

Safeguarding Nurse for Learning Disability and Autism

**JOB DESCRIPTION**

<b>POST TITLE</b>	Safeguarding Learning Disability and Autism Nurse
<b>BAND</b>	Band 6
<b>DIVISION</b>	Family Care
<b>BASE</b>	BGTH & RBTH East Lancashire Hospitals
<b>REPORTS TO</b>	Named Nurse for Safeguarding Adults
<b>ACCOUNTABLE TO</b>	Head of Safeguarding

**ORGANISATION CHART**

*Director of Nursing*

*Head of Safeguarding*

*Named Nurses*

*Specialist Safeguarding Practitioners*

*Safeguarding Practitioners  
Health / Hospital IDVA*

*Safeguarding Officer and Assistants*

**JOB SUMMARY**

The post holder will be a qualified, experienced and skilled registered nurse with extensive, recent experience in working directly with adults, young people and their families with a learning disability or autism within a health care setting.

The post is a development opportunity to become a Specialist Nurse for Learning Disability and Autism at Band 7 and this will be considered as part of annual appraisal, and will be dependent on the achievement of clear objectives, both academic and practical.

He/she will support East Lancashire Hospitals NHS Trust (ELHT) and its workforce to conform to the relevant mandatory, national and statutory legislation, frameworks and guidelines. The post will be supported by the Trust's Named Nurse for Safeguarding Adults.

The post holder will liaise closely across all the ELHT Divisions and will work within the Trust's Safeguarding Team, as well as working closely across East Lancashire Health Economy and Multi-agency partners, and he / she will support the development of positive partnerships to improve outcomes for people with learning disabilities.

### **PURPOSE OF ROLE**

1. To support the improvement of the quality of care received by individuals with a learning disability in the acute hospital setting. Provide support and respond to concerns from clinical staff within our hospitals in relation to patients with learning disabilities.
2. Engage in the interface between mainstream general hospital services, primary care services and community specialist disability services.
3. Support the facilitation of open and easy access to general hospital services for people with learning disabilities within East Lancashire.
4. Contribute to the development of effective and collaborative working with healthcare and multi-agency colleagues, including identifying and meeting the training needs and providing specialist and nursing advice.
5. Contribute to the Incorporation of the philosophy outlined in "Valuing People Now" and the principles embedded within the overarching structures as set within the Learning Disability Strategy, clinical governance framework and Disability Equality Scheme.
6. Providing advice re assessments of special needs such as mental capacity and best interest assessments.
7. Contribute to ELHT investigations for Safeguarding Alerts, Mortality Reviews (LeDeR), or Complaints involving people with learning disabilities. Supporting the teams to carry out Safeguarding investigations and address complaints for people with learning disabilities.
8. To work closely with the Specialist Nurse Learning Disability & Autism and Named Nurse for Safeguarding Adults to update policies, guidelines and pathways to support people with learning disabilities within an acute hospital Trust

## **MAIN DUTIES**

**To act as a resource and point of contact for all Acute/ELHT staff, community learning disability services and other professionals.**

1. To facilitate the meeting of individual healthcare needs for people with complex needs, liaising with the community learning disability team to co-ordinate support on learning disability referrals who may require help to access acute services.
2. To actively assist people with learning disabilities, as well as carers and health and social staff when using acute services.
3. To provide support and advice regarding best interest and consent to the service user, their family/carer, and the professionals involved in decision making about their care.
4. To provide support and advice regarding safeguarding issues specifically for Learning Disability patients but also, in respect of advice, more widely.
5. To act as an advocate for users with learning disabilities ensuring the provision of appropriate information and support.
6. To contribute to relevant training programmes, including specific training in relation to supporting people with learning disabilities

**Work in conjunction with the Specialist Nurse Learning Disability & Autism and with the appropriate users, healthcare professionals, support staff and external agencies to support professional development and practice.**

7. To work in partnership with multi-professional / education staff to provide a comprehensive, innovative clinical skills and competency education framework.
8. To assist acute service provider to identify training needs in relation to learning disabilities and assisting with the development of teaching materials / training packages.
9. To co-ordinate and assist in the delivery of training to meet identified needs specifically to ensure that colleagues in acute hospitals are aware of and able to meet the needs of people with a learning disability. This should include safeguarding adults.
10. To contribute or deliver educational sessions to staff groups, liaising with other agencies and users in order to gain their participation in the education delivery.

