JD Learning Disability Service

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| 1. JOB DETAILS   Job Title: Community Charge Nurse  Responsible to: Senior Charge Nurse  Base: Scottish Borders Council, Headquarters    Date this JD written/updated: Updated August 2023    Job Reference number: VC5408 |
| 2. JOB PURPOSE    The post-holder will function as an independent practitioner/clinical expert by virtue of their in-depth knowledge and experience, and to take a lead role in the community learning disability nursing team, enabling people with learning disabilities to live their best lives and achieve the goals that are important to them.    The post holder will be a vital part of the integrated social care and health multi-disciplinary and multiagency service contributing towards the development of clinical practice within the team. |
| 3. Organisation Position  Team Manager  Senior Charge Nurse    CLD Charge Nurse (East) CLD Charge Nurse (West) Forensic CLD Charge Nurse  **(this Post)**  CLD Staff Nurses |
| 4. SCOPE AND RANGE     * Reports to the Senior Charge Nurse. Management of a complex caseload. Oversight and supervision of local Annual Health Check implementation plan. * Is a key member of a multi-disciplinary team consisting of nursing, social work, psychology, medical staff and AHP’s. * Provides leadership and supervision for nursing staff. * Ensure the provision of the highest quality of nursing care by participating in the continuing development of research based nursing practice. Select and implement evidenced nursing interventions to meet individual needs of clients utilising national guidance and standards, such as, Scottish Intercollegiate Guidelines Network. (SIGN) |

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| 5. MAIN DUTIES/RESPONSIBILITIES    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.   * Work autonomously, making holistic bio psychosocial health assessments, both on a routine or emergency basis. Assessments will include specific assessment of clinical risk according to local policy and may require working out with office hours. * Use your clinical judgement in the provision of care to enable people to improve, maintain, or recover health, to cope with health problems and to achieve the best possible quality of life, whatever their illness, needs or disability. * Design, implement, evaluate and document treatment plans for patients and families with complex needs and co-morbid conditions, to improve and maintain mental health and wellbeing. * Implementation of care will include providing a range of therapeutic interventions, such as psychosocial and psychological approaches, monitoring pharmacotherapy and working with families and carers. * Promote and encourage an approach to care which empowers patients where able, to take responsibility for their health and well-being, and to participate in decisions about their care and future. * Practice in a manner, which reflects current best practice and research. Initiate and participate in audit, research and monitoring of care. * Plan and co-ordinate crisis intervention and undertake the clinical management of patients who are in need of immediate therapeutic support, this may require working out with office hours. * Promote and encourage an approach to care which empowers patients where able, to take responsibility for their health and well-being, and to participate in decisions about their care and future. * Co-ordinate the activities of a range of professionals and agencies in the provision of programmes of care, participate in the planning of care while patients are in hospital and maintain continuity of care, acting as Care Programme Approach Co-ordinator if required. * Provide on call support and advice for individual patient’s / care providers during periods of crisis intervention.   Managerial   * Manage own caseload and overall workload and responsibilities in an efficient manner, including effective time management and responding to unpredictable demands and also to support Staff Nurse’s to do this. * Provide clinical expertise to staff within the LD Service and other relevant areas of NHS Borders * Deputise for the Senior Charge Nurse when requested. * Plan, prioritise, organise and participate in the work of the LD Team so as to effectively fulfil its role and function both in the present and in the future. This includes:   1. Deployment of staff   2. Responding to, and managing internal and external change  1. Management of crisis response 2. Development, maintenance and adaptation of administrative systems 3. Pursuit of quality and innovation  * Exercise in full your responsibilities under the NHS Borders Risk Management Strategy.  Participate in the process of recruitment and selection and induction of junior staff. * Responsible for the management and supervision of junior staff/students liaising with higher education organisations on training and development issues.   Professional   * Represent your patients’ interests, multidisciplinary team and speciality at clinical, managerial and other meetings. * Approach your own supervision and appraisal in an open and constructive manner, and provide supervision and appraisal to junior members of staff. * Ensure that the training and educational needs of staff are identified and met, in order to ensure safe, high quality practice and personal/professional development. * Prepare and deliver formal and informal teaching sessions, and support others in providing education for patients, relatives, colleagues and others. * Co-ordinate and take part in the education process of nursing and other students in conjunction with the relevant educational establishments. Provide mentorship and support to nursing and other students. * Function as a reflective practitioner and establish and maintain a system of regular clinical supervision. * Ensure the highest standards of record keeping is achieved and maintained in line with local and professional standards. * Support the development of progressive approaches to practice, e.g. evidence based practice, integrated care pathways. * Encourage and develop multi-disciplinary working within the area whilst ensuring the implementation of care to an agreed standard. * Be involved in seeking to raise standards through continuous quality improvement. * To instruct in and adhere to NHS and SBC policies and procedures. * Exercise professional judgement and utilise agreed clinical risk assessments / procedures to determine levels of risk in the clinical situation. * To practice within the legal and ethical framework of Nursing & Midwifery Council and the National Legislation to ensure the patients interests and wellbeing are being addressed. * To have a specific knowledge of the Mental Health Act, Adults with Incapacity Act, Vulnerable Adults guidelines and Child Protection guidelines is essential, also attendance at case conferences and supply written reports to aforementioned bodies. * Responsibility for reviewing and developing local and NHS Borders wide policies and procedures. * To provide placement and supervision/mentorship for student nurses undertaking RNLD Training. Function as a mentor and ensure compliance with mentorship standards. * To fulfil statutory/mandatory requirements on health and safety issues and ensure required involvement in the procedure for investigation of accidents / incidents / complaints including the provision of reports and statements adhering to stated protocols. * Adhere to all NHS Borders policies and procedures. * Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe and effective practice and maintain a record of professional development and participate in annual performance reviews. |

