#### **JOB DESCRIPTION TEMPLATE**

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|  JOB IDENTIFICATION |
|  Job Title: Band 6 Spinal Clinical Nurse Specialist  SpinalResponsible to: B7 Spinal Clinical Nurse Specialist Regional Services.Department: NeurosurgeryDirectorate: Regional ServicesOperating Division: Greater Glasgow and Clyde (GG&C)Job Reference:No of Job Holders: 1Last Update: September 2018 |
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| 2. JOB PURPOSE |
| The post holders provide extensive nursing knowledge and expertise in the support of patients who require specialist spinal care or have undergone spinal surgical procedures, from diagnosis, through treatment, cure or rehabilitation. The post holders are an integral part of the multidisciplinary team, providing and facilitating effective care and treatment for patients and their significant others. This is achieved directly through the role of expert practitioner, role model and patient advocate, and indirectly through the role of innovator, change agent, consultant, teacher, supervisor and researcher.  |

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| **3. DIMENSIONS** |
| * Provides a supportive specialist nursing service to support a caseload of patients who require specialist spinal care or have undergone a spinal surgical procedure within the Institute of Neurological Sciences.
* The post holders support the development of the Spinal service within the organisation and contributes nationally to Spinal Surgery policies.
* Develop and support the implementation of highly specialised programmes of care, providing advice, emotional and psychological support for patients who have undergone spinal surgery.
* Provides consultative clinical advice on specialist spinal issues to specific groups of staff.
* Provides support for specialist spinal nursing service as part of the regional centre across GG&C and care of patients from other referring centres regionally, nationally and internationally.
* Act as a highly specialised resource for information, support and advice using extensive knowledge to ensure practice is evidence based.

 • To develop effective working relationships within the specialist multi  Disciplinary team in order to lead and provide effective co-ordinated care for patients. • Supports in the Development of effective systems for multi professional communications throughout the trust and with the wider community. • To develop effective working relationships with local, regional, national and international Organisations in the field of spinal services.  |
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| 4. ORGANISATIONAL POSITION  |
|  Lead Nurse Neurosurgical & OMFS Services THIS POSTBand 6 Clinical Nurse Specialist Neuro SpinalBand 7 Clinical Nurse Specialist Neuro Spinal |

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| 5. ROLE OF DEPARTMENT |
| * Service provision for the diagnosis, treatment and ongoing care of surgical spinal patients referred to Regional Services.
* To meet the national objectives for surgical spinal care the Regional service provides a centre for
	+ Specialised treatment for surgical spinal conditions
	+ Facilitating rapid access to diagnosis and treatment and supporting early mobilisation and rehabilitation.
	+ Improvements in spinal care treatments and provision of specialised care
	+ Support for research and development

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| **6. KEY RESULT AREAS** |
|  **Clinical Practice:**  * Ensure and support the delivery of nursing care is person centred and responsive to the needs of

 patients and carers from diagnosis onwards * To communicate effectively to inform patients and their families/carers of current treatment approaches. To be able to discuss knowledgeably all treatment for spinal conditions with sensitivity, and where appropriate act in the role of advocate in order to enable patients to make informed decisions.
* Provide and receive complex information from clinicians to enable optimum patient care. Communicate on spinal issues and present complex information locally, regionally, nationwide and internationally.
* To sensitively communicate bad news to patients and carers, providing support and information

 as required* To liaise with all relevant agencies to achieve optimum patient care facilitating the smooth transition from hospital to home.
* Act as a consultant resource for patients, carers and staff, providing education, advice and support, promoting evidence-based practice.
* Ensure that the nursing practice complies with the NMC guidelines, and division Nursing policies and procedures.
* Support in the development, implementation and evaluation of standards of nursing practice, to ensure high standards of evidence based care are provided.
* Support in the Co-ordination of the team in a multi professional approach to care
* Promote reflective practice in the interests of patient care
* Provide a telephone help-line, telephone clinic and nurse led clinic for patients recently diagnosed/discharged from hospital or undergoing outpatient management of their condition.
* Develop effective working relationships within the specialist multidisciplinary team and co- ordinate the team to provide effective care.
* Initiate and actively promote innovative nursing clinical practice which is quality based, clinically effective and meets the needs of the patient, fulfilling the responsibilities for quality and clinical governance.

