

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Professional Lead for LD and Autism
GRADE:	8A
WARD/DEPT.	Corporate
DIRECTORATE/LOCALITY:	Corporate
ESSENTIAL QUALIFICATIONS:	<ul style="list-style-type: none">• Master's degree or equivalent demonstrable experience. Relevant training & development qualification or equivalent demonstrable experience

ORGANISATIONAL ARRANGEMENTS:

ACCOUNTABLE TO:	Director of Nursing, Quality and Patient Safety
REPORTS TO:	Director of Nursing

RESPONSIBLE FOR:	<ul style="list-style-type: none">• Trust Professional Lead for LD and Autism Strategy as outlined in the role summary
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ROLE SUMMARY

- Lead on the development and implementation of the LD/Autism Strategy through the Strategy group
- Responsible for the implementation of the Green Light Toolkit to ensure the organisation meets the 27 standards
- Lead on the development and implementation of LD Champions Network
- Lead on the Transforming Care agenda for the Trust
- Responsible for the implementation of the LD Core Skills Framework
- Trust representative at both the University of East Anglia and University of Suffolk Learning Disability Committees ensuring development of the future workforce and specialist CPD programmes.

DUTIES AND RESPONSIBILITIES

Policy & Service Development

- Responsible for leading on the Green Light audit process for the organisation to ensure fair and equitable service delivery for people with learning disabilities and/or autism.
- Responsible for establishing and developing work across the organisation and professional boundaries, to bring about improvement in the care and treatment outcomes for this group of service users and their families by developing a more integrated and less fragmented approach to care.
- Work as an independent and autonomous practitioner in the field of learning disability providing an advanced level of knowledge to the Green Light Champions and other Fora.
- Provide specialist supervision and training for nursing staff and other team members as appropriate in house and in partnership with the local Universities.
- Engage with service users' to monitor their experiences of services through the local service user Forums
- Contribute to the development, delivery and implementation of the LD Core Skills Framework
- Planning strategy development which impact across the service and involves stakeholders
- Keep abreast of relevant legislative and regulatory framework changes and ensure training provision reflects the current requirements
- Make presentations both written and verbally to a wide range of groups – from Community teams to Trust Board level, and at meetings and conferences external to the organisation, in order to share work locally, nationally and internationally, and to influence both strategy and practice.

Professional Development and responsibilities

- Represent the Director of Nursing and Quality at internal and external meetings regarding the LD and Autism strategy
- Undertake Care and Treatment Reviews (CTR) for patients in long-stay hospital provision in line with the Transforming Care Programme.
- Provide strong leadership in education and training, to use the authority of the role to assert to ensure the pre-registration student experience is positive and evaluated.
- Contribute to the LD/autism education process as required with HEI partners.
- Fully participate in the Trust's performance review and personal development

planning process on an annual basis.

- Adhere to the Nursing and Midwifery Code, the scope of professional practice and other associated guidance.
- Undertake training, attend conferences and study days in line with the development of the post, and as agreed with line manager through the appraisal process.
- Maintain an individual professional portfolio of practice at an advanced level and ensure this is kept up to date for revalidation purposes.

Professional Leadership

The Learning Disabilities Lead Professional provides visible operational and strategic leadership in the field of mental health care. Working autonomously at an advanced level, nurses in this role will:

- Provide expert consultancy service in the field of learning disabilities nursing care;
- Provide subject matter expertise and guidance on Trust-wide relevant training topics
- Provide strategic expertise on the LD and Autism Strategy for the Trust
- Act at Professional Lead for LD and Autism
- Lead the Project management of the Green Light Tool Kit implementation
- Represent NSFT as the Lead with the County Councils on the implementation of the National and Local Transforming Care agenda.
- Be a role model for learning and development in own approach to work and career
- In conjunction with stakeholders, analyses Trust-wide training needs for support worker training and plan appropriate training schedule
- Plan, secure funding for, commission, evaluate and report on appropriate support worker training in line with Trust needs through the Trust Clinical Strategy
- Ensure high-quality, consistent, relevant and appropriately evidence based training content is delivered to appropriate staff members

Planning and Organisational Skills

Use project management skills and techniques to:

- Manage the implementation of the Learning and Disability/ Autism Strategy across the Trust.
- Work with Locality Managers and LD/ Autism champions in rolling out the LD/ Autism Strategy including the Greenlight tool kit in their localities

