

## **Guidelines for Paid, Qualified and Unqualified Learning Disability Support Staff supporting ADULTS with Learning Disabilities admitted to Mid Yorkshire Hospitals NHS Trust.**

Whilst in general hospital settings most patients who have learning disabilities benefit greatly from having input from their familiar support workers. Support workers provide expert knowledge that will benefit ward staff, aid patient recovery and improve patient experience.

Learning disability support workers hold knowledge and experience in individual communication methods, understanding and supporting someone who displays challenging behaviour and recognising change. Support workers hold information which will facilitate a smooth discharge back into community.

The principles of the guidelines are to promote mutual respect, ensure safety and give and understanding of roles and responsibilities.

When staff members from provider services in the Wakefield and Kirklees district are supporting a patient with learning disabilities in a hospital environment the following guidelines will apply:

1. The duty of care for patients with learning disabilities admitted to Mid Yorkshire Hospitals NHS Trust remains with Mid Yorkshire Hospitals NHS Trust and therefore with the nurse in charge.
2. Matrons within Mid Yorkshire Hospitals NHS Trust have a responsibility to case manage patients with learning disabilities who are inpatients.
3. The support staff member is there to support a specific identified individual only.
4. The support required will be jointly agreed.
5. The support staff member will be informed of all risk procedures and amenities by the Mid Yorkshire Hospitals ward staff (Fire procedure, COSHH, out of bounds etc)
6. The support staff member will ensure they are aware of who has managerial responsibility of the ward at any time.
7. The support staff member will inform the ward manager when they arrive on the ward and they will provide photographic identification to the ward manager. If they have to leave the person being supported unattended at any time they must inform the nurse in charge.
8. Mid Yorkshire Hospitals NHS Trust will ensure support staff members have the required breaks and are supported to access the facilities.
9. Support staff and Mid Yorkshire Hospitals NHS Trust staff will ensure that there is an appropriate handover at the end of each period of duty.
10. Support staff and Mid Yorkshire Hospitals NHS Trust staff will ensure that there is effective communication with regard to the ongoing or changing needs of the patient. This includes, where appropriate, the use of the Health Action Plan and Vulnerable Inpatient Card.
11. The support staff member will be kept fully informed with regard to the patients care.

12. Established policies surrounding confidentiality will be adhered to all times.
13. The Mid Yorkshire Hospitals NHS Trust nurse in charge will delegate support duties as appropriate to the patients needs (support with communication, managing and understanding the function of behaviour displayed, assistance with personal care needs and assistance with activities of daily living i.e. eating a meal and nutrition).
14. In the provision of any care supported with potential risk issues, e.g. moving and handling, cross infection, the support staff member will work alongside a Mid Yorkshire Hospitals NHS Trust staff member on a 1:1 basis.
15. Any untoward incident must be reported and documented jointly following both Mid Yorkshire Hospitals NHS Trust policies and procedures and the individual support provider's policies and procedures.
16. Records surrounding patient care are the responsibility of the Mid Yorkshire Hospitals NHS Trust nurse in charge.
17. The support needs of the patient will be jointly evaluated during the inpatient episode.
18. As part of the ongoing evaluation of support needs and care provided, the patients discharge needs will be jointly discussed.
19. Discharge arrangements / multi agency discharge planning meeting will be put in place and held prior to the patients discharge.
20. Feedback regarding this guidance will be sort from all stakeholders.

#### **Document Control**

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