

JOB DESCRIPTION

Job title:	Learning Disability Acute Liaison Nurse/Health Facilitator
Grade:	Band 6
Directorate:	Specialist Services, Wellbeing
Service:	Learning Disabilities Health Facilitation Team

Job summary

- A) To provide specialist learning disability knowledge, expertise and input to support the work of the access to healthcare for people with learning disabilities, to ensure that people with learning disabilities living in West Sussex can effectively access primary and secondary health care services as required, resulting in improved health outcomes.
 - B) To work with clinical staff within the acute hospitals to support and ensure the provision of safe, high quality services for individuals with learning disabilities using inpatient services, minimising risk, incident and error and fostering a culture of learning and reflection.
 - C) To provide specialist learning disability knowledge, expertise, input and nursing advice in acute hospital settings to enable the development of flexible services sensitive to and appropriate for the needs of individuals with learning disabilities.
 - D) To support implementation of the Directed Enhanced Service (DES) Annual Health checks for people with Learning Disabilities, through provision of specialist education and support to Primary Care Staff to ensure that practices are able to meet its requirements and to promote uptake of the DES amongst practices across West Sussex.
 - E) To develop positive relationships and work collaboratively with health care and multi- agency colleagues, people with learning disabilities and family carers to facilitate responsive and accessible services for people with learning disabilities attending health care settings, resulting in improvement in health outcomes.
- a) To support the interface working between mainstream general hospital services, primary care services, community care services and community specialist learning disability services, ensuring the provision of a safe and effective admission and discharge.



- b) Implementation of ongoing formal and informal education and support in relation to people with learning disabilities for health professionals within the acute hospitals to facilitate positive practice development and promote personalised care.
- c) Development of guidelines / protocols and pathways for the care of people with learning disabilities in the acute general hospital.
- d) To support staff to develop their services in line with the performance indicators relating to access to healthcare for people with a learning disability laid down and reviewed by the Care Quality Commission.
- e) To identify training needs relating to access to acute hospital services for local housing and support provider services, people with learning disabilities, family carers and other relevant groups and deliver as appropriate.

2. Communication and working relationships

- a) To develop good working relationships across health services, people with learning disabilities and their carers and families, CCG's, acute hospital trusts, Sussex Partnership NHS Trust, independent sector, including relevant private and voluntary organisations and West Sussex Social and Caring Services.

3. Key responsibilities

- a) The post will be based in Princess Royal Hospital, Haywards Heath & report to Learning Disabilities Health Facilitation Lead in Sussex Community NHS Trust.
- b) The postholder will undertake continued responsibility for planning and management of a complex and specialist workload, working autonomously without direct supervision, **both acute liaison and health facilitation.**
- c) To be responsible for working with housing and support providers and family carers in West Sussex to improve the experience of people with learning disabilities when using acute services.
- d) To regularly facilitate and deliver formal and informal education sessions and presentations for acute hospital staff, other health professionals and groups, carers and people with learning disabilities in a variety of settings, involving people with learning disabilities.
- e) The postholder will be required to act up for the Service Lead and be involved in development of the service.



4. Main tasks

- a) To guide health care staff within the acute hospitals, using specialist knowledge and experience so that they can anticipate possible problems and develop individualised care / management plans for people with learning disabilities.
- b) Collaborate with other health care professionals / relevant agencies to promote planned and co-ordinated care.
- c) To provide support, advice and input as appropriate for individuals with learning disabilities, staff and carers prior to admission, at admission, during their hospital stay and at discharge to facilitate excellent care.
- d) To provide education and support to GPs, Practice Nurses and other practice staff to enable them to effectively offer and implement annual health checks and Health Action Plans to people with learning disabilities registered at their practice.
- e) Demonstrate a highly developed interpersonal approach with team members, people who use services, staff teams, families and supporting agencies where there are sensitive and contentious situations.
- f) To demonstrate specialist nursing knowledge and skills in areas such as crisis intervention, alternative communication, the assessment and management of people with additional mental health needs, epilepsy, challenging behaviour and other conditions associated with learning disability.
- g) To use these skills to analyse complex situations and provide advice and guidance to colleagues in acute and community services.
- h) To be able to provide and receive highly complex information, in difficult and challenging situations, and be able to address and resolve barriers to understanding and acceptance of clinical and behavioural interventions where there may be different options. This will involve sharing relevant information to clients, staff teams, families and other supporting agencies.
- i) To attend and contribute specialist knowledge to case conferences / clinical meetings and discharge planning meetings as appropriate, and to make referrals direct to Social Services, CTPLDs or other agencies when required.
- j) Ensuring the individual health care needs for people with complex or profound learning disability conditions are met by coordinating support / liaising with health partners and other agencies.



- k) To provide support and advice regarding best interests and consent to the service user, their family / carer, and the professionals involved in decision- making about their care, and participate in multi-disciplinary best interest meetings, ensuring that all appropriate information and support is available.
- l) Active promotion of the Liaison Nurse role in the acute hospitals and in the wider community, ensuring information is accessible to people with learning disabilities and their carers.
- m) To promote the use of client held hospital passport, Health Assessments and other relevant documentation when people with learning disabilities access hospital.
- n) To act as a resource to improve the experience of people with learning disabilities receiving services in hospital.
- o) To be an active member of the Learning Disability Steering Group and other relevant groups and forums and link into other pieces of work supporting dignity in care and mental capacity.
- p) To link closely with CTPLD staff and promote and support development of liaison be- tween hospital staff and CTPLDs.
- q) Work within legislative frameworks i.e. Data Protection Act, Health and Safety at Work Act, and PCT policies and procedures
- r) To be aware of and implement Safeguarding Child and Adult Policies, Procedures and Legislation. To link with Safeguarding Lead (s) to identify key areas of concern raised in alerts within the acute hospital setting and support work to learn from and develop and improve services as a result of these.
- s) Adhere to the guidelines laid down by the NMC Code of Professional Conduct and standards on Records and Record Keeping.
- t) Adopt the principles outlined in DH white paper 'Valuing People' 2001 /2009 update.
- u) To research national best practice and enable services to benchmark practice against nationally recognised standards in partnership with people with learning disabilities, carers' and other relevant stakeholder groups.
- v) To liaise with the regional and national A2A networks of people working with learning disabilities in acute Trusts in sharing of best practice initiatives.
- w) To link closely with PALS and undertake joint work as appropriate.



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- x) To actively involve people with learning disabilities in training and education sessions.
- y) To update people with learning disabilities, carers and other groups regarding work being undertaken.
- z) To promote and support involvement of people with learning disabilities and carers in hospital user groups and other relevant forums.
- aa) To undertake pro-active work with local learning disability groups to increase knowledge and understanding of acute hospital services, including the development and use of resources relating to hospitals and healthcare in more accessible for- mats, planned, hospital visits, meetings and discussions.
- ai) To undertake data collection, audit and satisfaction surveys to aid the evaluation of the effectiveness of the role and, in conjunction with the Health Facilitation Lead, and make recommendations for improvement. To record, analyse and report trends, successes and barriers and recommend and implement strategies to develop practice and promote improvements.
- Bi) To ensure that the needs of minority ethnic groups are taken into consideration within local services and future developments.
- ci) To highlight successful outcomes as well as support learning from difficulties which have been encountered by people using hospital services.

5. Organisation chart

General Manager Specialist Services

Clinical Service Manager for Wellbeing

Services Learning Disabilities Health

Facilitation Team Lead

Learning Disabilities Acute Liaison Nurse

- a) The post holder may have tasks or responsibilities delegated to them, appropriate to their level of competence. They may also be expected to delegate tasks or responsibilities to other staff, as appropriate.
- b) The Delegation Policy sets out the expectation of staff regarding the safe delegation of clinical care and therapeutic interventions to unregistered practitioners and support workers.

6. Flexibility

- a) This job description is intended to provide a broad outline of the role. The post holder may be required to carry out other duties commensurate with their banding and competence.

7. Policies and procedures

- a) The post holder is required to familiarise themselves with all Trust policies and procedures and to comply with these at all times.

8. Confidentiality and data protection

- a) The post holder must maintain the confidentiality of information about patients, staff and other health service business and meet the requirements of the Data Protection Act (2018) and General Data Protection Regulation (2018) at all times.
- b) The post holder must comply with all Trust information and data protection policies at all times. The work of a NHS Foundation Trust is of a confidential nature and any information gained by the post holder in their role must not be communicated to other persons except where required in the recognised course of duty.

9. Health, safety and wellbeing

- a) Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and must follow these in full at all times, including ensuring that they act in line with all agreed procedures at all times in order to maintain a safe environment for patients, visitors and colleagues.

*For posts **without** line management or supervision responsibility:*

- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support and report stress and ill health as early as possible.

*For posts **with** line management or supervision responsibility:*



- b) The Trust is committed to support the health and wellbeing of all its employees. The post holder is required to familiarise themselves with the organisation's range of health and wellbeing support, share with their team, and report stress and ill health as early as possible.

10. Equality, diversity and inclusion

- a) The Trust aims to grow inclusive teams in which you feel like you belong, we encourage a culture of learning from different points of view. We want to support you to be courageous and to overcome bias and challenge prejudice.
- b) We are a Disability Confident Employer (Level 2). We go the extra mile to make sure disabled people get a fair chance. As well as paid employment we offer work experience and apprenticeships for disabled people.

