

DELEGATED POWERS REPORT NO.

1686

SUBJECT: Moves to independent housing

Control sheet

All of the following actions MUST be completed at each stage of the process and the signed and dated report MUST be passed to the Governance Service for publishing

All reports		
1. Governance Service receive draft report	Name of GSO	Aysen Giritli
	Date	13 March 2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO	Paul Frost
	Date	13 March 2012
• Finance clearance obtained (<i>report author to complete</i>)	Name of Fin. officer	Kerry-Anne Smith
	Date	19 March 2012
3. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Res. officer	Cynthia Scott-Carnegie
	Date	20 March 2012
	Name of TU rep.	Paul Coles
4. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Date	19 March 2012
	Name of SPO	Not applicable
5. Legal clearance obtained from (<i>report author to complete</i>)	Date	
	Name of Legal officer	Philippa Larbi
6. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Date	5 April 2012
	Name of P&P officer	Andrew Nathan
7. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Date	13 March 2012
	Name of officer	Andrew Nathan
8. The above process has been checked and verified by Director, Head of Service or Deputy	Date	13 March 2012
	Name	Dawn Wakeling
9. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Date	19 April 2012
	Name of GSO	Paul Frost
10. Report published by Governance Service to website	Date	30 May 2012
	Name of GSO	Paul Frost
11. Head of Service informed report is published	Date	11 July 2012
	Name of GSO	Paul Frost
12. Expiry of call-in period	Date	N/A
13. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Date	N/A
	Name of GSO	

ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER (COUNCIL FUNCTION)

Subject **Moves to independent housing for people with learning disabilities**

Officer taking decision Deputy Director, Adult Social Care & Health

Date of decision 19 April 2012

Summary	To agree the establishment of two full-time posts from 1 April 2012 within Adult Social Care & Health to help people with learning disabilities move on to independent housing
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Officer Contributors Helen Duncan-Turnbull, Head of Integrated Learning Disability Services

Heather Bates, Commissioning Manager

Status (public or exempt) Public

Wards affected All

Enclosures Appendix A – Role Profiles

Power being exercised Part 3 of Council Constitution – Section 6.2 – Engaging and Deploying Staff

Contact for further information: Heather Bates heather.bates@barnet.gov.uk 020 8359 4940

Serial No. 1686

1. RELEVANT PREVIOUS DECISIONS

- 1.1 Action taken under Delegated Powers by Officer (Council Function) on 24 December 2009 approved the establishment of a fixed term post to develop housing pathways for people with learning disabilities, which term ended on 31 September 2011.
- 1.2 Action taken by Cabinet Member under Delegated Powers (Executive Function) on 24 January 2012 approved a two-year Section 75 Agreement with NHS Barnet establishing a pooled budget, lead commissioning arrangements and an integrated community learning disability service.
- 1.3 Cabinet approved the Corporate Plan, Budget, Council Tax and Medium Term Financial Strategy for the period from 2012/13 to 2014/15 on 20 February 2012

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 Government policies and guidance including Valuing People¹, 'Our Health, Our Care, Our Say'², Valuing People Now³, 'A Vision for Adult Social Care: Capable Communities and Active Citizens'⁴ and the recent NHS White Paper⁵, call for greater coordination across health and social care to ensure that the needs of people with learning disabilities and their carers are addressed.
- 2.2 Barnet's Joint Strategic Needs Assessment⁶ points to an increase in the number of people with learning disabilities over the coming years as they live longer. Many young people moving to adult services have multiple and complex health and social care needs which are best addressed within a multi-disciplinary framework.
- 2.3 Adult Social Care and Health is committed to the promotion of independence and personalised services resulting in an enhanced quality of life for service users. The Move-On Project brings key resources together from within Adult Social Care and Health and Housing to deliver pathways to independent housing and mainstream opportunities and services, supporting the Council's Corporate Plan priority 'Sharing Opportunities, Sharing Responsibilities'.
- 2.4 Move-on is linked to the delivery of key elements of the Council's medium term financial strategy by developing and better coordinating community interventions for people with learning disabilities. Significant financial resources in excess of £15m are currently committed to procuring 201 residential placements, many of which are located out of borough. The establishment of these posts will address this legacy, and contribute to the Council's Corporate Plan priority 'Better services with less money'.
- 2.5 The establishment of two posts within the integrated service, comprising a community nursing professional and a social care professional, brings this work into