11. To co-ordinate meetings and providing regular updates to nominated Learning Disability resource leads, including the Safeguarding Champions, providing updates and resource materials as required.

**To promote effective working relationships, including communication/information network.**

12. Raise the profile of the health care needs of people with a learning disability across secondary care provision, bridging the gap between acute clinical care areas to enable better communications and access to healthcare.
13. To actively promote the role to service users, families and carers and other professionals and developing and maintaining networks with partners in primary, community and learning disability services.
14. To contribute to the development of healthcare information and resources in accessible formats for service users and their families / carers.
15. Develop constructive relationships by attending and contributing specialist knowledge to case conferences / clinical meetings and discharge planning meetings as appropriate, and to make referrals direct to social services / other agencies as required.
16. Liaise with voluntary services within the ELHT

**To ensure practice and service across ELHT settings is provided within a sound clinical governance framework**

17. Support working partnerships between ELHT and key health and social care providers in East Lancashire
18. Assess and advise accordingly on issues surrounding the complex needs of some people with learning disabilities in relation to:
  - a. Emergency and Elective Admissions
  - b. Discharge Planning
  - c. Monitoring of length of stays
  - d. Access to investigations and diagnostics
19. Identify existing / potential barriers in accessing acute services for people with a learning disability and promote initiatives to overcome these barriers.

20. Support and enable ELHT services to make 'reasonable adjustments' within their care delivery for people with learning disabilities.

**To ensure the service adheres to legislation requirements as identified within the organisation's Disability Equality Scheme**

21. Assist clinical areas in recognising potential barriers to hospital access and other communication issues in relation to individuals with learning disabilities, and provide advice and support as required.
22. To promote active participation of service users and their families / carers in the healthcare process, working within the Public and Patient Involvement agenda.
23. To work in partnership with people with learning disabilities, self-advocacy groups, PALS and carers' groups in the development, implementation and maintenance of service provision

**Professional Development and Management**

1. To be a competent and knowledgeable practitioner within the learning disability specialty.
2. To act as a role model within the specialty field
3. To work towards the achievement of additional specialist degree modules that will lead to a specialist qualification for Learning Disability and Autism.
4. To ensure that own clinical and theoretical skills are maintained and ensure awareness of current developments
5. To provide an innovative and progressive attitude to the personal and professional development underpinned by research and evidence based practice
6. To participate in regular clinical supervision sessions in order to receive professional support and time to reflect upon practice.
7. Ensure that full and complete nursing records are maintained in accordance to NMC standards
8. Ensure client and personnel confidentiality at all times, and store all confidential information securely in line with the data protection legislation
9. Act in accordance to ELHT Policies and Procedures at all times

### **Organisational Responsibilities:**

10. To maintain up to date records and electronic diary in accordance with ELHT policies and procedures.
11. To maintain and contribute to the design and development of a data set that will collect and record information as appropriate for the purpose of statistical data collection.
12. To facilitate and maintain accurate records in respect of safeguarding clinical supervision.
13. Plan and prioritise own project/workload and that of others where necessary.
14. To participate in the dissemination current relevant / research literature and apply to clinical practice as appropriate.
15. Flexible working to ensure a work /home life balance is achieved.

### **Professional Responsibilities:**

16. Adhere to all professional codes as set out by the Nursing and Midwifery Council (NMC), ELHT policies, Data protection, Caldicott requirements.
17. Adhere to local, county and national policies, procedures, guidance and legislation in respect of Safeguarding issues for people with Learning Disabilities.
18. Attend regular supervision sessions and facilitate this for others as appropriate.
19. Work autonomously – organising, planning and prioritising own workload to meet the needs of the service.
20. Responsible for ensuring effective and safe storage of data/paper records to maintain confidentiality.
21. To have access to personal and sensitive data relating to people with Learning Disabilities and to be aware of responsibilities under the Data Protection Act.
22. To complete statistical and other returns as requested.
23. Use data bases to record information about training, supervision and complex cases

24. Provide information from the safeguarding system to assist research and inform practice.
25. Participate in the audit of hospital records.
26. Participate in multi-disciplinary audits and performance monitoring on both a local and national level.
27. In conjunction with the Named Nurse for Safeguarding Adults, maintain the quality and the service for ELHT via different elements of clinical governance (standard setting, audit, maintaining policies and practice development).
28. Assist in internal enquiries, mortality reviews (including LeDeR), internal management reviews, critical incident reviews and other reviews in relation to safeguarding.

