

Community Nurse Learning Disability Band 5



Working together



Excellence



Openness & Honesty



Compassion

JOB DESCRIPTION

Title of Post: Community Nurse learning Disability

Band of Post: Band 5

Directorate: Children's Services and Social Work

Reports to: Band 7 Team Lead Community Nurse
Learning Disability

Accountable to: Director of Children's Services

Initial Base Location: (2 posts)

Warren Children's Centre Lisburn

Scrabo Children's Centre, Newtownards

Type of Contract: Temporary

Hours: 37.5 hours, preference, part time accepted

JOB SUMMARY

In order to meet the overall mission of the Trust the post holder will:

Assess, develop, implement and evaluate patient/client care, under the guidance of the Band 6 Nurse, for children with disabilities.

Provide person centred nursing to ensure continuity of care within agreed standards.

Contribute to effective team working and supervise qualified and/or unqualified staff.

Comply with nursing strategy, Trust policies, procedures, guidelines protocols and codes of conduct.

Work as part of a multi-disciplinary and cross boundary team.



KEY DUTIES / RESPONSIBILITIES

Main Responsibilities

To include a description of the main responsibilities of the post including, where relevant, Clinical/Professional and specific managerial responsibilities & the core and specific dimensions of the KSF Outline for the job

Clinical/Professional/Specific Managerial Responsibilities

The post holder will:

1. Provide person centred nursing to ensure continuity of care within agreed standards.
2. Assess, plan, implement and evaluate patient care.
3. Carry out evidence based practice and agreed care pathways.
4. Monitor and report on patients/client progress and maintain contemporaneous records.
5. Maintain own professional and personal development in accordance with the NMC (2015) The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives.
6. Act in the role of practice supervisor in the first instance to pre-registration students and subsequently practice assessor following period of preceptorship/ induction.
7. Make decisions based on professional knowledge and experience.
8. Maintain professional standards of practice and contribute to continuous quality improvement.
9. Adhere to HSCB and NMC guidelines for safe handling, administration, storage and custody of medicinal products.
10. Participate in uni-professional/multi professional audit and research as required.
11. Promote health and wellbeing.
12. Ensure the provision of an integrated quality service by maintaining effective communication with the multi-disciplinary team and community services.
13. Maintain good communication with patients/clients and relatives/carers ensuring that their individual needs are met and report issues to the line manager as required.
14. Work effectively as part of a multi-disciplinary team, maintaining staff relationships and communicate effectively.



15. Take charge when necessary as part of continuing professional and managerial development.
16. Identify poor performance and practice and take appropriate action.
17. Maintain staff relationships and morale amongst staff..
18. Participate in the Trust KSF appraisal process.
19. Review staff performance in line with Trust KSF appraisal as appropriate.
20. Report any signs of ill health in colleagues.
21. Ensure personal and professional development in accordance with NMC requirements.
24. Ensure all documentation is legible, accurate, is written in black ink and clearly signed, timed and dated in accordance with the NMC.
25. Participate in staff induction, training and other learning as required.
26. Participate in practice development initiatives.

Generic managerial responsibilities both within an operational and strategic context.

The post holder will:

- Maintain professional registration on the relevant part of the NMC.
- Ensure professional and personal development and accountability in accordance with NMC requirements within the scope of Professional Practice.
- Act in a courteous and respectful manner.
- Demonstrate commitment through regular attendance, efficient completion of duties and participation in department/team work activities.
- Comply with Health and Safety Policies and statutory regulations.
- Contribute to a safe environment within the risk management and clinical governance strategy.
- Comply with nursing strategy, Trust policies, procedures, guidelines, protocols and codes of conduct.
- Ensure effective communication.
- Contribute to effective and economic use of resources and the maintenance of all equipment.
- Carry out any other duties as required



HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

The Trust supports and promotes a culture of collective leadership where those who have responsibility for managing other staff:

1. Establish and promote a supportive, fair and open culture that encourages and enables all parts of the team to have clearly aligned goals and objectives, to meet the required performance standards and to achieve continuous improvement in the services they deliver.
2. Ensure access to skills and personal development through appropriate training and support.
3. Promote a culture of openness and honesty to enable shared learning.
4. Encourage and empower others in their team to achieve their goals and reach their full potential through regular supportive conversation and shared decision making .
5. Adhere to and promote Trust policy and procedure in all staffing matters, participating as appropriate in a way which underpins Trust values.

GENERAL MANAGEMENT RESPONSIBILITIES

6. 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.

GENERAL REQUIREMENTS

The post holder will be required to:

7. 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.
8. 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.
9. 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
10. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.



11. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
12. 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.
13. 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.
14. 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.

October 2020



PERSONNEL SPECIFICATION

JOB TITLE AND BAND	Community Nurse Learning Disability Band 5
DIRECTORATE	Children’s Services
SALARY	£24,907-£30,615
HOURS	37.5hrs

Ref No: <to be inserted by HR> **<Month & Year>**

Notes to applicants:

- 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.*
- 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.*
- 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	No experience required	Shortlisting by Application Form
Qualifications/Registration	Registered on part 1 (Branch – Learning Disability) of the NMC register. Degree, diploma or other nursing qualification allowing registration with NMC.	Shortlisting by Application Form
Other	Hold a current full driving licence which is valid	Shortlisting by



	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.	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
Experience	One year post registration experience of working with children with disabilities	Shortlisting by Application Form
Qualifications	Specialist Practitioner –Community Learning Disability Nursing or Diploma/Certificate in Community Nursing Learning Disability.	Shortlisting by Application Form

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>Working Together</p>	<p>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 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>Compassion</p>	<p>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 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>Excellence</p>	<p>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 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>Openness & Honesty</p>	<p>We are open and honest with each other and act with integrity and candour.</p>	<ul 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

