

## JOB DESCRIPTION

### 1. General information

JOB TITLE: Learning Disability & Autism Spectrum Condition Nurse

GRADE: Band 6

DIRECTORATE: Offender Healthcare

HOURS OF WORK: 22.5

RESPONSIBLE TO: Deputy Head of Healthcare  
(line manager)

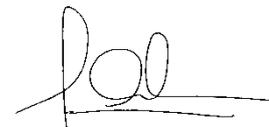
ACCOUNTABLE TO: Head of Healthcare

BASE: HMP Channings Wood & HMP Dartmoor

At Oxleas NHS Foundation Trust, we offer a wide range of NHS healthcare services to people living in South-East London and to people in prison across England. Our wide array of services includes community health care, such as district nursing and speech and language therapy, care for people with learning disabilities and mental health such as psychiatry, nursing and therapies.

Oxleas is a great place to work. It has been recognised as one of the Top 10 Best Places to Work 2023 by the Sunday Times amongst very big employers. Our staff survey results show that we are in the Top 5 in England and the highest in London for staff experience amongst similar trusts.

*"We are always delighted to welcome new colleagues to the Oxleas family. We care about making Oxleas a great place to work - it's a big priority in our strategy. Come and join us - it's a place where our values, teamwork, equity, and wellbeing matter and where you can really help to improve people's lives."*



Ify Okocha  
Chief Executive

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care. Our values are very important to us. They help Oxleas to be a great place to work.

## **2. Overview of the Post**

An exciting and new opportunity has arisen to provide visible and high calibre nursing care into HMP Channings Wood and HMP Dartmoor prisons healthcare teams within a multi-disciplinary framework for adults with autism spectrum condition (ASC), learning disabilities (LD) and/or additional complex needs and/or learning difficulties.

The post holder will join an established nursing and neurodevelopmental team and contribute to the development of good clinical practice promoting the clinical and professional development of staff to ensure they provide holistic and evidence-based care. The post holder will also participate in the overall development of the Service.

There is a requirement that the post holder can access and drive to both HMP Channings Wood and HMP Dartmoor as the role will be split over these two Devon prisons.

## **3. Key Task and Responsibilities**

- Participate in the assessment and preparation of service users for the first intake and support other nurses to undertake this task.
- Promote and develop communication systems which enable staff to work in a person centred way with service users.
- Ensure the provision of contemporary evidence based challenging behaviour services.
- Actively participate in the adoption of a person-centred holistic approach to service user's assessment and care planning using contemporary models of care. To involve service users with ASC and or mild/moderate learning disabilities in these processes.
- Demonstrate evidence based guidance on person centred/holistic assessment, care planning, intervention and evaluation for adults with severe challenging behaviour.
- Ensure the principles of Valuing People and Transforming Care are embedded in practice.
- Ensuring Safeguarding Vulnerable Adults policy is understood and adhered to and that issues are reported appropriately.
- Demonstrate understanding the importance of developments/contemporary practice issues in relation to challenging behaviour and people learning disabilities and/or ASC
- Demonstrate understanding and the importance of risk assessment and management of risk with particular reference to people with mild to severe learning disabilities, ASC and challenging behaviour.
- Actively involved in clinical supervision and staff support group facilitation around challenging behaviour practice and interventions.
- Undertake direct specialist assessment/therapeutic work with individuals or groups, in liaison with the MDT and encourage others to do so.
- Lead in co-ordinating and/or take part in the education of a range of specialist training initiatives about challenging behaviour and people with mild to moderate learning disabilities and ASC.
- Contribute to Clinical Governance and lead on specific projects.
- Work to enhance the standards of nursing practice across the Service.
- Participate in local audit and trust wide audits.