¹ Valuing People - DH 2001

² Our Health, Our Care, Our Say - DH 2006

³ Valuing People Now - DH 2009

⁴ Vision for Adult Social Care: Capable Communities and Active Citizens - DH 2010

⁵ Equity and Excellence: Liberating the NHS - DH 2010

⁶ Barnet Joint Strategic Needs Assessment- 2011

steady state. This will deliver an increase in the number of people moving from permanent residential care into non-registered settled independent accommodation with an additional specific target to bring 50 people back into borough over 3 years achieving a cost saving of £1.2 million.

3. RISK MANAGEMENT ISSUES

- 3.1 The establishment of the two posts will create dedicated capacity within the integrated service to enable people with learning disabilities to move. Without these key posts, delivery of moves and associated savings will be at risk. The end of the fixed term Pathways Co-ordinator post has already resulted in a hiatus of activity, resulting in lower numbers of moves than expected this financial year.
- 3.2 Performance and cost savings targets associated with moves to independence have been set for the service, focusing on reduction in the overall number and cost of residential care placements and in addition a reduction in the number of out of borough residential placements, which in particular will enable a closer focus on care management and resultant reduction of risk.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 Posts will be recruited to in accordance with the Council's policy for equalities in recruitment.
- 4.2 The posts will work directly with people with learning disabilities enabling individual consideration, choice and control of relevant housing and support options, in line with the Council's transformation and personalisation agenda.
- 4.3 The posts will contribute to the Equalities Impact Assessment relating to moves helping establish a set of actions to ensure that housing and support options are made available in an equitable manner.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1 The creation of one FTE community nursing position assumes that the post will be filled at mid-point £29,464 with outer London supplement of £4,351, which with on-costs reaches £41,592. The overall cost (including on-costs) may however range between £36,109 and £47,404 depending on the spine point at which the post is appointed.
- 5.2 The creation of one FTE social care position assumes that the post will be filled at mid-point £31,760, which with on-costs reaches £42,065. The overall cost (including on-costs) may however range between £39,151 and £45,818 depending on the spine point at which the post is appointed.
- 5.3 The costs will be met through the Adult Social Care and Health successful invest to save bid as part of the budget process which increased the Learning Disability budget by £80,000 any funding required above this will be funded within the current Learning Disabilities budget.
- 5.4 These posts will be used to achieve savings of £3m in the current Adults Social Care and Health MTFs.
- 5.5 There are no procurement implications.

- 5.6 The measurement of value for this post lies within its 'invest to save' approach, through key deliverables already established within the Move-On Project, and through the performance measures set out above.
- 5.7 The staffing implication of this change is to create two new posts.
- 5.8 The IT implication of this change is that additional infrastructure will be required to establish the posts at a one off cost of £2000. This cost will also be met from within the Learning Disabilities budget.
- 5.9 Posts will be located in the integrated service within a desk sharing environment. Post holders will be required to spend a significant amount of time travelling to other locations including social care delivery service locations in and out of borough and also undertake home and community visits.
- 5.10 Posts will be established on a permanent basis but will directly contribute to the establishment of resources and embed procedures into the steady state work of social care delivery services within the Council and NHS Barnet for the purposes of securing move-on accommodation. The management and governance of the ongoing move-on project and the continued focus on residential provision will ensure that that the work associated with the posts will not extend beyond its financial sustainability.

