# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Community LD Senior Charge Nurse**

Responsible to: Integrated Team Manager

**Department(s): Community LD Service**

**Job Reference: UD-P-N-SSC-079**

1. **JOB PURPOSE**

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| To provide line management to Community Learning Disability Charge/Staff Nurses within the designated team, ensuring appropriate staffing and staff management.  To lead the enhancement and development of Community Learning Disability Nursing to ensure collaborative working with other professionals and agencies. To provide a high quality, comprehensive and dynamic specialist nursing service to maintain and improve the health and well being of adults with learning disability in a community setting.  This will include evaluation of service improvement and developing action plans based on evaluation. |

The post holder will have responsibility for the development of a person centred philosophy of care and has responsibility for the nursing leadership and professional management of the nurses within the Integrated LD team. He/she will have an understanding of the specialist knowledge and skills of the professional activities within the LD Service.

1. **DIMENSIONS**

The Community Learning Disability Team is a specialist service that covers the NHS Forth Valley Area accepting open referrals for adults with a learning disability from the age of 16 years and over who display additional complex health and social care needs e.g. mental health, challenging behaviour, forensic, autism and epilepsy.

The Community Learning Disability Senior Charge Nurse has interface with GP practices as well as Acute Services, other specialist NHS services such as Mental Health, Older Peoples, Community Alcohol and Drugs service, Social Services, Police and Independent care resources.

The Community Learning Disabilities Senior Staff Nurse will work with a fluctuating caseload of approximately 15-25 patients which will be determined and delegated by the needs of the service. This reflects the split between the clinical management and clinical duties of this post.

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The Senior Charge Nurse will work closely with the Service Manager and Lead nurse in LD Nursing. The post holder will have overall clinical and management responsibility for the nursing staff in the integrated team.

The post holder will manage a delegated budget for their own clinical area of responsibility, including authorisation of some items of equipment, staff time sheets, and expenses, such as mileage, payroll sheets, stock control and monitoring.

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1. **DUTIES/RESPONSIBILITIES**

###### Clinical

* Lead on clinical governance issues such as risk management, monitoring and maintaining high standards of practice, clinical audit and promoting evidence based/best practice to improve clinical outcomes. Lead on the development and implementation of quality improvement action plans.
* Provide professional leadership to Community Learning Disability Nurses in the team ensuring appropriate and effective response to current initiatives.
* Facilitate and support Community Learning Disability Nurses in developing their management and leadership skills helping to empower them to address local issues. Support staff through change, encouraging problem solving and conflict resolution, promoting a values based working ethos.
* Have the skills and knowledge to address PBS issues. Be able to implement de-escalation strategies in hostile and difficult environments.
* Promoting continuity of care through a skilled knowledge of a variety of treatment interventions and robust discharge planning.
* Act as an expert nursing resource for nursing staff and personal carers, relatives and other staff, advising on best practice and developing innovative practice.
* Monitor and approve care planning process and the delivery of care ensuring the development of robust audit and monitoring procedures.
* Ensure the delivery of high quality person centred care and ensure that all staff are aware of the philosophy of care within the LD service.
* Work within the principles of the clinical governance framework. Contribute to the achievement of high quality services by the development and implementation of standards, protocols and quality measures.
* Develop a systematic approach to patient and carer involvement within community settings.
* Ensure the provision of high quality nursing care by participating in the continuing development of research based nursing practice.
* Attend and participate in user/carer fora, and professional fora.

## Management

* Effectively manage the CLDN in the team on an overall basis whilst allowing the development through delegated day-to-day responsibility for their own caseloads and staff nurse’s staff within the service.
* Take lead responsibility for the recruitment, selection and induction of new staff to the service, including the team manager and lead nurse.
* Lead, organise and manage the CLDN staff to ensure clinical and professional objectives are understood, agreed and achieved.
* Control and monitor the use of resources, including staffing within agreed parameters of the service.
* Direct, deploy and supervise the activities of junior CLDN staff to ensure that prescribed nursing care is carried out within the available resources.
* Provide motivation, encouragement and direction for staff, acting as a catalyst for change.
* Establish and maintain effective communication links within a multi-disciplinary framework, involving the care team, relatives and other agencies.
* Ensure adherence to professional standards, legislation, Health Board and Primary Care Operating Division policies and procedures.
* Responsible for ensuring staff attendance at mandatory training courses and keep accurate training records. Ensure that all other training opportunities are highlighted to staff.
* Responsible for, with the managers support the management of absence and performance management within the nursing team, including taking a lead role in investigations relating to employee conduct.
* Represent learning disability nursing as requested on local and National forums.
* Demonstrate flexibility and initiative around time management and resource planning.
* Interface with a variety networks to ensure the sharing of clinical and managerial expertise.
* Act in such a manner as to promote and safeguard the interest of the people with a learning disability.
* Ensure that no action or omission on the part of nursing staff is detrimental to the interests, condition or safety, of patients or selves.
* Courteously and constructively address complaints in accordance with policy and similarly disseminate positive feedback and acknowledgements to ward teams.
* Maintaining and audit nursing staff’s care plan records, which provide accurate, current, comprehensive and concise information.
* Maintain staff records, which provide accurate, current, comprehensive and concise information.
* Understand and maintain issues of confidentiality and data protection.
* Ensure the Health & Safety of staff, in accordance with policies and statutory requirements.
* Work within agreed timescales and display competent management skills.
* Continuing overall responsibility for the management and operational running of the CLDN staff within the integrated service.

