#### Form JE 5



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| 1. JOB IDENTIFICATION | |
| Job Title: Children’s Specialist Nurse - Epilepsy/ Neurology  Responsible to: Advanced Children’s Nurse Specialist - Epilepsy/Neurology  Department(s): Children & Young People  Directorate: Women Children and Families  Operating Division: Acute  Job Reference: **SCo6-5205-GEN-SN-06**  No of Job Holders: | |
| 2. JOB PURPOSE | |
| The post holder will contribute to the planning, delivery and evaluation of this specialist nursing service across NHS Tayside and will be responsible for delivering:   * Safe and effective clinical practice * Enhance the patients experience of care. * Contribute to the performance of the team. * Contribute to the delivery of the organisation’s objectives. * Provide specialist advice to healthcare professionals, other agencies, carers, clients, and relatives for this field of practice. | |
| **3. ORGANISATIONAL POSITION** | |
| * Nurse Director * Associate Nurse Director * Lead Nurse CHP   Lead Nurse  Senior Nurse  Advanced Children’s Nurse Specialist  **Specialist Nurse**  **(This post)** | |
| 4. ROLE OF DEPARTMENT | |
| Tayside Children’s Hospital provides inpatient, outpatient care for children and their families throughout Tayside and North-East Fife.  The Service comprises of: Ward 29/30/HDU, a Children’s Outpatient Dept. Perth Royal Infirmary & Ninewells Hospital, Community Children’s Nursing/Homecare team and Speciality Team/Nurses.  All in-patient care is provided on the Wd 30, Wd29, HDU and PAU, CIU areas. The nurses will provide holistic patient centred care to a range of specialities: oncology, neurology, respiratory, infectious diseases, and orthopaedics and waiting list and emergency surgery.  Additional environments of care will be: Primary/Secondary/ Tertiary centres, Outpatient departments, schools, nurseries, colleges, respite centres and individual client’s homes – across Tayside and North East Fife – specific to Epilepsy/ Neurology conditions. | |
| 5. KEY RESULT AREAS | |
| Within the governance framework of the organisation (including clinical, staff and financial governance) the post holder will focus on the following key result areas: **TO ENSURE SAFE & EFFECTIVE CLINICAL PRACTICE****1.1 Clinical Leadership and Teamwork** As clinical specialist, promote teamwork within a multi-professional environment, demonstrating critical analysis and decision-making skills, delivering a clinically excellent, high quality specialist nurse service influencing and facilitating change across NHS Tayside.  Participate in the weekly multi-disciplinary meeting/CPC conference, presenting patients when required, discussing treatment choices and relaying outcomes to patients and multi-professional team, organising recommended treatment plan.  Influence and identify areas for implementation of nurse-led services, contribute to implementation and evaluation and delivery of nurse-led services.  Contribute to health promotion activity raising the awareness of communities and populations about health and wellbeing and the actions that can be taken to address issues. **1.2 Evidence Based Clinically Effective Practice** Act as a change agent leading the development of clinically effective practice through the effective utilisation and integration of evidence; setting, implementing, and monitoring evidence-based policies, procedures, and protocols.  Participate in the collection, analysis, and interpretation of research/audit data.  Produce reports for projects related to aspects of work as appropriate. **1.3 Continuous Quality Improvement** Ensure a culture of continuous quality improvement through the use of audit, patient feedback, and reflection on practice by self and other members of the team.  Responsible for data entry and storage of data using computer-based systems. **1.4 Patient Safety** Responsible for promoting a safe and clean environment for staff, patients, and visitors by ensuring compliance with legislation, policies, and protocols e.g. health and safety, healthcare associated infection, risk management and critical incident reporting and analysis, assessing and managing actual and potential risks to health and well-being.  Ensures high standard of record keeping in accordance with Nursing & Midwifery Council, national legislation, and local standards, facilitating effective communication with multi-professional team regarding patient care.  **1.5 Patient Care**  Responsible for the management of a caseload/client group, ensuring that care needs are assessed, programmes of care are developed implemented and evaluated in partnership with patients/carers/clients/relatives.  Develop comprehensive care programmes to meet physical and psychosocial needs to enable people to develop effective coping mechanisms and self-care strategies to enhance quality of life.  **2. TO ENHANCE THE PATIENT’S EXPEREINCE** **2.1 Coordination of the Patient Journey** Responsible for ensuring the planning and co-ordination of the patient journey including the smooth transition of patients to other settings, promoting effective discharge and communication with interdisciplinary, interagency teams as required.  Initiate ongoing referrals for further assessment, diagnostic tests and to other professionals as appropriate.  Accept direct referrals to assess, plan, deliver and evaluate care. **2.2 Clinical Expertise** Responsible for ensuring co-ordination of nursing interventions, influencing clinical decisions and monitoring the quality of patient care provided through using expert clinical knowledge relevant to own field of practice, underpinned by theory and experience. **2.3 Promote a Culture of Person-Centred Care** Within a multidisciplinary team environment, develop a culture of person-centred care within this service, communicating regularly with patients, relatives and/or carers; promoting a caring environment where equality and diversity issues are respected, and patients are enabled to be partners in their care.  