



**LD
INFORMATION PACK**

FOR THE POST OF

**Primary Care Liaison Nurse - Learning Disability
IN**

NHS GG&C Citywide Locations

37.5HOURS PER WEEK

REFERENCE NUMBER 9295

CLOSING DATE: 26/10/2007



NHS GREATER GLASGOW AND CLYDE
GENERAL INFORMATION FOR CANDIDATES

This information package has been compiled to provide prospective candidates with details of the post and background information about NHS Greater Glasgow and Clyde.

- The contents of this package are as follows:-
 - a) Information on Agenda for Change
 - b) Terms and Conditions of Service
 - c) Immigration Form
 - d) Job Description

- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.

Please note, to ensure that we adhere to our current policy on Equal Opportunities, CV's received with Application Forms will be destroyed prior to Application forms being passed for Shortlisting.

- NHS Greater Glasgow and Clyde operates a NO SMOKING Policy on all Premises and Grounds
- All offers of employment will be subject to the receipt of satisfactory References, Occupational Health screening and Disclosure Scotland clearance if applicable.
- Informal Enquiries to: Linda Allan on 0141 211 0835
- Please send your completed application to:-

Recruitment Services Team
NHS Greater Glasgow & Clyde
Ward 6, West House
Gartnavel Royal Hospital
1055 Great Western Road
GLASGOW
G12 0XH

- When returning your completed application and any associated enclosures by Royal mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for shortlisting.
- Shortlisting process will take place shortly thereafter.
- Please note that if you do not hear anything further your application has been unsuccessful on this occasion and you will receive no further correspondence from the Recruitment Team.
- As a Disability Symbol user we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

IMPORTANT INFORMATION FOR JOB APPLICANTS

Agenda for Change – A new Terms & Conditions Agreement for NHS Staff

Agenda for Change is a new package of terms and conditions for all staff working within the National Health Service, other than medical and dental staff and some senior managers. This agreement is effective from 1 October 2004. Plans to implement the various changes are currently being progressed within NHS Greater Glasgow and Clyde along with all other health authorities across the UK.

A summary of these changes and the implementation arrangements is attached and your attention is drawn to the following key issues:-

Hours

From 1 December 2004 all new staff have a standard working week of 37.5 hours. This applies to staff joining NHS Greater Glasgow and Clyde on or after 1 December 2004 with the exception of individuals transferring from other NHS health authorities who are entitled to retain protection under Agenda for Change of their hours at the point of transfer, providing they remain within the same staff group. Employees in this category will increase their hours on a phased basis. Existing Part-time staff are in a different position and may retain their part-time hours.

The implications of this change in the standard working week is that newstarts may find that they are working slightly longer hours than full time colleagues appointed prior to this date.

Annual Leave and Public Holidays

Entitlement to annual leave and public holidays has changed, with improvements for most staff. The leave year commences on 1 April.

Paybands

Under Agenda for Change the current payscales are being replaced by new paybands and the new AfC paybands. If you are offered an appointment with NHS Greater Glasgow and Clyde and your post has not yet been job matched, special arrangements will be made to match your post, along with all other posts within NHS Greater Glasgow and Clyde, to nationally agreed job profiles to determine your pay.

If there is no National Profile for your post, you will be asked to participate in a full job evaluation exercise to determine your new payband.

Any questions

If you have any questions about how this post is affected by Agenda for Change you are welcome to visit <http://www.ggpdc.scot.nhs.uk> If you are invited for interview there will be opportunity for further discussion about Agenda for Change and how this may affect any potential job offer.

NHS GREATER GLASGOW AND CLYDE

TERMS AND CONDITIONS OF SERVICE

1. Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Employees.

2. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employee's contributions to the NHS Scheme amount to 6% of salary (5% for manual staff) and the employers contribution equates to 14% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

3. Salary

£19645- £ 25424 per annum (pro rata where applicable)

4. Grade

The current post is offered as a Band 5

5. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

6. Hours of Duty

37.5Hours per week

7. Tenure of Employment

This post is offered on a Fixed Term basis.

8. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

**NHS GREATER GLASGOW & CLYDE
IMMIGRATION FORM**

PLEASE NOTE THAT ALL APPLICANTS MUST RETURN THIS FORM WITH THEIR APPLICATION

Name:

Post Applied For:

Post Ref:

We need to know if you are eligible for employment in the UK . **The short listing panel does NOT see this section of the application form.**

PLEASE READ ALL QUESTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Please use BLOCK CAPITALS and tick the appropriate responses.

1 Are you a British citizen or a European Economic Area National? YES NO

**If you have answered NO, please answer questions 2-6 and 7
If you have answered YES, please go straight to section 7**

2 Do you have right of residence in the European Economic Area? YES NO
If YES, please provide proof (i.e. copy of indefinite leave to remain/ settled status visa)

3 Passport Expiry date Day: _____ Month: _____ Year: _____

4 Date of Entry to the UK Day: _____ Month: _____ Year: _____

5 Status of Entry

- | | |
|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Settled status/ indefinite residence | <input type="checkbox"/> Work Permit |
| <input type="checkbox"/> Spouse of someone with settled status/ indefinite residence | <input type="checkbox"/> Refugee/ Asylum |
| <input type="checkbox"/> Spouse of overseas national with work permit or permit free training | <input type="checkbox"/> Exceptional leave to remain |
| <input type="checkbox"/> Commonwealth Citizen with grandparents born in the UK | <input type="checkbox"/> Highly Skilled Migrant Workers Programme |
| <input type="checkbox"/> Spouse of a British Citizen | <input type="checkbox"/> |
| <input type="checkbox"/> Other (please specify) | |

6 Date period of entry to UK ceases (visa expiry) Day: _____ Month: _____ Year: _____

If you have answered questions 2 to 6, please attach the following documentation (photocopies are acceptable):

- **Passport**
- **Visa**
- **Letter of Immigration status from the Home Office (if applicable)**

Documents in foreign languages must be accompanied by certified translations into English

7 I confirm that the information provided on this form is to the best of my knowledge correct. I understand that failure to enclose the required documentation will mean my application cannot be considered for shortlisting.

SIGNATURE

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For Official Use Only

CATEGORY 1:

CATEGORY 2:

NHS GREATER GLASGOW & CLYDE

JOB DESCRIPTION

JOB DETAILS	
Department: 5 posts covering NHS Greater Glasgow & Clyde each post attached to one or more CH(C)P(s)	Directorate: Learning Disability / General Practice / CHCP's
Division: CH(C)P's / Learning Disability	Date:
JOB PURPOSE AND DIMENSIONS	
<p>Primary Care Liaison Nurse - learning disability</p> <p>To improve on the enhanced service developed in 2006/07 as part of the G.P. contract within Scotland, ensuring that patients aged 18 and over with learning disabilities have appropriate access to services provided by GP practices, leading to a higher standard of care, better health outcomes and reduction in health disparities. This will include developing GP practice links with relevant acute and community learning disability services, local authorities and voluntary organisations, working in partnership with the Nurse Consultant in Learning Disabilities to further develop the implementation of health screening and supporting General Practice with the implementation of the 2007 – 2009 local enhanced service for adults with learning disability.</p>	
ORGANISATIONAL POSITION	
<p>The post holder will be accountable to the Nurse Consultant - Learning Disabilities. The postholder will be linked to local learning disability fora, in partnership with the Nurse Consultant, in respect of supervisory arrangements and practice linked to a geographical group of G.P. practices within NHS Greater Glasgow & Clyde</p>	
<pre> graph TD A[Nurse Consultant -] --> B[Primary care Liaison Nurse (this post)] B -.-> C[Geographically linked to GP practice(s)] B -.-> D[Local Learning Disability Team (supervision)] </pre>	