6. LEGAL ISSUES

- 6.1 It is essential when the Council creates and recruits to new positions that such selections are undertaken fairly, objectively and without discrimination. Accordingly the Council must be mindful of and must adhere to its recruitment and equalities policies in addition to the duties placed upon it by legislation with regard to data protection, discrimination and general employment law

7. CONSTITUTIONAL POWERS

- 7.1 Part 3, Responsibility for Functions - Section 6, Powers Delegated to Officers:
 - S6.1: Chief Officers can take decisions without consultation in respect of operational matters within the Chief Officer's sphere of managerial or professional responsibility and not significant in terms of budget or policy.
 - S6.2: They may use whatever means they consider appropriate to discharge those functions, including engaging and deploying staff.

8. BACKGROUND INFORMATION

- 8.1 Adult Social Care and Health jointly with Housing has invested in a Move-On Project with the aim of developing and securing move-on opportunities for all care groups. This reflects the increasing interdependency of housing and support and aims to reduce expenditure on accommodation and other costs. A project board is in place sponsored by the Head of Strategic Commissioning drawing in resources and expertise from Housing and Adult Social Care & Health.
- 8.2 People with learning disabilities are over represented within residential care settings and as a result have less choice and control over their housing and support options. In addition those placed out of borough typically have access to fewer resources in order to actively consider their options. These posts will focus on review of these populations in order to give information and direct the inputs required to access appropriate housing and support options and moves to independence.
- 8.3 It is intended that these two posts will carry out the following work and monitored by the project board:

- Consolidate the emerging pathways approach to supporting people towards greater independence
- Developing robust assessment processes linked to care management that identify and address the housing needs of service users
- Contribute to the improvement, remodelling and delivery of quality housing and support services
- Providing accessible information for people with learning disabilities and their carers to enable informed choices around housing options
- Contribute expertise to the developing statement of supply requirements for this care group and participate in the project-related delivery of capital and related developments to provide further suitable housing options

8.4 Most specifically, the posts will maintain a caseload of clients and deliver the inputs required in order to progress their move-on into more independent accommodation.

8.5 The posts have been approved following an 'Invest to Save' case which was made as part of the department's Medium Term Financial Strategy targets and agreed by Cabinet on 20 February 2012.

9. LIST OF BACKGROUND PAPERS

9.1 The following are available:

- Adult Social Care & Health Business Plan
- Small Plan to Make An Even Bigger Difference
- Move-On Project Initiation Document, Plan and Board minutes
- Learning Disabilities Partnership Board minutes

9.2 Any person wishing to inspect the background papers listed above should telephone Heather Bates, Commissioning Manager, on 020 8359 4940.

10. OFFICER'S DECISION

I authorise the following action:

10.1 The establishment of:

- 1 full-time equivalent community nursing post
- 1 full-time equivalent social care post

to deliver move on for people with learning disabilities within Adult Social Care and Health from 1 April 2012.

Signed Dawn Wakeling,
Deputy Director of Adult Social Services

Date 19 April 2012

Role Profile

Post:	Social Worker
Grade & Salary:	SCP 33-39
Reports to:	Team Manager
Responsible for:	None
Service Area	Adult Social Care and Health
Team	Integrated Learning Disability Service

Purpose of Role:

1. To provide a high standard of social work to users arising out of the Council's duties and powers under legislation and in accordance with divisional and area policy, procedures, guidelines and the Code of Practice for Social Care Workers.
2. Operating within a multidisciplinary environment to provide appropriate, professional Social Work support and assessments of needs of individuals who will be eligible for services within the terms of the NHS and Community Care Act 1990. A prime focus of activity will be to work in partnership with people with learning disabilities and their carers to support them to live independently in the community, as an appropriate alternative to residential care.
3. Operating within an integrated service, to provide individualised, outcomes-led, personalised support, based on structured, individual assessments that inform the setting up and commissioning of appropriate enablement packages of support, within the framework of the seven social care outcomes:
 - a. improved health and emotional wellbeing,
 - b. improved quality of life,
 - c. making a positive contribution,
 - d. exercising choice and control,
 - e. maintaining personal dignity,
 - f. economic wellbeing and freedom and
 - g. freedom from discrimination.
4. Undertake the more complex assessments, packages of care and long term support for people who are eligible for services, that require a professional/ specialist input.

