

JOB DESCRIPTION

Title of Post:	Senior Practitioner Intensive Support Service & Lead Nurse for Adult Learning Disability
Band of Post:	Band 8A
Directorate:	Adult Services and Prison Healthcare
Reports to:	Intensive Support Service Operational Lead
Accountable to:	Assistant Director of Adult Disability Services
Initial Base Location:	Downpatrick
Type of Contract:	Permanent
Hours:	Full- time – 37.5 hours per week

The South Eastern Trust is engaged with the 17 recommendations from “Strengthening the commitment” report from the UK Modernising Learning Disabilities Nursing review. The report was published in 2012 and reported on Strengthening the Capacity, Capability and Quality of the Learning disability nursing workforce across the UK and to ultimately strengthen the profession. The report has been adopted by four UK Health departments as a blueprint for the future.

The Northern Ireland Action Plan for Learning Disability Nursing Regional Collaborative, is a local group convened by the CNO and made up of senior Nurses from all Trusts, Education providers, RQIA, PHA, Private and voluntary sectors locally to deliver on the recommendations of strengthening the commitment and to feedback to the other Health departments.

Job Purpose

Applicants are invited for the post of Senior Practitioner within the South Eastern H&SC Trust Intensive Support Service, and Lead Nurse for Adult Learning Disability. The post holder will be responsible for delivering a senior practitioner service in the Down sector and providing cover arrangements where necessary. The post holder will be required to work as part of the Multi-disciplinary Intensive Support Service. This will involve flexible working hours including weekends and evening duties where necessary. The post holder may be required to participate in an On-Call Rota.

The post holder will provide specialist behavioural expertise in working with adults and children with learning disability who present with a range of complex presentations

including mental ill health, challenging behaviour and forensic history. The post holder will provide autonomous assessment, formulation and targeted interventions to service users and their carers in a range of settings including their own home, respite, day care, residential care and supported living. The service promotes a positive behaviour support model.

The role of the Senior Practitioner will include direct supervision and support to others staff working within the Intensive Support Service. This role will involve the regular provision of bespoke and generic training to a range of staff and carers. There is an expectation that the post holder will engage in liaison and consultation with both Community Adult and Community Children Learning Disability Team colleagues as well as the wider multi-disciplinary team.

The post holder will also provide professional lead for Adult Learning Disability Nursing, including professional regulation, governance and development of Nursing across the Adult Disability Programme ensuring high standards of care. The professional lead is responsible for ensuring that evidence-based standards and professional governance structures are in place to support the nursing role within the Programme. The Lead Nurse will represent Adult Learning Disability Nursing on the Trust's Nursing & Midwifery Executive Committee.

Main Responsibilities

1. *Clinical*

- To provide clinical lead to adult Learning Disability nurses within Adult Disability Services
- To liaise with the Neurodisability nurse lead regarding clinical nursing issues in adult disability services.
- To support the operations manager with the implementation and delivery of the disability business, governance and professional nursing plans.
- To provide clinical advice to community teams for people with learning disabilities in supporting those with a range of complex presentations.
- To assess the needs of service users referred to the Intensive Support Service using a variety of established assessment measurement procedures.
- To participate in multi-disciplinary clinical meetings.
- To advise, where appropriate service users, carers and the multi-disciplinary team on positive behaviour support plans in place for service users.
- To undertake where appropriate client specific and bespoke in-service training to support the implementation of any guidelines or positive behaviour support plans.