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| 1. SYSTEMS AND EQUIPMENT  * Know where and who to access in medical/psychiatric/nursing emergencies and ensure systems are in place for other staff to do so. * Responsible for the safe use of all equipment, ensuring equipment is maintained and staff are trained in the use of the equipment. * Develop systems at nursing team level in response to changing clinical and managerial demands; contributes to the development of systems at organisational level. * Comply with the proper operation and security of clinical, administrative and managerial systems at unit level. These include for example:   + Maintenance of patients’ records, both written and electronic   + Comply with all legislation e.g. Data Protection Act   + Safe custody of medicines   + Working knowledge of Microsoft Office package |

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| 7. COMMUNICATIONS AND RELATIONSHIPS   * Promote a culture of communication that is open, professional, polite and positive. * Communicate effectively with people who present profound and complex barriers to understanding arising from, for example: Learning disability, physical illness, perceptual disturbance, cognitive impairment, sensory impairment, social/cultural/educational factors Lead on communicating the interests of your patients, staff and team to a wide range of individuals, departments and organisations. Internally this potentially includes NHS Borders in its entirety and Social Work Staff within the LD Service. External examples include, Advocacy Services, Benefits and Pensions Agencies, Mental Welfare Commission, Primary and Secondary Care, Police & Emergency Services, Schools, Colleges and Universities, Voluntary Organisations, Welfare and Financial Guardians * Develop and maintain systems for the collation and dissemination of information within your team. * Act in a consultative role to other health service staff and social work staff on issues relating to people with a learning disability e.g. GPs, Health Visitors, District Nurses, and Social Workers. * The post holder is expected to communicate effective internally and externally and provide leadership and motivation to the staff team in circumstances that may be unpredictably demanding emotionally and/or intellectually. For example, Interpersonal difficulties, difficult issues concerning patients and relatives, handling complaints, counselling, coaching, providing support and reassurance, negotiating, complex clinical issues, teaching and presentations. * Act as a representative of the Learning Disability Service at meetings, working groups etc. for example, Managed Care Network, BANMAC, NHS Borders Risk Management Group |