Key Accountabilities:

1. To develop and take responsibility for co-ordinating inter-agency assessments according to eligibility criteria for access to assessment.
2. To acknowledge, record and consider differences of view as appropriate and seek to communicate professional opinions to the client in an understandable form.
3. To promote the service user's capacity for independence as far as possible.

4. To collate the opinions of professional staff, carers and others as relevant and to ensure that the views of the individual service user are fully represented.
5. To ensure that the service user, as the subject of assessment, is enabled to exercise choice in the decision making regarding available services required to meet assessed need.
6. To plan appropriate service responses and exercise statutory powers as required.
7. To commission packages of care according to the outcome of assessment as agreed with the client concerned as far as possible and within available resources.
8. To ensure electronic and paper records on service users are of high quality and kept up-to-date, and to adhere to the legislation in relation to user's access to personal files.
9. To record details of service gaps in community care for people meeting eligibility criteria.
10. To attend and participate in such meetings and work groups as required including training courses.
11. To ensure that all any concerns regarding abuse of vulnerable adults with learning disabilities are reported promptly to the Team Manager, Principal Practitioner, or Senior Social Worker, and that Safeguarding Policies and Procedures are followed at all times.
12. To consult with supervisory staff on matters of implementation of packages of care, placement in residential and nursing homes as required.
13. To attend and participate fully in regular supervision sessions with the designated supervisor.
14. To carry a caseload of complex cases including people with a diagnosis of learning disabilities and mental health problems

Financial and Asset Responsibilities

To develop user-centred packages of care for individuals within defined budgetary limits.

Staff Responsibilities

1. Support any new or more junior members of the team as required.
2. Provide professional support to staff within and across teams and participate in delivering training/development sessions in area of expertise.

Promotion of Corporate Values

1. To ensure that customer care is maintained to the agreed standards according to the council's values
2. To ensure that a high level of confidentiality is maintained in all aspects of work.

3. To encourage and develop optimum performance from staff and underline the corporate approach to customer needs as reflected in the council's structure and style.

Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

Commitment to Equality

1. Deliver the council's commitment to equality of opportunity through actively promoting equality and diversity in the work place and in the services delivered.
2. Ensure that the needs of all people accessing our service are met, sensitive to gender, race, disability, creed, belief and sexual orientation. Celebrate diversity and challenge stereotyping, prejudice and unlawful discrimination in the delivery of the service.

Health and Safety

1. Take personal responsibility for ensuring the safety of oneself, colleagues and the service users through ensuring full compliance with the Council's Health and Safety policies, procedures and practice.
2. Ensure the safe and efficient delivery of service by achieving high standards of health and safety and applying sound risk management practices.

PERSON SPECIFICATION

Service:	Adult Social Care and Health
Job Title:	Social Worker
Grade:	SCP 33-39
Reports to:	Team Manager

Post Requirements	Essential/ Desirable	Criteria
Qualifications/ Education/ Training	E	<ul style="list-style-type: none"> Registered as Social Worker with the General Social Care Council
	E	<ul style="list-style-type: none"> CQSW/ DipSW or equivalent qualification
	E	<ul style="list-style-type: none"> Training in relevant legislation appropriate to client group
	D	<ul style="list-style-type: none"> Accredited Best Interest Assessor
	E	<ul style="list-style-type: none"> Training in safeguarding of vulnerable adults
Experience	E	<ul style="list-style-type: none"> Either post qualification experience or pre-qualification experience with relevant client group.
	D	<ul style="list-style-type: none"> Support, understand and ability to apply the enablement approach as a means of promoting independence.
	E	<ul style="list-style-type: none"> Understanding and experience of operating with a comprehensive assessment framework including self assessment.
	E	<ul style="list-style-type: none"> Experience of preparing clear and accurate correspondence, reports and other written documentation.
	E	<ul style="list-style-type: none"> Understanding and experience of working with vulnerable clients within a care environment
	E	<ul style="list-style-type: none"> Record of high performance in successfully delivering a customer focused service to demanding targets and objectives.
	E	<ul style="list-style-type: none"> Experience of actively and effectively participating in cross-functional networks and local groups.
Knowledge, Competencies and Special Aptitudes relevant to job	E	<ul style="list-style-type: none"> Sound, practical understanding of relevant legislation (such as the Mental Capacity Act and the Community Care Act), policies and processes necessary to deliver complex services to vulnerable adults.
	E	<ul style="list-style-type: none"> Sound understanding of social care needs of vulnerable adults within the context of the job
	E	<ul style="list-style-type: none"> Ability and knowledge to represent the Council at external meetings in a professional and competent manner
	E	<ul style="list-style-type: none"> Highly self motivated with the ability to work effectively on own initiative to challenging deadlines and work demands.