Education

* With the Professional lead nurse in LD nursing, responsible for developing a robust training plan for CLDN staff working in partnership with education providers.
* Ensure all nursing staff has yearly appraisals, up to date personal learning plans and access to training/learning experiences.
* Take a lead role in the development of the nurses within the area, promoting opportunities in the community and professional development including leadership skills.
* Participate in training related to duties and responsibilities of the post as identified in own personal learning plan.
* Ensure the dissemination of appropriate research, participate at an operational level in the implementation of service development at local level in partnership with partnership local authority colleagues e.g. IRD work, Protection of Vulnerable Adults
* Contribute as appropriate to curriculum development and pre-registration student education including allocation of mentors within the unit.

1. **SYSTEMS AND EQUIPMENT**

* Mobile telephone.
* Car
* Authorisation of staff duty sheets
* Computer – use of e-mail, intranet, internet, Word, Excel, Access and development and maintenance of relevant data bases.
* eHealth systems including Care Partner, Track care and Sky gateway
* Monthly statistical information.
* Monitoring and management of sickness/absence figures.
* Responsible for ensuring that all nursing staff is appropriately trained in use of any equipment and that they have completed mandatory training courses such as moving and handling and management of violence and aggression.

1. **ASSIGNMENT AND REVIEW OF WORK**

* The post holder will work within the parameters agreed by the Integrated team Manager.
* Objectives will be agreed annually and reviewed throughout the year.
* Work will be delegated and directed by the Integrated team Manager in response to initiatives and clinical requirements and developing need.
* The post holder will be an autonomous clinical practitioner.
* The post holder will supervise the delivery of care and caseload management by CLDN nursing staff.

**8. COMMUNICATIONS AND WORKING RELATIONSHIPS**

On a daily basis,dealing with highly complex information, within the multidisciplinary team. All patients have varying degrees of communication difficulties often resulting in barriers to acceptance and understanding. A great deal of tact, diplomacy and empathy is required in dealing with patients, their relatives and carers.

**Internal:**

* Patients
* Nursing and Medical staff and Support Staff
* Professions Allied to medicine
* Lead Nurse, Learning disabilities
* Service Manager
* Other Primary Care Operating Division staff
* Advocacy
* Community Learning Disability Teams
* Additional Support Team
* Student Learners
* General Manager
* Member of the Learning Disability Management Team
* Other staff

### External

* Relatives and visitors
* GP’s
* Voluntary Agencies
* National Bodies
* User Groups
* NHS
* Social Work
* Educational Establishments

**9a. PHYSICAL DEMANDS OF THE JOB**

* Required to use computer and keyboard for extended periods (frequent)
* Combination of sitting, walking, standing and driving
* Lengthy periods of time at a computer.

**9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB**

* Manage CLDN staff that assess and treats individuals with severe challenging behaviour and a variety of complex physical and mental health needs.
* Associated diagnosis includes mild to severe learning disabilities, mental health conditions such as schizophrenia, psychosis and mood disorders, autistic spectrum disorder and complex health care with a range of physical disabilities.
* Dealing with difficult and volatile situations often without warning.
* Managing crisis clinical situations within a constantly changing patient population.
* Providing support and reassurance to staff, patients and others who have been subject to violence and aggression.
* Providing support, reassurance and empathy to staff, patients and others that have been verbally abused or threatened with violence.
* Support staff involved in the management of emergency situations and decision making.
* Accountable for the reporting and investigation of incidents involving staff and/or patients.
* Dealing with complaints from patients, staff, relatives and others.
* Working autonomously.
* Managing patients who can display severe challenging behaviour, including violent and threatening behaviour, verbal abuse, self-injury, inappropriate sexual behaviour and patients who are at risk of wandering or absconding whilst using the least restrictive methods.
* Exposure to verbal aggression with the threat of physical aggression.
* Having to work on a variety of tasks which require a high degree of concentration with frequent interruptions.

1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

###### QUALIFICATIONS AND EXPERIENCE

### Essential

* 1st level registration (Part 1 NMC register), RNMH or equivalent with at least five years post registration experience.
* 1st degree or equivalent NHS experience.
* Ability to quickly and effectively to form positive and effective working relationships.
* Flexible and adaptable in responding to service needs in a dynamic and rapidly changing environment.
* Ability to prioritise workloads and delegate appropriately.
* Management experience and proven leadership skills.
* Demonstrate initiative, organisational and competent time management skills.
* Excellent interpersonal skills.
* Excellent verbal and written communications.
* Knowledge of current policy trends in learning disabilities and community care.
* Evidence of continuing professional development.
* Possess in-depth knowledge of organisational procedure and policies.
* Computer literate

1. **ORGANISATIONAL POSITION**

Service Manager Senior Nurse LD Nursing

**Senior Charge Nurse (this post)**

Charge Nurses

Staff Nurses