

Community Nurse Learning Disability Band 6



Working together



Excellence



Openness & Honesty



Compassion

JOB DESCRIPTION

Title of Post:	Community Nurse Learning Disability,
Grade/ Band:	Band 6
Directorate:	Children's Services
Reports to:	Band 7 CNLD Team Leader
Accountable to:	Director of Children Services
Initial Location:	Scrabo Children's Children
Hours:	17 hours

JOB SUMMARY

To develop and maintain a community learning disability nursing service for children with learning disabilities and their families . To work as a member of the Children with Disabilities multi-disciplinary team offering specialist support, knowledge and advice as required. To carry out continuing responsibility for the assessment of care needs, the development, implementation and evaluation of programmes of care and the setting of standards of care and the management of a defined caseload including the liaison with other agencies and where appropriate the appraisal, supervision, development and teaching of staff and students.

KEY DUTIES / RESPONSIBILITIES

Clinical/Professional/Specific Managerial Responsibilities

The post holder will:

- Deliver and promote evidence based practice and agreed care pathways.
- Contribute to the improvement of effective person centred nursing care.



- Co-ordinate effective and holistic nursing care in a multi-professional setting.
- Lead by example in the promotion of high standards of clinical treatment and nursing care, to ensure a quality service.
- Monitor and report on patient's/client's progress and maintain contemporaneous records.
- Make decisions based on professional knowledge and experience.
- Promote adherence to DHSSPSNI and Nursing and Midwifery (NMC) guidelines for safe handling, administration, storage and custody of medicinal products.
- Ensure the provision of an integrated quality service by maintaining effective communication with the multi-disciplinary and community services.
- Maintain good communication with patients/clients and relatives/carers ensuring that their individual needs are met, and address any issues which have been identified.

Generic managerial responsibilities both within an operational and strategic context.

Compliance with all Trust policies and procedures

- Ensure the staff are aware of and act in accordance with all the relevant policies, procedures, guidelines, protocols and codes of conduct.
- Ensure staff are aware of and act in accordance with regulations laid down by statutory bodies.
- Promote good staff relationships and morale amongst staff.
- Delegate appropriately to staff.

Disciplinary/Grievance/Absence related matters etc.

- Participate in leave arrangements to ensure appropriate cover.
- Participate as required in the selection, supervision and retention of staff in accordance with Trust policies.

Learning and Development responsibilities-KSF

- Review staff performance in line with the Trust Personal Performance & Development Review.
- Identify and address poor performance and practice and liaise with the line manager.
- Ensure personal and professional development in accordance with NMC requirements.



- Participate in the Personal Performance & Development Review.
- Initiate & or participate in staff induction and training as required.
- Promote and participate in practice development.
- Facilitate learning and development.
- Ensure pre & post registration students receive relevant clinical experience.
- Participate in research to support continuous improvement activities as required.

Use evidence based practice and audit to identify opportunities to enhance patient/client care or service.

SOUTH EASTERN TRUST - 6 KEY THEMES

As organisations seek to cope with an ever changing and more challenging environment, it is important that a set of key themes are developed that provide clarity with regards to corporate direction and that are recognised throughout the organisation and beyond.

The South Eastern Trust has developed six key themes from which Corporate Objectives and Proposed Priorities have been developed and which guides all our actions. They provide clarity for the general public and staff who deliver the services thus ensuring consistency between strategy and delivery.

The South Eastern Trust's **6 Key Themes** are:

1. Safety, Quality and Experience

The Trust will ensure that services are safe, of a high quality and contribute towards improving the experience and outcomes for patients, clients and carers.

2. Access

The Trust will ensure that patients and clients receive services in a timely and accessible manner.

3. Health and Wellbeing

The Trust will develop partnerships with other organisations, interested groups and communities to promote and maintain health and wellbeing.

4. Efficiency and Service Reform

The Trust will continue to focus on the efficiency and effectiveness of services, improve organisational capability within available finances.

5. Our Staff



The Trust will continue to build a stable, highly motivated workforce that is committed to a culture of continuous development and ultimately service improvement.

6. Stakeholder Engagement

The Trust will ensure that it listens to and learns from patients, clients, carers and other interested parties in the planning and delivery of services.

GENERAL RESPONSIBILITIES

All employees are required to comply with the procedures, policies and codes of practice within the Trust.

GENERAL MANAGEMENT RESPONSIBILITIES

The post holder will promote and support effective team working, fostering a culture of openness and transparency. The post holder will ensure that they take all concerns raised with them seriously and act in accordance with the South Eastern Health & Social Care Trust's Raising Concerns Policy and their professional code of conduct, where applicable.

Equality

The Trust is an Equal Opportunities employer and welcomes applications from all sectors of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

Health & Safety

All employees must fully comply with the Trust's various Health and Safety Policies and Procedures and Practices including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Business Conduct.



Members of staff are expected at all times to provide a caring service and to treat those whom they come into contact in a courteous and respectful manner.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust's Knowledge and Skills Performance Appraisal which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

Environmental Cleaning Strategy

The Trust's Environmental Cleaning Strategy, recognises the key principle that "Cleanliness Matters. It is everyone's responsibility, not just the cleaners". Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All Staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.