- To attend case reviews and where necessary prepare written reports.
- To monitor and review programmes of intervention.
- To carry a defined caseload of assigned service users as allocated by the Intensive Support Service Clinical Lead.
- Maintain the highest possible standards of service user care by the application of appropriate clinical interventions and treatment to service users in the community.
- Act as Named Key Worker/PQC Case Co-ordinator as required and chair meetings.
- Provide advice, guidance and consultation to other professionals contributing directly to client's diagnosis and treatment plan.
- Provide a cohesive, co-ordinated approach to assessment and subsequent follow up treatment/care plans which aim to maintain the client in the community and ensure appropriate other services are engaged in the care package at the relevant time.
- Plan with the multi-disciplinary team the appropriate care provision to meet the needs of clients and carers ensuring that information is sufficient to assist in the management of risk.
- Act as Investigating / Designated Officer under the Trust's Adult Safeguarding Operational Procedures if suitably qualified to do so.
- Understand and apply the full range of treatments/interventions regarding clients treatment and care within the community.
- Offer appropriate advice to the clients, carers and other professionals and agencies.
- To undertake risk assessment and risk management of individual clients/cases and to provide advice to other professionals on aspects of risk assessment and risk management.
- Observe confidentiality of practitioner/client information exchange.
- To implement a range of psychological interventions for individuals, carers, families and groups within the service.
- Management of verbal aggression and physical threats as required.

2. Administration

- Manage referrals received within the Intensive Support Service and allocate to team members.
- Ensure all records and documentation are completed and maintained in line with relevant regulations and appropriately shared to facilitate decision making.
- Ensure that the agreed procedures for the referral of clients into the Intensive Support Service are adhered to.
- Submit to the Clinical Coordinator / Operational Manager all statistical data and information required by Trusts and Commissions for service evaluation/review and further service delivery.
- Be cost effective in the use of resources including self-management and goods and services.
- Adhere to the reporting requirements related to incidents/accidents/near misses/complaints involving clients/staff/others using the organisation's systems. Complete appropriate records and contribute to the analysis of such occurrences to prevent reoccurrence.
- Participate in the Trust's Governance, Risk Management arrangements, Complaints, Health and Safety and Fire Prevention arrangements.

3. Education

- Plan and deliver educational and awareness sessions on a multi-disciplinary basis to a range of partners and stakeholders.
- Provide direct support, supervision and complete KSF appraisals for the Intensive Support Service team members.
- Take a proactive approach to ensuring personal and professional learning and development needs are met.
- Promote and encourage continuous learning and development amongst team members.
- Promote and encourage a culture of practice which is research and evidence based.
- Ensure professional registration and training requirements are updated for self and team members.

- Participate in clinical/managerial supervision on at least a monthly basis with Clinical Services Manager. Avail of peer supervision with Multi-disciplinary Team at Clinical Meetings.
- Contribute to learning arrangements for students across professional groups accessing specialist practice experience within the Intensive Support Service.
- Ensure that clinical settings provide the infrastructure to support the learning and assessment needs of students and that there are mentors and practice supervisors and assessors to support the NMC requirements

4. Research / Development/Governance

- Take the lead in standard setting, audit and research to evaluate the effectiveness of all aspects of the Intensive Support Service.
- Lead the process of service evaluation and identify areas for development, where appropriate initiate and participate in research for this purpose.
- To promote and develop continuously improving services through an Outcomes Based Approach in collaboration with user groups and stakeholders.
- Liaise closely with relevant clinical & social care governance leads to ensure robust arrangements in place to meet controls assurance standards and other governance frameworks.
- Ensure there is clear nursing governance representation and involvement within the Trustwide Nursing Governance and Workforce/Learning Development Forums.
- Ensure there are clear nursing professional governance structures with the programme of care to include professional meetings, professional supervision and KSF appraisals.
- Ensure that all registered nurses have live NMC registration and Revalidation in accordance with the NMC and Trust policy.
- Ensure appropriate systems of clinical, financial and professional governance are in place within all directly managed services and operating to provide a safe, efficient, effective quality service provision.
- Ensure that all facilities within the postholder's span of responsibility have high standards of infection control and environmental cleanliness.

- Ensure performance management arrangements are monitored and maintained within a culture of innovation and change.
- Support the operations manager with the implementation and update of quality initiatives such as IIP Standards, and ISO as agreed within the Directorate.
- Ensure all nursing policy and procedures are implemented and developed to ensure safe and effective nursing services.
- Ensure all Nursing KPI's and outcome measures are implemented.
- Ensure audit systems are in place to monitor and evaluate standards of practice and performance.
- Ensure professional registration of all staff is monitored and up to date.
- Support the operations manager within adult disability services with the development of a strategic plan for the development of services to people with a learning disability.
- Represent adult learning disability nursing as the professional lead on in the Trust Nursing Midwifery Executive Forum.
- Provide expertise and professional assurance to the Director of Nursing for Learning Disability Nursing.
- Contribute to the development of strategic planning within the directorate including preparation of strategic development proposals.
- To delegate appropriate responsibility and authority to the level of staff within his / her control consistent with effective decision making whilst retaining responsibility and accountability for results.