 **Consultancy/Advisory:*** Freedom to act autonomously and be responsible for own actions / decisions including referral of patients directly to specialists and other professionals as appropriate
* Support in the formulation of policies and procedures related to specialist spinal care within the unit.
* Act as a professional resource to the nursing team within the Unit.
* Involved in strategic issues relating to the Neuro Spinal Service and to provide specialist advice and support relating to the purchasing and commissioning of resources relating to Neuro Spinal services in a changing health care environment.
* Act in a collaborative and advisory role to senior management and as an expert practitioner provide guidance, support and advice to staff within and out with the division.

   **Education:*** Pro-actively facilitate and support in the development of the specialist Neuro Spinal knowledge and skills of clinical staff both formally and informally by developing and participating in educational events for all levels of staff within the division.
* Liaise with educational establishments to raise awareness of Neuro spinal issues and to participate in educational forums locally and nationally
* Support in the development and participate in divisional educational programmes.
* Facilitate learning for patients and carers in relation to identified health needs.
* Support the Band 7 CNS in the development of appropriate nurse-led services within the division working within agreed protocols in relation to health education/promotion and self-care.
* Initiate, facilitate and co-ordination of health promotion activities.
* Compile and develop patient information (i.e. booklets / leaflets / videos) relating to Neuro spinal issues and to ensure that appropriate and relevant information is available for all topics in relation to the individual patient.
* Maintain and update relevant knowledge of the speciality and attend appropriate training courses/study days.
* Support in the ongoing review of education inititiatives.

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|  **Management/Administration:*** Control admission to own caseload by following referral criteria and maintain overall responsibility and management of this caseload.
* In consultation with Band 7 CNS & Lead Nurse monitor and evaluate levels of service provided to agreed standards.
* Collect and collate statistical information related to the planning and future development of the

 Service, compiling annual service reports. * Be familiar with and adhere to all trust policies and procedures and participate in clinical Governance issues including managing clinical and non-clinical risk and reporting of incidents.
* Participate in the investigation and resolution of complaints.
* Maintain accurate data/information relating to the clinical service.

 **Research/Audit:*** Supports in the co-ordinates and implements Neuro spinal studies which influences patient care locally and NHS wide.
* Audit practice and recommend appropriate changes to nursing care, working effectively as a

change agent disseminating and integrating information gained from research and audit into  Clinical practice.* Analyses critically and interprets research findings and assesses for appropriateness, application

 And dissemination into clinical practice.* Participate in local Mortality and Morbidity reviews.

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| 7a. EQUIPMENT AND MACHINERY |
| * Demonstrate and act on the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe working
* Environment for patients, visitors and employees.
* Have competent knowledge of all specialised equipment used in the care of Head and Neck
* Patients which includes:

 Clinical Non clinical Computer, monitor, keyboard, printer, photocopier, shredder* + to maintain patient record keeping
	+ to develop patient information material
	+ to develop teaching materials
	+ to facilitate audit/research studies
	+ to access the internet for information
	+ to facilitate e-mail communication

  * Telephone / answer machine / pager / fax machine – to assist in effective communication with patients, carers and all agencies involved.

 * Car – to facilitate a home visit service

 Educational* Digital projector – to present powerpoint presentations
* E- Library
* Audio visual and other teaching equipment
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| **7b. SYSTEMS** |
|  * Responsible for inputting into electronic and manual patient records complying with Data

 Protection Act, CNORIS, Caldicott Guidelines and local policies regarding confidentiality And access to medical records.  * Post holders are expected to demonstrate the ability to maximise the use of information

 technology to benefit patient care and personal development e.g. Clinical* Pain assessment
* Wound assessment
* Bowel assessment
* Skin care assessment
* Symptom management
* Risk management
* Discharge planning documentation
* Caseload database
* Electronic patient records (HIS)
* Manual patient records
* Accessing patient information

