JOB DESCRIPTION

JOB TITLE: Community Nurse (Learning Disability)
DIRECTORATE: Adult & Community Services
SECTION/DIVISION: Adult Learning Disability Team
GRADE: BBU10
DATE PREPARED: Updated October 2013
REPORTS TO: Team Leader

JOB PURPOSE:

- To carry continual responsibility for the management of a caseload.
- To promote the needs and rights of people with learning disabilities with other agencies and the general public.
- To contribute to the development of new services and projects within the community team.
- To participate as an active member of the integrated adult learning disability team and establish and maintain effective communication with other agencies and professionals, to determine good outcomes for people with a learning disability.
- To work with service users to assess their needs, identify options for meeting those needs, negotiate and review appropriate care within the Department’s priorities. To work with service users and/or liaise with service providers from within the Department or other agencies, as necessary.
- To participate in secondment opportunities to our Care standard review team, as part of the ongoing care management process of review and monitoring support packages.

MAIN DUTIES AND RESPONSIBILITIES:

Management:

- To work within the principles of ‘valuing people now’, independence, choice, inclusion and citizenship.
- To accept responsibility, with support and direction to effectively manage a client caseload with associated specialist support needs.
- Where applicable and with support and direction, accept responsibility for carrying out action in relation to the liberty or safety of users, where necessary in emergency situations.
- To work with users to assess their needs and produce a statement of need agreed with or shared with users.
- To be aware of and act within the requirements of the Mental Health Act 1983 and the Mental Capacity Act 2005.
- To identify with service users a range of options available to meet assessed needs.
- To identify, with support and direction, a range of options that may be offered to the service user and to carry out necessary tasks to implement planned action.
To ensure that appropriate and up-to-date client records/files and computer information system is maintained and kept with due regard to confidentiality.

To act in accordance with NMC registration requirements and Code of Conduct for exercising accountability and professional practice.

To act as the named person for the service user to contact within the Department.

With support and direction, be responsible for co-coordinating an agreed care plan and, where appropriate, to implement and evaluate agreed action, including direct work with some users.

With support and direction, undertake the role of CPA Coordinator as required.

With support and direction, be responsible for monitoring, on an ongoing basis, the delivery of the service to users.

To work with staff from other agencies, such as Health, Education, Police and housing as well as service providers from within the Department or from the Private or Voluntary Sector.

To attend case conferences and meetings as requested and produce reports as necessary.

With support and direction, undertake work on Duty or Point of First Contact with users providing direct advice and assistance as required.

To work as a member of a multi-agency team where required, undertaking duties agreed with the Team leader.

To contribute to the planning, delivery and evaluation of services,

Providing reports, statistical information and data inputting.

To ensure Bedford Borough’s Policy and Procedures are implemented in an equitable and consistent manner.

To enter or inspect premises and to visit and interview persons as may be authorised within the Local Authority Social Services Act 1970, and any statutory enactment extending or amending it.

To institute and defend proceedings under the Local Government Act 1972, and to appear and make application on behalf of the Council before magistrates courts in connection with the Social Services function of the Council under the Local Authority Social Services Act 1970, and any statutory enactment extending it or amending it.

To participate in Bedford Borough’s process for Individual Performance and Development Review (PDR).

To ensure all relevant information is entered onto Swift Information System in line with agreed business processes.

To maintain appropriate records on work undertaken in accordance with the Departmental policy.

With support and direction, be responsible for carrying out Health and Safety policies and procedures, as it applies to self, other staff and users.

To support in the induction / orientation process of newly appointed staff and to mentor students on accessing the team.

To report mishaps, accidents, near misses, service deficiencies and complaints to appropriate Manager, in line with Local Authority Policy.
• To participate in formulating, reviewing and implementing local team standards and service policies as required.

• To support the work of other staff within the team, as appropriate.

• With support and direction, undertake assessments of need in line with the Care Management Process, accessing resources effectively and in line with ‘Best Value’.

• To represent the ALDT on appropriate planning or developmental forums.

• To attend training courses and staff development activities.

• To ensure that all business is conducted in a person centred way

**Clinical:**

• To undertake responsibility for the assessment of client and/or carers’ needs, developing and reviewing agreed support/care plans.

• To facilitate training and educational sessions to clients, staff and students as required.

• To provide professional nursing assessments to support the commissioning process in line with care management and continuing care.

• To facilitate access to primary, acute and specialist health care services in accordance with individual needs.

• To keep up-to-date with modern practices and philosophies within the profession, this includes keeping a portfolio as part of PREP.

• To promote the principles of a healthy lifestyle following the national guidelines through individual work, group sessions and health promotion.

• To act as a specialist nurse providing advice, support and training to clients and their carers in relation to learning disability.