MAIN TASKS, DUTIES AND RESPONSIBILITIES

The postholder will support general practice to:

- Review, update and maintain the Quality Outcome Framework register of adults with learning disabilities.
- Systematically maintain, improve and update the database of information as specified in the 2006/7 enhanced service, ensuring that current Adults with Learning Disability IT screens are populated with relevant information
- Utilise information from the register and database (i.e. identified health needs) to optimise care for adults with learning disabilities, with the aim of ensuring clinically and age appropriate screening and chronic disease management (as for the general population) is delivered for the patients on the register to the same standards, quality and accessibility as to the rest of the practice population.
- Work in partnership with local learning disability services to identify health needs and reduce health inequalities specific to the learning disabilities population by supporting any local health screening programme delivered by local learning disability services
- Participate in the delivery of a local health screening programme for adults with learning disabilities, utilising the C21st screening tool, in partnership with the Nurse Consultant in Learning Disability
- Ensure, where applicable, Section 47 of the Adults with Incapacity (Scotland) Act 2000 is implemented, with in date, certificates of incapacity issued
- Further develop liaison between community and specialist organisations (including acute and community learning disability health services, local authorities and voluntary organisations) through a named person in each GP practice, as required under the 2006/07 enhanced service
- Improve knowledge and awareness of issues impacting on adults with learning disabilities, and appropriate action to support patients
- Further reduce barriers of access for adults with learning disabilities identified on the practice register by advising practice on :
 - Offering flexible, longer appointments where appropriate
 - Working in partnership with local learning disability fora to ensure appropriate accessible and symbolised health promotional and practice information / appointment letters are available to patients on the learning disabilities register
- Improve access to acute care services for patients identified on the practice learning disability register by ensuring that referrals made to acute care include relevant additional information and ensuring appropriate support to admission is provided by local learning disability fora
- To provide clinical knowledge and skills in the promotion and maintenance of optimum health for adults with learning disabilities with additional co-morbidity
- To operate as a practitioner within a dynamic new primary care service, providing person centred health care.
- To work in partnership with clients, carers and other care providers, promoting

- Ensuring the provision of the highest quality of nursing care by participating in the continuing development of research based nursing practice. Select and implement evidenced nursing interventions to meet individual needs of people utilising national guidance and standards, such as, Scottish Intercollegiate Guidelines.
- Work within the principles of a clinical governance framework; contribute to the achievement of high quality person centred care by the development and implementation of standards of care.
- To be conversant, deliver and conform to a legal and ethical framework set out by nursing and mental health/learning disability related legislation to ensure that people with learning disability's interests and well-being are met e.g. Mental Health (Care & Treatment) Act 2004, Adults with Incapacity Act 2000, as amended, Adult and child protection legislation and Vulnerable Adults Procedures.
- To promote the public health role of community learning disability nurses in learning disability care, identifying health needs and supporting health improvement activity.
- Ensure adherence to professional standards, relevant legislation, NHS Greater Glasgow and Clyde policies and procedures.
- Establish and maintain effective communication links within a multi-agency/disciplinary framework, involving people with learning disabilities, carers, relatives and other agencies.
- Maintain high quality, contemporaneous written clinical records and electronic information and provide written reports for the Service, as required.
- Understand and maintain issues of confidentiality in relation to the nature of the post in line with the current Nursing and Midwifery Council policy.
- Adhere to all relevant Nursing and Midwifery Council codes of professional conduct
- Demonstrate effective time management skills, working within agreed time scales.
- Be responsible for the necessary precautions to ensure Health and Safety of staff, people with learning disabilities and relatives in accordance with NHS Greater Glasgow & Clyde policies and statutory requirements.
- Represent nursing as requested on local and national forums.
- Monitor and control resources with an awareness of financial opportunities and constraints.
- Prepare and participate in, specialist training/awareness programmes on an individual or group basis
- Ensure the dissemination of appropriate research based evidence.
- Participate in the induction of new members of the team, both nursing and non-nursing.
- Be responsible for own professional development and participation in continuing education and professional development programmes, including, where appropriate flying start.

EQUIPMENT AND MACHINERY

- Use of a computer on a regular basis. (The post holder will need to have a working knowledge of systems such as Microsoft Word, e-mail and internet.)
 - Regular use of a telephone and mobile telephone
 - Car driving is a regular feature of the role both in clement and inclement weather/traffic conditions.
 - Health check equipment including, wheel chair scales, blood pressure machines, phlebotomy equipment, auroscope etc

SYSTEMS

Health and Safety Systems

Communication systems

Planning and recording of annual leave or other planned and unplanned leave

Ongoing maintenance of paper based individual records and electronic information.

Personal development planning systems

Maintenance of training records

Recording of practice support/supervision sessions

Use of standardised clinical rating scales

Participation in resaerch and clinical auit

DECISIONS AND JUDGEMENTS

The postholder will work in a managed evidence based manner, and will be expected to make clinical decisions on a day-to-day basis

The post holder is accountable for their actions and judgements and is responsible for delegated actions by other members of the nursing team.

Individual practice is guided by professional and organisational policy, protocols, guidelines and procedures and the post holder is also required to make decisions that are informed by the legal and ethical framework within which they operate.

COMMUNICATIONS AND RELATIONSHIPS

The post holder will regularly be involved in communicating internally and externally with health and social care professionals as well as people with learning disabilities and their carers. The role will involve an educational dimension with users, carers and colleagues. The post holder will be required to communicate sensitive information, provide counselling and manage potential interpersonal conflict and barriers to understanding. This will be feature of the clinical dimension of their role. They will also attend a range of meetings that support effective communications both internally and externally.

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB

Physical skills:	The postholder will require highly developed, accurate physical skills displaying dexterity e.g. phlebotomy
Physical effort:	The post will require frequent periods of restricted movement e.g. driving, sitting and occassional intense effort e.g. handling of health check equipment
Mental demands:	The post will require frequent concentration on patient treatment, ensuring evidence of optimum treatment is demonstarted in practice
Emotional demands:	The post may involve dealing with patients anxieties and challenging behaviour

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The post will require the postholder to display a high level of communication skills. The post will offer the challenge of delivering and supporting mainstream services to a socially excluded population. The postholder will be required to marry the evolving evidence of health disparity for this population within a mainstream service agenda.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Register nurse 1st level - RNLD or equivalent

Professional / clinical knowledge acquired through training to degree level

One year post registration experience working in community settings or equivalent knowledge base

Evidence of post registration educational development

Flexibility and adaptability in responding to service needs in a dynamic and rapidly changing environment.

Excellent organisational and interpersonal skills

Knowledge of current law and policy trends in learning disability and community care, including awareness of national and local policies, procedures and working practice

Excellent training and presentation skills

View people with learning disabilities as equal citizens

A full GB driving licence.

PERSON SPECIFICATION FORM

Job Title:- Primary Care Liaison Nurse – Learning Disabilities

Department:- NHS Greater Glasgow & Clyde (Geographically located)

Qualifications	Essential (√)	Desirable (√)
First level register nurse – RNLD or equivalent	X	
Educated to degree level or evidence of continuous CPD post registration	X	

Experience	Essential (√)	Desirable (√)
One year post registration community experience or evidence of equivalent knowledge base		X
Evidence of research and / or clinical audit activity		X

Behavioural Competencies	Essential (√)	Desirable (√)
Views people with learning disability as equal citizens	X	
Is committed to social inclusion and equality of access for people with a learning disability	X	

Other	Essential (√)	Desirable (√)
Full U.K. driving licence	X	
Knowledge of the G.P. contract and Scottish enhanced services		X
Knowledge of policy and legislation relevant to people with a learning disability	X	