

Hertfordshire County Council

Job Description



REFERENCE: A02056

JOB TITLE: Health Facilitation Lead & Clinical Nurse Supervisor
GRADE: Band 7
SALARY: £29,091-£38,352 plus fringe and relocation package
HOURS: 37.5 Per Week
CONTRACT: Permanent
REPORTS TO: Area Manager
DEPARTMENT: ACS
LOCATION: Apsley 2/Stevenage

PURPOSE OF THE JOB

To provide a health facilitation focus across the CLDT's and support the health facilitation role of the community nurses

To be responsible for the implementation, delivery and monitoring of the clinical support structure for the community nursing teams across Hertfordshire

To work in partnership with the Lead Nurse and attend appropriate forums continuing formal links with Community Services and the teams to ensure an integrated health agenda

MAIN AREAS OF RESPONSIBILITY

To provide clinical support and direction to the community learning disability nursing service, and to provide ad-hoc clinical advice to nurses and other professionals as appropriate, across Hertfordshire.

To support the clinical nursing practices within the CLDT's, working closely with the Lead Nurse

To support, in partnership with the team managers and Lead Nurse, consistent implementation of health agenda and nursing practice across the teams

To act as clinical advisor for the community nursing service

To ensure the community nurses across Hertfordshire fulfil the 10 key roles of the learning disability nurse

To facilitate and advise on the health facilitation role, in conjunction with the Health Facilitation lead, within the CLDT's

To assist in liaising with primary care and acute services to improve the access/service and experience of adults with a learning disability in contact with primary and acute services –

Working in partnership with the Community Health Team to ensure activities are complimentary

Work under the direction of the Lead Nurse to ensure best practice within nursing teams, with reference to Essence of Care and the Department of Health Good Practice Guidelines, for example.

To contribute to identifying the training needs of community nurses.

Practice Development

To continue to work with nursing staff in their continuing professional development, providing regular Performance Management Reviews as required

To ensure that clinical standards are adhered to and new practices are safely introduced within the community nursing teams across Hertfordshire

Education and Training

To offer an appropriate clinical supervision/support system and ensure that this is audited on a regular basis

To ensure that all environments are conducive to all learners

Managing Risk

To ensure that effective risk management systems are in place within the clinical areas

To provide information for investigation of clinical incidents as required, and to ensure improvements in practice are addressed as a result

To ensure, via supervision, that all nursing staff are working within the framework of health and safety, and of infection control.

Research and Audit

To identify areas in which nursing research might usefully take place to improve care and to act as facilitator for such research.

To act as a resource in the development of evidence based practice.

To audit working practice/supervision to ensure a high quality service is being delivered

Financial/Physical Responsibilities

To be an authorised signatory for professional training

Personal and Professional Responsibilities

To comply with NMC Professional Code of Conduct, relevant legislation, procedures and policies.

To maintain an up-to-date knowledge of all current clinical trends.

To maintain a personal and professional profile in line with PREP

To maintain appropriate records and write reports in relation to clinical work.

EQUAL OPPORTUNITIES

Hertfordshire County Council is committed to openness and equality of opportunity in every activity; from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the County Council to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full policy, entitled "Putting People First" will be given to all staff, and a full briefing on the contents of the policy is included in induction.

CRIMINAL RECORDS BUREAU

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

❖ **The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

Hertfordshire Partnership NHS Trust

Job Description

Job Title:	Nurse Health Facilitator
Department:	Health Facilitation & Dysphagia
Pay Band:	Band 6
Wte:	37 ½ hours
Duration of Contract:	Until 31March 08
Base:	To be agreed
Accountable To:	Service Manager, Community, East & North Herts
Responsible To:	Acute Strategic Liaison Nurse

THE SERVICE

The service aims to provide specialist support and expert advice which enables adults with learning disabilities to access mainstream health services in primary secondary and tertiary health care in line with the principles of Valuing People. This includes the provision of education and training as well as specific individual pieces of work or projects.

The service works collaboratively with Service Users, their Families, Carers, CLDT's and Specialist Learning Disability Services across Hertfordshire, raising awareness of the health needs of adults with learning disabilities to those working in Primary, Secondary and Tertiary health care, addressing inequalities in health and discriminatory practice.

JOB SUMMARY

To support the development of partnerships with Primary Care Trusts, Acute hospitals, Podiatry, Dentistry, Optometry and other key health providers in Hertfordshire

To promote equality in health for adults with learning disabilities and highlight areas of inequality to commissioners of services.

To assist Hertfordshire Health Care Providers to identify training needs and to deliver training programmes designed to meet identified needs regarding facilitating health for adults with LD.

MAIN RESPONSIBILITIES

Clinical

- To provide an individual consultative and/or advisory response to complex service user issues within primary, secondary and tertiary health care settings.
- To support the utilization of individual Health Action Plans within health and social care settings across Hertfordshire.
- To support the development of robust communication systems that promote effective and efficient admission/s and discharge/s from Acute General Hospital Services
- To signpost service users, carers, professionals and others to appropriate health services/resources.
- To fully participate in and advise on risk management systems within the health care setting

Practice

- To identify unmet health need, inequalities in health and highlight discriminatory practice.
- To raise consciousness of the health needs of people with learning disabilities.
- To support the work of the Acute Strategic Liaison Nurse and Health Facilitation Team.
- To work in close partnership with the CLDT and SLDS promoting and facilitating non discriminatory healthcare.
- To apply the findings from the independent inquiry into the MENCAP report Death by Indifference, promoting non discriminatory practice in health care settings.
- To contribute to the development and implementation of local policy in response to national directives and policy.
- To support and contribute to the development of networks with palliative care.
- To actively participate in the practice governance framework.
- To contribute to and support service development.

