



**LONDON BOROUGH OF MERTON**  
**COMMUNITY CARE AND HOUSING DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE:** Lead Community Nurse

**Grade:** ME14

**DIVISION/SECTION:** Community & Housing

**Location:** Merton Integrated Learning Disabilities Team, Merton Civic Centre

**Responsible to:** Team Manager - Merton Integrated Learning Disabilities Team

**Responsible for:** Community Nurses

**Professionally**

**Accountable to:** NMC / Professional Supervisor

**Date:** February 2022

**The Role of the Department**

Community Nurses for adults with Learning Disabilities are part of the multidisciplinary community Merton Integrated Learning Disability Team. The team provides community health and social care services to adults over the age of 18 who are registered with a Merton GP and have a learning disability and / or Autism.

The post holder will be a lead member of the Merton Team for People with Learning Disabilities, and will work to develop, manage and co-ordinate nursing services to provide high quality specialist healthcare resulting in better health outcomes for people with Learning Disabilities. The post holder will provide professional leadership and supervision, ensuring good working practice in line with the NMC Code of Conduct.

The Community Team provides assessment, care planning and the full range of, specialist healthcare interventions and facilitates access to mainstream health

services. The team is committed to a person-centred approach to promote a good quality of life for individuals with Learning Disabilities, maximising strengths and independence as much as possible.

### **Purpose of Job / Job Summary**

- To act as a lead/senior nurse within an Integrated Health and Social Care team in a range of settings.
- To take a lead role in developing opportunities to work closely with colleagues in mainstream services, and to take a lead role in supporting other colleagues, to navigate mainstream services on behalf of the individuals they are working with.
- To work with Team Managers on planning, developing, implementing and evaluating high quality services for adults with Learning Disabilities.
- Advise on clinical nursing matters across the Learning Disabilities Team, in relation to health facilitation.
- Work as part of an Integrated Team and with other clinical and professional leads operationally and strategically to improve specialist health and social care provisions.
- To lead on input to training courses designed to improve access to local acute and primary healthcare services and understanding of health needs for individuals with a Learning Disability.
- Ensure the team respect and address issues relating to culture and diversity through all aspects of their work.
- Highlight any inequalities that exist in healthcare services for people with a learning disability and support those services to make reasonable adjustments.
- Lead on health facilitation for people with a Learning Disability across Primary Care Networks and maximise education opportunities.

### **Key Result Areas / Principal Responsibilities**

- To employ excellent communication skills including verbal and written communication for internal and external colleagues and including high quality report writing skills.
- Support primary care with the use of the Annual Health Check tool through support to GP's and Practice Nurses
- Carry out evaluation audits of Health Facilitation and Health Action Plans as required
- Work with mainstream health, service providers, professionals and Public Health to ensure the provision and implementation of health facilitation and health action planning
- Develop and provide training programmes and resources for people with learning disabilities, their carers and support services and local mainstream NHS services

- Work autonomously and strategically across Merton, developing working partnerships at a senior level with community and acute services, CCG's or ICS colleagues, Specialist LD Services, Families, Carers and Services Users
- Establish the agreed performance indicators for this role and achieve KPI targets to meet the CCG / ICS requirements
- Work with appropriate health groups to support the strategic development of health services for people with learning disabilities for example the LeDeR Board.
- Apply national strategies, frameworks and plans to identify and meet the needs of people with a learning disability.
- Update other nurses/professionals on generic health issues/developments and implications for people with learning disabilities
- To offer support and advice on complex clinical issues to service users, carers, professionals and other agencies
- To write reports/reviews reflecting highly specialist knowledge
- Advise on the implementation of generic and learning disability specific health promotion literature/research describing best practice and key national health promotion targets
- Through extensive knowledge on learning disability health care needs, locally and nationally, ensure the delivery and evaluation of appropriate health promotion activities with individuals and groups
- Facilitate access to mainstream health care, including mental health for people with learning disabilities, and hospital liaison
- Ensure nursing systems are in place to provide systemic support to people with learning disabilities to access mainstream health care services and the evaluation of its outcomes
- Ensure an appropriate skill mix of nurses to meet the range of complex and specialist needs of people with a learning disability
- Ensure adequate training of supervisees in the provision of clinical skills to meet additional care and support needs of those with a range of complex health needs
- Ensure standards are in place to identify and prioritise the complex health needs of people with learning disabilities
- Ensure adherence to safeguarding adult and children policies.
- Attend Safeguarding Adult Manager Training and undertake a safeguarding adult manager role as required.

- Ensure a comprehensive approach to effective communication, networking, consultation and collaboration both within the team and in all aspects of contact with networks and families
- Promote the development of networking locally and nationally for LD nursing
- To demonstrate clinical effectiveness by use of evidence-based practice and outcome measures derived from reviews of current research
- To ensure that service users and carers where appropriate are involved in the planning and prioritisation of their care and support plans wherever possible
- To contribute to Integrated team building and policy and procedure development
- To be aware of, adhere to and work within service and team plans, defined departmental and national protocols/policies and professional code of conduct
- To participate in and develop innovations in areas of risk management, quality standards setting and clinical effectiveness
- To be accountable for own professional action and recognise own professional boundaries, seeking advice as appropriate
- To monitor stock levels in own service area and request new equipment as appropriate
- To be responsible for the security, care and maintenance of equipment ensuring standards of infection control and safety are maintained – including equipment loaned to clients
- To line manage, advise and support the work of Community Nurses within the Team and to manage and prioritise own caseload and workload independently
- To be responsible for the co-ordination and placement of Community Nursing students within the service and assist in the support of students from other professional groups as appropriate
- To explain the role of Community Nurses to visitors, students and volunteers
- To contribute to well-co-ordinated care and support planning for service users and carers.
- To communicate complex condition related information and provide advice from assessment to clients, carers, families and members of the multi-disciplinary team/other professions