Identifies opportunities to develop care and services by ensuring that there are effective systems in place to ascertain patient and carer experience/feedback and complaints are managed in line with organisational policy including the dissemination of learning points.  **3. TO MANAGE & DEVELOP THE PERFORMANCE OF THE TEAM** **3.1 Role Model** Act as a role model, creating a supportive ethos to empower staff to contribute to the delivery of high-quality person-centred care. **3.2 Learning and Development** Support the learning and development of all staff, creating a learning environment that ensures effective learning opportunities for all staff and students, facilitating a range of clinical support strategies (mentoring, coaching, clinical supervision, and action learning) and planning on going mandatory training and relevant education/development opportunities.  Develop and deliver educational activities for patients/clients/carers/relatives and healthcare professionals and monitor and evaluate the effectiveness of educational strategies used.  Contribute to and influence the development of pre and post registration curriculum and teaching multi-professional/multi-agency groups.  Participate in Individual Performance Review and Personal Development Plans and maintain an up-to-date knowledge of current clinical and professional issues and legalities.  **3.3 Managing the Practice Setting**  Contribute to the management of the practice setting, ensuring effective use of resources and workforce planning by monitoring workload taking account of role and competence of staff when delegating work.  Contribute to the management of the nursing team by ensuring compliance by self and others with professional standards including (UK NMC Code of Professional Conduct), legislation, national and organisational policies, in relation to recruitment and selection, attendance management, ensuring grievance and disciplinary matters within own department are identified, actioned and reported to the appropriate manager.  **4. TO CONTRIBUTE TO THE DELIVERY OF THE ORGANISATION’S OBJECTIVES** **4.1 Networking** Network with peers across professional groups promoting the exchange of knowledge, skills, and resources. **4.2 Service Development** Work in partnership with a range of clinicians and managers in the planning or development of the nursing service promoting the involvement of patients/public. **4.3 Political and Strategic Awareness** Develop and maintain a working knowledge of local, national, and professional strategy and policy, ensuring that organisational goals are reflected in own personal objectives and demonstrate the ability to contribute to policy and strategy development at organisational level, and where appropriate, regional and national level.  **4.4 Service delivery and organisation**  Works with managers to suggest and improve the services provided to the local community, representing nursing in local service improvement meetings. | |
| 6a. EQUIPMENT AND MACHINERY | |
| The Registered Nurse is expected to have the knowledge and skills necessary to use all equipment safely in the area. The post holder will be required to manage the use of the following equipment for the reasons stated and is responsible for ensuring that systems/policies/procedures are practiced ensuring safe use, maintenance, and storage of equipment in the area:   * Frequent use of moving and handling equipment used to consider patients who are unpredictable. * Medical and Technical equipment to record vital signs and administer treatments. * Near patient testing to monitor physiological status. * Emergency alarm systems. | |
| **6b. SYSTEMS** | |
| * IT equipment including local and national systems to read, analyse, record and transmit patient and staff information within the boundaries of local and national policies and legislation. * Clinical Records.   **Responsibility for Records Management**  All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. | |
| 7. ASSIGNMENT AND REVIEW OF WORK | |
| The post holder will:   * Ensuring that standards of practice are maintained and developed by delivering safe, effective, patient-centred, efficient, timely and equitable care within their scope of practice. * Work as part of the multidisciplinary team within designated areas under the direction and supervision of the senior or advanced specialist nurse of this Service * Assist with the management and co-ordination of the patient’s journey from point of referral through to discharge and follow-up care. * Have specialist knowledge of the relevant anatomy physiology, disease process and treatment options acting as a resource for this specialist field of practice. * Have expert level of knowledge in care, accepting direct referrals, working autonomously to assess, plan deliver and evaluate care. * Creating an environment in which effective learning can take place.   Environment of Care   * A variety of clinical settings including Wards, Clinics, Multidisciplinary Meetings – Primary Care/ Community Hospitals; Acute Care Ninewells Hospital, Perth Royal Infirmary, and Stracathro Hospital * Home visits/Education visits * Outpatient departments | |
| **8. DECISIONS AND JUDGEMENTS** | |
| The post holder: Will be responsible to the senior specialist nurse/ advanced specialist nurse in this Service in respect of guidance and professional management, work review and formal appraisal of performance.  * Will have responsibility for setting and monitoring standards and quality of clinical practice and contributing to the management of the nursing team. * Has responsibility for supporting the nursing team to reflect upon and review their decisions in relation to assessing, monitoring, evaluating and interpreting patients’ condition and effectiveness of their care programmes. * Is also accountable for decisions relating to the management of physical, human and financial resources in own area. * Will be accountable and responsible for making decisions and clinical judgements in relation to patient care management underpinned by specialist knowledge and expertise. * Will act as senior nurse during emergencies – fire, cardiac arrest and escalated aggression. | |