## **EMPLOYMENT ACTS AND CODES OF PRACTICE**

All employees are required to comply with employment legislation and codes of good practice.

### **Equality and Diversity**

We are an Equal Opportunities employer and will do all we can to make sure that job applicants and employees do not receive less favourable treatment because of their age, sex, marital status, faith, race, disability or sexual orientation, or for any other reason that is not justified.

### **Health and Safety**

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to follow Trust Health and Safety policies and safe working procedures, take reasonable care to avoid injury during the course of their work, and co-operate with the Trust and others in meeting statutory requirements.

### **Infection Control**

All employees must comply with Prevention and Control of Infection policies and attend any related mandatory training.

### **Sustainability and Corporate Social Responsibility**

The Trust attaches great importance to Sustainability and Corporate Social Responsibility. It is the responsibility of all members of staff to ensure that the Trust's resources are used efficiently with minimum wastage throughout their daily activities

## **Risk Management**

Employees are required to report every incident where the health and safety of self or others has been jeopardised (including near misses) and to carry out or participate in investigations into such incidents as required.

## **Safeguarding**

All employees have a responsibility for safeguarding and promoting the welfare of children and adults. Further guidance can be sought from your Line Manager.

## **Data Protection Act**

All members of staff are bound by the requirements of the Data Protection Act 1998.

## **Rules, Regulations, Policies, Standing Orders and Financial Instructions**

All employees are required to comply with the rules, regulations, policies, standing orders and financial instructions of the Trust.

## **Research and Development Projects**

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

## **Development Review**

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

## **Training**

Post holders are required to attend any relevant and mandatory training for the post.

## **Outside Employment / Outside Interests**

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of East Lancashire Hospitals Trust. In accordance with legislation on working time, it is a condition of employment that all staff must inform their line manager before taking up any private practice, work for outside agencies or other employers, other work for this Trust (including bank work) and / or voluntary work. This is to ensure there is no conflict of interest with your NHS duties.

## **Review of Job Description**



This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder.

## **STANDARDS OF CONDUCT**

Conduct duties with regard to values underpinning the Trust's Vision "*to be widely recognised for providing safe, personal and effective care*":-

Values:-

- Respecting the individual
- Putting patients and customers first
- Promoting positive change
- Acting with integrity
- Serving the community

Underpinning the Trust's vision and values are the following key operating principles that influence the way in which the Trust does business:-

- Understand the world we live in and deal with it
- We are clinically led and management supported
- Support departments support the front line
- Everything is delivered by and through Divisions
- Compliance with standards and targets are a given. They are the things we do to help secure our independence and influence
- Quality is our organising principle – driving quality up and cost down is not mutually exclusive
- We deliver what we say we need to

Post holders are expected to work flexibly within their pay band. They should only be expected to carry our activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy.

## **ACCEPTANCE OF JOB DESCRIPTION**

I confirm I accept the duties contained in the above job description.

**NAME:** .....  
(PRINT)

**SIGNED:** .....

**DATE:** .....

## **PERSON SPECIFICATION**

### **SAFEGUARDING NURSE FOR LEARNING DISABILITY & AUTISM**

<b>Knowledge Training and Experience essential for the post</b>	<b>Essential at recruitment</b>	<b>Desirable</b>
	√	√
Current NMC Registration (LD or General RN)	√	
Teaching/training qualification or experience e.g. City & Guilds 7307/ENB 998		√
Degree or willingness to work towards a degree related to Learning Disability and Autism	√	
<b>Experience</b> Project management and development.		√
Multi-disciplinary and multi-agency working with people with Learning Disabilities	√	
Delivering training programmes		√
Recent and extensive clinical experience relating to supporting and safeguarding adults with Learning Disabilities.	√	
Experience of supporting the development of strategy, guidelines, policy development		√
Ability to prioritise and manage own workload		√
Partnership work with people with Learning Disabilities and Autism	√	
<b>Work Related Knowledge and Skills</b> Expert written and verbal communication skills	√	
Leadership skills	√	
Intermediate IT skills	√	

