

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Learning Disability Nurse
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
SALARY:	Competitive

ABOUT CAUDWELL CHILDREN

Established in 2000, Caudwell Children is a national charity which works to transform the lives of disabled children and their families, enabling them to challenge the barriers they face throughout childhood by providing practical and emotional support.

The Charity is going through an exciting period of growth having recently opened a new state-of-the-art facility for multi-disciplinary therapy programmes for childhood disability and research of neurodevelopmental conditions, including autism, within the grounds of Keele University.

It provides a state-of-the-art base for the Charity's therapies and an environment where ground-breaking research can be undertaken, potentially changing the way some disabilities are treated, affecting millions of people around the world. This is a fantastic and exciting opportunity to join a dynamic and fast moving Charity at a time when it will attract national and international attention.

The services of Caudwell Children enrich the lives of our children and families through the delivery of high quality person centred care and support services that promote independence and achieve valued outcomes. We seek to create a safe, homely and supportive environment that enhances the lives of children with autism and associated conditions.

POST OUTLINE

This is a permanent post supporting the Multi-Disciplinary Team (MDT), in the delivery of effective clinical services through assessment, formulation and ongoing support to children, young people and families accessing Caudwell Children services.

You will work clinically as part of the MDT that includes Psychologists, Learning Disability Nurses, Occupational Therapists, Speech and Language Therapists, Paediatricians, Clinical Assistants, Assistant Psychologists and charity volunteers. The role also will involve close collaborative working with the Children and Family Services Department, Applications Department and Volunteer Department.

DUTIES & RESPONSIBILITIES

Main Duties:

- To support the case lead for those children, young people and families that attend for diagnostic assessment for autism -To support and participate in ADOS/ADIR assessments for children on the autism service pathway

- The role will involve supporting families and delivering feedback on their assessment, ensuring families are supported with relevant signposting and information
- To support parents and arrange events to ensure families have support prior to and post assessment- this will involve some weekend work
- To provide support and information to other areas of the charity that the post holder will collaborate with
- To ensure case lead has relevant information to be able to manage the caseload, this may involve preparation of documents and clinical information to support the assessment
- To be able to collate clinical assessments and information and ensure that these can be contributed to a clinical report in a timely manner
- The post holder should have IT skills and be able to construct reports – training will be provided
- As a member of the MDT team the post holder will support the case lead and other professional, offer clinical advice both within the service and other agencies.
- Provide mentorship and clinical supervision for students and colleagues
- Retain compliance with professional regulating body e.g., NMC, ensuring revalidation is planned and completed

Research and Service Evaluation:

- Utilise theory, evidence-based literature and research to support evidence based practice in individual work and work with other team members.
- Undertake appropriate research and provide research advice to other staff undertaking research within the programme.
- Undertake project management, including complex audit and service evaluation, with colleagues within the service to help develop service provision.

Customer Care/Quality Assurance:

- Support service teams to ensure, where possible and appropriate, children and families are involved in future programme planning and delivery.
- Communicate with children, families and all stakeholders in a way that respects their views, autonomy and culture.
- Uphold the principles and practice of customer care and continuous improvement.
- At all times to afford service users, colleagues and stakeholders the dignity and respect to which they are entitled with full regard to the organisations Equality and Diversity Policy.
- Ensure that customers/stakeholders are enabled to comment and complain about any of the services they receive, ensuring all comments and complaints are dealt with promptly and in accordance with organisational policy and procedures.
- Confidentiality and data protection regarding all personal information and Caudwell Children activities must be maintained at all times (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the General Data Protection Regulations 2018.
- Contribute and co-operate fully with any regulatory or organisational inspections/audits.

Health & Safety:

In addition to the organisations overall responsibility for your health and safety, you have a personal responsibility for your own health and safety. As such you are required to:

- Have an awareness of relevant health and safety regulations and legislation.

- Be responsible for your own health and safety and that of anyone else whom your acts and omissions may affect and maintain a professional and hygienic personal appearance at all times.
- Inform your line manager and facilities of any safety issues you identify that could affect you or others in the workplace.
- Co-operate fully with management and colleagues at all times in achieving safer working practices.
- Have knowledge of a range of safer handling and mobility skills relevant to the management of children, young people and families in your care, including safe use of transfer equipment.
- Use equipment when necessary and as instructed (as appropriate to your role), which will include checking the equipment is safe to use, prior to its use, reporting any defects immediately to your line manager/facilities.
- Be responsible for the implementation and adherence to organisational health and safety policies and procedures for areas within your remit.
- Ensure suitable and sufficient risk assessments are completed for all areas within your remit. The controls identified must be evaluated and implemented where necessary.
- Ensure your work adheres to Health and Social Care Act 2008, Code of Practice for the Prevention and Control of Infections and Related Guidance as applicable to your role.
- Report any concerns of potential abuse of a service user in line with the organisations Safeguarding Policy and procedures.

