

LEARNING DISABILITIES**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| JOB TITLE: | Health Facilitation Liaison Nurse – Warwickshire Community Team |
| BAND: | 6 |
| HOURS: | 37.5 |
| REPORTS TO: | Community Nurse Manager |
| BASE: | The Loft |

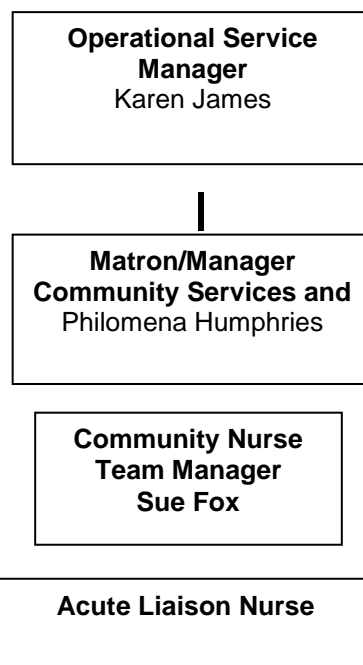
JOB SUMMARY

To improve the quality of care received by individuals with a learning disability in the acute hospital setting and to facilitate open and easy access to general hospital services.

To be responsible for the ongoing development of primary health facilitating services within Warwickshire ensuring local and national standards are attained.

To support the interface between hospital services, primary care service and specialist community learning disability services for people needing acute hospital care.

To provide, advice and guidance on assessments of special needs such as Mental Capacity Assessments, DOLS Assessments and reasonable adjustments relating to the Equality Act.

ORGANISATIONAL CHART

MAIN RESPONSIBILITIES OF THE POST

- Actively promote the role of the acute liaison nurse within the acute setting ensuring that such information is also accessible to people with a learning disability and their carers.
- Identify barriers to accessing acute and primary health care services, for adults with a learning disability and plan actions and initiatives to overcome and assist easier access to primary and acute services.
- Develop closer links between primary healthcare services and secondary care in order to help facilitate a smooth pathway through acute services. This is to enable continuity for patients and their families/support workers when accessing both elective and emergency treatment. Planning effective care whilst in hospital, and then assist with comprehensive discharge/aftercare arrangements for adult patients with a learning disability who have a Warwickshire G.P.
- To support the interface between primary care services and specialist community service within Coventry and Warwickshire Partnership Trust in particular practices within Warwickshire, thereby ensuring that people with a learning disability are able to enjoy good health and receive appropriate treatment when necessary.
- Identify an action plan to meet the additional health needs of people with a learning disability who come from black and minority ethnic background.
- To actively promote the implementation of health facilitation for people with learning disabilities within Coventry and Warwickshire Partnership Trust and particularly in Warwickshire.
- Work alongside the PALS Service to ensure that people with a learning disability are being included in the service they provide.
- Promote and encourage the use of client held information (Hospital Passports), for when patients access the acute healthcare service.
- Complete nursing assessments as appropriate in a variety of formats including continuing healthcare framework.
- To take appropriate action in emergencies and unexpected events, i.e. contacting 'On-Call', emergency services, parents etc.

Communication

- To assist and support clinical areas in recognising potential barriers to hospital access and other communication issues in relation to individuals with learning disabilities.
- To enable reasonable adjustments to be identified and made within primary and acute care settings therefore facilitating patients with a learning disability to access care.
- To raise the profile of the healthcare needs of people with a learning disability across the primary and secondary care provision, bridging the gap between acute clinical care areas to enable better communication and access to care.
- Plan, provide and facilitate presentations and training sessions to meet highlighted health needs. Disseminate information at a level appropriate to the audience, ensure the inclusion of experts by experience within training sessions.
- Convey information that is of highly sensitive nature e.g. vulnerable adults, complex health information, challenging the care given within primary and acute settings i.e. complaints, communication effectively with people under severe emotional strain in highly charged situations following appropriate protocols, policies and procedures.
- To act as a resource, disseminate and offer advice and guidance for all staff involved in the care of people with learning disabilities.