- Work closely with Devon prisons MDT, other Oxleas Services and internal/external colleagues to enhance service.
- Promote equality and diversity initiatives.
- Develop and maintain effective relationships with key partners, within the forensic and prisons directorate, Local Authority, local Universities, The Home Office, Police, the voluntary sector, and non-statutory agencies.
- Provide cover for the clinical charge nurses as required.
- The post holder will be part of skilled multidisciplinary teams comprising all healthcare staff, including strategic partners, and prison managing a single referral pathway.
- The post holder will be required to undertake training to maximise uptake of screening, health promotion and prevention activity, including vaccinations.
- The post holder will ensure a named care co-ordinator is allocated for every patient with complex needs who will ensure a proactive, evidence-based approach to clinical interventions, health promotion/prevention activity, and management of acute and long-term conditions using our integrated mental health model.
- The post holder will ensure that a single, integrated, care plans developed, and the individualised care is regularly reviewed.
- The post holder will ensure that a comprehensive risk assessments and care plans are regularly reviewed in a needs-led review cycle.
- The post holder will ensure a care coordination criteria and MDT meetings for patients with complex needs will be tailored to the needs of the establishment.
- The post holder will ensure that they undertake all training in evidence-based CBT approaches, to enhance consistency and quality of care delivery.
- The post holder will support patients to manage their health at every stage, from oral health to long term conditions.
- The post holder will ensure that health promotion embedded into every aspect of the service.

### **Management responsibilities**

- Ensures effective delegation of tasks to other within the team to meet prioritized needs.
- Demonstrates leadership ability to manage, respond and lead staff through difficult situations as appropriate.
- Ensures the understanding and adherence to Trust policy and procedures for own practice and its implementation.
- Compiles reports and documentation as required by the service.
- Supports in the compilation of incidents and accident reports within agreed deadlines.

### **Leadership**

- Provide nursing leadership across within the unit and work to the Oxleas Nursing Strategy.
- Actively participate in the service developments as required to raise the standard of services provision within the Devon prisons.
- Take part in risk assessment and its management within the unit to help manage complex situations.

- Actively encourage service user and carer involvement in care standards and service development.
- Where qualified and appropriate for the service users and in consultation with the MDT, provide psychological therapies, e.g. cognitive, psychosocial therapy/interventions.
- Actively encourage and practice social inclusion, reduction of stigma, prejudice and discrimination in learning disability service.
- Recognise the potential importance of spirituality and religion for service users, liaising with experts in Spirituality and Cultural Diversity.
- Foster a blame-free culture of positive therapeutic risk taking, learning from mistakes and challenging bad practice without fear of negative consequences.
- Actively participate in the application of consistent and skilled techniques of Prevention and Management of Violence, with emphasis on skilled management of challenging behaviour and service users with mild to severe learning disabilities and/or ASC.

### **Clinical**

- Provide clinical leadership supporting the ward manager and staff, combining safe therapeutic practice with innovation and enthusiasm.
- Contribute to the service delivery within the guidance of the operational manager with a particular emphasis on the quality of nursing and the support and development of junior staff in challenging behaviour practice, maintaining morale and motivation.
- Actively contribute to the service delivery and standards through ongoing Periodic Service Review audits.
- Keep the line manager updated on key developments within the post holder's scope of expertise and responsibility.
- Ensure consistent implementation of National and Trust policies and Clinical Governance requirements. Exert an influence on the development and enhancement of such policies and procedures among colleagues.
- Ensure completion of incidents and complaints in accordance with Trust policy.
- Actively participate in the ward/unit management meetings and strategy meetings in the improvement of care and services.
- Provide and fully participate in Clinical Supervision and ensure ongoing personal/professional development in line with Oxleas Policies.
- Work autonomously to promote good practice, encourage and participate in reflective practice.
- Provide a highly visible staff nurse presence in the Unit, including at meetings, reviews and handovers.
- Act as a professional role model providing nursing leadership in the development for junior staff.
- Be accessible and responsive to the needs of service users, staff and carers
- Actively participate with others in supporting individual advocacy, user forums, carer groups and service user councils.
- Actively participate in ensuring systems are in place for assessment, care and discharge planning within a multi-disciplinary framework, ensuring the Care Programme Approach or any other statutory method of care delivery works

effectively. To also ensure service user involvement in all stages of these processes.

