

## **JOB DESCRIPTION**

### ***Learning Disabilities Specialist Nurse***

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**Post: Learning Disabilities Specialist Nurse**

**Band: 7**

**Division: Medicine**

**Department: Adult Services within UHBristol**

**Responsible to: Head of Nursing, Division of Medicine**

**Responsible for: Learning Disabilities Liaison Nurse**

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#### **Job purpose**

The post holder will be responsible for providing guidance to acute hospital colleagues on meeting the needs of people with learning disabilities and development of appropriate services in the UHBristol locality.

Take the lead in developing care pathways, setting, monitoring and evaluating standards of care and the provision of assessment, preparation, planning and co-ordination at points of attendance, admission and discharge.

Support acute hospital colleagues in liaising with other services and agencies. Ensure best practice for patients entering acute care who also have learning disabilities.

#### **Main duties and responsibilities**

##### **Clinical**

1. Promote awareness of health issues, development of health profiles, personal health records and health action plans.
2. Co-ordinate care at points of attendance, admission and discharge.
3. Provide support and advice regarding best interest and consent to all clinicians as needed and in a more coordinated manner through staff development and support resources.
4. Develop patient care pathways and set, monitor and evaluate standards of care

5. Manage and prioritise own work load with explicit criteria for referrals and links to community health teams.
6. Undertake or facilitate assessment of patients who have highly complex needs.
7. Provide person centred risk assessments and develop appropriate risk management plans.
8. Take the lead in providing specialist nursing assessment, preparation, planning implementation and evaluation of nursing care.

### **Professional/Job Role**

1. Work autonomously within the specialist field.
2. Interface and maintain active links with Community Learning Difficulties Team colleagues to facilitate joint working between the Acute and Primary Care Trusts.
3. Develop joint working between agencies involved in service delivery with agreed systems of communication.
4. Represent the needs of people with learning disabilities within forums responsible for policy and service development and promote Service User involvement.
5. Contribute to identifying barriers to accessing services for people with learning difficulties and promote initiatives to overcome the barriers.
6. Promote the active participation of service users, families/carers in the health care process.
7. Provide leadership to hospital staff in the appropriate preparation, planning and support to patients before medical consultation, investigations or hospital admission.
8. Provide a high standard of professional conduct and nursing care at all times in accordance with NMC guidance.
9. Attend relevant meetings, courses, seminars and maintain, develop and extend professional knowledge, skills, expertise and competencies.
10. Maintain membership of regional and national nursing networks to identify and share knowledge of best practice.
11. Take responsibility for own Personal Development Plan.
12. Participate in regular clinical supervision and mentorship where appropriate.

### **Organisational**

1. Write, implement and monitor policies, procedures, protocols and guideline.
2. Implement 'Best Practice' and foster local initiatives and practices in line with National and local Policies and Guidelines.
3. Act as a consultative resource to all members of the multi-professional team and carers and advise and recommend care and treatment in relation to individualised care and service delivery.
4. Work in partnership with other services/agencies in addressing the needs of carers when supporting a person with learning difficulties into mainstream services.
5. Accept or initiate referrals from / to professional colleagues.

6. Initiate or participate in multi-professional meetings / case conferences.

### **Communication**

1. Work collaboratively with PALS across UHBristol and Primary Care Trusts
2. Identify and work closely with appropriate forums within primary and secondary care to enable local networking.
3. Contribute to the development of healthcare information and resources in accessible formats for service users and their families /carers.
4. Liaise and inform colleagues about the needs of the person with learning disability and monitor the admission experience.
5. Effectively communicate complex, highly sensitive, condition related information to those involved in the patient's care.
6. Take responsibility for raising awareness of agreed objectives produced by National Strategies, for example, NSF's, Valuing People, Better Metrics.