| 9. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| Effective management and prioritisation of competing demands within an unpredictable environment.  Balancing the demands of all stakeholders and other agencies to provide a safe, effective, efficient, person-centred, timely and equitable service.  Unpredictable need for emotionally demanding task.  Update knowledge to maintain competence. | |
| **10. COMMUNICATIONS AND RELATIONSHIPS** | |
| Continuous responsibility for establishing systems and standards of communication for routine, complex, sensitive and potentially contentious and stressful matters with a wide range of health and social care workers, patients, families, other relevant departments/agencies using a wide range of media such as telephone, verbal and written communications to overcome any difficulties in communication with people involved, identifying and negotiating appropriate actions to reach agreed outcomes, demonstrating sensitivity and empathy when communicating with people.  Establish and maintain relationships based on mutual respect communicating on a regular basis with the patient/relatives/multi-disciplinary team and external agencies in the provision of respiratory care and services. Ensures appropriate systems are developed and operational to facilitate dissemination of information up, down and across the organisation.  Provide and report formal, informal support and counsel to team members | |
| **11. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| **Physical:** (several times per shift)   * The post holder will require a range of physical skills relevant to clinical area examples are key board skills, general use of IT systems, use of diagnostic equipment e.g. clinical examination and technical skills. * Administer intravenous injections and or intra-muscular injections (rarely). * Removal of sutures/staples * Venepuncture/ cannulation * Stoma care * Simple/complex wound management * The physical demands include movement and transportation of bulky equipment, movement of tables, chairs etc for meetings and clinical consultations, and travel on a daily basis within NHS Tayside. * Patient movement with use of mechanical aides, manoeuvre patients * Stand/walking for the majority of shift. * Push wheelchairs. * Frequent restrictive movement to treat patients e.g. stooping to apply stoma bags, complex fistula/sound management systems.   **Mental:** (several times per shift)   * The mental demands include concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patient/relatives/team members; concentration required when observing patient behaviours/physiological status; balancing the competing demands of the role; maintaining high level and consistent professional behaviour in unpredictable and stressful situations; keeping abreast of national and local policy and evidence based practice , interpreting applicability and adapting for local implementation; monitoring quality for improvement; working as clinical leader within multi-professional team; teaching and presenting to staff and patient groups with differing knowledge levels. Concentration required. * Constant interruptions as bleep holder, balancing demands of bleep responsibilities whilst carrying caseload of patients. * Challenging the values/beliefs/decisions of multi-professional teams and taking appropriate action * Balancing clinical/managerial/administrative demands on time * Influencing clinical decisions with MDT members.   **Emotional:** (variable frequency)   * Communicating with distressed/anxious/worried patients/ relatives/staff; palliative care support for patients who are dying from their disease over a prolonged period; caring for and/or communicating bad news to patients/relatives/staff; dealing with challenging behaviours; supporting team members with personal and professional issues. * Caring for patients/families/carers with major complications delaying recovery * Supporting parents. * Caring for patients following receipt of bad news. * Dealing with patients with severely challenging behaviour * Communicating with sensory impaired people * Managing aggressive patients * Care of patients with special needs * Supporting colleagues with the emotional burden of public expectations of health care services   **Environmental**: (several times per shift)  Working conditions include for example exposure to body fluids, faeces; exposure to confined spaces and unpleasant condition, e.g. cigarette fumes in patients houses; spending prolonged periods at the computer; working out with normal working hours; frequent hand washing; travel across Tayside daily; lone working. Regular exposure to verbal aggression i.e. 2-3 times per week | |
| 12. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * + First level nursing or midwifery qualification with first degree or other qualification equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF)   + Appropriate part of UK NMC Register relevant to area.   + Post holder must have extensive post registration experience within specialty field and/or demonstrate expert clinical and professional practice developed through experience and theoretical knowledge.   + Evidence of post basic study in speciality area   + Ability to maintain professional and personal credibility across all staff groups demonstrating knowledge of current clinical policies and guidelines.   + Ability to lead practice and continuous professional development, work effectively as part of a multi-professional / multi- agency team.   + Personal interest for the development of nursing, patient care and the enhancement of the patient’s experience of care. * Computer and information literacy. | |
| **13. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm that the Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |