

## **HERTFORDSHIRE PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

### **JOB DESCRIPTION FORMAT**

<b>Job Title:</b>	SLDS Clinical Nurse Specialist
<b>Grade/Band:</b>	Band 6
<b>Department:</b>	LD & Forensics East & North Community Assessment and Treatment Service
<b>Responsible to:</b>	Community Manager
<b>Accountable to:</b>	Nursing Team Lead
<b>Base:</b>	Saffron Ground, Ditchmore Lane Stevenage Herts SG1 3LJ / Civic Centre, Prospect Place, Welwyn Herts AL6 9ER

### **Hertfordshire Partnerships University NHS Foundation Trust**

- Hertfordshire Partnership University NHS Foundation Trust (HPFT) is an exceptional organisation with big ambitions, our aim is to be the leading provider of mental health and specialist learning disability services in the country.
- With a workforce of around 3,500 people and an annual income of some £330million this year, the Trust provides integrated health and social care services through a network of community and inpatient settings, serving diverse communities across Buckinghamshire, Essex, Hertfordshire and Norfolk. As a university NHS foundation trust, HPFT continues to develop strong links with the University of Hertfordshire, providing excellent learning and development opportunities, as well as strengthening our clinical research capability.
- Whilst it is a challenging period for the NHS, there has never been a more exciting time to join HPFT following our CQC rating of Outstanding awarded to us in April 2019.

### **Our Services**

We provide mental health and social care services - including Adults of Working Age, Older Adults, Children and Adolescents and Specialist Learning Disabilities services.

The Trust works in close partnership with Hertfordshire County Council and also with other NHS organisations to promote and support mental health in the community. We also provide specialist learning disability services in Norfolk and North Essex.

The Trust provides:

- Community Services including local teams for mental health.
- Acute and Rehabilitation Services including inpatient services and crisis team.
- Specialist Services such as mental health services for older people, eating disorders, and our mother and baby unit.
- Learning Disability and Forensic Services.

## **Our Mission**

**“We support people to live their lives to their full potential by enabling them to keep mentally and physically well.”**

Everything we do is aimed at providing consistently high quality, joined up care, support and treatment that:

- Empowers individuals to manage their mental and physical wellbeing.
- Keeps people safe from avoidable harm.
- Is effective and ensures the very best clinical and individual recovery outcomes.
- Provides the best possible experience.

## **Our Vision**

Our conversations with service users, carers, staff, commissioners and the wider communities we serve have informed a simple but ambitious vision:

***“Delivering great care, achieving great outcomes - together”.***

We will achieve our vision by:

- Putting the people who need our care, support, and treatment at the heart of everything we do – always.
- Consistently achieving the outcomes that matter to the individuals who use our services, and their families and carers, by working in partnership with them and others who support them.
- Providing the very best experience of joined-up care in line with what service users and carers have told us makes ‘Great Care’.

## **Great Together**

Great Together, our Trust strategy for 2023 – 2028, has been developed and co-produced with our service users, carers, staff, partners and local communities and gives us a clear roadmap to achieve our vision of great care and great outcomes.

Great Together places service users and carers at the centre of what we do; commits us to addressing inequalities and achieving equity; focuses on developing our people and creating a vibrant learning organisation whilst working in strong partnerships to deliver high quality care.



## Values and Behaviours

Our values and behaviours have been developed by over 800 service users, carers and members of staff. They describe how we aim to be with service users, carers and each other. By living our values, we will deliver our ambition to be a leading provider for everyone we work with.

	<i>we are...</i>	<i>you feel...</i>
<b>Our Values</b>	<b>Welcoming</b>	✔ Valued as an individual
	<b>Kind</b>	✔ Cared for
	<b>Positive</b>	✔ Supported and included
	<b>Respectful</b>	✔ Listened to and heard
	<b>Professional</b>	✔ Safe and confident

## Our values set the tone for:

- The way we plan and make decisions.
- The way we behave with service users and each other.
- The kind of colleagues we recruit.
- The way we induct, appraise, and develop our staff.