5. Professional Development

- Comply with Professional Codes of Conduct and regulatory governing bodies standards of practice and guidelines.
- Ensure that evidence based care and therapy is delivered in accordance with Trust procedures, current legislations, NICE Guidelines and accrediting bodies.
- Ensure all issues agreed at supervision are actioned and that the Clinical Services Manager is kept apprised of progress including any difficulties encountered.
- Act up in the absence of the Clinical Lead / Operational Lead if required.

- Promote and support the learning and development of colleagues and other Trust staff where appropriate.

6. Performance

- Contribute to the investigation and resolution of complaints regarding the service in line with the trust Complaints procedure.
- Participate in the investigation of incidents and near misses and share learning within the programme and trust wide as necessary.
- Promote and deliver a service using an outcome based accountability approach.
- Identify and advise on priorities for service development.

7. Human Resource Management

- Review individually, at least annually, the performance of staff, provide guidance on personal development requirements and advise on and initiate where appropriate further training.
- Maintain staff relationships and morale amongst the staff reporting to him / her.
- Contribute to the development and implementation of the ISS annual plan in line with the Corporate and Directorate Plans.

Note: Where educational/professional qualifications form part of the criteria you will be required if being considered for appointment to produce original certificates.

This job description is not exhaustive and is subject to review in order to meet the needs of the Service.

Trust Behaviours	Ensuring safety, quality and improving the experience of our patients and clients by living our Value through the following behaviours	
<p>SET expects me to:</p> <p>Treat everyone with dignity and respect</p>	<p>... and in practice for <u>everyone</u>, this means I need to:</p>	<p>... and in practice for <u>managers</u>, this means I need to:</p>
<p>Strive for excellence in all that I do</p>	<ul style="list-style-type: none"> • Respect others and respect differences • Communicate sensitively • Be sincere • Take into account the needs and feelings of others • Show understanding of other's pressures • Congratulate others on achievements and successes • Recognises achievement or effort • Keep confidences 	<ul style="list-style-type: none"> • Thank staff for their work • Recognise both team and individual contribution and performance • Show understanding of staff pressures • Respect people's confidentiality • Communicate honestly • Recognise and challenge inappropriate behaviour
<p>Be fair, open and transparent</p>	<ul style="list-style-type: none"> • Want SET to be the best • Work with passion & enthusiasm • Always do my best • Take ownership for my work • Be willing to go the extra mile • Don't always wait to be told – show initiative • Question why we do things the way we do • Feel free to make suggestions for improvements • Ask for help if I need it 	<ul style="list-style-type: none"> • Encourage creativity and innovation • Actively manage the change process and the impact on people • Use enthusiasm and energy to inspire others • Demonstrate personal commitment to excellence through my day to day actions • Keep momentum alive by reinforcing key messages and putting a real focus on sustainability • Encourage and develop leadership at all levels
<p>Listen to and learn from our patients, clients, carers and staff</p>	<ul style="list-style-type: none"> • Be approachable • Be open and inclusive • Acknowledge my own limitations • Admit when I don't understand or make mistakes. 	<ul style="list-style-type: none"> • Act with probity and integrity • Create an environment where all people can excel • Accept responsibility for my own work and for the performance management of my team • Share my learning and development with others
<p>Support and develop our staff to improve services and user experience</p>	<ul style="list-style-type: none"> • Take time to Listen • Learn from my mistakes and shortcomings • Learn from others • Share learning with others • Seek others' input and consider others' views 	<ul style="list-style-type: none"> • Involve people in problem solving and decision making about areas that affect them • Welcome ideas and feedback • Hold regular team meetings
	<p>The South Eastern HSC Trust will support everyone to develop the necessary skills and competencies to do their job through learning and development opportunities</p>	

GENERAL RESPONSIBILITIES

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

Trust Value and Behaviours

All staff members and managers are expected to behave at all times in line with the Trust's Values and Behaviours (as outlined above).

