#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION U-SR-NEU- MS-CNS1 |
| Job Title: Clinical Nurse Specialist (Multiple Sclerosis)  Responsible to: Clinical Nurse Manager /Lead Clinician  Department(s): Neurology  Directorate: Department of Clinical Neurosciences  Operating Division: Lothian University Hospitals Division Clinical Services  Job Reference: 166386  No of Job Holders: 3  Last Update: 16th July 2018 |

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| 2. JOB PURPOSE |
| The remit of this post is:  The post holder has professional and managerial responsibility for the nursing team allocated to the specialist service within Neurology, throughout Lothian and has overall responsibility for both clinical and staff governance issues. This can be in a community and acute hospital setting.  Provision of care in a timely and effective manner, compliant with Scottish clinical guidelines.  Provision of an equitable and effective service for patients with Multiple Sclerosis.  Manage patient access to Disease Modifying Treatment, liaising with Neurologists to ensure treatments are started, stopped or switched depending on disease activity and need.  Provide expert professional and clinical care advise to patients carers and multi-disciplinary team, reducing the burden on GP and Primary Care Providers by easier access to MS Nurse Specialist.  Responsible for providing specialist education and training programmes for health care professionals and other professional groups.  Develop the service through audit, pregnancy clinics and telehealth. |

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| **3. DIMENSIONS** |
| The post holder has lead clinical and management responsibility for Multiple Sclerosis patients within Lothian and across the wider supra-regional service.  The post holder has clinical and management responsibility for the clinical nursing team providing Multiple Sclerosis care.  The post holder has direct responsibility for developing and implementing nurse led clinics within the overall service provision for patients within the Multiple Sclerosis service.  Other key staff with whom the post holder will interact includes Medical/Therapists/Finance/R&D Office/Procurement/Support Services/Education Facilitators/ Health and Safety, Risk Management Community Health Practitioners and University Institutions/Social Services and Voluntary agencies.  The post holder is required to run 13 nurse-led sessions per month across Lothian.  The Lothian University Hospitals Division delivers services within the environment of a University Teaching hospital setting. |

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| 4. ORGANISATIONAL |
| Deputy Associate Director      Clinical Nurse Manager Lead Clinician      **Clinical Nurse Specialist band 7X 2 (This Post) Other Clinicians**      Clinical Nurse Specialist (Band 6) |

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| 5. ROLE OF DEPARTMENT/SERVICE: |
| The Department of Neurosciences is a nationally and internationally acclaimed unit, providing a regional comprehensive Multiple Sclerosis service to a population of approximate 818,742 and a supra-regional service to a potential 450,000. It is estimated that 1:500 of the Scottish population will develop Multiple Sclerosis therefore there are 1.600 potential Multiple Sclerosis patients in Lothian and 900 in the wider regions.  The service provides specialist inpatient and outpatient Multiple Sclerosis care to patients in Lothian and Southeast of Scotland and the when necessary, extending to Dumfries and Galloway, Borders and Fife Regions.  To provide a high quality, safe and supportive environment in order to care for patients within the primary and secondary care setting meeting the identified physical and psycho-social needs.  Asses and review patients and their Disease Modifying Treatments. |