### **Education and Research**

1. Promote awareness of National and local Policies and Guidelines.
2. Design, deliver and support specialist training programmes to other health professionals, agencies and organisations.
3. Lead and facilitate professional forums as required.
4. Identify the education and development needs of hospital staff.
5. Mentor or facilitate colleagues or students in their development.
6. Undertake an active role in carrying out research studies and Audit where there is a need to inform practice or monitor standards or experiences.
7. Develop mechanisms for auditing care within the services.
8. Lead on networking with other trusts and agencies at a local, regional and national level in order to identify best practice variations and gaps in service.
9. Evaluate the impact of the role and produce statistical data and reports on activity, including local CQUIN reports.

### **General Information:**

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

- Respecting Everyone
- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values at all times as follows:

#### *Respecting Everyone*

- We treat everyone with respect and as an individual
- We put patients first and will deliver the best care possible
- We are always helpful and polite
- We have a can do attitude in everything we do

#### *Embracing Change*

- We will encourage all change that helps us make the best use of our resources
- We learn from our experiences and research new ideas
- We look to constantly improve everything we do

#### *Recognising Success*

- We say thank you and recognise everyone's contribution
- We take pride in delivering the best quality in everything we do
- We share and learn from each other
- We encourage new ideas that help us to be the best we can

#### *Working Together*

- We work together to achieve what is best for our patients
- We support each other across the whole Trust
- We listen to everyone
- We work in partnership

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### **Equal Opportunities**

The Trust is committed to eliminating unlawful discrimination and promoting equality of opportunity. All staff have a personal responsibility to contribute towards an inclusive and supportive environment for patients, carers, visitors and other colleagues from all the equality strands (race, gender, age, sexual orientation, religion, disability).

Staff have a personal responsibility to:

- Ensure their behaviour is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Trust's values, including 'Respecting Everyone', as well as the Staff Conduct Policy and the Equal Opportunities policy

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### **Health and Safety**

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

*Senior Management* is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and

safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

*Each Line Manager* is responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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### **Child Protection**

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

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### **Clinical Governance**

Clinical Governance is the framework through which this Trust is accountable for continuously improving the quality of its services and safeguarding the high standards of care. It does so by creating and maintaining an environment in which excellence in clinical care will flourish.

Every member of staff must work within this framework as specified in his/her individual job description. If you have concerns on any clinical governance matters these should be raised with your line manager, professional adviser, or a more senior member of management. Your attention is also drawn to the Trust guidance on Raising Concerns about Provision of Patient Care.

You have a responsibility for contributing to the reduction of infections.

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### **Information Governance**

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
  - Disclose information appropriately, in line with the Data Protection Act 1998.
  - To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
  - Always trace patient notes on the Patient Administration System
  - Maintain the confidentiality of their password / username and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.
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**Job Description completed/reviewed by:**

**Managers name .....**

**Date:**

All job descriptions are subject to review. Post holders are expected to be flexible and be prepared to carry out any similar or related duties which do not fall within the work outlined. The Line Manager, in consultation with the post holder will undertake any review.

The NHS Knowledge and Skills Framework (the NHS KSF) defines and describes the knowledge and skills which NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, comprehensive and explicit framework on which to base review and development for all staff. Closely aligned with this job description is a KSF profile supporting the effective learning and development of the post holder in a variety of ways.

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## PERSON SPECIFICATION

### Learning Disabilities Specialist Nurse

Education and Qualifications		Essential	Desirable	To be evidenced by *
<b>Q1</b>	Registered Learning Disabilities Nurse	✓		A
<b>Q2</b>	Additional Post Graduate Qualification at level 3	✓		A
<b>Q3</b>	Degree or Masters qualification		✓	A
Knowledge and Experience		Essential	Desirable	To be evidenced by *
<b>E1</b>	Broad range of clinical and managerial expertise/experience in caring for patients with LD			A
<b>E2</b>	Experience of liaising with acute care	✓		A
<b>E3</b>	Experience of managing a caseload in the community	✓		A
<b>E4</b>	Experience in teaching healthcare professionals	✓		A
<b>E5</b>	Experience of service development and change management	✓		A
Skills and Abilities		Essential	Desirable	To be evidenced by *
<b>S1</b>	Excellent Communication skills	✓		I
<b>S2</b>	Assertiveness and negotiation skills	✓		I
<b>S3</b>	Self-motivated and able to set own goals	✓		I
<b>S4</b>	Flexibility and adaptable approach	✓		I