## Job Summary

- To be a Registered Nurse for people Learning Disability.(RNLD)
- To observe and abide by the NMC The Code: Professional Standards of practice and behaviour and all other NMC professional guidance.
- To meet the N.M.C. Revalidation requirements and CPD as a registered nurse.
- To work towards the implementation of all national and local policies concerning the care and treatment of people with learning disabilities.
- To assist in providing and maintaining the management structure of the team.
- To work as a nurse with a special interest in the promotion of mental health wellbeing & the safe management of challenging behaviour for people with learning disabilities and become proficient in evidenced based positive behavioural support approaches.
- To work as a member of a specialist multi-disciplinary team (M.D.T.) within the LD and Forensics Service.

- To support the Clinical Nurse Lead and Community Manager in the development of the nurse team.
- To have a role in ensuring the smooth running and co-ordination of the service, and monitoring of service activity.
- To work in liaison with service users, carers, other professionals, in collaboration with other services ensuring a needs-led service.
- To be involved with and share the responsibility for identifying and developing opportunities for Service Users with learning disabilities to be key to local and Trust wide service operation and development.
- To work under the direction and supervision of the Clinical Nurse Lead in delivering effective evidence-based practice to adults with Learning Disabilities requiring mental health services.
- To promote and maintain good working relationships and effective communications / liaison with carers, team colleagues in HPFT, Hertfordshire Health & Community Service and external agents.
- To carry out health assessments and be competent in reporting back health assessments to the wider MDT. To be supported by the senior nurse team to make recommendations of how to meet those needs, to support the implementation of these recommendations and to monitor, evaluate and review the input and progress.
- To act in a consultative role to external agencies in relations to clinical interventions, risk assessments & management plans.
- To maintain appropriate records according to NMC record keeping & HPFT Data Quality policy and guidance.
- To support the ongoing development of quality services by actively engaging in the Quality and Risk forum.
- To actively participate and encourage others in quality improvement audits and benchmarking.
- To work in close liaison with inpatient services
- To ensure that the Nursing Team within the Community Assessment and Treatment Service works within the Mental Health Act (1983), amended (2007), Mental Capacity Act (2005) and Hertfordshire Safe guarding Adults frameworks.
- Understanding and adhering to local, regional and national policies / procedures and guidelines, ensuring innovative, evidence based and safe practice within the service.
- To participate where appropriate in the development and implementation of policies / procedures / standards and guidelines in response to new legislation
- To be responsible for the provision of supervision both formal and informal of band 4 Senior Support Workers, Band 5 Nursing staff and student nurses in the team.
- All staff should comply with the Trust's Anti-Discriminatory Statement, Employee Charter, Trust Policies and Procedures, Code of Conduct and Equality and Diversity.

### **Key Relationships:**

#### **Within HPFT**

Mentor, peer RNLDs, Support Workers, Line manager, Team Managers,  
Service Manager

Administration staff.

Clinical staff in all Learning Disability and Mental Health Teams including CAMHS.

## **Key Stakeholders Within NHS Hertfordshire and Hertfordshire Health & Community Service.**

Adult Disability Teams (ADT) and 0-25 Together Service, HCC Children's services, Positive behaviour, Autism, Learning disability and Mental health Service (PALMS).

## **Outside NHS Hertfordshire and Hertfordshire Health & Community Service**

Service users.

Families and Carers

General Practitioners

Acute Trusts

Service Providers.

General Public

Other Statutory and Non Statutory Services

Education Providers including Adult Education

The post sits within the Specialist Learning Disability & Forensics Strategic Business Unit (SBU).

## **Duties and Responsibilities**

- To maintain a personal and professional profile in line with NMC Revalidation requirements.
- To maintain and promote practice within the Mental Health Act (1983), amended 2007, Mental Capacity Act, 2005 and Hertfordshire Safeguarding Adults frameworks.
- To work with the clinical team and Team Managers to provide and ensure high standards of clinical practice and to seek continuous improvement through a culture of audit and learning.
- To provide a person centred approach integrated within the care planning approach, which optimises integration into community life.
- Ensure the safe management of drugs and their administration, in accordance with legal, professional and Trust policies and procedures.
- Complete all service user data in line with Trust Key Performance Indicators (KPI).
- To participate in and encourage service user involvement by way of Having Your Say forms and other service user accessible methods of feedback on service provision.
- To adhere to HPFT Untoward Incident reporting procedures.

