**Agenda For Change Job Description Template**

|  |
| --- |
| **JOB IDENTIFICATION**  **Job Title:** Paediatric Neurology Clinical Nurse Specialist - Neurorehabilitation  **Responsible to:** Lead Nurse CNS  **Department:** Paediatric Neurology  **Directorate:** Woman and Children’s |
| **2. JOB PURPOSE** |
| This post enables the successful individual with the responsibility for aspects of the provision of high quality care to both inpatient and outpatients with acquired brain injury and spinal cord injury, working in liaison with a multi-professional team.  Provide expert advice and support to children young people and their families referred to the neurorehabilitation service.  The post holder will be expected to establish, review and develop nurse led clinics.  Provide expert professional and clinical care advice to patients, families, carers and the multi-disciplinary team.  Post holder will actively monitor and develop neuro rehab nursing service in line with best practice, and continuously striving to improve quality of service.  Facilitate the planning and delivery of care programmes to address child and young person’s needs  The post holder will act as an expert resource and be responsible for providing specialist education and training programmes for health care professionals and other professional groups, both locally and nationally.  Implement and undertaking research activities, ensuring evidence-based practice within this specialist area. |
| **3. ROLE OF DEPARTMENT** |
| The Paediatric Neurosciences unit is a tertiary referral centre providing a high-quality, safe and supportive environment where the in-house multidisciplinary team provide assessments, diagnostic services and treatments to children and young people with neurological disorders, both congenital and acquired.  The Paediatric Neurosciences unit provides a service to the whole of West of Scotland and beyond. It is the regional centre for children and young people with epilepsy, sleep disorders, acquired brain injury rehabilitation, movement disorders, neuro-inflammation and muscle disorders.  Services are provided via a number of specialist clinics run by Consultants, Registrars, Nurse Consultants and Clinical nurse specialist alongside other allied health professional and work very much with a multi-disciplinary approach to care. |
| **4. ORGANISATIONAL POSITION** |
| Clinical Services Manager  Lead Nurse – CNS Teams  Paediatric Clinical Nurse Specialist - Craniofacial  (Band 7) x1  Paediatric Neurology Clinical Nurse Specialist - Epilepsy  (Band 7) x 1    Neuromuscular Nurse Consultant and Team Lead  Paediatric Clinical Nurse Specialist - Neurosurgical  (Band 6) x1  Paediatric Neurology Clinical Nurse Specialist – Genetic Epilepsy  (Band 7) x1  Paediatric Neurology Clinical Nurse Specialist - Neurology & Sleep Disorders (Band 7)  Major Trauma  Co-ordinator (Band 7)  Paediatric Neurology Clinical Nurse Specialist - Neurorehabilitation (This Post) x1  Paediatric Neurology Clinical Nurse Specialist Epilepsy  (Band 6) x 2 |
| **5. SCOPE AND RANGE** |
| The neurology service is within a tertiary centre providing a high quality, safe and supportive environment where the neuro rehab team provide assessment, diagnostic services and treatment to children and young people with traumatic and atraumatic acquired brain injury (ABI) and/or spinal cord injury (SCI).  The post holder is responsible for the case management of children with an  ABI and/or SCI.  Post holder will also design and implement a nurse led opt in follow up service for children and young people with concussion following A&E attendance.  Care will be delivered both in the acute and community environment.  The post holder provides specialist education and training to healthcare professionals including medical staff, parents, patients and carers  The post holder would ideally be an Independent and Supplementary nurse prescriber working within local policy boundaries and the legal prescribing framework. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES**  **Clinical**    Supporting child and or young person and their families through the neurorehabilitation pathway from admission to discharge and facilitating onward support with community services and education.  Working collaboratively with other clinical teams, departments and outside agencies to ensure a  timely delivery of care.  Work as an expert in neurorehabilitation in order to provide education, training and support to staff, patients and their families.  Participate and engage in audit to ensure the delivery of evidence based care in line with national guidelines.  Provide clinical leadership within the nursing team in the area of Paediatric acquired brain injury and spinal cord injury.  Works across 3 main clinical settings: acute neurology ward, neurology outpatient service and community setting.  Acts as a prime source of authority on clinical issues in the management of children and young people with ABI.  Executes clinical judgements and autonomous decision making about the management of patients across various care settings.  Develops and implement complex multidisciplinary packages of care for children with ABI or SCI within role of case manager.  