**Agenda For Change Job Description Template**

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| * **JOB IDENTIFICATION**   **Job Title: Clinical Nurse Specialist Paediatric Neurology**  **Responsible to: Lead Nurse CNS**  **Department: Paediatric Neurology**  **Directorate: Woman and Childrens** |
| **2. JOB PURPOSE** |
| To function within the clinical team as the lead nurse in the care of children and young people with Complex neurological disorders, Movement disorders, Neuro-inflammatory conditions and Sleep related disorders within a Regional Paediatric Neuroscience centre. This role involves providing care across the acute and community setting. |
| **3. ROLE OF DEPARTMENT** |
| The Neurosciences unit is a tertiary referral centre providing a high quality, safe and supportive environment where the in-house multi-disciplinary team provide assessment, diagnostic services and treatment to children and young people with neurological dysfunction, both congenital and acquired. The unit provides a service to the whole of the West of Scotland and beyond. It is the regional centre for children and young people with epilepsy, aquired brain injury rehabilitation, movement disorders, muscle disorders and sleep disorders,.  The post holder accepts referrals from consultant neurologists within this outpatient  Service and provides the highest level of practice within neurology, making clinical  judgements and autonomous decision-making, concerning the specialist nursing care and supportive community care following assessment of patient need.  The post holder is responsible for the case management of children admitted to the  Neurology inpatient ward under the care of the neurology consultants. This ward is the regional inpatient unit for children with acute neurological conditions and the regional  Rehabilitation centre for children and young people with Acquired Brain Injury (ABI) and cross cover with the rehabilitation clinical nurse specialist will be required.    The post holder is responsible for caring a small caseloads of children and young  people with Complex unstable and/ or undiagnosed neurological disorders, Complex motor disorders, Neuro-inflammation and Narcolepsy/Cataplexy Syndrome,.  The post holder will be required to develop and support care pathways and management plans for children and young people with complex neurological disorder, motor disorders and neuro-inflammatory conditions.  The post holder is responsible for undertaking and managing a nurse led sleep  Clinic for children and young people under the care of the Paediatric Neurology service with narcolepsy/cataplexy and other neurogenetic conditions for management including prescribing medication. |
| **4. ORGANISATIONAL POSITION** |
| Clinical Services Manager  Lead Nurse - CNS  Paediatric Clinical Nurse Specialist - Craniofacial  (Band 7) x1  Paediatric Neurology Nurse Consultant -  Neuromuscular/  Neurology Nurse Team Lead  (Band 8A) x1  Paediatric Clinical Nurse Specialist - Neurosurgical  (Band 6) x1  Paediatric Neurology Clinical Nurse Specialist - Neurology & Sleep Disorders (Band 7) x1  This post  Paediatric Neurology Clinical Nurse Specialist Lead- Epilepsy  (Band 7) x 1  Paediatric Neurology Clinical Nurse Specialist – Genetic Epilepsy  (Band 7) x1WTE  Paediatric Neurology Clinical Nurse Specialist Epilepsy  (Band 6) x 2 |
| **5. SCOPE AND RANGE** |
| The post holder is responsible for caring for a caseload of children and young  people with complex unstable and/ or undiagnosed neurological disorders,  degenerative neurological disorders, complex motor disorders, neuro-inflammation and narcolepsy/cataplexy syndrome.  The post holder accepts referrals from consultant neurologists within this outpatient  service and provides the highest level of practice within neurology, making clinical judgements and autonomous decision-making, concerning the specialist nursing care and supportive community care following assessment of patient need.  The post holder will be required to develop and support care pathways and management plans  for children and young people with complex neurological disorders, motor disorders and neuro-inflammatory conditions.  The post holder is responsible for the case management of children admitted to the Neurology inpatient ward under the care of the neurology consultants. This ward is the regional inpatient  unit for children with acute neurological conditions and the regional rehabilitation centre for children and young people with acquired brain and spinal injury and cross cover with the rehabilitation clinical nurse specialist will be required. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| Clinical   * Provide clinical leadership within the nursing team in the area of Paediatric Neurology, complex motor disorders, neuro-inflammatory conditions and some neurological sleep disorders, * Works across 3 main clinical settings: acute neurology ward, neurology outpatient   service liaising with community services.   * The post holder will support children and young people as outpatients and inpatients under the care of the wider neurology team, in order to provide seamless support for children and young people with complex motor disorders and neuro-inflammation. * They will be required to provide support to carers, schools, nurseries, respite centres; and to provide teaching and training sessions through community visits across NHSGGC and West of Scotland. * Acts as a prime source of authority on clinical issues in the management of children and young people with neurological conditions, complex motor disorders, neuro-inflammation and complex sleep disorders. * Executes clinical judgements and autonomous decision making about the management   of patients with neurological conditions across various care settings.   * Develops and implement complex multidisciplinary packages of care for children with neurological disorders within role of case manager. * Responsible for the development, planning and co-ordination of the discharge plan for inpatient children with neurological disorders including implementing the discharge timescales in consultation with the multidisciplinary team. * Develops clinical protocols, policies and standards in Neurology. * 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. * Responsible for supporting the management of a caseload of children with complex neuro-disability, epilepsy, degenerative neurological disorders and narcolepsy/cataplexy disorder in the West of Scotland region and beyond. * Responsible for the assessment, planning, implementation, evaluation, and review of patient care needs. * 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 advise on life-style changes to children /   young people and their families and information on long-term implications as a result  of neurological diagnosis.   * Supports child, young children and parents to develop self-care knowledge and skills. * Contribute to patient care by providing telephone and remote consultation support to patients who have ongoing and acute concern about their child’s condition. This is a major part of the role. * Acts as an advocate for the child/young person and family to ensure health needs are met. * Provides specialist support to education authorities regarding diagnosis and need for support services required to facilitate attendance at nursery/school. * 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 clinical neurology. * Knowledge of child protection legislation and referral pathways.   **Management**  * Support the Rehabilitation CNS when absent with inpatient neurology patients with Acquired Brain Injury (ABI). * Liaise with Hospital Paediatrics discharge planning coordinator regarding the discharge of complex neurology patients and provide parents and families with ongoing support. * Responsible for the management of a caseload of children with complex neuro-disability, epilepsy, degenerative neurological disorders, complex motor disorders, neuro-inflammation disorder and narcolepsy/ cataplexy,. * Develop and promote a management environment that values equality and diversity. * Support development of patient data collection to enable safe, effective patient care. * Workload is determined by the needs of the service. The post holder will be responsible to the service manager for clinical guidance and professional management, work review and formal appraisal of performance.  **Clinical Governance/Effectiveness**   * 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 Paediatric Neurology.   **Research**   * Develop and implement research projects in neurological conditions and sleep related disorders. * 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. * 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**   * To ensure that ongoing personal development needs and professional education and research are identified and met. * 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. * 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/neuro-disability/sleep medicine. * Provide in-service training for multidisciplinary groups on aspects of neurology/neuro-disability and sleep medicine. * Provide education and training for children/young people and families within various care setting to empower them to promote self-management. * Provide training to non-statutory and voluntary organisations as appropriate. * Produce teaching materials for children, parents and multi-professionals. * Provide parents groups to support parents/carers knowledge and skills. |
| **7a. EQUIPMENT AND MACHINERY** |
| * Consult with parents / carers, and multidisciplinary professionals by telephone to provide advice and support. * Provide a telephone management response for patients with unstable complex neurological and sleep disorders, including medication changes and potential referral to other agencies. * Access and interprets information on the electronic patient information service. * Authorise investigations and referrals to other disciplines on the Clinical Portal system. * Authorise and implement outpatient appointments for nurse led clinic. * Consult colleagues nationally and internationally via email to collaborate and discuss clinical developments, which may support improvements in-patient, care. * Sound knowledge of equipment options for the provision of care in the community in various care settings. Recommendation and referral to community. * A sound knowledge of all relevant medical devices in use in the clinical area.   Such items will include; intravenous pumps, external patient monitoring.   * A sound knowledge of all relevant medical devices in use in the clinical area. Such items will include; intravenous pumps, external patient monitoring equipment, lifting & handling equipment. |
| **7b. SYSTEMS** |
| * Accessing of Neurological database (Neurobase). * Support development of patient databases to support patient care. * Online GP prescription requests * Sound knowledge of equipment options for the provision of care in the community in various care settings. Recommendation and referral to community. * Review current research and practice developments using national and international sites on the Internet. |