• To undertake the role of care-coordinator in line with CPA policy as required.

• To actively promote a healthy and equitable approach to Risk Management and contribute / lead on development of risk management strategies in partnership with clients, carers and staff.

• To undertake clinical procedures appropriate to client care and maintain clinical competency through regular updates.

**Communication and Liaison:**

• To work in partnership with clients, carers, relatives, multi-disciplinary, multi-agency teams to affect a seamless service.

• To develop and maintain a system of communication so that clients, carers and other professionals are an integral element of the support and care provided.

• To maintain appropriate channels of communication.

• To work in a collaborative manner to effect partnership working with clients and their families, carers and all professions.

• To offer advice in a specialist area.
Quality and Best Practice:

1. To maintain standards and quality initiatives to improve clients’ quality of life in conjunction with other professionals.
2. To participate in audit activity to ensure clinical effectiveness and best practice is achieved.
3. To convey a positive attitude this encourages and fosters the key principles from Valuing People Now.
4. To participate in quality improvement to achieve best practice and evidence-based interventions.
5. With support and direction, ensure the requirements of the Complaints Policy are complied with.
6. To carry out duties in accordance with Bedford Borough Council any Departmental policies and procedures.
7. To be aware of and carry out statutory obligations.
8. To undertake any other duties of a similar level and responsibility as may be required form time to time.

Confidentiality:

All staff is required to respect confidentiality of all matters that they learn relating to their employment, other members of staff and to the general public.

Health & Safety:

It is the general duty of every employee to take care for the health and safety of themselves and others, including the use of necessary devices and protective clothing and to co-operate with management in meeting the responsibilities under the Health and Safety at Work Act. Any failure to take such care or any contravention of safety policy or managerial instructions may result in disciplinary action being taken.

Food Hygiene:

It is the general duty of every employee to ensure compliance with the regulations of the Food Hygiene ‘General’ Regulations 1970 and the Food Act 1984.

Rehabilitation of Offenders:

This post is subject to the exemption order under the provision of Section iv(ii) of the Rehabilitation of Offenders Act, 1974.

Variations:

In anticipation of future changes in service delivery and the need to keep an innovative and flexible approach to service provision, the job description may need to be amended in light of future operation experience. This will be completed in consultation with the job holder.

This job description is not intended to be a complete list of duties and responsibilities, but indicates the main ones attached to the post.
**SELECTION CRITERIA**

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>To hold a relevant professional qualification i.e. RNMH/RNLD for this post. To be registered with the NMC.</td>
</tr>
<tr>
<td>B</td>
<td>Experience in learning disabilities and knowledge of Valuing People Now, CPA &amp; MCA and all other relevant legislation.</td>
</tr>
<tr>
<td>C</td>
<td>Experience of working in a multi-disciplinary/multi agency team.</td>
</tr>
<tr>
<td>D</td>
<td>The ability to manage clients with complex specialist health needs, and be adept and skilled in complex assessments.</td>
</tr>
<tr>
<td>E</td>
<td>Development and facilitation of teaching materials and ongoing clinical research within the integrated team.</td>
</tr>
<tr>
<td>F</td>
<td>Reporting, recording and organizational skills with effective communication and negotiation skills/abilities.</td>
</tr>
<tr>
<td>G</td>
<td>Working knowledge of risk management, CPA and safeguarding.</td>
</tr>
<tr>
<td>H</td>
<td>To have experience of managing adults with specialist and/or complex health care needs.</td>
</tr>
<tr>
<td>I</td>
<td>Proven clinical skills and ability to work under pressure and to deadlines.</td>
</tr>
<tr>
<td>J</td>
<td>To be able to provide problem solving skills, persuade and resolve conflict.</td>
</tr>
<tr>
<td>K</td>
<td>To be motivated and enthusiastic and be able to function within an integrated team.</td>
</tr>
</tbody>
</table>

**CRB Required**

(please indicate the legal reason for CRB – if in doubt discuss with HR)

- □ Not applicable for this post
- √ Direct supervised or unsupervised contact with children or vulnerable adults
- □ Working within Fostering & Adoption Service (Any post)
- □ In a position of authority/trust (Senior Management)
- □ Other eg: auditors, solicitors

**Work Related Travel**

- □ Not required
- x Ability to travel around the county (designated user)

**Health & Safety Risk Assessment**

(please indicate which are applicable)

- □ Manual Handling activities
- □ Regular exposure to mental pressures and demands
- □ Visual Display Equipment – regular use
- □ Exposure to substances hazard to health
- □ Exposure to infection
- □ Risk of verbal abuse
- □ Risk of physical assault
- □ Working alone
- □ Adverse environmental conditions
- □ Use of dangerous machinery
- □ Driving PSV/HGV vehicles