Post Requirements	Essential/ Desirable	Criteria
	E	<ul style="list-style-type: none"> Ability to make sound decisions based on information gathered to meet agreed outcomes and possess the judgement to seek advice where required.
	E	<ul style="list-style-type: none"> Ability to establish and maintain strong working relationships with service users, their families ,carers and advocates, colleagues, external organisations
	E	<ul style="list-style-type: none"> Ability to work effectively and collaboratively as part of a wider, multidisciplinary team to deliver to common objectives.
	D	<ul style="list-style-type: none"> Understanding of and ability to apply the Service's commissioning agenda
	E	<ul style="list-style-type: none"> Understanding of the national and local influences on the organisation and their implications on the service area
	E	<ul style="list-style-type: none"> Excellent written and verbal communication skills, with the ability to communicate complex issues clearly, effectively, accurately and appropriately to members of the public, colleagues and senior management.
	E	<ul style="list-style-type: none"> Good understanding of the Fair Access to Care Services (FACS) eligibility framework. Ability to advise clients on personalised budgets, direct payments and self funding.
	E	<ul style="list-style-type: none"> Ability to contribute to service developments in a culture of continuous improvement and responsiveness to change
	D	<ul style="list-style-type: none"> Specialist area of knowledge within Social Work field.
	E	<ul style="list-style-type: none"> Ability to contribute to the development and maintenance of IT data and document systems
	E	<ul style="list-style-type: none"> Problem solving and analytical skills with a creative, flexible and sensitive approach that delivers a personalised and user led outcomes based solution.
	E	<ul style="list-style-type: none"> Commitment and ability to promote and safeguard the welfare of vulnerable adults
	E	<ul style="list-style-type: none"> Understanding of and ability to apply the principles of risk management in the context of the job
	D	<ul style="list-style-type: none"> Ability to work flexibly and embrace mobile working to meet the needs of the service.
Commitment to Council's Aims and Values	E	<ul style="list-style-type: none"> Champions a culture that values equality and diversity, and ensures these are built into the delivery of services

Post Requirements	Essential/ Desirable	Criteria
	E	<ul style="list-style-type: none"> Understanding of and ability to work within and promote the principles of the Corporate Plan and service priorities.



Barnet ■ Hammersmith and Fulham ■ Kensington and Chelsea ■ Westminster

Job Description

Job title: Community Learning Disabilities Nurse

3.

Grade: Band 6

Responsible to: Line Manager

Accountable to: Service Lead

Responsible for: Junior staff and students

JOB PURPOSE

To deliver a competent, comprehensive and co-ordinated nursing service in the community, working in partnership with other members of the multi-professional team and all others involved in the delivery of an integrated care pathway to people with learning disabilities. This includes taking a lead in providing specialist health care, advice and expertise in care planning for this client group. To positively represent the needs and rights of people with learning disabilities, tackling health inequalities and improving access to NHS services for people with learning disabilities through facilitating a close working relationship between primary and specialist services, Voluntary and Private Organisations, People with learning disabilities and Carers.

4.