- Work with other colleagues and senior staff and MDT to ensure that a range of therapeutic, social, occupational and leisure activities exist through active support or other agreed service model.
- Ensure the service meets the requirements of the Mental Capacity Act and other relevant legislation.
- Maintain an up to date knowledge reference system in conjunction with Oxleas Knowledge Services and use of e-learning.
- Enhance Dorset prisons service reputation as a dynamic learning environment for students and staff from all disciplines.
- Promote the benefits of IT in improving knowledge and care standards.
- Ability to use skills in electronic clinical information systems, including SystemOne.

### **Research**

- Participate and take the lead where appropriate in facilitating audits and/or external and internal reviews, and for the implementation of any new initiatives as a result of these.
- Regularly undertake activity to ensure service commitment to Research, Development and Audit, working collaboratively with other professional leads.
- Ensure incorporation of evidence-based practice into care plans and care pathways.
- Promote evidence-based treatment interventions to improve recovery outcomes.

### **Communication**

- Ensure the implementation of LD and ASC Strategy.
- Lead by example in the full range of communication methods with empathy and reassurance. Deal sensitively with highly complex information in relation to service users and carers.
- Set an example of high standards in communication between own colleagues and other professionals.
- Develop effective communication systems for interaction with service users and carers regarding service delivery and standards.
- Able to plan leave sufficiently in advance to ensure Service needs continue to be met.
- Develop and participate in LD/ASC management plans with the prison.

### **On Call/Unsocial Hours**

None

***The following statements are mandatory for all job descriptions:***

### **Terms and Conditions**

The post holder is subject to the terms and conditions of OXLEAS NHS FOUNDATION TRUST. This Job description gives an outline of the post and is subject to review in consultation with the post holder.

### **Confidentiality**

The Post holder must maintain the confidentiality of information about patients, staff, and other health service business in accordance with Trust Policy.

### **Risk Management**

The Post holder will ensure compliance with the Trust's risk management policies and procedures. These describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm and stress and that all staff have a responsibility to minimise risk.

### **Infection Control**

All staff are required to be familiar with the Trusts infection control policies, and national guidance in relation to infection control. All staff whose normal duties are directly or indirectly concerned with patient care must ensure that they complete mandatory infection control training and are compliant with all measures known to be effective in reducing Healthcare Associated Infections.

### **Equality, Diversity and Human Rights**

Oxleas is an organisation which values difference and promotes equality, diversity, and inclusion. Our Equality and Human Rights Policy and Strategy are designed to ensure that all our staff (including agency, bank, students, volunteers, and contractors) as well our service users, carers and members of the public are treated with dignity and respect. The Trust policies, procedures and practices are reviewed regularly to ensure that everyone who falls under the list of Equality Act 2010 protected characteristics does not suffer discrimination, either directly or indirectly. The current list of protected characteristics includes Age; Disability; Gender Re-Assignment; Marriage and Civil Partnership; Pregnancy & Maternity; Race; Religion and Belief; Sex and Sexual Orientation.

### **Health & Safety**

All staff must be aware of the responsibility placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe condition for employees, patients, and visitors.

### **Professional and NHS Codes of Conduct**

You are required to act at all times in accordance with the relevant professional Codes of Conduct and Accountability (including, where applicable, those for Board Members). In addition, all management staff must comply with the 'Code of Conduct for NHS Managers' and 'Standards of Business Conduct for NHS Staff'.

**Safeguarding**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Trust's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

**Financial Management and Control of Resources**

All staff are responsible for the security and the property of the Trust, avoiding loss or damage and being economical and efficient in the use of resources. Staff are required to act in accordance with the rules and regulations as described in the Trust's Policy relating to the Financial Management and Control of Resources'.