- Work with stakeholders – Commissioners, Service users/ carers, HEI providers, Trust staff, to successfully implement the LD/Autism agenda
- Work with service users to develop co-produced training for the workforce
- Keep track of the Green Light project's progress and take into account how this affects the project as a whole
- Proactively manage any issues that emerge which may impact on the delivery of the project and communicate these promptly to the Executive Sponsor,
- Ensure that planned project timeframes and KPIs are met by liaising with the PMO on regular basis
- Liaise with other corporate functions in the Trust such as Communications to ensure that there is regular communications of the project Trustwide and that Trust documents are available in 'easy read' format to Services Users/Carers
- Continually review and evaluate policies, strategies and service development and redesign to maintain and improve the care and treatment of service users

Finance and Physical Resources

With supervision from the Director of Nursing:

Manage external funding streams enabling the provision of the support workforce training and development

Information Resources

- Ensure comprehensive and regular audit of training provision
- Provide regular internal reports as agreed with the Director of Nursing including information, analysis and recommendations.
- Create reports for the Director of Nursing to provide to relevant external bodies demonstrating compliance with standards or policy
- Ensure robust and confidential systems of information management and ensure effective use of Trust IT systems
- Communicate verbally and through reports the outcomes from audits and service improvement reviews & research at a high standard to internal and external staff and key partners & commissioners.
- Establish and maintain effective professional communication and networks within NSFT and other partner agencies.

Human Resource

- Advise on and develop new initiatives and ways of working, including nurse led services, informed by Local and National Policy.
- Provide professional support to staff within NSFT, and to those staff engaged in specific service developments for care of people with learning disability/autism.
- Act as a positive role model to inspire those working within these services including students, to improve and develop services that promote the best interests of service users in Norfolk and Suffolk.

Freedom to Act

- Exercise a high degree of personal professional autonomy and an ability to make critical judgements where precedents do not exist. In particular, with regard to legal, ethical and moral aspects of care, for service users who are particularly vulnerable
- Work with guidance alert manager using management supervision regularly for support, feedback and decision-making
- Use subject matter expertise and experience to enable operational and strategic decision-making and interpretation of requirements
- Manage self ethically, according to Trust policies, and be accountable for own actions and decisions

Communication

- Communicate effectively with colleagues and groups within the Trust and externally
- Maintain high standards of verbal and written communication

Policies and Procedures

- Work in accordance with and be an example of excellence in carrying out Trust policy and practice
- Ensure Trust policies are adhered to by team members

This job description is not exhaustive and is intended to be a guide to the principal duties and responsibilities of the post. It may be amended at any time with the agreement of the post-holder and line manager.

SPECIFIC CLAUSES

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

RISK MANAGEMENT/ HEALTH & SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their terms and conditions of service detailed in the contract of employment.

Agreed and Signed: _____

Manager

Post Holder

DATE:

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE:

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	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • Master's Degree or equivalent demonstrable experience • Relevant training & development qualification or equivalent demonstrable experience 	<ul style="list-style-type: none"> • Qualified Healthcare Professional 	Certificates
EXPERIENCE	<ul style="list-style-type: none"> • Success in delivering the full training & development lifecycle in a complex and highly-regulated environment • Working in partnership with external organisations • Managing multiple funding streams 	<ul style="list-style-type: none"> • Experience in LD/ Mental Health training requirements, provision and assessment for staff • Experience in training delivery 	Application form/interview/References
SKILLS	<ul style="list-style-type: none"> • Project management • Good interpersonal & communication in verbal & written 	<ul style="list-style-type: none"> • Evaluating and implementing change 	Application form/interview/References

	<ul style="list-style-type: none"> formats • Budget management • Organisation and administration of own work • Project management • Analytical and IT skills • Decision-making • Client focus • Learns from mistakes and enables others to do the same • Working in partnership • Resilience • Microsoft applications in particular Word, Excel and Powerpoint 		
KNOWLEDGE	<ul style="list-style-type: none"> • Statutory, regulatory and NHS requirements pertaining to support worker training • National, regional and Trust direction • Microsoft applications • Career paths in mental health 		Application form/interview/References
OTHER (Please specify)	<ul style="list-style-type: none"> • Fit to undertake the post • Able to attend other locations in the Trust on a regular basis • Role model for learning and development • Role model for equality & diversity, leadership, integrity and professionalism • Commitment to empowering service users and carers 	•	Application form/interview/Document check

JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:

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WARD/DEPT:

Corporate

DATE COMPLETED:

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Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

WORKING CONDITIONS:

	YES	NO		YES	NO
1. Inclement weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Extreme Temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Unpleasant smells	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Noxious Fumes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Excessive noise/vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Continuous use of VDU equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Unpleasant substances. Non household waste	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Infectious material	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Body Fluids, Faeces/Vomit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Dust/Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Contaminated equipment/work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13. Driving/Being Driven (normal conditions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Driving/Being Driven (emergency conditions)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Fleas/Lice/Infestation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. Dangerous Chemicals. Substances in containers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Dangerous Chemicals. Substances (uncontained)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Exposure to verbal aggression (little/no support)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19. Exposure to physical aggression (little/no support)	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

Each YES response requires completion in 'Further Information' Section

PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	2. Working in physically cramped conditions		X
3. Making repetitive movements		X	4. Lifting weights/equipment without mechanical aid		X
5. Climbing or crawling		X	6. Manipulating objects		X
7. Manual Digging		X	8. Running		X
9. Standing/sitting with limited scope for movement		X	10. Kneeling, crouching, twisting, bending, stretching		X
11. Walking for long periods		X	12. Heavy duty cleaning		X
13. Pushing/pulling trolleys or similar equipment		X	14. Working at heights		X
15. Controlled restraint i.e. in post requiring training/certification		X			

Each YES response requires completion in 'Further Information' Section

EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events.		X
2. Giving unwelcome news to patients/clients/carers/staff		X
3. Caring for the terminally ill.		X
4. Dealing with difficult situations/circumstances.		X
5. Designated to provide emotional support to front line staff.		X
6. Communicating life-changing events.		X
7. Dealing with people with challenging behaviour.	X	
8. Attending scenes of accidents.		X

Each YES response requires completion in 'Further Information' Section

MENTAL EFFORT

	YES	NO
1. Carry out formal student/trainee assessments		X
2. Carry out clinical/social care interventions.		X
3. Analyse statistics.	X	
4. Operate equipment/machinery.	X	
5. Give evidence in court/tribunal/formal hearings		X
6. Attend meetings. (if yes, describe role in 'Further Information')	X	
7. Carry out screening tests/microscope work.		X
8. Prepare detailed reports	X	
9. Check documents	X	
10. Drive a vehicle.	X	
11. Perform calculations.	X	
12. Make clinical diagnoses		X
13. Carry out non-clinical fault-finding.		X

Each YES response requires completion in 'Further Information' Section

FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field	X	

How often on average does the post holder give guidance and advice to others?

Daily: Weekly:

Other frequency (please comment)

How often is the post holder's work checked/monitored/assessed?

Daily: Weekly:

Other frequency (please comment)

Monthly supervision with the Deputy Director of Nursing as a minimum as well as ad hoc monitoring as required.

FURTHER INFORMATION: Please enter here details of YES responses in the preceding sections.

Element (e.g. mental effort)	Ref No	Details of frequency and intensity
Working conditions	6	Use of VDU– e-mails, word processing, internet & intranet for some of day
Mental effort	3	Analyse statistics – for quarterly reports on expenditure and activity. Reports on training activity.
Mental effort	4	Operate equipment – PC, training equipment – laptop, micro recorder, OHP
Mental effort	6	Attend meetings – internal and external. Chairing of meetings. Acting on behalf of Trust and/or Manager 4 per week
Mental effort	8	Detailed reports – investment plans with financial calculations. Expenditure and training targets. Proposals for training. Accreditation approval from awarding body, evidencing against set criteria
Mental effort	9	Write and Check documents-proof reading and approval of leaflets, articles for publication, training materials, information documents, all literature developed in dept. – daily
Freedom to act	1,2,4	Specialist in staff training and development

Manager responsible for completion of this document Name:

Dawn Collins Deputy Director of Nursing

Member of Staff to whom this document relates:

Date Completed:

Review Date:

DISTRIBUTION: One copy to member of staff, one copy to personal file, one copy to AfC project manager

Please ensure Job Description is agreed and signed by both manager and employee