Clinical:

- To provide support for young children and their parents/carers referred to the service based upon the appropriate use, interpretation and integration of complex data from a variety of sources including psychological, self-report measures, observations, assessments and semi-structured interviews.
- To support the use of diagnostic tools as part of the assessment to provide and/or contribute to the diagnosis of neurodevelopmental disorders.
- Support recruitment and open days to facilitate new staff, offering support and being involved in new starter induction pathways
- Support the wider charity including short break service to support the service
- To contribute to diagnosis and recommendation options as outlined by the case lead and MDT
- To exercise autonomous professional responsibility for their own practice
- Support the family through the assessment process
- To contribute to and/or use evidence-based, integrated working tools and processes to support the assessment process.
- Participate and implement all aspects of governance to ensure compliancy-e.g., audits, meeting targets and ensuring best practice is followed across the charity
- To undertake risk assessments for young children and their parents/carers.
- To communicate, in a skilled and sensitive manner, information on the assessment, formulation and recommendations for young children and their parents/carers who are under their care.
- To maintain accurate and accessible records and adhere to Information Governance requirements.
- To demonstrate high level communication skills, both written and verbal, within all Agencies, families and children.
- Teaching, Training, and Supervision of staff, volunteers and students
- To receive and facilitate regular clinical professional supervision
- To gain additional experience and skills relevant to the profession and/or the charity

- as agreed with the clinical lead to enhance the service and personal development
- Support and Enhance Service Development
- To contribute to a culture that is, productive, accessible, inclusive and flexible to meet the needs of the local population.
- Work closely with colleagues in the multi-disciplinary and multi-agency setting including statutory and voluntary sector who are involved with young people.
- Work as an autonomous practitioner to the standards set out within the relevant professional's organisation care standards and relevant clinical standards-NMC code of conduct
- Adhere to Charity policies and procedures
- Be aware of and act in accordance with local Safeguarding Children Board procedures.
- Planning and Organisational Skills- Effectively plan and prioritise the competing demands of caseloads, assessments, report writing and multi-professional working on a daily basis.
- Have the flexibility required to respond rapidly to unplanned work.
- Keyboard skills required for inputting data and clinical notes. Responding to emails and producing reports.
- Frequently sitting, standing, and walking

General:

- If applicable, ensure compliance with professional standards in relation to your relevant professional governing body (RCOT, RCSLT, NMC, BPS, CIPD, CIMA, ACCA, AAT, CIM, etc.) or equivalent.
- Adhere to your professional body's regulations, ensuring registration is maintained at all times, where applicable.
- Demonstrate commitment to ongoing personal and professional development, maintaining professional portfolios and training profiles.
- Keep up to date and integrate any relevant new initiatives, regulations and legislation as appropriate to your role.
- Where appropriate, develop and maintain links with other professionals in the same specialist field of work.
- Keep comprehensive and accurate records in relation to your role and in accordance with organisational policies and procedures as well as local, professional and national guidelines.
- Attend training as appropriate to the role, applying knowledge gained to the workplace.
- Engage in Support and Supervision sessions, where appropriate, to reflect on practice enhancing communication and quality of service.
- To work effectively and collaboratively as a member of the team, building and maintaining good working relationships with all colleagues, stakeholders and professionals from external agencies.
- Collation and analysis of complex information derived from multiple sources to create robust service monitoring and achievable action plans that deliver results.
- Creation of comprehensive and robust information monitoring that is shared at all levels of the Charity and allows clarity and understanding of performance. Understanding what information is important to all other functions, including the CEO, and leading on how this is best delivered. Understanding how performance might affect delivery in other parts of the Charity and working closely to provide it.
- Ensure compliance with statutory and non-statutory bodies, including CQC, ISO 9001 and the Health & Safety Executive.
- Adhere to all Caudwell Children policies and procedures.
- Demonstrate commitment to Caudwell Children's mission, vision and values.

- On occasion and when necessary work flexible hours to meet the needs of the business.
- Willingness to travel in order to meet the needs of the post.

This Job Description indicates only the main duties and responsibilities of the post and is not intended as an exhaustive list. The post holder may be asked to carry out other duties from time to time. The Charity reserves the right to amend this Job Description from time to time, according to business needs.

PERSON SPECIFICATION

Essential Criteria

- Evidence of registration with the NMC in mental health, learning disability and/or child branch
- Experience of teaching, delivering training and/or supervision
- Experience in the assessment and diagnosis of autism
- Experience of undertaking standardised formal assessments
- Formulation and implementation of appropriate interventions/strategies
- Experience of delivering training to a range of audiences using a variety of complex multi-media materials suitable for presentations within public, professional and academic settings
- Knowledge of a range of neurodevelopmental disorders
- Familiarity with PBS values and approaches
- Knowledge of statutory/mandatory training requirements
- Understanding of evidence based practice
- Well-developed skills in the ability to communicate effectively, orally and in writing, complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the organisation
- Skills in effective report writing and the interpretation of test results
- Skills in providing consultation to other professional and non-professional groups
- Excellent team working and communication skills
- Excellent time management and organisational skills
- Excellent interpersonal skills
- Basic IT and keyboard skills
- An openness and willingness to learn new skills and to put these into practice
- A positive can-do attitude
- Able to meet the physical requirements of the role after reasonable adjustments have been made for illness or disability

Desirable Criteria

- ADOS trained
- ADIR trained
- Experience of supervising others in a multi-disciplinary team
- Experience of working with children and families
- Experience of working with children with ASD and/or complex needs/learning disability
- Experience of working with volunteers
- Experience of recruitment and selection processes
- Knowledge of relevant legislation, i.e. Children's Act 2004, Mental Capacity Act 2005
- Knowledge of current safeguarding and child protection legislation and practice

- Knowledge of Information Governance Standards
- Knowledge of Health & Safety legislation
- Knowledge of Education Health and Care Plans
- Knowledge of the theory and practice of specialised therapies in Autism Spectrum Disorders
- Knowledge of CQC or OFSTED regulatory frameworks
- Ability to work under pressure and to tight deadlines
- Knowledge and experience in the use of neuropsychological assessment in children
- Doctoral level knowledge of research methodology, research design and complex, multivariate data analysis as practiced within the clinical fields of psychology
- Ability to identify and employ mechanisms of clinical governance as appropriate, to support and maintain clinical practice
- Experience of working in the Charity/Third Sector
- Experience of working in ISO regulated organisations

DISCLOSURE & BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line with the Rehabilitation of Offenders Act (1974). This role is eligible for an Enhanced with barred lists DBS check.