

**BIRMINGHAM LEARNING DISABILITIES SERVICES**

JOB DESCRIPTION	
Title of Post	Health Facilitator - Clinical Leader
Grade	<b>H</b>
Hours	37.5 hours (Full-Time)
Responsible to	Clinical Team Manager
Accountable to	DIRECTORATE MANAGER - Community Learning Disability Service
Minimum Qualifications	RNMH / RNLD Car Driver 5 years Post-Registration experience (minimum) ENB 998 or equivalent

Job Summary
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- To actively promote and lead the implementation of Health facilitation for people with Learning Disabilities within Birmingham.
- To provide direct clinical leadership and support to identified health facilitators.
- To develop an appropriate health screening tool for early identification of health need, liaison with Primary Health Care services and the development of support systems required to provide consistent evidence of Primary Health Care management of key conditions with recall and follow-up via regular health checks.
- To work in partnership with identified health facilitators, community nursing teams and Primary Health Care teams.
- To provide an evidence-based approach to the effective delivery of Health Facilitation, which aims to inform, educate and support all stake-holders according to their individual requirement.
- To identify training requirements of PLD staff and resources required in order to successfully undertake the role and implementation of Health Facilitator.

## DUTIES and RESPONSIBILITIES

### 1. CLINICAL

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- To be responsible for the clinical support required to provide Health Screening and Health facilitation.
- To be responsible for the direct clinical supervision of nurses undertaking a Health facilitator role.
- To ensure that training requirements are identified and highlighted for all Health Facilitators and that an agreed programme of training is made available and is attended by Health Facilitators - to liaise with the Professional Development Manager.
- To offer training, support and supervision to Student Nurses who will require an introduction to the principles of Health Facilitation and its expected clinical outcomes.
- To be responsible for attending Steering Group and Planning meetings for Health Facilitators and to effectively lead the clinical programme for Health Facilitation implementation and to communicate with all stakeholders in a timely and user-friendly manner.
- Responsible for development and maintenance of documentation which will support Health Facilitation and development of Practice-based registers.
- To undertake regular clinical audit of Health Facilitation work and user/carer satisfaction survey.
- To be available as a key point of support, liaison and advice to Community Teams, M.D.T. members and the Primary Health Care teams as well as the Nursing staff providing Health Facilitation support.
- Ensure that all Health Facilitation staff conform to NMC guidelines and that Staff Performance, Aptitude and Application is monitored and communicated via supervision to the Clinical Team Manager.
- To provide teaching, clinical presentation and representation at meetings to stakeholders and as a link to the wider health economy and local M.D.T.
- Ensure that local Policies/Procedures and current legislation e.g. data protection, capacity-to-consent issues are followed correctly and any problems are reported appropriately.
- To observe all requirements in respect of Health and Safety at work and to ensure that incidents, accidents and near-misses are reported and all documentation completed within the agreed Timescale.

- To participate in out-of-hours service.
- To provide a regular update report, evaluation and presentation of Health Facilitation implementation to the Clinical Governance Committee.

## 2. LEADERSHIP

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- To lead the process of effective delivery and timely implementation of Health Facilitation to persons who have a Learning Disability.
- To ensure that users' and carers' views are collected and represented in a positive manner and that user/carer views are sampled and surveyed as part of the evaluation of the Health Facilitation plan.
- To provide clinical leadership and informed opinion regarding health screening, health checks, identification and development of Practice registers / data-bases.
- To provide education and training to nurses and others according to their requirements and within your professional expertise.
- To identify and facilitate training needs / workshops / conferences and 1-to-1 tuition as required.
- To keep up-to-date and abreast of national and local Primary Health and Learning Disabilities strategies and developments and to communicate appropriately the latest information on the Health Facilitation team to the Directorate Manager.
- To promote an effective communications strategy in all areas of the Service.
- To assist in the development of new Service policy in relation to Health Facilitation and to inform the Directorate Service Manager of any required policy development.
- Must participate in the formal review and evaluation of the Service provided.
- To participate in M.D.T. meetings and to represent the Service as a delegate at meetings and conferences.
- To develop mechanisms to ensure that all People with a Learning Disability are registered with a GP.
- To explore, develop and recommend ways of identifying and improving the health needs of individuals with Learning Disabilities (and their Carers).
- To identify the Learning Disability population within the PCT's through working collaboratively with Primary Care to provide Practice Lists of People with Learning Disabilities registered with individual GP's and assist GP's to develop a data-base of People with Learning Disabilities.

- To maintain effective links with the Public Health Department.
- To facilitate the implementation of a Learning Disability Read Code / Health-Screening template within Primary Care.
- To develop a Learning Disability Resource Pack for use within Primary Care.
- To develop, implement and evaluate Care Pathways.
- To identify areas of further research required to meet the health needs of People with Learning Disabilities.
- To identify, develop, implement and evaluate Health Facilitation research for the Learning Disabilities Service.
- To provide and develop Information and Training to both Primary Care and Learning Disability Services.
- To act as an advisor to individuals, carers and professionals within the PCT.
- To ensure effective implementation of Health Screening and Health Action Plans.
- To contribute to 'single assessment' format for the Learning Disability Service.
- To identify Service deficits and make recommendations for Service improvement and development.

### 3. MANAGERIAL

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- To be conversant with all Operational and Statutory Procedures / Policies.
- To facilitate Supervision and Mentorship to Nurses undertaking a Health Facilitation role.
- To develop a database of People with Learning Disabilities who will be offered a Health Screen.
- To develop, with Primary Health Care partners, Practice-based registers which will identify persons who have a Learning Disability and the details of the current care management and future recall for health check.
- To develop information, resources and training for Health Facilitators and those stake-holders who require such support.
- To maintain and update a resource library of materials and information related to Primary Health Care issues and Health Facilitation.

- To identify resource issues and Service deficiencies and assist in future planning and roll-over of Health Facilitation city-wide.
- To evaluate and review the implementation of Health Facilitation.
- To report accurately and in a timely manner to the Directorate Manager and to produce reports as required by the Service.
- To promote Equal Opportunities.
- To actively participate as a member of the Health Facilitation Steering Group and to implement the Project initiation plan, as directed.

#### INVESTORS IN PEOPLE

As a recognised Investor in People, the Trust is committed to supporting the development of all Staff.

All Employees have a responsibility to participate in regular Appraisal with their manager and to identify performance standards for the post. As part of the Appraisal process, employees have a joint responsibility with their manager to identify any Learning and Development needs in order to meet the agreed performance standards.

#### HEALTH and SAFETY AT WORK

Attention is drawn to the responsibility of ALL employees to take reasonable care for the Health and Safety of themselves and other people who may be affected by their actions at work.

#### EQUAL OPPORTUNITIES

The Trust is committed to Equal Opportunities in Employment.

#### SMOKING

The Trust actively discourages smoking

#### MOBILITY

The Post-holder will be based at .....  
However, travel around the Trust may be required.

**CONFIDENTIALITY**

**Your attention is drawn to the confidential nature of information collected within the National Health Service.**

**The unauthorised use or disclosure of Patient or other personal information is regarded as Gross Misconduct and will be subject to the Trust's Disciplinary Procedure and, in the case of Computerised Information, it could result in a prosecution for an offence or civil damages under the Data Protection Act, 1998.**

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THIS JOB DESCRIPTION IS NOT EXHAUSTIVE AND SHOULD BE CONSIDERED AS GENERAL GUIDANCE IS SUBJECT TO REVIEW.

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**POST  
HOLDER'S  
SIGNATURE**

**DATE**

**MANAGER'S  
SIGNATURE**

**DATE**