Within this role 20% clinical duty weekly in ward area is incorporated. The location of this clinical area will be discussed and assessed as part of annual appraisal.  Responsible for the development, planning and co-ordination of the discharge plan for inpatient children with ABI and spinal cord injury including implementing the discharge timescales in consultation with the multidisciplinary team.  Develops clinical protocols, policies and standards in neurorehabilitation nursing care for example related to sleep or bowel management.  Analyses and interprets data using specialist knowledge in the management of individual care packages.  Provides support to members of the multi-disciplinary care team on aspects of patient care and management plans within boundaries of confidentiality.  Provides nurse led outpatient service in the investigation, assessment, diagnosis, treatment and follow-up of ABI and SCI.  Responsible for the assessment, planning, implementation, evaluation, and review of patient care needs.  Responsible for design and implementation, evaluation and review of a bowel and bladder care protocol for patients with spinal cord injury.  Uses clinical judgement and autonomous decision-making in the assessment, diagnosis and management of patients and refers to Consultant when appropriate.  Educates children/young people and families about the assessment and investigation process.  Provides information to children and young people, parents and families at initial diagnosis outlining programme of care.  Facilitates children/young people’s empowerment by assessing and teaching them technical knowledge and theoretical understanding when appropriate to promote self-management.  Provides support, information and detailed advice on life-style changes to children/young people and their families and information on long-term implications as a result of ABI and SCI.  Prescribes medication in accordance with practice guidelines as an Independent Nurse Prescriber to children and young people in own speciality.  Provides specialist support to education authorities regarding diagnosis and need for  Support services required to facilitate attendance at nursery/school.  Provide ongoing support and advice to educational establishments during the reintegration process.  Acts as a resource for other specialist community professionals within health board area and primary care unit, and also in surrounding health boards.  Ensure that the interface between hospital and community to promote a seamless transition for child/young person and their family is achieved.  Acts as a resource for statutory and non-statutory organisations in matters related to ABI and spinal cord injury.  Knowledge of child protection legislation and referral pathways.  Support multidisciplinary consultant led clinics for ABI and SCI. ManagementPlan and organise day to day service provision Responsible as case manager for the inpatient neurology patients with Acquired Brain Injury and spinal cord injury.  Receive referrals for neuro rehab team and provide expert assessment of the child or young person’s needs  Develop and provide a coordinated specialist service for children and young people with an ABI and/or SCI.  Direct clinical involvement in complex care in the inpatient and outpatient setting,  The post holder is an authorized signature for department supplies.  Develop and promote a management environment that values equality and diversity.  Workload is determined by the needs of the service.  The post holder will be responsible to the lead nurse for clinical guidance and professional management, work review and formal appraisal of performance. Clinical Governance/Effectiveness Every employee, contractor or self-employed person working with the Women’s and Children’s directorate premises or elsewhere on behalf of the directorate has a legal duty to take all reasonable care for their own health and safety as well as that of others who may be affected by their acts or omissions.  Responsible for ensuring the quality of patient care is assessed and implemented to ensure maintenance of standards of care given to patients and their families by developing and undertaking clinical audit and research within speciality.  Contribute, as part of the multidisciplinary team, to the development, implementation and maintenance of policies, procedures, standards and protocols of the specialty area, Directorate and Division to ensure adherence to, and delivery of the highest level of patient care at all times.  The post holder ensures quality of care by investigation and responding to drug errors, clinical incidents and complaints.  Work in partnership to develop and implement policies and strategies within the wider Neurology team.  **Research**  Develop and implement research projects in ABI, spinal cord injury, and fatigue management.  Analyse and interpret research results and report research findings.  Disseminate research findings within the organisation.  Present research at national and international conferences.  Present research for publication.  Participate in collaborative research with colleagues within the organisation, nationally and internationally, in order to improve standards of care and provide feedback to relevant groups.  