5. **Main Duties and Responsibilities**

1. General

- In partnership with the client/carer to assess, plan, implement and evaluate specialist care programmes to meet complex health needs.
- To work as part of the multi-professional team, together with other community and primary care services, providing a co-ordinated and integrated care package to people with learning disabilities, whilst having responsibility for a designated complex caseload.
- To assess and monitor the progress of any agreed treatment plans, supervise prescribed medication regimes, be aware of and reporting back any concerns to the prescribing officer.
- To advise, facilitate and educate clients, carers and/or families on the appropriate approaches that may be required in delivering the agreed treatment plan/care.
- To carry out specialist nursing assessments and contribute to continuing care assessments. To attend complex case reviews and care programme approach meetings (CPA). To be co-ordinators for CPA. To actively participate in the Care Programme Approach, taking a lead in the co-ordinating and delivering of agreed care plans.
- To take appropriate action where necessary in relation to the safeguarding of vulnerable adults and alerting any concerns regarding children to safeguarding children services.
- To co-ordinate and implement Health Action Planning, through an advisory role supporting generic health professionals in health facilitation role (health visitors, district nurses, practice nurses, therapists and GPs) across the organisation.
- Offer professional specialist advice and to support individuals, carers and others in improving quality of life and reducing health inequalities including preventing and minimising the effects of disability.
- To manage clinical conditions/health needs associated/prevalent in people with a learning disability such as Mental Health, Epilepsy, and Challenging Behaviour and Dementia
- To liaise with specialists to improve access to health services for people with learning disabilities
- To promote good health for people with learning disabilities and implement My Health Check, nursing assessments or similar health screening tools.

2. Education, Training and Development

- To develop and deliver effective training initiatives to carers, and

professionals. Working collaboratively with other members of the multi-professional team.

- To initiate or lead clinical audits and participate in nursing research and to implement evidenced based standards of practice. Be aware of contemporary research and ensure evidence based practice.
- To contribute to the development of Health Facilitators training for all staff/carer and service user groups.
- To propose changes to working practices through contributing to the development of specialist protocols for the management of specialist health needs.
- To facilitate education and learning of student learning disability nurses on placement in the service, ensuring the identified aims and objectives are met. To work closely and develop good links with the respective universities to ensure that students are supported during their time with the team.
- To develop specific areas of expertise in order to contribute to the development of future services
- To keep up to date with developments in the area of learning disabilities both locally and nationally and ensure that this is reflected in practice.

3. Professional Duties

- To maintain an acceptable generic caseload, organising your own work schedules through effective time management and being flexible in approach.
- To liaise and network with professionals in the statutory and voluntary agencies.
- To ensure effective management of allocated caseload, and submit written reports and statistical work returns as required.
- To apply the concept of continuous development of self and promote research based practice.
- Plan for and attend all statutory/mandatory training events required by Central London Community Health Care Trust (CLCH)
- Identify training and development needs through appraisal and participate in identifying an annual Personal Development Plan.
- To contribute to Learning Disability Nursing through representation at Special Interest groups locally and share good practice with agencies in Barnet and across CLCH
- To be expected to work flexibly to meet the needs of individuals and to participate actively in the Intensive Response Service, to provide support for service users and their carers/families during a crisis.
- To provide competent leadership and sound clinical support to all junior members of the nursing team as well others members of the multi-professional team. To be responsible for the safekeeping and administration of medicines in accordance with NMC standards and Trust policies.
- To provide clinical supervision to junior members of the nursing team. Taking a

lead in developing clinical peer support discussions, thus enhancing and developing reflective practice.

- To receive regular planned formal clinical supervision from appropriate nursing staff and appraisal and work load management from the line manager.