The Trust's Core Values demonstrate its commitment to;

'improve the health and wellbeing of the people we serve in partnership with key stakeholders; to provide person centred, safe and effective care; plan for and respond to changing needs of our patients, clients, carers and staff and ensure best value for money'

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.

Information Governance

All employees of South Eastern Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the South Eastern Health & Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the South Eastern Health & Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

For further information on how we use your personal data within HR, please refer to the Privacy Notice available on I-Connect located under HR & Corporate Affairs. To access, please click on the following link:-

<http://www.setrust.hscni.net/about/AccessstoInformation.htm>

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 Directorate initiatives being undertaken to reduce infection and enhance care delivery for patients/clients. They should know their role, in keeping with key principles as 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 Trust's Infection Control guidance and the Northern Ireland Regional 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 the 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.

PERSONNEL SPECIFICATION

Title of Post: Senior Practitioner Intensive Support Service & Lead Nurse for Adult Learning Disability

Band of Post: Band 8A

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
Qualifications/Registration	RN 5 Learning Disability Nurse Level 1 registered on the live NMC Register. <ul style="list-style-type: none"> • Have at least three years' experience in a nursing role at Band 7 or above. 	Shortlisting by Application Form
Experience	<ul style="list-style-type: none"> • Two years' experience within the last five years working with people who display challenging behaviours / complex needs. • Two years' experience of managing staff including direct supervision. 	Shortlisting by Application Form
Other	<ul style="list-style-type: none"> • 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 	Shortlisting by Application Form

	to a form of transport approved by the Trust which will permit them to carry out the duties of the post	
SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Skills / Abilities	<ul style="list-style-type: none"> • Able to demonstrate good leadership and management skills. • Ability to work effectively with other professions and across programmes of care with a multi-disciplinary focus on providing good quality and co-ordinated services for those with a Learning Disability. • Demonstrate a commitment to the provision of high quality and safe services with an ability to drive a culture of continuous improvement. • Good communication skills both written and verbal 	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Knowledge	<ul style="list-style-type: none"> • Demonstrate good knowledge and understanding of relevant legislation, regional and national good practice guidance and other policies, procedures and protocols which are relevant when working with those with complex needs and learning disabilities. • Knowledge of risk assessment and risk management. • Evidence of relevant post-qualifying professional development regarding behavioural management and Positive Behaviour support used to assess, treat and support individuals with a learning disability who display behaviours of concern. 	<p>Interview</p> <p>Interview</p> <p>Interview</p>
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
Qualification	Hold a relevant qualification on Behavioural management at master's degree level of equivalent.	Shortlisting by Application Form

Volunteering experience may be considered appropriate in particular for roles within the context of direct patient/client care.

If invited for interview please be aware that your interview may include an aspect of Value Based Interviewing. The Trust Behaviours set out in the job description reflect our Trusts

values and our expectations of all employees. You may find this helpful when preparing for your interview.

KSF Outlines:

- **Communication**
- **Personal and People Development**
- **Health, Safety and Security**
- **Service improvement**
- **Quality**
- **Equality and Diversity**

Vetting

As part of the Recruitment and Selection process, it may be necessary for the Trust to carry out a check through Access NI before any appointment to this post can be confirmed.

Where it is necessary to obtain an Access NI disclosure, the South Eastern HSC Trust operates in line with the Access NI Code of Practice, including the safe handling and secure storage of Access NI disclosures.

To access a copy of the Access NI Code of Practice, please click on the link below:-

<https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

To access a copy of the 'SET Guidance on Recruiting People with Criminal & Conflict Related Convictions', please click on the link below:-

[**SET Guidance on Recruiting People with Criminal & Conflict Related Convictions**](#)

Canvassing either directly or indirectly will be an absolute disqualification for appointment.

The Trust is an Equal Opportunities Employer.