INTEGRATED COMMUNITY SERVICES

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Community Nurse – Learning Disabilities

BAND: 5

REPORTS TO: Community Nurse LD Band 6

BASE:

JOB SUMMARY

The post holder is responsible for the assessment of client needs, including continuing healthcare assessments, and the development, implementation and evaluation of programmes of care.

The post holder will have responsibility for a caseload.

The post holder will work under the direction of a band 6 nurse.

ORGANISATIONAL CHART

Service Manager

Community Nurse Lead

Band 6 Community Nurse

Band 5 Community Nurse
Organisational Values:

Compassion in Action - We listen, are respectful and respond with empathy, humanity and kindness to the emotions and needs of our patients, service users and carers.

Working Together - We put patients at the centre of everything we do. We communicate with and involve patients, service users, families, carers, and the communities we serve and respond to their feedback.

Respect for Everyone - We provide person-centred care and treat everyone with dignity and compassion at all times. We will see each person as unique and valuable. We respect the contribution everyone makes.

Seeking Excellence - We work in partnership with patients, service users and carers to agree and achieve the best possible outcomes.

MAIN RESPONSIBILITIES OF THE POST

To promote the needs and rights of people with learning disabilities to other agencies and the general public.

To identify and evaluate specific service user needs through assessment under the supervision of a band 6 community nurse.

To complete continuing health care assessments and the decision support tool under the supervision of a band 6 nurse.

To assist in the development of new services and projects within the community to meet identified service user needs.

To participate as an active member of the Learning Disability Nursing Team and establish and maintain effective communication with other agencies and professionals.

To report as soon as possible to the community nurse supervisor / nurse manager any difficulties that may arise.

Communication

- To communicate and build therapeutic relationships with service users, families and professional partners to ensure service user care is focal and managed effectively.

- Act at all times in a manner which illustrates respect for privacy, dignity and confidentiality.
• Convey information that is of sensitive nature e.g. vulnerable adults; complex health information; communicate effectively with people under emotional strain in highly charged situations following appropriate protocols, policies and procedures.

• This role requires excellent communication skills, verbal, written and use of IT

**Analytical and Judgemental Skills / Freedom to Act**

• Have responsibility for managing own day-to-day workload under the supervision of a band 6 community nurse.

• Undertake assessments of clients.

• Participate in regular clinical supervision with band 6 supervisor and initiate the same when required.

• Make clinical judgements based on specialist knowledge under the supervision of a band 6 community nurse.

• Adhere to the Nursing and Midwifery Council (NMC) code of professional conduct, maintaining NMC registration and revalidation, adhering to maintenance of nursing records. Responsible for maintaining professional portfolio (PREP)


• To be aware of the requirements of the Mental Health Act.

• Knowledge of community care legislation and other relevant government reports.

• Be fully aware of the potential hazards, which may face a ‘lone worker’, act in a way that ensures personal safety and the safety of others

• Demonstrate professional conduct and act as an ambassador for the service and the Trust as a whole.

**Planning and Organisational Skills**

• To develop, implement and evaluate care planning for service users.

• The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
• Ensure that healthcare advice, support and information to service users and their carers are provided in accordance with their identified needs.

• Plan and provide training and support sessions to meet highlighted needs.

**Physical Skills**

• The post holder works in a variety of settings including service user homes and working conditions can be unpredictable e.g. risks as a lone worker, varied environments, behaviour that may challenge.

• To undertake training in Prevention, Assessment and Management of Violence and Aggression to the required level deemed relevant to the service (updated annually)

• The post holder must have access to independent means of transport.

• The post holder must have basic computer and keyboard knowledge.

**Responsibility for Patients / Clients**

• To work with service users and their families to ensure access to mainstream services.

• Provide teaching and education to relatives / carers / social care staff in respect of supporting service users with health needs.

• To work in collaboration with service users and carers and to acknowledge and value the contribution they make.

• Offer advice, support and appropriate information to adults with a learning disability, and their carers in relation to their identified health needs and be able to advocate on their behalf should the need arise.

**Policy and Service Responsibilities**

• Ensure that good relationships are maintained with representatives of other agencies and user groups.

• On appointment the post holder will be required to complete the induction training programme within an agreed timescale

• Attend staff development programmes within the service and attend workshops and training courses

• The post holder is expected to actively support the aims and values, policies and procedures of Coventry & Warwickshire Partnership Trust
- To work towards a model of outcome focused service delivery.

- To implement policies and make comments and suggestions in the development of polices.

**Responsibility for Financial and Physical Resources**

- Responsibility for safekeeping of laptop, mobile phone and any other Trust property used.

- May be asked to handle property and small amounts of service user’s money.

**Responsibility for Staff**

- Support the training and supervision of new staff, pre registration students, health care assistants, formal and informal carers.

- Individual responsibility for ensuring attendance at mandatory training updates.

**Responsibility for Information**

- Ensure that full and complete nursing records are maintained in accordance with the NMC standard for records and record keeping.

- Ensure service user and personnel confidentiality at all times and store all confidential information securely in line with General Data Protection Regulations (2018).

- Ensure timely and accurate data entry to demonstrate improving data quality on the electronic system.