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| KEY RESULT AREAS |
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Ensure that all nursing staff and members of the multidisciplinary team are aware of, and work within, local, directorate and Division policies and procedures to ensure that safe working practices are maintained for both patients and staff.  Direct the development, implementation and monitoring of LUHD Corporate and local induction, recruitment, appraisal and performance management.  Advise and provide expert opinion for various professional advisory groups such as the Multiple Sclerosis Specialist Nurses Association, MS Society and the MS Trust.  Establish and monitor the effectiveness of nurse-led clinics, taking into account waiting times and service demands.  Negotiate with management the nursing staff establishment and skill mix for the Multiple Sclerosis specialty nursing team in a manner that maintains partnership working and is completed within allocated timescales.  Lead and advise the multi disciplinary team, ensure appropriate clinical skills and competencies are used effectively within the allocated financial resource ensuring clinical governance standards are maintained.  The post holder is not responsible for managing the budget but needs to be aware of the resources available and the need to work within the financial envelope and actively participate in service development.  Develop and contribute specialist knowledge of business planning in the procurement of equipment and resources.  Direct and develop, in conjunction with key stakeholder, the future service provision and planning for Multiple Sclerosis services.  Act timeously in resolving complaints effectively through investigating and responding at local level and escalate as appropriate.  Responsible for clinical and staff governance.  Lead, motivate, develop and retain the nursing team, utilising mentorship, objective setting and appraisal, enabling education needs of nursing staff to be met. Clinical 60% Lead and act as a specialist resource for Multiple Sclerosis nursing by promoting the service and increasing the awareness of the disease in hospital and primary care setting to enhance standards of care.  Responsible for ensuring the quality of patient care is reviewed, assessed, implemented and monitored to maintain standards of care given to patients and their families.  Lead clinical audit of specialist nursing services for Multiple Sclerosis, to ensure evidence based practice.    Establishes and directs monitoring of standards of care within the defined policies, procedures and protocols of the service, ward, Directorate and Division to ensure adherence to, and delivery of, a high quality service.  Develop highly specialist programmes for care/care packages for patients within the Multiple Sclerosis service.  Responsible for improving and streamlining the process of care for patients throughout their pathway.  Responsible for autonomous review of patients referred by GP’s into the nursing service. Research 20% Provide comprehensive statistics to inform the audit process associated with the service.  Promote and develop research and clinical audit programmes to support best practice that is research and evidence based and leads to continuous improvements in care.  Take an active role in key clinical research projects for the Multiple Sclerosis specialty service.    Identify, develop and lead on research programmes within the Multiple Sclerosis Specialist area and disseminate findings locally, nationally and internally to influence best practice.  Responsible for maintaining and updating personal Multiple Sclerosis research knowledge. Education 20% Develop, provide and support appropriate multidisciplinary specialist education and training programmes to promote a wider understanding of Multiple Sclerosis in the primary and secondary healthcare setting.  Lead the development and the delivery of specialist education programmes within a core curriculum for institutes of higher education.  Promote and advise on health and life style activities for patients, carers, health care professionals and the general public.  Teach, advise and coach patients and carers with regard to the condition and treatment options.  Run group patient education sessions in order to empower individuals to reach realistic goals for self-management.  Direct and support the provision of clinical practice for pre-registration and post registration learners, to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided.  Ensure that the on-going personal development needs and professional education and research are identified and met. | |

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| 7a. EQUIPMENT AND MACHINERY |
| Post holder is expected to have knowledge and ability to use all equipment used in the area however may not have daily clinical involvement.   |  |  |  | | --- | --- | --- | | **Generic** | Specialised | Very Specialised | | Television Bedside Unit | Hoists – Encore, Sara, Maxi/Arjo | Cardiac Monitor | | Fridge | Bath hoist | Pulse Oximeter | | Ice Machine | Infusion Devices – Alaris, Asena, Grazeby. | Electrocardiograph | | Nursing Call System | Blood Pressure Machine | Defibrillator – semi automatic and manual | | Database /Computers | Glucometer | Compartment Monitor | | Fire Equipment | Suction Equipment | Bladder Scanner | | Pneumatic Tube System | Nimbus Pressure Mattress | Intra-thecal Baclofen pump | | Pat Slides | Repose Boots |  | | Supreme 104 Water Boiler |  |  | | Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks) | Humified Therapy |  | | Oxygen Cylinders | Infusion Devices: |  | | Samhall Turner | Syringe Drivers |  | | Banana Board | TEN’s Machine |  | | Raised Toilet Seats |  |  | | Pat Slides |  |  | | Glide Sheets |  |  | | X Ray boxes |  |  | | Electrically Controlled Chair |  |  | | Wheelchairs |  |  | | Trolleys |  |  | |
| **7b. SYSTEMS** |
| Specialist Data Bases - collect and input patient data which allows post holder to determine workload and activity  Local patient administration system – as above  Human Resource Administration system.  DATIX Intranet – Manage Incident Reporting  Apex Laboratory System – Specimen Results  Internet and Intranet – Personal and Business  Telecommunications  Dictaphone  Presentation aids  Be responsible for equipment and ensure equipment meets safety standards |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be an autonomous practitioner who is self-directed and self-generated in response to the needs of patients and health care professionals in the Multiple Sclerosis service.  Referrals to the service are generated from Lothian and South East of Scotland.  Work is reviewed by the Clinical Nurse Manager for Neurosciences and the lead clinician for Multiple Sclerosis services.  The Post Holder will have a Professional Personal Development Plan, which is reviewed annually by the delegated line manager. |