Promote and develop research opportunities for junior members of the neurology nursing team.  Examine current research in specialist area of practice and formulate potential changes to clinical practice to improve standards of care.  Develop audit within clinical practice to improve quality of patient care.  Work with the Research and Development Unit to support clinical research within area of speciality.  Participate in national /international trials. Training, Education Act as a facilitator in developing clinical practice, promoting changes in service that meet national standards, both clinical and operational.  To ensure that ongoing personal development needs and professional education and research are identified and met.  Maintain a peer network of support, information and learning  Support the nurse educator with the planning, implementation and evaluation of training and education programmes.  Contribute to, and support, the provision of clinical practice for pre-registration and appropriate post-registration nursing and medical students to fulfil curriculum requirements and ensure that appropriate educational opportunities are provided.  Establish networks with other specialists at a local, national and international level to exchange and enhance knowledge and expertise.  Present to Learned Society at national and international level on aspects of neurology and sleep medicine.  Present to Learned Society research findings and improvements in clinical care.  Participate and promote attendance at regional/national nursing and medical event in order to further knowledge and shared best practice.  Conduct training of other allied professionals within health board and other statutory services on issues related to neurology/neurodisability/sleep medicine.  Provide in-service training for multidisciplinary groups on aspects of neurology/neurodisability/sleep medicine.  Provide education and training for children/young people and families within various care setting to empower them to promote self-management.  Produce teaching materials for children, parents and multi-professionals.  Provide parents groups to support parents/carers knowledge and skills.  **Corporate**  Representative the directorate/division at strategy groups at health board/ primary care unit level related to area of specialism when appropriate. |
| **7a. EQUIPMENT AND MACHINERY** |
| The post holder is required to remain cognisant of equipment and maintain up-to-date knowledge of equipment and ancillaries required for the service.   1. Intervention and monitoring equipment such as baby monitors, infusion devices, scales, trolleys, resuscitation equipment etc. 2. Needles, syringes, needless support systems 3. Central venous access devices 4. Clinical and non-clinical waste disposal 5. Sharps containers 6. PowerPoint equipment: data projector and lap-top computer 7. Dictaphone 8. Telephone and paging system 9. Photocopier |
| **7b. SYSTEMS** |
| Worktop computer for Trakcare, Microsoft Word programme, Microsoft Access programme, Microsoft Excel programme, Microsoft PowerPoint programme, Microsoft outlook, Internet access.  Post holder will require to access an electronic patient information system to input and retrieve data. Strict adherence to GDPR and confidentiality policies will be required when working collaboratively across agencies.  IT Systems   * Trak/Portal/eESS   Human Resources   * Recruitment and selection training * Appraisal Training/PDP * Preceptorship and Mentorship training * SVQ training * Knowledge and awareness of human resource policies and their implementation * Discipline, absence and grievance management  Equal Opportunities Polices and Protocols |
| **8. DECISIONS AND JUDGEMENTS** |
| * Employs effective decision making skills to address complex issues and use effective change management skills to implement them. * Clinical judgements and autonomous decision making about the management of patients with complex neurological conditions across various care settings on a daily basis. * Clinical judgements and autonomous decision making in the investigation, diagnosis, treatment and management of ABI, spinal cord injury. * Role as Case Manager for inpatient children with ABI/Complex neurology daily. * Able to demonstrate ability to assess and interpret specialist condition specific information and take appropriate action to develop a plan of care. * Utilise clinical judgements in relation to Independent and Supplementary Nurse   Prescribing within the agreed legal prescribing guidelines.   * Implement and evaluate innovations in clinical care related to speciality. * Uses clinical judgement and decision making in the development of policies/strategies at   unit and divisional level related to speciality.  Highly developed specialist knowledge, underpinned by theory and experience |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| The post holder will require to communicate and liaise with the patient, parents/carers their relatives and multidisciplinary team involved in the provision of care. This includes providing and receiving complex/sensitive/highly complex or contentious information and dealing with barriers to understanding.  