Analytical and Judgmental Skills / Freedom to Act

- Have full responsibility for managing own workload independently seeking advice from manager when necessary.
- Undertake complex assessments of clients.
- Participate in regular clinical supervision with line manager and other professionals, and initiate same when required.
- Arrange case reviews for patients when appropriate and take the lead where appropriate in chairing meetings.
- Make clinical judgements based on specialist knowledge.
- Adhere to the Nursing and Midwifery Council (NMC) code of professional conduct, maintaining NMC registration and adhering to maintenance of nursing records. Responsible for maintaining professional portfolio (PREP)
- Have understanding of White Paper, 'Valuing People' DoH 2001 and 'Valuing People Now' DoH 2007, and its implications for people who have a learning disability.
- Knowledge of community care legislation, and legislation relating to acute healthcare 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
- To demonstrate professional conduct and to act as an ambassador for the service and the Trust as a whole.

Planning and Organisational Skills

- To develop and implement 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 clients and their carers are provided in accordance with their identified needs. To identify and assess individual client needs in order to develop an integrated care plan to access acute services.
- Identify the training needs of Acute Sector professionals and support staff/including administration support in respect of the needs of people with a Learning Disability. To develop and provide training as a rolling programme
- Plan and provide training and support sessions to meet highlighted needs.

Physical Skills

- The post holder works in a variety of settings including clients homes and working conditions can be unpredictable e.g. risks as a lone worker, varied environment some susceptible to risk.
- 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 be a car user.
- The post holder must have basic computer and keyboard knowledge.

Responsibility for Patients / Clients

- To work with clients and their families to ensure access to mainstream services.
- Provide teaching and education to relatives/carers/social care staff in respect of supporting clients with health promotion and ensuring proactive use and access to Acute Health Care services.

- 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 adult patients 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. Provide information for patients and carers and address issues such as consent to treatment, empowerment and inequality of healthcare when necessary.

Policy and Service Responsibilities

- Ensure that good relationships are maintained with the Acute Trust and representatives of other agencies and user groups/liaison.
- To assist the manager in ensuring that policies and procedures are developed and implemented.
- 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 replace with George Eliot NHS Trust and SWFT
- Further knowledge and understanding of the NHS, Coventry and Warwickshire NHS Partnership Trust and other health provisions in delivery of the wider health economy.
- To work towards a model of outcome focused service delivery.
- To implement policies and make comments and suggestions in the development of policies.

Responsibility for Financial and Physical Resources

- To refer and facilitate the need for appropriate equipment due to the individuals changes in health.
- Take responsibility for the effective and economic management of resources allocated to the post/service.
- To ensure effective use of resources available within your span of control, ensuring safety, quality and value for services.

Responsibility for Staff

- Provide support and advice as appropriate to junior colleagues and student nurses/medical students, within both the acute services and community.

Responsibility for Information

- Promote and facilitate the use of client held information, hospital passport/hospital screening tool when clients access Primary and Acute Healthcare services.
- 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.
- To ensure timely and accurate data entry to demonstrate improving data quality on the electronic system.

Research and Development

- Attend training courses and undertake self-development.
- Promote individual and team research and development with Clinical Governance, Essence of Care and current Government Legislation.
- Ensure that clinical practice is based on current research and is evidence based.
- Develop, initiate and carry out various forms of audit and quality monitoring mechanisms including client and carer satisfaction audits/surveys.