Financial Responsibilities

- To be responsible for submitting travel and other expenses claims in a timely way
- To have an awareness of finance related to placements and funding arrangements for service users
- To have an awareness of continuing care funding arrangements and the implications of funding awarded in this way

People Management

- To facilitate education and learning of student nurses on placement and nurses on secondment to the learning disabilities service, ensuring the identified aims and objectives are met. To work closely and develop good links with the respective universities to ensure that students are supported during their time with the service
- To provide competent leadership and sound clinical support to all junior members the nursing team as well, as other members of the multiprofessional team
- To take turns with the other community nurses in acting for the Nurse Manager/Senior Nurse Practitioner in their absence

6.

7. ADDITIONAL INFORMATION

Professional Standards

All staff must comply with the Central London Community Healthcare (CLCH) NHS Trust Staff Code of Conduct. Senior Managers must also comply with the NHS Code of Conduct for Managers, based on the Nolan principles of public accountability. All staff employed in recognised professions are required to ensure they work to the professional standards and/or Codes of Practice set out for their professional group.

Equal Opportunities and Dignity at Work

It is the aim of CLCH NHS Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, creed, nationality, ethnic or national origin, sex, marital status or on the grounds of disability or sexual preference, or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job. To this end CLCH NHS Trust has an Equal Opportunities Policy and it is for each employee to contribute to its success. All staff should treat other staff, patients and the public with dignity and respect.

Appraisal

All staff will actively participate in an annual Appraisal process. All staff should have a personal/professional development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities.

Safeguarding

CLCH NHS Trust is committed to safeguarding and protecting children and vulnerable adults. All health employees have responsibility for safeguarding and promoting the welfare of children and young people in accordance with "Working Together to Safeguard Children" HM Gov 2006. This applies to employees with both direct and indirect contact with children and families.

Employees who do not provide specific services for children and families or vulnerable adults require basic knowledge of their responsibilities to identify and refer concerns appropriately. All employees must undertake training in safeguarding children and vulnerable adults but will have different training needs to fulfil their responsibilities depending on their degree of contact with vulnerable groups and their level of responsibility.

Confidentiality and Data Protection

Employees will have access to confidential information and will be required to ensure that the highest level of confidentiality is maintained at all times, adhering to all policies relating to confidentiality.

Employees are required to obtain, process and/or use person identifiable information in a fair and lawful way. The use of such information is governed by the Data Protection Act 1998 (DPA) and includes both manual and electronic records. Staff are expected to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose, and to disclose data only to authorised persons or organisations as instructed, in accordance with the Data Protection Act 1998.

Access to Health Records

All staff who contribute to patients' health records are expected to be familiar with, and adhere to CLCH's NHS Trust Records Management Policy. Staff should be aware that patients' records throughout CLCH NHS Trust will be the subject of regular audit. In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act 1998. All staff that have access to patients' records have a responsibility to ensure that these are maintained and that confidentiality is protected in line with CLCH NHS Trust Policy.

Health and Safety

All staff are required to comply with the requirements of the Health and Safety at Work Act and other relevant health and safety legislation and CLCH NHS Trust Policies and Procedures. All staff are required to make positive efforts to promote their own personal safety and that of others by taking reasonable care at work, by carrying out requirements of the law or following recognised codes of practice and co-operating with safety measures provided or advised by CLCH NHS Trust to ensure safe working.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the appropriate Committee if resolution has not been satisfactorily achieved.

All staff must ensure that waste produced within CLCH NHS Trust is disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Infection Control

All staff are required to follow CLCH NHS Trust infection control policies and comply with all measures known to be effective in reducing infection risk. All staff must complete infection control training at induction, and all staff whose duties involve patient contact must also complete infection control refresher training annually.

No Smoking Policy

There is a no smoking policy in operation in CLCH NHS Trust. In accordance with this policy smoking is positively discouraged and is not permitted in any areas.

8. Job Description

The above list of duties is not intended to be exhaustive and you will be required to undertake any other duties commensurate with the grade and in line with the requirements of the post. The duties and responsibilities may be subject to change, which will be done in discussion with the postholder.