- To adhere to HPFT Out of Hours reporting procedures & local Lone Worker policy arrangements.
- To participate in and encourage a multi-disciplinary approach at all times.
- To develop and maintain a culture in which service users, supported by their advocates, where appropriate, are able to share in decisions, which affect their lives.
- Carry out all responsibilities with due regard to the NMC The Code: Professional Standards of practice and behaviour.
- Prioritise workload in order to ensure effective use of time and resources, seeking support from relevant team members as required.
- To take a lead role in supporting student placements within the services.
  - To maintain appropriate records according to NMC Record Keeping & HPFT Data Quality policy and guidance.

### **Clinical Responsibility**

- Undertake clinical risk assessment and management plans and develop within these, comprehensive multi agency
- To provide specialist clinical advice for service users that present with challenging needs using Positive Behavioural Support approaches. This will include direct work with service users & their families and carers, advice to colleagues and other service providers and agencies.
- To manage a case-load and operate as a named health worker to service users this includes care co-ordination.
- To identify and provide training in response to specific service user needs within a variety of settings where the care of the individual is provided.
- To carry out joint assessments with other disciplines / agencies where appropriate
- To take part in research of the health needs of people who have a Learning Disabilities to assist in developing high quality services to meet the needs of the service users and to enable learning and development to encourage high performing teams.
- To maintain a personal and professional profile to fulfil NMC Revalidation requirements.

- To maintain and promote practice within the Mental Health Act (1983), amended 2007, Mental Capacity Act, 2005 and Hertfordshire Safeguarding Adults frameworks.
- To work with the clinical team and Team Managers to provide and ensure high standards of clinical practice and to seek continuous improvement through Practice Governance a culture of audit and learning.
- To provide a person centred approach integrated within the care planning approach, which optimises integration into community life.
- Ensure the safe management of medicines and their administration, in accordance with legal, professional and Trust policies and procedures.
- Complete all service user data in line with Trust Key Performance Indicators (KPI).
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- To maintain appropriate records according to NMC Record Keeping & HPFT Data Quality policy and guidance.

#### **Leadership and Staff Management Responsibility**

Ensure self and others are familiar with and observe the Operational Policy and all relevant Clinical, Trust and Human Resources policies and procedures.

- To delegate to, develop and supervise Senior Support Workers and Staff Nurses who can meet the changing needs of service users.

- To contribute to the management of staff & skill mix in order to maintain service provision.
- To encourage Staff Nurses in participative ways of working using the cycle of delegation.
- To promote effective lines of communication across MDT & all stakeholders.
- To contribute to and participate in the continuous development of high quality services.
- To ensure effective and collaborative working with staff from other provider and commissioning organisations.
- To contribute to and participate in promotion of the service by training for carers, other professionals & service users and other training or presentation events both locally & nationally.
- In consultation with the Clinical Nurse Lead, contribute to reviewing performance objectives for Support Workers and other junior staff where appropriate. This will include supporting staff in their ongoing personal development.
- To act as a practice supervisor or practice assessor for student nursing colleagues whilst they are on placement within the service
- To promote and support staffs personal health and wellbeing at all times, this includes both physical, mental health and wellbeing and to have knowledge of and redirect staff to services that are available to everyone to help in managing and wellbeing.

### **Financial Responsibility**

- To contribute towards effective management and utilisation of resources within the Assessment & Treatment services.
- To ensure correct procedures are adhered to in regard to use of petty cash, service user's monies if appropriate.
- To utilise the systems in place for the claiming of business expenses and have knowledge of the governance around this.