- To work closely with service users, carers and families, agreeing decision making relevant to the service user
- To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- To demonstrate negotiation skills in the management of conflict across a range of situations
- To use highly specialist knowledge to inform sound clinical judgements/decision making for case management
- To develop clear care plans based on best practice
- To demonstrate the ability to reflect on practice with peers and mentors and identify own strengths and developmental needs
- To adapt practice to meet individual service user's circumstances
- To demonstrate a highly specialist knowledge of learning disabilities, underpinned by current evidence-based practice
- To undertake Individual Performance Reviews ensuring that the objectives set reflect the Service and Local Authority plans, including specific objectives relating the clinical specialism
- To attend relevant training and development in order to maintain and develop skills and knowledge required of a Community Nurse, including maintain CPD log.
- To develop and deliver specialist training (formal and informal) to others in area of clinical expertise, with and without support, appropriate to the needs of course participants
- To have a working knowledge of the principles of Clinical Governance and their application to professional practice
- To maintain up to date and accurate case notes in line with NMC professional standards and Local Authority policies
- To share information with others, observing data protection & General Data Protection Regulations guidelines
- To gather activity data accurately and regularly, ensuring the provision of such information promptly within local Authority guidelines
- To participate in the smooth running of the team duty system and act as both a duty worker and also support the duty worker as a senior member of the team in the absence of a duty senior or manager.
- Liaise with colleagues in the team and within the CCG/ICS to ensure that the team fulfils its commitments in relation to LeDeR reviews and requirements.

- Any other duties within the grade, including work undertaken within an Integrated Team.

### **Communications and Working relationships**

Liaises with:

Clients, their carers and relatives

Other non-NHS non social services organisations

Associate Directors, Senior Managers, Clinicians and staff

Other departments within the Merton CCG and other local hospital with South West London

London Borough of Merton learning disability directorate

Members of various working groups and committees

### **Further Information and General Responsibilities**

#### **HEALTH AND SAFETY**

To have responsibility for the health, safety and welfare of self and others and to comply at all times with the requirements of health and safety regulations.

#### **CONFIDENTIALITY**

To ensure confidentially at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity.

#### **EQUAL OPPORTUNITIES, ALCOHOL AND NON-SMOKING**

To comply with the Local Authorities policies on equal opportunities, the consumption of alcohol and non-smoking.

#### **DATA PROTECTION ACT**

To comply with the requirements of the Data Protection Act.

**LONDON BOROUGH OF MERTON**  
**COMMUNITY & HOUSING DEPARTMENT**  
**PERSON SPECIFICATION**

**POST TITLE: SENIOR COMMUNITY NURSE**

**Grade: ME14**

**Date: FEBRUARY 2022**

PERSON SPECIFICATION	ESSENTIAL
<p><b>Education/ Knowledge/ Qualifications</b></p> <ul style="list-style-type: none"> <li>• Professional Nursing qualification (RNLD)</li> <li>• Current registration to Practice with the Nursing and Midwifery Council</li> <li>• Sound knowledge of the principals of clinical governance/ national and local policy/ good practice guidance relating to care of people with learning disabilities.</li> <li>• Understanding of evidence-based practice, clinical audit and the role of professional development in advancing practice</li> <li>• Well established knowledge of broad range of assessment tools relevant to the client group</li> <li>• A sound knowledge of current and impending legislation and statutory guidance relating to health and social care provision in general. This is to include knowledge of the Care Act 2014, the Mental Capacity Act 2005</li> <li>• A good knowledge of the social model of disability</li> <li>• Knowledge and understanding of the psychological, physical, social and emotional needs of adults with a learning disability</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant experience of working in an MDT/Integrated health and Social Care Team</li> <li>• Experience of leading and supporting staff in Community Nursing for Learning Disability</li> <li>• Experience of providing supervision, advice and support within a multidisciplinary setting.</li> <li>• Relevant experience of working in a Community Learning Disability setting or similar setting</li> <li>• Must show relevant demonstrable current experience and working knowledge of current and future legislation and key practice issues in health and social care</li> <li>• Working with people with complex physical health needs and young people coming through transitions</li> <li>• Experience of assessing and planning care requirements, including effective health action planning</li> <li>• Liaising and working with service users, carers, families, health and social care professionals</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills – including observation, listening and empathy skills</li> <li>• Negotiation and problem-solving skills</li> <li>• Demonstrates good analytical and reflection skills</li> <li>• Ability to manage and supervise other staff</li> <li>• Computer literacy</li> <li>• Good presentation skills, both written and verbal</li> <li>• Good organisational and prioritisation skills</li> <li>• Clear and effective decision making</li> <li>• Ability to work autonomously as well as effectively with team members and other agencies</li> <li>• Ability to reflect and critically appraise own and others performance</li> <li>• Leadership and Management</li> <li>• Delivering training and education</li> </ul>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>



<b>Other</b> <ul style="list-style-type: none"><li>• Takes responsibility for own CPD</li><li>• High levels of initiative, innovation</li></ul>	√ √
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