All staff should be aware of the Trust's Infection Prevention & Control strategy and their local reduction of infection plan and know their role, in keeping with key principle Infection Prevention and Control is everyone's business.

Staff, in delivery of all care must:-

-Wash their hands thoroughly between each patient contact.



- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.

- Be aware of the Infection Control guidance within the Trust's Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

Hygiene & Prevention of Infection

You will at all times be required to observe hygiene/infection prevention & control standards and notices in operation throughout the Trust. Hygiene and control of - infection are key elements in delivery of safe, quality services and you will, in certain jobs, be required to undertake an appropriate training course at the expense of the Trust.

Personal Public involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's Personal Public Involvement (PPI) Strategy.

Location

Please note that it is a standard condition that all Trust staff may be required to work at any location within the Trust's area, as needs of the service demand.

Terms and Conditions

Applicants should note that the terms and conditions attached to this post will be as set out in the Agenda for Change Terms & Conditions.

This is not intended to be a comprehensive list of all the duties involved in the post and may be amended to meet the changing needs of the South Eastern Health and Social Care Trust; consequently an employee may be required to perform other duties appropriate to the post as assigned to them.

All Job Descriptions are subject to regular review and should be formally reviewed within a two year period.



GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the South Eastern HSC Trust are legally responsible for all records held, created or used as part of their business within the South Eastern HSC Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information act 2000 the Environmental Information Regulations 2004, the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the South Eastern HSC Trust's policy and procedures on records management and to seek advice if in doubt.
7. Take responsibility for his/her own ongoing learning and development, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.



It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

eHealth

The South Eastern Health & Social Care Trust has invested in eHealth to deliver better, faster, safer care to our community and is committed to supporting staff to utilise associated information systems that directly and indirectly inform care. Trust staff are therefore required to commit sufficient time to ensure that they acquire and/or retain the core technology skills required to support their role.



PERSONNEL SPECIFICATION

JOB TITLE AND BAND
Community Learning Disability
Nurse Band 6

DEPARTMENT / DIRECTORATE **Children’s services**

SALARY £31, 365 - £37,890 **PRO RATA**

HOURS 17 hrs per week

Ref No: <to be inserted by HR> **July 2021**

Notes to applicants:

1. *You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
2. *Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
3. *Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.*

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Experience	3 years post-registration experience at Band 5	Shortlisting by Application Form
Qualifications/Registration	Registered Nurse whose name is entered into Part 1(Learning Disability) of the live Nursing and Midwifery Council	Shortlisting by Application Form



Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.	Shortlisting by Application Form
DESIRABLE CRITERIA		
SECTION 3: these will ONLY be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted		
Factor	Criteria	Method of Assessment
Qualifications	Specialist Practitioner- Community Learning Disability Nursing or Diploma / Certificate in Community Nursing Learning Disability	Shortlisting by Application Form
Skills / Abilities	Supervisory or management qualification	Interview / Test
Knowledge	One year post qualification working with Children with Disabilities Experience as a mentor	Interview / Test

As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

To access a copy of the Access NI Code of Practice, please [Click here](#)

The South Eastern Health & Social Care Trust has guidance on the Recruitment of People with Criminal Convictions. To access a copy of this guidance, please [Click Here](#)

Protecting and using your information





To access a copy of the Trust's Data Protection Policy Statement, [Click Here](#)

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants may be required to attend for a Health Assessment





HSC Value	What does this mean?	What does this look like in practice? - Behaviours
 <p data-bbox="112 459 396 491">Working Together</p>	<p data-bbox="488 272 1209 451">We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul data-bbox="1240 236 2168 491" style="list-style-type: none"> • I work with others and value everyone’s contribution • I treat people with respect and dignity • I work as part of a team looking for opportunities to support and help people in both my own and other teams • I actively engage people on issues that affect them • I look for feedback and examples of good practice, aiming to improve where possible
 <p data-bbox="165 799 353 831">Compassion</p>	<p data-bbox="488 627 1209 770">We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul data-bbox="1240 611 2168 786" style="list-style-type: none"> • I am sensitive to the different needs and feelings of others and treat people with kindness • I learn from others by listening carefully to them • I look after my own health and well-being so that I can care for and support others
 <p data-bbox="172 1129 338 1161">Excellence</p>	<p data-bbox="488 946 1209 1090">We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high-quality, compassionate care and support.</p>	<ul data-bbox="1240 906 2168 1121" style="list-style-type: none"> • I put the people I care for and support at the centre of all I do to make a difference • I take responsibility for my decisions and actions • I commit to best practice and sharing learning, while continually learning and developing • I try to improve by asking ‘could we do this better?’
 <p data-bbox="89 1449 418 1481">Openness & Honesty</p>	<p data-bbox="488 1321 1209 1385">We are open and honest with each other and act with integrity and candour.</p>	<ul data-bbox="1240 1265 2168 1409" style="list-style-type: none"> • I am open and honest in order to develop trusting relationships • I ask someone for help when needed • I speak up if I have concerns • I challenge inappropriate or unacceptable behaviour and practice

All staff are expected to display the HSC Values at all times