### **Service Development and Improvement**

- To be able to identify areas of improvement within the team
- To be able to take part in audits as necessary to improve the quality of the service
- To be willing to undertake quality improvement programmes

## **Communications**

- To promote, establish and maintain communication with other professionals, statutory and non-statutory agencies on routine and complex situations.
- To promote, establish and maintain effective communication with service users who have a range of communication difficulties and impairments.
- To develop service user accessible information both as specific to the individuals needs and as service user information regarding HPFT Assessment & Treatment Services.
- To promote positive, professional relationships with team colleagues in order to work effectively within a multi-disciplinary team.
- To adhere to NMC Confidentiality guidance, Data Protection legislation and HPFT & local policies.
- To utilize a variety of communication methods including emails, devising of letters and report writing, designing of easy read formats, telephone conversations and will possess IT skills to provide high quality reports and to develop presentations to share within the service.
- To ensure that accurate & legible documentation recording is evident within the team.
- Communicate clinical formulations, hypothesis, current issues, contributing factors to service users, families, advocates, care providers, members of the MDT and other stakeholders as necessary.
- To facilitate debriefing of service users , relatives and care staff following incidents as appropriate and to have an awareness & sensitivity when communicating information with service users.
- Contribute to local service and practice development initiatives by attending nurse forums and service stream & Trust consultations.
- To participate in quality improvement audits.
- To positively promote the Assessment & Treatment services as specialist services for people with learning disabilities in Hertfordshire.

## **Health and Safety**

The post holder has a duty of care to themselves and to others with whom they come into contact in the course of their work as laid down in the Health and Safety at Work Act 1974 and any subsequent amendment or legislation.

## **Infection Control**

All Trust staff will:

Act as a role model and champion for the highest standard of all aspects of infection prevention and control and implementation of all Infection Prevention and Control Trust policies and guidelines.

Demonstrate respect for the roles and endeavours of others, in implementing good standards of hand hygiene.

Value and recognise the ideas and contributions of colleagues in their endeavours to reduce the incidence of healthcare associated infection.

### **Equality and Diversity**

Hertfordshire Partnership University NHS Foundation Trust is committed to providing an environment where all staff, service users and carers enjoy equality of access, provision, opportunity and outcomes.

The Trust works to eliminate all forms of discrimination and recognise that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

Providing equality of opportunity means understanding and appreciating the diversity of our staff, service users & carers and ensuring a supportive environment free from harassment. As a result, Hertfordshire Partnership University NHS Foundation Trust actively encourages its staff to challenge discrimination and promote equality of opportunity for all.

### **Confidentiality**

Employees must maintain confidentiality of staff, patients and Trust business and have a responsibility to comply with the General Data Protection Regulations (GDPR) 2018 and be aware of the Caldicott principles. If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose. You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the General Data Protection Regulations (GDPR) 2018. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training.

### **Standards of Business Conduct and Conflicts of Interest**

The Trust has adopted a Standards of Conduct Policy, which reflects NHS Management Executive Guidelines. It is the responsibility of all staff to ensure that they act as a role model, by upholding the principle of a leading mental Trust. Staff should be informing their line manager if they are working for any other organisation to ensure that this Trust complies with the Working Time Regulations.

### **Information and Records Management**

The post holder must be competent in using IT and have the relevant skills to carry out the activities required for the post.

To comply with the Data Protection Act 1998, Freedom of Information Act 2000 and Department of Health Code of Confidentiality in line with Trust procedures.

To adhere to the Trust's policies on records management including creation, use, storing and retention and disposal of records.

Adhere to the Trust's Corporate Identity (using the standard templates – available on the Trust intranet 'HIVE').

### **Safeguarding Adults and Children**

The Trust is committed to ensuring adults and children are protected and come to no harm from abuse. All employees have a responsibility to be aware of national and local policies, their individual responsibilities with regards to the protection and safeguarding of both adults and children and must adhere to them at all times.

### **Organisational Change**

As services develop and change, the post holder may be required to undertake other responsibilities within the Trust.

### **Flexible Working**

The Trust believes that its staff members are its most valuable asset and is committed to attracting and retaining the very best, and utilising all the talent and experience available. The Trust recognises the importance of helping its employees balance their work and home life by offering flexible working arrangements that enable them to balance their working life with other priorities, including parental and other caring responsibilities, life-long learning, charity work, leisure activities and other interests.

### **Health and Safety**

Health and Safety at Work In accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, staff have a duty to take responsible care to avoid injury to themselves and others by their work activities, to maintain a safe working environment for patients, visitors and employees and to co-operate in meeting statutory requirements

### **Review**

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post holder.



**Hertfordshire  
Partnership University**  
NHS Foundation Trust