Physical Effort

- Must be a car driver
- Combination of sitting, standing and walking
- Regular and frequent driving
- Must be physically fit ,lift and carry equipment to various locations and be able to undertake MAPA training

Mental Effort

- To respond quickly and appropriately to constantly changing situations amidst frequent interruptions and distractions
- To demonstrate intense levels of concentration when assessing highly complex clients

Emotional Effort

Will encounter emotional and distressing circumstances working with Clients and their families due to stressful and fragile 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 depend on the job.
- Geographically isolated, no support immediately available. High element of risk due to unpredictable nature of adults with complex health/challenging behaviour.
- Due to the nature of the client 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 client group

OTHER DUTIES

- 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.
- 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.
- The post holder will be required to take part in an annual performance appraisal, where this job description will be reviewed, and objectives set.
- The Trust has a No Smoking Policy that prohibits any smoking whilst at work.
- 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.

- The post holder is expected to contribute to the creation of a working environment where everyone feels respected, valued and treated with dignity.
- Attend mandatory training as per Trust Policies.
- Ensure relevant Trust documentation is completed for significant incidents.
- The post holder must comply with policies and procedures of Acute Hospital and Coventry & Warwickshire Partnership Trust, including Fire Safety, Health & Safety, Confidentiality and Access to Health Records.

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 have 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 Data Protection Act 1984 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 its 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: Acute Liaison Nurse and Health Facilitation Nurse

| | | HOW MEASURED? A Application form I (Interview) T Test | Weighting 1-Low 2-Medium 3-High |
|-------------------------------------|--|--|--|
| QUALIFICATIONS/ TRAINING | RNLD | A/I | 3 |
| | Diploma / Degree holder | A/I | 3 |
| | Teaching/mentoring qualification or working towards | A/I | 3 |
| | Evidence of ongoing CPD | A/I | 3 |
| KNOWLEDGE/ SKILLS | Knowledge and understanding of up-to-date legislation in respect of Learning Disability Service and Acute Services. | A/I | 3 |
| | Knowledge of health promotion and public health needs issues. | A/I | 3 |
| | Experience of working with LD clients with complex needs | A/I | 3 |
| | Understanding of relevant Trust policies and legislation as highlighted in job profile. | I | 3 |
| | Demonstrate understanding of responsibilities of registered nurse according to NMC advisory codes. | A | 3 |
| | Knowledge and understanding of quality monitoring systems. | I | 3 |
| | Knowledge and understanding of research and its relationship with practice. | A/I | 3 |
| | Knowledge of Valuing People and its application into practice. | A/I | 3 |
| | Able to understand and contribute to services strategic framework and service visions. | A/I | 3 |
| | Highly effective communication and liaison skills. | A/I | 3 |
| | Ability to manage own workload and to work in an autonomous capacity. | A/I | 3 |
| | Teaching and training skills in respect of educating/providing workshops for health and social care staff and clients. | A/I | 3 |

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| | Able to develop and carry out service audits. | A/I | 3 |
| | Research skills to the level of developing and implementing research proposals. | A/I | 3 |
| | Clinically proficient and able to provide direct assistance to clients with complex needs. | I | 3 |
| | Knowledge of the Acute Service Provision. | I | 3 |
| | Computer literacy in Word, PowerPoint and excel. | A/I | 3 |
| EXPERIENCE | RNLD with substantial post registration experience at Band 5 or above. | A/I | 3 |
| | Experience of working in multi agency teams with multi-disciplinary colleagues. | A/I | 3 |
| | Experience of working as a Community Nurse | A/I | 3 |
| | Domiciliary nursing / working experience particularly with Acute healthcare staff | A/I | 3 |
| PERSONAL ATTRIBUTES | 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 initiate and monitor new initiatives and services. | I | 3 |
| | Leadership qualities. | I | 2 |
| | Able to translate skills into a variety of settings / services and enthuse others. | A/I | 3 |
| OTHER | Must be a car driver | A | 3 |
| | Combination of sitting, standing and walking | I | 3 |
| | Regular and frequent driving | I | 3 |
| | Must be physically fit and able to undertake MAPA training | I | 3 |
| | Must be willing to undertake DBS (Disclosure and Barring Service) clearance | A/I | 3 |