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| **9. DECISIONS AND JUDGEMENTS** |
| The post holder is expected to make clinical and professional autonomous decisions on a daily basis, including the provision of advice to the multidisciplinary team.  The post holder is expected to make operational judgements within the Multiple Sclerosis service.  Informing clinical decision making with regard to patients health care, through stringent monitoring of the patient’s condition and acting on clinical judgements.  Acting as the patients advocate to ensure their rights are upheld, when identifying, screening and recruiting subjects into clinical research studies.  Freedom to act is guided by precedent and clearly defined Divisional policies, protocol/procedures and codes of conduct in accordance with NMC regulations, Clinical and Staff Governance Framework and the EU Clinical Trials Directive.  Recognising staff performance issues and appraise accordingly. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Improving and streamlining the process of care for patients with Multiple Sclerosis across regions and boundaries. Continued development and promotion of the service.  Improving communications between the professions involved in the care and treatment of patients with Multiple Sclerosis.  Unexpected patient activity and demand due to open access nature of the role.  Balance resources to changing service needs.  Addressing the equality and diversity needs of patients and staff.  Dealing with multi facet organisations.  Be able to function in the roles of clinical nurse specialist, manager and professional leader.  Implementing change effectively in a multidisciplinary environment.  Time Management.  Discharge patients from caseload. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate complex information to the patient, relatives and carers on the delivery of patient care.  Utilise a high level of communication skills to provide and receive highly complex, sensitive and contentious information, dealing with resistance and barriers to acceptance of difficult emotional and physical conditions.  Liaise with the multidisciplinary team on service needs and requirements.  In consultation with staff, discuss complex Personal Performance Development and Appraisal matters in a constructive manner.  Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate:  Internal Communication  Operational  Director of Nursing  General Manager  Deputy Associate Nurse Director  Clinical Director  Service Manager  Clinical Nurse Manager  Other clinical nurse specialists  Ward nurses  Psychiatric services  Psychology services  Laboratory services  Obstetric services  Chaplaincy  Chronic pain team  Home ventilation team  Multi-Disciplinary Leads  Finance  Procurement  Support Services  Human Resource  Health and Safety  Risk Management  Palliative Care Team  Bed Managers  Radiology  Pathology  IT  R & D Department  Medical physics  External Communication  Other Health Boards throughout Scotland/Hospitals in South East of Scotland  Develop professional links locally and nationally.  Specialist Support Groups  Voluntary Agencies  Scottish Ambulance Service  Community Health Practitioners  Social Work  Patients  Carers  General Public  Specialist support groups  Benefits agency  Educational institutes and staff organisations. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills:**  Administer/teach intra-muscular injections, sub-cutaneous injections.  Insertion of urinary catheters/teaching intermittent self-catheterisation  Neurological assessments  12-lead ECGs.  Intravenous cannulae / venepuncture.  Blood Glucose monitoring.  Semi-automatic Defibrillator.  Advanced maintenance of patient’s airway (ambu-bagging).  Driving  **Physical Demands:**  Patient movement with use of mechanical aides, manoeuvre patients.  Push trolley’s, wheelchairs.  Stand/walking for the majority of shift.  Activities of daily living.  Ergonomics.  Time spent on VDU  **Mental demands of the job**  Concentration, required due to the nature of the Multiple Sclerosis nurse role. Possibility of frequent direct and indirect interruptions from patients, relatives and the multidisciplinary team.  Maintenance of precise and accurate research records.  Recognising and responding to ethical issues that may arise during a study  Concentration required when observing patient behaviours that may be unpredictable.  Time management.  Communication difficulties (multidisciplinary, multicultural, deaf, blind)  Developed leadership skills.  Responsibility of working in an autonomous advanced practitioner role.  Keeping up to date with research/developments in specialist area.  Service changes.  Organisational changes.  Political agendas.  Workforce planning.  Challenging inappropriate/poor clinical practice.  **Emotional demands of the job**  Communicating with distressed/anxious/worried patients/relatives who may project anger and frustration due to the distressing nature of the condition.  Communicating complex issues with the multidisciplinary team.  Balancing the demands of maximising recruitment with respect for patients and other ethical dimensions  Caring for patients following receipt of bad news and supporting relatives.  Personal / interpersonal stressors.  Spiritual.  **Environmental and working conditions:**  Exposure to body fluids in clinic and home environment.  Exposure to verbal aggression high frequency.  Temperature / air quality of working environment.  Ergonomics.  Exposure to risk when working on a one to one basis with patients adhering to lone working guidelines |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required undertaking the role.   * First level registered nurse with appropriate post registration experience and able to demonstrate the appropriate competencies and skills for the job. * Educated to Masters Level or working towards is desirable. * Evidence of further education including post-graduate certification/diploma/Continuous Professional Development in relevant area. * Evidence of management, education and training * Effective listening and interpersonal skills. * Time management skills/ability to prioritise workload. * The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative. * Evidence of effective problem solving skills. * Nurse prescribing qualification desirable. * IT Skills. * Research experience including working knowledge of ICH Good Clinical Practice Guidelines, European Union, Clinical Trials Directive and Research Governance Framework. * Expert clinical practice |

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| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |