#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION |
| Job Title: Epilepsy Nurse Specialist  Responsible to: Lead Clinician in Epilepsy  Department(s): Paediatrics  Directorate: Women & Children’s Health  Operating Division: NHS Fife  Job Reference:  No of Job Holders: 1  Last Reviewed (insert date): 02/05/17 |

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| 2. JOB PURPOSE |
| The remit of the post is:-  The post holder is responsible for delivering and developing epilepsy nurse led services to the paediatric population of Fife. The service takes referrals for children and young people from 0 – 16 years (18 years dependant on circumstances) who have been diagnosed with epilepsy. Care may be delivered both in the acute environment and within the community.  The post holder has professional and managerial responsibility for a caseload of paediatric patients allocated to the specialist paediatric epilepsy service in Fife.  Specialised in epilepsy ensuring the highest standard of personalised nursing care is delivered to patients and their families in partnership with all members of the multi disciplinary team.  Has responsibility for the supervision of the assessment of care needs and the delivery and maintenance of optimal care outcomes.  The individual is expected to motivate staff to provide high standards of care by acting as a role model.  Provide expert professional and clinical care advice to patients, carers and multi-disciplinary team.  Responsible for providing specialist education and training programmes for health care professionals and other professional groups.  Implement and undertake research activities ensuring evidence-based practice in the specialist area. |

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| **3. DIMENSIONS** |
| The post holder has clinical and management responsibility for paediatric patients with epilepsy within Fife.  The post holder has clinical and management responsibility for the clinical nursing team providing epilepsy care and for delivering care that is of a high standard and is within National agreed practice guidance (SIGN).  The post holder is responsible for the development and writing of protocols and policies which should serve to promote good practice locally and division wide, ensuring there are adequate safeguards in place for patients.  The post holder is responsible for mentorship and supervision of new epilepsy nurses from other health boards.  The post holder has responsibility for developing and implementing nurse led clinics alongside senior medical colleagues with an interest in epilepsy.  Other key staff with whom the post holder will interact includes: Medical, Therapists, Finance, R&D, Office, Procurement, Support Services, Education Facilitators, Health & Safety, Risk Management, Community Health Practitioners, Voluntary Organisations, Social Services, National Epilepsy Centres and University Institutions.  The post holder will participate in relevant research and audit and maintain a data base of paediatric epilepsy patients. |

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| 4. ORGANISATIONAL POSITION |
| Head of Midwifery  Lead Clinician for Epilepsy  Service Manager  Paediatric/Neonatal Nurse Manager  Paediatric Epilepsy Nurse Specialist  Responsible to  Managerial Responsibility  Clinical Director |

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| 5. ROLE OF DEPARTMENT |
| The epilepsy service provides specialist inpatient and outpatient epilepsy care to children and young people from Fife.  To provide a high quality of epilepsy care to all patients within a safe and supportive environment. To ensure that patients receive high quality care both when inpatient and outpatient. This involves assessing the care provided by medical, nursing and multidisciplinary teams who may come into contact with the patient. |

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| 6. KEY RESULT AREAS |
| **Professional** 100%   * Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct. * Develop the role by using evidence based practice and continuously improve own knowledge, following PREP guidelines. * Implement/conduct clinical evidence based practice in accordance with national SIGN guidelines and clinical standards. * Participate in objective setting and appraisal, identifying own training needs and development programmes. * Act as an exemplary professional role model for leading specialist nursing services. * Produce and maintain comprehensive documentation of care provided and advice given to all professionals.   **Leadership and Management** 100%   * Lead relevant nursing staff within the nursing team who may be involved in delivering care to the child/young person with epilepsy ensuring that patient needs are assessed, care planned, implemented and evaluated, and that there is consultation and involvement of patients/carers. * Contribute to specific initiatives within the multidisciplinary team and the paediatric managed clinical network for epilepsy, in the development, implementation and maintenance of policies, procedures, standards and protocols of the Epilepsy service throughout Fife and the South Ease of Scotland. * 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. * Contribute to the development, implementation and monitoring of NHS Fife Corporate and local induction, recruitment, appraisal and performance management. * Advice and provide expert opinion for various professional advisory and practice development groups such as the Paediatric Managed Clinical Network, Scottish Paediatric Epilepsy Nurse Specialists Group, National Paediatric Epilepsy Nurse Specialists, Epilepsy Specialists Nurses Association and the Royal College of Nursing. * The post holder is not responsible for managing the budget but is aware of the resources available and the need to work within the financial envelope. * Contribute to the development of further future service provision and planning for epilepsy. * Act timeously in resolving complaints effectively through investigating and responding at local level and escalate as appropriate.   **Clinical** 60%   * Act as a specialist resource in epilepsy services and nursing by promoting the service, networking with other paediatric epilepsy nurse specialists to promote collaborative practice and increasing the awareness of the disease in hospital and primary care setting to enhance standards of care. * Mentorship and clinical supervision of nurses from other health boards who are novice in the role of epilepsy nurse specialist. * Provide advice, support and education in the management and treatment of epilepsy to other professionals and agencies involved in patient care based on relevant evidence based research. * Ensure the quality of patient care is reviewed, assessed, implemented and monitored to maintain standards of care given to patients and their families and develop protocols and profiles for the delivery of care. * Reflect of the impact of care and act as a change agent applying validated research findings into practice. * Provide up to date information, specialist advice and support for children/young people with epilepsy and for their parents/carers ensuring that this is within nationally agreed practice guidelines, extending this expertise into their places of learning, work and leisure. Monitor care and write protocols to guide others in the care of the child/young person experiencing seizures and epilepsy. * Assess patient with epilepsy’s clinical condition and on assessment alter or initiate treatment with clinician’s supervision. * Develop nurse prescribing within epilepsy nurse service by completing nurse prescribing course. * Participate/facilitate a transitional service for young people with epilepsy with or without learning difficulty to adult services. * Order investigations as required i.e. EEG, ECG, bloods. * Provide a responsive e-mail and telephone helpline for patients that is active 5 days per week. * Provide a nurse led parent/carer teaching clinic for emergency medications. * Participate in and lead where appropriate clinical audit of specialist nursing services for Epilepsy to ensure evidence based practice. * Participate in the 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. * Contribute to the development of highly specialised programmes of care/care packages for patients in the epilepsy service.   **Research** 15%   * Contribute to the development research and clinical audit programmes to support best practice which is research and evidence based and leads to continuous improvements in care. * Continue to participate in or lead where appropriate in key clinical research projects for epilepsy. * Responsible for maintaining and updating personal epilepsy research knowledge through conference attendance, networking and reading.   **Education** 25%   * Develop, provide and support appropriate multidisciplinary specialist education and training programmes to promote a wider understanding of epilepsy in the primary and secondary healthcare setting. * 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 promoting a normal life philosophy and patient empowerment. * Provide educational material in an appropriate formal for child/young person and family. * Contribute to 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 ongoing personal development needs and professional education and research are identified and met. |