This communication can be verbal, written or electronic. All communication is underpinned by the general rules of professional accountability, data protection act, Caldicott legislation, human rights act. The post holder must develop, implement and manage communication systems within area of remit to ensure high standard of communication.  **Internal**   * The post holder will be expected to communicate extensively with the patient, their relatives to assess areas of clinical need in the role of case manager and the development of the discharge plan. * The post holder will be expected to communicate extensively with the patient, their relatives to support knowledge and training in all aspects of diagnosis. This will often involve communicating sensitive and unpleasant information. The post holder will require to support children and parents/carers in counselling. * The post holder will be responsible to communicate with members of the multidisciplinary team involved in the provision of care within the role of case manager. * The post holder will be expected to communicate extensively with the lead consultant in charge of the care of the child. * Communicate with junior nursing staff – patient care, allocation of work, workload issues * Communicate with other nurse specialists in the ongoing management of joint patients. * Communicate with other senior members of medical teams in ongoing management of joint cases. * Communication with varying multi-disciplinary staff in teaching capacity. * Other relevant departments within the Division e.g. EEG, MRI, Respiratory Technicians,   Orthotics, Laboratories, Pharmacy, Supplies, Human Resources, Fire Officer, Infection Control.   * Staff Organisations * To motivate and negotiate, when required, to encourage patients and families to comply with essential treatments * Clinical Services Manager   **External**   * The post-holder will be expected to communicate extensively with the patient, their relatives to assess areas of clinical and changing need to support treatment protocols and management. * The post-holder will be expected to communicate extensively with the patient, parents/carers, relatives to support knowledge and training in all aspects of diagnosis. This will often involve communicating sensitive and unpleasant information, including death and dying. The post holder will require to support children and parents/carers in counselling. * The post-holder will be required to communicate with members of the multidisciplinary team involved in the provision of care within the Primary Health Care Team in the role of case manager in the organisation and planning of ongoing clinical management. This may involve e.g. nursing, GP, CMO, physio, O.T, education and social work. * The post-holder will be required to communicate with other organisations e.g. Government Bodies DLA, Voluntary sector. * The post holder will require to communicate in various settings to provide education and training to Learned Colleagues, education services, social work, and voluntary agencies. * The post-holder will require to communicate with various professionals in the dissemination of research findings. This may be nationally or internationally. |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Skills**   * Management of complex neurodisability disabilities/sleep disorders. * Management of care needs across various health care settings. * Management of behavioural problems. * Nurse prescribing * Administration of emergency seizure rescue medications * Nurse led clinics * Counselling * Support the care of the dying * Bereavement support * Research and presentation * IT skills   **Physical Demands**   * Working across three main clinical areas: acute wards, outpatient clinic and community. * Standing / walking throughout acute areas dependant on clinical need. * Managing crisis intervention for individual patients. * Balancing demands of inpatient and/outpatient clinical needs * Documentation of vast amounts of information in the management of complex care packages. * Prioritisation of workload.   **Mental Demands**   * Communication with all members of multidisciplinary team and community professionals in role as case manager * Adapting to rapid changing needs of client group. * Advanced problem solving skills and the ability to make quick decisions when under pressure. * Retention and communication of knowledge and information ensuring patient confidentiality. * Concentration and action when observing and managing patient with unpredictable behaviour and clinically unstable conditions. * Managing competing priorities day to day.   **Emotional Demands**   * Working in specialist area of neurology with children diagnosed with complex neurodisability, degenerative illness and life limiting conditions. * Caring for parents following diagnosis of severe neurological disability in children. * Responsible for developing and implementing a complex care plan for children in discussion with their parents at the end stage of life. * Supporting parents to make often difficult decisions regarding treatment options/ withdrawal of treatment. * Supporting distressed/worried patients/relatives during acute illness * Supporting children/young people and parents throughout their childhood with unstable neurology conditions or undiagnosed conditions with poor medical outcomes. * Managing crisis intervention for children and families in community setting due to unstable clinical presentation of child/young person’s condition. * Caring for the terminally ill child and communicating challenging news, including that of terminal illness/death. * Involved in the management of staff’s emotional/psychological well-being through the provision of a containing presence and the formal/informal supervision process. * Exposure to verbal, physical, aggressive and threatening behaviour.  Working Conditions  * Deal with aggressive situation involving families. * Dealing with limitations of available resources in acute clinical area and in community. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Balance clinical time across various care settings. * Provision of comprehensive care packages within the community setting to meet the child/young persons and families care needs. * Time balance between clinical practice and research. |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| * First level registered Nurse/RSCN/ with relevant post registration experience in Neurology. * Educated to minimum of degree level is desirable * Community qualification desirable * Evidence of research participation including publications * Independent and Supplementary Prescribing Qualification desirable * Training qualification in sleep medicine * Further education/evidence of CPD in area of speciality including study days/courses/post graduate certification. * Evidence of teaching and presentation experience * Evidence of experience/ knowledge in care of the dying * Evidence and experience in bereavement counselling  |  |  |  | | --- | --- | --- | |  | ESSENTIAL | DESIRABLE | | **Professional Qualifications** |  |  | | Registered with the NMC as a Children’s Nurse | X |  | | Independent Nurse Prescribing Qualification |  | X | | Evidence of ongoing CPD with demonstrable clinical competencies relevant to speciality. |  | X | | Evidence of Leadership Training |  | X | |  |  | X | | Experience |  |  | | Experience at clinical nurse specialist or senior level relevant to speciality. | X |  | | Experience of conducting nurse led clinics |  | X | | Evidence of working with children, young people, adults and families to improve patient experiences. | X |  | | Experience of developing practice standards, clinical audit, quality improvement | X |  | | Able to use evidence in practice and teaching | X |  | | Experience of handling clinical incidents and complaints and implementing subsequent learning |  | X | | Qualification in mentorship, preceptorship and facilitation. |  | X | | Evidence of applying evidence based practice | X |  | | Knowledge of child protection systems | X |  | | Knowledge and awareness of interagency structure | X |  | | Awareness of community nursing and resources |  | X | | Experience of leadership and managing a team | X |  | |  |  |  | | Skills |  |  | | Clinical skills in assessment, treatment prescribing and discharge planning within speciality | X |  | | Demonstrates compassion in clinical practice | X |  | | IT skills | X |  | | Evidence of clinical leadership skills development | X |  | | Effective team leader, able to motivate and develop a team and maintain constructive working relationships |  |  | | Manual handling skills |  | X | | Resuscitation skills | X |  | | Venepuncture and cannulation skills |  | X | | Excellent time management skills and self-discipline to support periods of lone working across health boards | X |  | | Excellent communication skills in all methods of communication | X |  | | Evidence of successful clinical and non-clinical innovative change management. |  | X | |  |  |  | | Education and Training |  |  | | Skills in teaching and education | X |  | | Experience in providing clinical practice supervision, mentoring and facilitation | X |  | | Supervisory and team leader skills | X |  | | Ability to teach, educate and train multidisciplinary team using evidence based practice | X |  | | Evidence of ongoing professional development with demonstrable clinical competencies relevant to area of practice | X |  | |  |  |  | | **Knowledge** |  |  | | Thorough knowledge relevant to neurology disease within children | X |  | | A clear understanding of current Health Service Strategies in children | X |  | | Detailed understanding of change management, audit and research methodologies |  | X | | Awareness of evidence based practice and current research relevant to speciality | X |  | |  |  |  | | **Audit and Research** |  |  | | Demonstrate good knowledge of research process |  | X | | Demonstrate ability to initiate evaluation strategies of services and developments | X |  | |  |  |  | | Evidence of developing, implementing, maintaining and reviewing policies, guidelines, protocols and patient group directions based on research based evidence. | X |  | | Qualities |  |  | | Ability to work in teams | X |  | | Pleasant and positive attitude | X |  | | Ability to motivate others | X |  | | Self Starter | X |  | |