiences. 17. Promote a learning culture, where nursing staff are encouraged to develop their nursing practice. 18. Contribute to the development of and participate in education and practice programmes for basic and post basic learners acting as supervisor/mentor/advisor. 19. Work in partnership to ensure a meaningful learning experience for pre and post registration nurses and support the clinical area to meet defined standards for practice placements. 20. Supervise/Line Manage junior staff in all areas of nursing practice, completing appraisals and personal development plans as appropriate and developing individual maintenance programmes for students/learners. |

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| 7a. EQUIPMENT AND MACHINERY |
| * The equipment and machinery that will be used by the post holder in their role includes: * A computer will be used on a regular basis. The post holder will need to have a working knowledge of system such as Microsoft Word, e-mail and internet. * A telephone and mobile telephone will be used regularly. * Car driving is a regular feature of the role both in clement and inclement weather/traffic conditions. * The post holder may be required to collect blood samples and as such sill require to use the vacutainer blood collection system which consists of needles, hub and blood bottles.   Other equipment for physical interventions may include needles and syringes to administer medication, and equipment such as blood pressure machines and thermometers, which will be used during physical health checks. |

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| **7b. SYSTEMS** |
| * The post holder will regularly be involved in a number of systems, including: * Health and Safety Systems. * Communication systems. * Planning and recording of annual leave or other planned and unplanned leave. * Ongoing maintenance of paper based patient records and electronic information. * Delivery of appraisal and personal development planning systems. * Maintenance of training records. * Use of caseload management systems * Recording of practice support/supervision sessions. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * The post holder is expected to perform with a high degree of autonomy, working from an identified register of people with a learning disability * Performance will be supervised and reviewed by the appropriate line manager. * Additionally, there will be regular personal development reviews carried out by the appropriate line manager. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holder will work in a managed evidence based manner, and will be expected to make autonomous clinical decisions on a day-to-day basis. This includes the provision of advice to junior members of the nursing team and primary care colleagues. * The post holder is accountable for their actions and judgements and is responsible for delegated actions by other members of the nursing team. The post holder is not directly supervised and is also responsible for managing junior members of the nursing team. * Individual practice is guided by professional and organisational policy, protocols, guidelines and procedures and the post holder is also required to make decisions that are informed by the legal and ethical framework within which they operate. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| * Work as part of a multi-professional service * To work as part of a team of staff within a continual changing and modernising health and social care setting. * Maintaining a balance between clinical, managerial and development responsibilities, whilst exploring opportunities to improve service delivery. * Lone working and maintaining personal safety, whilst working as an autonomous practitioner in a large urban and rural area. * Working with an ever increasing range of voluntary and independent provider agencies in an environment of continual staff changes. * Dealing with conflict and complex situations in a range of different environments. * Balancing person centred approaches against the needs of the service, within the confines of financial constraints. * Accessing multiple electronic systems. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will regularly be involved in communicating internally and externally with health care professionals as well as users and carers. The role will involve an educational dimension with users, carers and colleagues. The post holder will be required to communicate sensitive information, provide counselling and manage potential interpersonal conflict and barriers to understanding. This will be a feature of the clinical or managers/leadership dimension of their role. They will also attend a range of meetings that support effective communications both internally and externally with e.g.   * Nursing, medical, allied health and other professionals. * Specialist support staff. * Primary Care staff and General Practitioners. * Student Learners * Regulatory and Professional Bodies * User Groups. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**   * Keyboard * Driving * IM Injections   **Physical Effort**   * Combination of walking, sitting, standing, driving * Carry necessary equipment to various locations. * Participate in physical interventions with distressed patients such as break away techniques.   **Mental Effort**   * Require to have a frequent period of intense concentration when engaging with people with a learning disability, staff, carers and others. * Constantly managing an unpredictable and diverse caseload * Preparing for meetings, presentation which may require intense period of reading, researching and preparing reports/educational packages. * Time management skills   **Emotional Effort**   * Dealing with difficult family circumstances, frequently and having to impart difficult information to carers. * Behaviour which challenge services * Carers support and extended issues * Difficult subject matter at meetings. * Provide, receive and safeguard complex and sensitive information. * Be subjected to emotional and distressing circumstances. * Striving to advocate for the patient and act in their best interest. * Managing conflict and promoting positive values * Exposure to physical and verbal aggression * Managing challenging conversation with primary care colleagues.   **Environmental Factors**   * Exposure to Body Fluid * Exposure to verbal and physical aggression * Working in multiple different environments |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| * First level registered nurse with a currently valid registration with the nursing and midwifery council * Nursing degree or equivalent qualification * Evidence of Continuing Professional Development * Knowledge of person centred, outcomes focused approaches in delivery of care. * High levels of communication, organisational and people management skills. * Experience of working within a community setting. * A current full driving licence. |