Individual and team worker	√	
Multi-agency worker and ability to work co-operatively and manage conflict within the multi-agency systems		√
Demonstrates an awareness of the complex issues when working across organisations and disciplines and understands key elements of change management		√
Up to date knowledge the local & national learning disability agenda	√	
Analytical and reflective practitioner	√	
Evidence of continued professional development relevant to learning disabilities	√	
Ability to meet deadlines.	√	
<b>Personal Attributes</b>		
Person-centred approach	√	
Prioritise, plan and evaluate own workload.	√	
Highly motivated and enthusiastic	√	
Adaptable, flexible and approachable.	√	
Ability to think widely and analyse problems and develop solutions.	√	
Support and challenge traditional views and work practices in a credible, non-threatening way.	√	
<b>Other</b>		
Ability to work in an Equal Opportunity Environment.	√	
Reliability	√	
Car owner and driver/ confidence to drive throughout the Lancashire County	√	
Flexible working to meet the needs of the service.	√	

**EFFORT FACTORS**

o **PHYSICAL EFFORT**

What physical effort is required for the job?

Type of Physical Effort	How Often	For How Long	What weight is involved	Any mechanical Aids
Carrying of equipment e.g. training equipment, display boards etc.	Daily	Varying amounts	Various depending on workload	Trolleys available
Car driver	Daily	Varying amounts		

Is the job holder expected to sit/stand in a restricted position? Yes   
No

How often? Every shift  Weekly  Monthly   
Less often

For how long? Less than 20 minutes  More than 20 minutes   
 on each occasion on each occasion

o **MENTAL EFFORT**

Are there any duties requiring particular concentration?

Types of Duties	How Often	For How Long
Assessing and meeting the additional, complex and specialist needs of people with Learning Disabilities	Daily	Variable, dependant on workload.
Supporting and advising staff in hospital clinical areas in relation to the care and support of people with learning disabilities	Daily	Variable
Attendance at and coordination of internal and external multi-agency meetings to plan	Regularly	Variable

and review service provision to people with Learning Disabilities.	Regularly	Variable
Liaison with other statutory and non-statutory organisations.	Regularly	Variable
Training and development of staff at all levels regarding all aspects of supporting people with learning disabilities	Monthly	Variable
Research and Audit as directed by Learning Disability Policy and National and Local Agenda	Weekly	Variable depending on workload
Supporting staff with the implementation and utilisation of systems and processes in relation to safeguarding people with learning disabilities		

Are there any duties of an unpredictable nature?

Types of Duties	How Often	For How Long
Vulnerable Adult Protection Abuse Mental Capacity and Deprivation of Liberty Staff distress. Patients and families from traumatic backgrounds. Aggressive patients and / or families Unpredictable behaviour away from familiar environments	Daily dependant on workload.	Variable dependant on needs of patient group.

o **EMOTIONAL EFFORT**

Does the job involve dealing with any distressing or emotional circumstances?

Type of Circumstance	Direct/Indirect Exposure	How Often
Vulnerable Adult Protection Abuse Mental Capacity and Deprivation of Liberty Staff distress. Patients and families from traumatic backgrounds. Aggressive patients and / or families	Likely to be direct – can be both dependant on clients.	Potentially daily.

Drug, alcohol and substance abuse.	Direct	Daily
Switching from operational to strategic to project management issues	Direct.	Daily dependant on workload.
Partnership working across Directorates, Divisions and agencies locally and nationally.	Direct	As required - dependent on workload
Resolution of interagency disagreement regarding case management		

o **WORKING CONDITIONS**

Does the job involve exposure to unpleasant working conditions?

What Working conditions	How Often
Will be working with adult concern regularly Will need to be able to manage conflict. Requirement to use VDU equipment	Daily Regularly Daily

## **KNOWLEDGE & SKILLS FRAMEWORK (KSF) SUMMARY OUTLINE**

**Title of Post: Learning Disability and Autism Nurse**

<b>NHS KSF DIMENSIONS</b>	<b>Type</b>	<b>Foundation Level (Subset)</b>	<b>Full Outline Level</b>
<b>1. Communication</b>	<b>Core</b>	<b>3</b>	<b>3</b>
<b>2. Personal and people development</b>	<b>Core</b>	<b>3</b>	<b>3</b>
<b>3. Health, Safety and security</b>	<b>Core</b>	<b>2</b>	<b>2</b>
<b>4. Service Improvement</b>	<b>Core</b>	<b>2</b>	<b>2</b>
<b>5. Quality</b>	<b>Core</b>	<b>3</b>	<b>3</b>
<b>6. Equality and diversity</b>	<b>Core</b>	<b>3</b>	<b>3</b>