**Customer Care**

It is the aim of the Trust to provide patients and clients with the best possible care. All staff are required to put the patient/client first and do their utmost to meet requests and needs courteously and efficiently.

**Personal/Professional Development Planning/Mandatory Training**

All staff should have a personal development plan and in conjunction with their manager, should actively determine and pursue agreed training and development needs and opportunities. All staff are required to attend mandatory training as designated by the Trust.

**Sustainability**

Demonstrate social and environmental responsibility and help establish Oxleas NHS Foundation Trust as a sustainability leader. Collaborate to contribute to or lead change management towards Oxleas NHS Foundation Trust goal of reaching Net Zero by 2040 as stated in the Green Plan.

**No Smoking**

Oxleas NHS Foundation Trust has a no smoking policy. Staff are not permitted to smoke within or on Trust premises.

### 3. Our Values

We have distinctive values at Oxleas - We're Kind, We're Fair, We Listen, We Care.

Our values are very important to us. They help Oxleas to be a great place to work. We want everyone who works at Oxleas to live our values and we will expect this of all our new joiners.

Our Values and Behaviours framework describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust Website: [Our values - Oxleas NHS Foundation Trust](#)



Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name

**Note:**

**Please attach an organisational chart alongside, a person specification, and Job Description.**



## PERSON SPECIFICATION

JOB TITLE: Learning Disability & Autism Spectrum Condition Nurse – RMN

DEPARTMENT: Offender Healthcare

GRADE: Band 6

Domain	How Measured
<b>Education/Qualifications</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• RNLD/RMN</li> <li>• Evidence on ongoing professional development.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Degree level qualification or equivalent</li> </ul>	Application Form
<b>Experience</b>	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Two years post registration experience working with people with a ASC and learning disability.</li> <li>• Is a driver holding full driving licence as expectation this post the person would travel two prison sites.</li> </ul> <b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of working in a multidisciplinary/multi agency team.</li> <li>• Experience of supervising staff.</li> <li>• Experience of delivering training.</li> <li>• Experience of prison nursing.</li> <li>• Experience of involvement with improvement initiatives.</li> <li>• Experience of involvement with quality initiatives.</li> <li>• Experience of audit.</li> </ul>	Application Form/ Interview
<b>Skills/Abilities/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience and knowledge at providing assessment, formulating plan and delivering interventions.</li> <li>• Good interpersonal skills – able to get on with people and communicate well under pressure.</li> <li>• Understanding of equal opportunities and the need to treat people with equal respect.</li> <li>• Ability to negotiate and communicate verbally and in writing with a variety of ket stakeholders.</li> <li>• Assess and develop management plans to minimise potential risks.</li> </ul>	Application Form / Interview

<ul style="list-style-type: none"> <li>• Use a range of resources to evaluate service delivery.</li> <li>•</li> </ul>	
<b>Effort and Environment</b>	
<ul style="list-style-type: none"> <li>• <b>Physical Effort</b> Ability to perform physical manoeuvres safely.</li> <li>• Frequent moderate effort for several short periods when giving care to patients.</li> <li>• <b>Mental Effort</b></li> <li>• Provide leadership in situations of exposure to unpleasant aspects of caring for complex, vulnerable and challenging clients, e.g. aggression, verbal and physical abuse, self-harm, restraints, body fluids and smells, or enforced treatment under law.</li> <li>• Frequent concentration for patient assessments and observations.</li> </ul> <p><b>Emotional Effort</b></p> <ul style="list-style-type: none"> <li>• Deal confidently and sensitively with emotionally distressing situations as they arise.</li> </ul> <p><b>Working Conditions</b> Occasional unpleasant conditions.</p> <p>Verbal aggression/ body fluids.</p>	

*NB These are not definitive lists if there are any others specific to a post, please add to the form which should then be signed by the line manager and post holder alongside the Job description.*

Signed by Line Manager

Signed by post holder

Date

Date

Print Name

Print Name