September 2011

10. PERSON SPECIFICATION

Job Title:

Factors <i>Essential/Desirable</i>	Criteria	Assessment*
Education/Qualification (Note: detail the level and type of qualification required, indicating where equivalent experience will be considered. If equivalent experience will be considered please detail in the following section under Experience.)		
Essential	<ul style="list-style-type: none"> Registered Nurse-Learning Disabilities 1st level degree or working towards a degree OR Degree level academic courses relevant to learning disabilities 	AF/ Cert
Desirable	<ul style="list-style-type: none"> Additional teaching qualification 	
Experience (Note: detail the level and type of experience required. Please do not include number of years as this contravenes the Age Discrimination Legislation, e.g.: extensive experience in Project Management)		
Essential	<ul style="list-style-type: none"> Working as a Band 6 nurse in the community for a minimum of 6 months or in another setting but with experience of community services Ability to demonstrate the concept of working in a multi-professional team Evidence of working with clients with mental health difficulties/dual diagnosis Experience of working with people detained under the Mental Health Act Experience of leading/participating in clinical audit and research Experience of carrying out health screening Experience of developing and delivering training Experience working as care coordinator under the Care Programme Approach Experience of dealing with safeguarding incidents 	IV/AF/P
Desirable		

	Taken a project lead in an area related to learning disabilities	
Skills and Knowledge (Note: detail the level and type of skills/knowledge required. E.g.: knowledge of the relevant legislation/professional codes, IT knowledge including MS Excel, Physical skills e.g. standard keyboard skills)		
Essential	<ul style="list-style-type: none"> • • Effective organisational skills • Excellent communication and interpersonal skills • IT basic skills in Word, Excel and PowerPoint • Ability to work in a safe and organised manner • Extensive knowledge base of learning disabilities and related health needs • Demonstrate knowledge of 'Valuing People' and 'Valuing People, Now' and how this has influenced nursing practice • Working knowledge of the Mental Capacity Act, 2005 • Ability to demonstrate the concept of working in a multi-professional team • Evidence of working with clients with mental health difficulties/dual diagnosis 	<ul style="list-style-type: none"> • IV/AF/P
Desirable	<ul style="list-style-type: none"> • Use of databases and computer programmes 	
Other (Note: detail any other requirements e.g. ability to travel, evidence of CPD, the need for flexibility)		
Essential	<ul style="list-style-type: none"> • Ability to lead professionally and managerially • Sensitive to management of change issues and their effect on service users and team members • Committed to a person centred approach • Ability to deal with conflict thoughtfully • Ability to lead professionally and managerially • Uses and understands the principles of Essence of Care in the delivery of a nursing service • Car driver/own transport 	IV/AV

<i>Desirable</i>		

*** Assessment will take place with reference to the following
AF – Application Form, IV – Interview, P – Presentation, T-Test, C Certificate**

Terms & Conditions of Service

- Post Title:** Community Nurse
- Base:** North London Business Park
- Band:** Band 6
- Contract Type:** Permanent with 6 month probationary period
- Hours:** 37.5
- Salary:** [Please insert salary details] pro rata per annum, inclusive of higher cost area supplement
- Pensions:** You will automatically join the NHS Pension Scheme, but it is possible to opt out and make your own private pension arrangements
- Annual Leave:** 27 days per year from 01 April to 31 March, increasing to 29 days after 5 years and 33 days after 10 years of service.

Sick Pay:

Continuous Employment Period	Period of Full Pay	Period of half pay
Up to 12 months	1 month	2 months
Over 1 year and up to 2 years	2 months	2 months
Over 2 years and up to 3 years	4 months	4 months
Over 3 years and up to 5 years	5 months	5 months
Over 5 years	6 months	6 months

Probation Period:

All posts in CLCH are subject to a 6 month probationary period, during which time you will be expected to demonstrate your suitability for the post

Nationality:

This post is open to UK nationals, EU and certain non-EU citizens. Other nationals must be free from any restriction to reside or take up employment in the UK, in order to be considered for this post

Notice Period:

8 weeks

Method of Payment:

Monthly direct credit transfer into bank or building society

No smoking policy:

The Trust has a no smoking policy.