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| 7a. EQUIPMENT AND MACHINERY |
| The 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 Infusion Devices Walking Aids  Specialised 767 Diagnostic System Pneumatic Tube System  Very Specialised Nursing Call System Nimbus Pressure Mattress  Hoists Intra Cranial Pressure Monitoring Blood Pressure Machine  Cardiac Monitor Defibrillator Pat slides  Fridge Database/Computers Repose Boots  Bath Hoist Glucometer Electrocardiograph  Pulse Oximeter Fire Equipment Oxygen Cylinders  Ice Machine Suction Equipment Humified Therapy  Infusion Devices Central Venous Pressure Monitoring Syringe Drivers  Banana Board Patient Controlled Analgesia Pumps Invasive Monitoring  Raised Toilet Seats Epidural Pumps Glide Sheets  Doppler X-ray Boxes Blood Warmers  Electronically Controlled Chair Wheelchairs Trolleys  Non Invasive Monitor: CPAP, BiPAP Intubation Equipment End Tidal CO2 Monitoring  Respiratory Rate Monitoring Transport Equipment Monitoring  Fluid Control |
| **7b. SYSTEMS** |
| Specialist data bases – collect and input 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  PowerPoint  Video Camera  Telecommunications |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post is largely self-directed and self generated in response to the needs of patients in the epilepsy service.  Provision of an open access service, which accepts referrals from primary care and across all areas of secondary/tertiary care to the epilepsy nurse service. Referrals are generated from Fife and South East of Scotland.  Work is reviewed by the lead clinician in epilepsy care and Paediatric Clinical Co-ordinator.  The post holder will have a Professional 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/referral to the multidisciplinary team.  Informing clinical decision making with regard to patients health care, through stringent monitoring of  the patient’s condition and acting on clinical judgements.  Assess and discuss further, patients’ current clinical condition with decisions being made for: referral for further medical management including ordering of specific investigations, recommendations of special emergency management of seizures, and for the communication of all of this to all personnel involved in the patient’s care.  Acting as the patient’s advocate ensuring 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, protocols/procedures and codes of conduct in accordance with NMC regulations, Clinical and Staff Governance Framework and the EU Clinical Trials Directive. |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Improving and streamlining the process of care for patients with epilepsy 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 epilepsy.  Unexpected patient activity and demand due to the open access nature of role e.g. e-mail, telephone.  Complexity of patient’s problems due to associated co-morbidity and neurological handicap.  Addressing the equality and diversity of needs of patients and staff.  Supporting children and young people and their families when the prognosis for their epilepsy is poor or even life threatening.  Dealing with multi facet organisations and complex liaison with many professional groups.  Implementing change effectively in a multidisciplinary environment.  Time management when service demands far outreach time allocated.  Discharge patients from caseload. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Communicate with the patient, relatives and carers on the delivery of patient care.  Frequently re-communicate a difficult and stigmatising diagnosis, which may lead to life long alterations to the child and family’s lifestyle.  Liaise with the multidisciplinary team on service needs and requirements.  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 Manager, Clinical Midwifery & Nursing Serv.  Directorate Manager Clinical Director Other Clinical Nurse Specialists  Multidisciplinary Leads Finance Procurement  Support Services Human Resources Health & Safety  Risk Management Ward Staff Psychiatrist/psychological services  Bed Managers Critical Care Teams Children’s Palliative Care Team  Radiology Pathology Children’s Community Nurses  IT R&D Department Adult Services  Learning Disability Service  External Communication  Other Health Boards throughout Scotland/Hospitals in South East Scotland  Develop professional links locally and nationally Specialist Support Groups  Voluntary Agencies Scottish Ambulance Service Community Health Practitioners  Social Work Patients Carers  General Public General Practitioners Benefits Agencies  Child Protection Agencies Educational institutes and staff organisations  Scottish Paediatric Epilepsy Nurse Specialist Group  Paediatric Managed Clinical Network for Epilepsy |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical skills:  Drug blood level monitoring  Post holder needs to accurately demonstrate the procedures for administration of emergency medication and teach these to parents/carers/teachers.  Be able to demonstrate first aid management of seizures.  Neurological assessment  Driving  Physical Demands:  Movement of teaching/specialist equipment from hospital to car to homes/schools/community facilities.  Caring for children and families in areas which at times requires travelling long distances.  Mental Demands of the Job  Concentration required due to the nature of the epilepsy specialist nurse role.  Possibility of frequent direct and indirect interruptions from patients, relatives and the medical/multidisciplinary team.  Maintenance of precise and accurate patient records.  Recognising and responding to ethical issues that may arise.  Concentration required when observing patient behaviours that may be unpredictable.  Time management.  Communication difficulties (multidisciplinary, multicultural, deaf, blind)  Developed leadership skills.  Developed responsibility skills.  Keeping up-to-date with research/development for speciality.  Service changes.  Organisational changes.  Political Agendas.  Challenging inappropriate/poor clinical practice.  Emotional demands of the job  Communicating with distressed/anxious/worried patients/relatives/carers/teachers.  Communicating complex issues with the multidisciplinary team/education/social services/ patents /patients  Personal/interpersonal stressors  Caring for patients/families who at times project anger and frustration towards post holder due to the severity/distressing nature of the condition.  Spiritual impacts on care/against care from families from varying ethnic/cultural backgrounds.  Environmental and working conditions  Exposure to verbal aggression high frequency  Temperature/air quality of working environment |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Minimum required to undertake this role:   * First level registered paediatric nurse with substantial post registration, with experience at a senior nursing level or relevant experience with neurosciences demonstrating the appropriate competencies and skills for the job. * Educated to degree level or working towards is desirable. * Evidence of further education including post-graduate certification/diploma/continuous professional development in neurosciences and/or epilepsy * 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. * Community experience desirable. * IT skills. * 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: |