11. Use of technology

- a) The Trust is making increased use of computer technology. The majority of employees (both clinical and non-clinical) should expect to use automated information systems in their work in order to improve quality and coordination of services, and enable faster and more certain communication within the Trust. Necessary training will be provided.

12. No smoking policy

- a) SCFT operates a no-smoking policy, in line with government legislation. This applies to all staff, visitors and patients. It is a condition of employment for staff that they do not smoke whilst on duty or in uniform or anywhere on Trust premises. This includes electronic cigarettes.
- b) Whilst we do not discriminate against employing smokers, they are expected to adhere to this policy and all prospective employees should be aware of this.

13. Professional registration

- a) All employees who are required to be a member of a professional body are required to hold relevant registration and must comply with the standards and guidelines of their professional practice, education and conduct and must act at all times within the boundary of the code of conduct.

14. Infection prevention and control

- a) Infection prevention and control is everybody's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policy and make every effort to maintain high



standards of infection prevention and control at all times thereby reducing the burden of healthcare-associated infections (HCAI).

15. Safeguarding children, young people and vulnerable adults

- a) SCFT is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Rigorous recruitment checks are carried out and successful applicants may be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS).

16. Quality

- a) Excellent care at the heart of the community is our Trust vision. To make sure our care meets this high standard all staff must ensure that the three themes of quality care are provided in every encounter they have with our patients. The three themes are safe care, effective care, and patient-centred care.
- b) All staff, clinical and non-clinical, are expected to ensure that quality is a key consideration in all we do. This includes reviewing practice and being open to feedback on our performance, being open and honest, and seeking to identify, resolve, and appropriately escalate issues and risks.



PERSON SPECIFICATION

This person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet, or have the potential to meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

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Criteria	Essential or desirable	Method of Assessment
Qualifications and/or Professional Registration		
Please list qualifications and/or any professional registrations needed for the post		
Registered Nurse Qualification or allied health professional and current entry on a professional register	E	A/C
Knowledge to degree level or equivalent	D	A/C
Evidence of ongoing training in specialist area and commitment to development.	E	A/I
Criteria	Essential or desirable	Method of Assessment
Qualification in teaching and assessing i.e cENB 997/998 or equivalent	D	A/C
Full driving licence or ability to move around West Sussex for appointments and meetings.	E	A
Experience		
Experience		

At least 3 years post-registration experience.	E	AI
Directly working with people with learning disabilities and their carers. Evidence of working in a multi-disciplinary / agency setting	E	AI
Evidence of working in a multi-disciplinary / agency setting.	D	AI
Facilitating and organising training workshops and developing and using health education materials.	D	AI
Experience of working collaboratively and in partnership with a range of health and social care professionals and users and carers to plan, develop and evaluate services.	E	AI
Experience of motivating and influencing key stakeholders – Social Services, Acute Trusts, PCT staff, Private and Voluntary sector services.	E	AI
Experience of working with people in acute general hospital settings and undertaking a health facilitation role.	D	A
Previous experience of research and audit.	D	A

Criteria	Essential or desirable	Method of Assessment
Ability to be self-motivated, plan and organise own workload, work independently on own initiative with limited supervision and also as part of a team.	E	AI
High standard of written and verbal communication skills including ability to problem solve, present information, negotiate effectively, listen and be empathetic and tactful.	E	I
Ability to present information in more accessible formats.	D	AI
Ability to network, motivate and influence key stakeholders.	E	AI
Ability to monitor and evaluate project work.	D	A
Knowledge and experience of collaborative working and communicating with people with learning disability, carers and staff at all levels in relevant agencies.	E	AI
A good knowledge, understanding and commitment to the philosophy of 'Valuing People' and 'Valuing People Now'	E	I
Knowledge of policies, models, strategies and good practice around the health needs of people with learning disabilities.	E	I
Knowledge of primary and secondary health care services and in particular the difficulties experienced by people with learning disabilities accessing acute care.	E	I

Motivated and enthusiastic with positive attitudes to people with learning disabilities, acute		
Committed to service improvement and		
Ability to manage the complexities of working	E	A/I
Ability to work alongside patients and relatives in	E	A/I
	E	
Other requirements		
Please list any other requirements of the job – e.g. ability to travel or work unsocial hours		

Good luck with your application!

Author's name:	
Version number:	
Reason for change:	<i>Please enter 'Not Applicable' if this is a new post.</i>
Date:	<i>Please enter the date this document was created or revised.</i>
Job evaluation number:	<i>Do not enter anything in this box. The number will be allocated by the HR administrator.</i>