  Managerial* Support in the development of the Annual report to Lead Nurse, MDT and colleagues.
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| 8. ASSIGNMENT AND REVIEW OF WORK |
| * Workload is determined by the needs of the service.
* All patients diagnosed with CE Syndrome referred to the regional unit are seen by

 the post holders* Patients with Neuro Spinal conditions and who undergo surgery
* The post holders work autonomously and independently with support from the Band 7 CNS
* Work is organised between post holders to allow for equal division of patient caseloads.
* The post holders are directly responsible to the Band 7 CNS for professional & operational

 management, work review and formal appraisal of performance |

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| **9. DECISIONS AND JUDGEMENTS** |
| * The post holders are expected clinically and professionally on a daily basis to meet the needs of the service and resolve problems autonomously including giving advice to other members of the multidisciplinary team.
* The post holders organise and manage their own caseload / workload, making daily decisions

 Regarding patient care within the scope of clinical / professional guidelines. * This post involves using expert clinical judgement when assessing and evaluating patients highly complex cancer care needs and devising and evaluating a specialist plan of care.
* This post involves using judgement when communicating sensitive information to patients and carers.
* This post involves formulating decisions and judgements regarding all aspects of service

 Development with support from the Band 7 CNS. * This post involves being accountable for own actions and using own discretion in

 The interpretation of general health and organisational policies.   |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
|  In an ongoing basis:* Offer support on a daily basis to patients and carers throughout their disease trajectory, from initial diagnosis, through treatment, discharge and rehabilitation support.
* Manage intractable/difficult/distressing symptoms.
* Facilitate the provision of bad news.
* Support patient/family/carers
* Work in situations that require prolonged concentration
* Prioritise workload whilst responding to urgent clinical demand
* Facilitate the implementation of change
* Provide the highest standard of nursing care within available resources.
* Keep up to date with advances in Neuro Spinal care provision
* Work in isolation under direction of the Band 7 CNS as an autonomous practitioner
* Manage directly/indirectly challenging behaviour from patients, carers and colleagues

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| Internal* Communicate with patients/relatives/carers providing and receiving highly complex information about diagnosis, progress and prognosis.
* Communicate with patients/relatives/carers providing and receiving highly complex information about Neuro spinal condition.
* Deal with any resultant unrealistic expectations or barriers to acceptance including emotional withdrawal, challenging behaviour and grief and anger.
* Use a high level of interpersonal and communication skills.
* Recognise the potential for individual professional stress.
* Communicate with all members of the multidisciplinary team, collaborating on the formulation, initiation and evaluation of patients care plans.
* Provide support to staff caring for patients with Neuro spinal conditions including education and training.

External* Communicate with primary care practitioners, social services, other care agencies and other professionals working in Neuro Spinal Centres in UK.

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| Physical Demands: Demonstrate manual dexterity in provision of the following:* Computer/key board skills
* Basic life support
* Moving and handling skills
* Wound care techniques
* Driving skills
* Sit or stand in a restricted position for prolonged times

 Mental Demands: The post requires the following continual demands:* Prolonged concentration
* Analysing and prioritising complex information.
* Multidisciplinary team working
* Multi-tasking
* Maintaining up to date specialist neuro spinal knowledge and skills
* Time management
* Dealing with challenging behaviour
* Unpredictable workload

Emotional Demands: The post holders are subjected to the following: * Caring for patients with life limiting conditions
* Supporting patients, carers and staff through difficult situations e.g. New diagnosis, complex distressing symptoms, disease progression, limited prognosis.
* Communication with patients with altered speech / foreign languages.
* Dealing with challenging behaviour e.g. anger, aggression, addiction and despair
* Dealing with complaints.

Environmental Demands:The post holders are exposed to the following on an ongoing basis: * Required to walk outdoors from office to other buildings in all weather conditions
* Required to drive in all weather and traffic conditions
* Exposure to verbal and physical aggression from families/relatives/carers
* Exposure to body fluids

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Level of knowledge/experience required.* 1st level registration with NMC RN1 (Adult)
* Educated to degree level
* Relevant post registration nursing qualification in aspect of Neuroscience nursing
* Masters level qualification in Neuroscience care, or willingness to undertake further study at Masters Level.
* Possess excellent communication and counselling skills
* Excellent communication and IT skills.
* Good organisational and time management skills with experience of case load management.
* Well developed decision making and problem solving skills.
* Evidence of continuing professional development.
* Willingness to undertake Nurse prescribing course
* Full driving licence and use of car for work purposes

Length of experienceShould have 5 years post registration experience. 3 of these at senior level within a Neurosurgical care environment.  |

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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: |