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**A = Application Form**  
**I = Interview**  
**P = Presentation**  
**T = Test**



## JOB DESCRIPTION

### *Learning Disabilities Specialist Nurse*

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**Band:** Band 6

**Division:** Medicine

**Department:** Learning Disabilities

**Responsible and accountable to:** Learning Disabilities Specialist Nurse -Team Leader

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**Job purpose:** <sup>1</sup>

*The post holder will work as an important member of the Multidisciplinary Team within University Hospitals Bristol NHS Foundation Trust across the community. The post holder will provide specialist nursing advice and support to patients (in-patient and out-patient) and their family, throughout the care pathway.*

*The post holder will utilize skills of clinical expertise, education and management to ensure a seamless service for patients, carers and staff. S/he will provide advice, support and information from the time of diagnosis and throughout curative, palliative and terminal phases.*

*S/he will work closely with the multidisciplinary team in hospital and the community to ensure a co-ordinated quality service and will be actively involved in education, audit and research.*

*The post holder will engage and lead discussions in multidisciplinary team meetings.*

## **Education**

- To participate in the planning and delivery of formal and informal education programmes for patients, carers and all staff.
- To participate in education forums locally.
- To ensure that professional knowledge and practice is constantly updated
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework.

## **Research and Audit**

- To assist in the collation and recording of quantitative and qualitative data that provides evidence of productivity, outcomes and quality, through audit and research.
- To participate in clinical audit and research where appropriate as part of promoting excellent care through research.
- To work to promote a culture of evidence based practice.
- To be involved with health promotion

## **Management**

Planning the provision of day to day organisational tasks

- With support, manage a caseload based on flexible principles, prioritises and the care needs of patients.
- In conjunction with their line manager develop the skills to provide an initial response to complaints and queries, and have a working awareness of the UHBristol NHS Trust's complaints procedure.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To keep accurate and up to date patient records.
- Actively engages with appropriate agencies to contribute expertise and experience
- To assist in the development of evidence based policies and procedures relating to the speciality
- To assist in the development of quality initiatives such as audit, evidence based practice and risk management within a culture of continuous quality improvements.
- To practice in accordance with current policies and procedures of UHBristol NHS Trust

## **General Information:**

### **The Trust's Values**

University Hospitals Bristol NHS Foundation Trust is committed to provide patient care, education and research of the highest quality. In delivering this ambition, we will be guided by the following values:

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- Embracing Change
- Recognising Success
- Working Together

The Trust expects all staff to work in ways which reflect these values at all times as follows:

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Everyone has a responsibility for contributing to the reduction of infections.

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### **Safeguarding Children and Vulnerable Adults**

University Hospitals Bristol is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

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### **Quality and Clinical Governance**

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness.

Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints.

If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

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### **Information Governance**

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## PERSON SPECIFICATION

### *Band 6 Learning Disabilities Specialist Nurse*

Education and Qualifications		Essential	Desirable	To be evidenced by *
<b>Q1</b>	RNLD.1 <sup>st</sup> Level	x		Certificate
<b>Q2</b>	Current NMC Registration	x		Certificate
<b>Q3</b>	Relevant accredited post registration qualification at level 3	x		Certificate
Knowledge and Experience		Essential	Desirable	To be evidenced by *
<b>E1</b>	Considerable relevant post registration experience	x		A
<b>E2</b>	Current appropriate post registration speciality experience	x		A
<b>E3</b>	Evidence of recent teaching experience	x		A
<b>E4</b>	Experience of undertaking research or audit projects		x	A/I
Skills and Abilities		Essential	Desirable	To be evidenced by *
<b>S1</b>	Excellent interpersonal and communication skills	x		A/I
<b>S3</b>	Flexibility, adaptability to meet needs of a changing service	x		A/I
<b>S4</b>	Good organisational skills	x		A/I
<b>S5</b>	Ability to cope with emotional issues presented in the course of work, and to support others	x		A/I