Service User Involvement

- To contribute to the development of the service user consultant/advisory role within the service and provide support and supervision to that post/s.
- To explore the views of adults with learning disabilities and their carers about their experiences of health care across Hertfordshire and act upon these as appropriate.
- To work alongside advocacy groups and PALS to ensure the inclusion of individuals with LD in patient forums.

Research & Audit

- To support, plan, develop and implement audit and research which informs future practice in addressing inequalities in health for people with LD.
- To apply specialist evidence based knowledge to practice in the clinical area.

Education & Training

- To identify training needs, plan and implement training programmes to staff working within primary, secondary and tertiary health care settings regarding the health needs of individuals with LD.

Personal & professional Responsibility

- To comply with NMC Professional code of conduct relevant legislation, procedures and policies.
- To maintain an up to date personal and professional profile inline with PREP.
- To maintain appropriate records and write reports in relation to clinical work.

VARIATION

This job description will be subject to review from time to time. Any amendments will be made in consultation with post-holder.

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 responsibility of staff to ensure that they do not abuse their official position for person gain or to seek advantage or further private business or other interests in the course of their official duties.

CONFIDENTIALITY

All staff must be aware of the Data Protection Act 1998, which is now in force. This means that protection of data about individuals is a requirement of the law and if any employee is found to have permitted unauthorised disclosure, the Trust and the individual may be prosecuted.

HEALTH AND SAFETY

The post-holder has a duty of care for themselves and to others with whom they come into contact in the course of their work as laid down in the Management of Health and Safety at Work Regulations 1984 and any subsequent amending legislation. Any failure to take such care or any contravention of safety policy or managerial instructions in their area may result in disciplinary action being taken. All employees are required to participate in the Trust's Accident/Incident reporting systems and to comply with the Trust's procedures and techniques for managing risks.

TRAINING AND DEVELOPMENT

The Trust is committed to identification of training needs throughout a system of appraisal and in house training in line with organisation, statutory and personal development needs. The individual is responsible for participating in training programmes as identified in annual appraisal.

EQUALITY AND DIVERSITY

The Trust is committed to eliminated racism, sexism, and all forms of discrimination. The Trust will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, martial beliefs, social or economic status, nationally or national origins, race, religious beliefs or non beliefs, responsibility for dependents, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the Trust and whilst undertaking their duties.

PROFESSIONAL REGISTRATION

It is a condition of employment that you maintain your registration with the appropriate body. You are required to be aware of and comply with the policy and requirements of that professional body. It is your responsibility to ensure that your registration is renewed when necessary and that you formally confirm all renewals with your manager.

Hertfordshire Partnership NHS Trust Community SLDS

Person Specification

Job Title: Nurse Health Facilitator

Pay Band:

Department: Health Facilitation & Dysphagia

CRITERIA	ESSENTIAL	DESIRABLE
Qualification		
RNLD or RGN	✓	
Postgraduate qualification in Learning Disabilities or primary/secondary health care	✓	
Teaching qualification		✓
ECDL or equivalent		✓
Experience		
2 years post qualifying practice in learning disabilities or primary health care	✓	
Experience of providing supervision	✓	
Experience of project management, audit or research in the clinical area	✓	
Experience of planning and delivering training programmes		✓
Skills & Knowledge		
Excellent communication skills	✓	
Proven Interpersonal skills	✓	
Basic IT skills	✓	
Proven Analytical & judgement skills	✓	
Good organisational & planning skills	✓	
Ability to work unsupervised and alone and be accountable for professional practice	✓	
Demonstrate good presentation skills	✓	
Other		
Car driver/owner (unless defined by Discrimination and Disability Act 1995)	✓	
Professional registration with NMC	✓	
Willingness to work flexibly on a seven day rota	✓	

ALL COMPETENCIES SHOULD BE SUPPORTED BY APPROPRIATE EVIDENCE WHICH IS CLEAR AND CHECKABLE AT INTERVIEW



Mr/Mrs/Ms	Male/Female
Surname:	Forename:
Date of Birth:	Marital Status:
Current Address:	Postcode: Tel Number:
Residential/Family/ Independent?	Language/Communication Needs?
Next Of Kin Name: Address:	Relationship to Service User?
G.P Name: Address:	Tel Number:
Referrer Name: Address: Ethnicity:	Relationship to Service User: Is Service User aware of Referral? Yes/ No Has the Service User been informed that information may be shared with other professionals? Yes/ No
Is this person known to LD Health services? Comments:	Is this person known to ACS? Comments:

<p>What evidence is there that the Service User has a Learning Disability?</p>	<p>Informed ACS CLDT of Referral : Yes/ No Who informed?</p> <p>Date:</p>
<p>Admitting hospital:</p>	<p>Ward/ Dept:</p>
<p>Has the ward asked the Service User/Carers if they have a HAP?</p>	<p>Does the ward know what a HAP is?</p>
<p>Is this referral appropriate?</p>	<p>If not why not?</p>
<p>Is it appropriate to refer to EPD/ ACS/ CMHT?</p>	<p>Team referred to:</p> <p>Date referred:</p>
<p>Presenting health conditions;</p>	<p>Agreed Actions:</p>
<p>Date episode opened:</p>	<p>Date HFN added on EPR:</p>
<p>Date episode closed:</p>	<p>Date HFN removed from EPR:</p>