**Research and Development**

- Ensure that full and complete nursing records are maintained in accordance with the NMC standard for records and record keeping.

- Ensure client and personnel confidentiality at all times and store all confidential information securely in line with Data Protection Legislation.

- Ensure timely and accurate data entry to demonstrate improving data quality on the electronic system.

**Physical Effort**

- Combination of sitting, standing and walking

- Regular and frequent driving

160044 / 24 August 2016 (updated 29 May 2018)
• Must be physically fit and able to undertake MAPA training

**Mental Effort**

• To respond quickly and appropriately to constantly changing situations amidst frequent interruptions and distractions

**Emotional Effort**

• Will encounter emotional and distressing circumstances working with service users and their families due to stressful and fragile care situations

**Working Conditions**

• The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will be variable depending on the specific intervention

• High element of risk due to unpredictable nature of adults with complex health/challenging behaviour

• Due to the nature of the service user group there is frequent exposure to unpleasant conditions, e.g. bodily fluids, faeces, vomit, smell and noise as well as a high risk of physical aggression

• Flexible working hours to meet the needs of the service user group

**OTHER DUTIES**

1. The post holder will be required to use a computer, either a stand alone or as part of a networked system, and will be responsible for the quality of information. The amount of time spent on this type of work will depend on the job.

2. The Trust embraces the principles of Improving Working Lives and all staff will be required to adhere to the standards laid down in this initiative.

3. The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.

4. The Trust has a No Smoking Policy that prohibits any smoking whilst at work.

5. To follow and adhere to the Trust’s Health and Safety Policies and instructions and be responsible for your own and others health and safety in the work place.

6. The post holder is expected to contribute to the creation of a working environment where every one feels respected, valued and treated with dignity.
This job description is not exhaustive and may be amended in consultation with the post holder. It should be reviewed whenever major changes have been agreed to the post and should be reviewed as part of the annual appraisal process to ensure it remains an accurate reflection of the duties and responsibilities undertaken by the post holder.

**Safeguarding Children and Adults**

All Trust staff has a responsibility to ensure the safeguarding of children, young people and vulnerable adults. This includes attending statutory and mandatory training, adhering to local Safeguarding Children and Adults boards' policies and procedures and inter-agency guidance as identified in the Trust’s Safeguarding policies and procedures.

**Confidentiality**

Personal information and many of the duties of this post are of a confidential nature and disciplinary action will be taken if confidential information is divulged to inappropriate persons.

**Data Protection Act**

All staff are reminded of their duties and responsibilities as employees under the General Data Protection Regulations (2018) and in particular to ensure that Personal Data is not negligently or unlawfully handled or disclosed to unauthorised persons.

**Infection Control**

As an employee of Coventry and Warwickshire Partnership Trust you are responsible for protecting yourself and others against the risk of acquiring a Healthcare Associated Infection. All staff, clinical or non-clinical are expected to comply with infection control policies and procedures. You will attend the mandatory infection control training and updates as required by the Trust.

**Environmental Issues**

The Trust is committed to reducing its impact on the environment by preventing pollution, continually improving it environmental performance which increases the wellbeing of staff and patients. As a member of staff you are expected to adhere to policies to assist the Trust in meeting its environmental and sustainability targets.

Post holder’s Signature

Date:

Post holder’s Name:

Manager’s Signature

Date:

Manager’s Name:
## Person Specification

**JOB TITLE:** Community Learning Disability Nurse – Band 5

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### Coventry and Warwickshire Partnership Trust Values

- Demonstrable ability to meet the Trust Values

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### QUALIFICATIONS

- RNLD
- Diploma / Degree holder
- Willingness to complete a teaching/mentoring qualification
- Evidence of ongoing CPD

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### KNOWLEDGE & SKILLS

- Knowledge and understanding of up-to-date legislation in respect of Learning Disability Service.
- Understanding of relevant Trust policies and legislation as highlighted in job profile.
- Demonstrate understanding of responsibilities of registered nurse according to NMC advisory codes.

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<td>Knowledge and understanding of research and its relationship with practice.</td>
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<td>Knowledge of Valuing People and the Transforming Care Agenda and their application into practice.</td>
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<td>Able to understand and contribute to services strategic framework and service visions.</td>
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<td>Highly effective communication and liaison skills.</td>
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<td>Ability to manage own workload under supervision</td>
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<td>Under the supervision of a Band 6 nurse provide direct assistance to service users with complex needs/challenging behaviour.</td>
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<td>Computer literacy in Word, PowerPoint and excel.</td>
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**EXPERIENCE**

| RNLD with relevant post registration experience at Band 5. | A/I | 3 |
| Experience of working in multi agency teams with multi-disciplinary colleagues. | A/I | 3 |

**PERSONAL ATTRIBUTES**

*not covered by values*

| Able to work well within multi agency teams and to demonstrate flexibility of approach. | A/I | 3 |
| Able to work on own initiative and be self-directed. | I | 3 |
| Able to translate skills into a variety of settings / services and enthuse others. | A/I | 3 |
| OTHER  
(Please specify) | Independent means of transport | A | 3 |
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<td>Willing to undertake DBS (Disclosure &amp; Barring Service) check at Enhanced level</td>
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