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| 8. PHYSICAL DEMANDS OF THE JOB     * Moving and handling patients that may be agitated and always requiring awareness of risk assessment procedures. * Having the skills and knowledge when responding to verbal and physical aggression and take the lead in employing de-escalation, breakaway techniques and restraint, as appropriate. * Escorting of patients, including detained patients to hospital. * Driving in adverse weather conditions. * Being aware of the effects of occupational stress on a day-to-day basis. * Use of computer workstations on a daily basis |

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| 9. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | |
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| CATEGORIES | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | Registered Nurse – RNLD | Post registration qualification.  • PBS  • Epilepsy  • Autism  • Community |
| EXPERIENCE | Post qualification experience in Learning Disability nursing | Experience of working effectively with care providers |
| KNOWLEDGE &  SKILL | • Knowledge and skill in methods of care giving that are effective and evidence based and be able to role model these to others.  • Knowledge and skills in developing, implementing and evaluating care programmes with other members of the multi-disciplinary team.  • Ability to assess staff skills and help them develop.  • Skilled in supporting and developing others.  • Skilled in motivating/directing self and others.  • Good interpersonal/communication skills.  • Good organisational skills.  • Presenting/teaching skills.  • Knowledge and skill in quality assurance and service monitoring.  • Knowledge and skill in risk assessment and risk management.  • In-depth knowledge and understanding of relevant legislation, papers and reports relating to the field of Learning Disability.  • In-depth knowledge and skill in the assessment, care and treatment of people with a learning disability that are effective and evidence based and an ability to role model these to others.  • Ability to assess staff skills and help them develop.  • Skilled in motivating/directing self and others.  • Excellent interpersonal/communication skills.  • Good organisational skills.  • In-depth knowledge and skill in risk assessment and risk management.  • IT Skills | • IT Skills  • Research Skills  • Budgeting skills |
| GENERAL | Good verbal and written skills |  |
| INTELLIGENCE | • Good problem solving abilities.  • Ability to think critically.  • Ability to think creatively. |  |
| LEADERSHIP | • Ability to offer a clear vision and direction and be able to communicate this articulately and effectively.  • Ability to foster team- working by involving and empowering team members, and by  adopting an appropriately facilitative style to support the team in achieving its goals.  • Ability to manage own and assist others to manage stress.  • Skilled in multi- disciplinary collaborative working.  • Open minded and willing to consider and try out new ideas/different ways of working. | • Pleasant/calm manner  • Friendly and approachable  • Self-motivation and ability to motivate others |
| PROBLEM  ANALYSIS  AND SOLUTION ORIENTATION | • Identifies a problem and breaks it down into its constituent parts. Links together and evaluates information from different sources, and identifies possible causes of the problem.  • Makes sensible, sound decisions or proposals based on reasonable assumptions and factual information. |  |
| DEVELOPING  SELF  AND OTHERS | • Makes every effort to develop, both on and off the job, the knowledge, skills and competencies of team members, or others, required to do their job, and advance their careers.  • Keep own relevant professional knowledge, skills and expertise up-to-date and applies them effectively.  • Commitment to lifelong learning. |  |
| TRAINING | * Completion of all NHS Borders statutory and mandatory training e.g.   Prevention and Management of  Aggression and Violence, Basic Life  Support, Learn Pro Modules, Moving and Handling | • Interview skills  • Counselling skills.  • Supervision/ appraisal training  Additional training e.g.  Positive Behaviour  Support, Autism  Spectrum Disorder,  Epilepsy, Forensic |
| PHYSICAL | Good general health |  |
| OTHER | Current Driving licence and use of a vehicle is an essential requirement. However, if you have a disability which precludes you from holding a driving licence, consideration will be given if alternative transport can be arranged | Good Community awareness. |
| RESEARCH | Awareness of current trends and developments in LD Nursing |  |