| **8. DECISIONS AND JUDGEMENTS** |
| * Executes clinical judgements and autonomous decision making about the management of patients with neurological conditions across various care settings on a daily basis. * Executes the clinical plan in role as Case Manager for inpatient children with complex neurological conditions, complex motor disorders and neuro-inflammatory disorders. * Executes clinical judgements and autonomous decision making in the investigation, diagnosis, treatment and management of sleep disorders within nurse led clinic * Implement and evaluate innovations in clinical care related to speciality. * Deployment of staff within specialist nursing team to ensure quality of patient care and effective use of resources. * Executes clinical judgement and decision making in the development of policies/ strategies at unit and divisional level related to speciality. |
| **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.  The post holder communicates with:  Internally   * 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. This is normally in the region of 10-15 different professionals. * 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 neuro-disability disabilities, complex motor disorders, neuro-inflammatory disorders and sleep disorders. * Management of care needs across various health care settings. * Nurse prescribing or willing to work towards this * Nurse led clinics * Counselling * Support the care of the dying * Bereavement support * Research and presentation * Driving * IT skills   Physical Demands   * Working across three main clinical areas: acute wards, outpatient clinic and community. * Driving varying distances throughout West of Scotland and beyond to meet clinical need. * 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. * Volume 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. * Intense concentration required when checking documents/patient notes and calculating drug dosages, whilst subject to frequent interruptions from patients/relatives/team members. Concentration required when observing patients * 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. * Competing for recourses for patient group.   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 news of terminal illness/death, emotional physical and sexual abuse. * Taking a lead role 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 challenging situation involving families.  Dealing with limitations of available resources in acute clinical area and in community.  Exposure to infectious diseases and chemical substances.  Lack of secretarial support. |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| * Balance clinical time across various care settings and neurological conditions. * 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** |
| |  |  |  | | --- | --- | --- | |  | ESSENTIAL | DESIRABLE | | **Professional Qualifications** |  |  | | Registered with the NMC as a Children’s Nurse | ✓ |  | | Independent Nurse Prescribing Qualification |  | ✓ | | Evidence of ongoing CPD with demonstrable clinical competencies relevant to speciality. | ✓ |  | | Evidence of Leadership Training |  | ✓ | | Educated to Degree level or above |  | ✓ | | **Experience** |  |  | | Experience at clinical nurse specialist or senior level relevant to speciality. |  | ✓ | | Evidence of working with children, young people, adults and families to improve patient experiences. | ✓ |  | | Experience of developing practice standards, clinical audit, quality improvement |  | ✓ | | Able to use evidence in practice and teaching |  | ✓ | | Experience of handling clinical incidents and complaints and implementing subsequent learning | ✓ |  | | Post registration clinical experience 5 years (minimum) | ✓ |  | | Qualification in mentorship, preceptorship and facilitation. |  | ✓ | | Evidence of applying evidence based practice |  | ✓ | | Knowledge of child protection systems | ✓ |  | | Knowledge and awareness of interagency structure |  | ✓ | | Awareness of community nursing and resources |  | ✓ | | Experience of leadership and managing a team |  | ✓ | |  |  |  | | **Skills** |  |  | | Clinical skills in assessment, diagnosis, treatment, prescribing and discharge within speciality |  | ✓ | | Demonstrates compassion in clinical practice | ✓ |  | | IT skills | ✓ |  | | Evidence of clinical leadership skills development | ✓ |  | | Effective team leader, able to motivate and develop a team and maintain constructive working relationships | ✓ |  | | Manual handling skills | ✓ |  | | Resuscitation skills | ✓ |  | | Venepuncture and cannulation skills |  | ✓ | | Excellent time management skills and self-discipline to support periods of lone working across health boards | ✓ |  | | Excellent communication skills in all methods of communication | ✓ |  | | Proven clinical and managerial skills | ✓ |  | | Driving license | ✓ |  | | Evidence of successful clinical and non-clinical innovative change management. | ✓ |  | |  |  |  | | **Education and Training** |  |  | | Skills in teaching and education |  | ✓ | | Experience in providing clinical practice supervision, mentoring and facilitation |  | ✓ | | Supervisory and team leader skills |  | ✓ | | Ability to teach, educate and train multi0discipline’s using evidence based practice |  | ✓ | | Evidence of ongoing professional development with demonstrable clinical competencies relevant to area of practice | ✓ |  | | **Knowledge** |  |  | | Thorough knowledge relevant to neurology disease within children |  | ✓ | | A clear understanding of current Health Service Strategies in children |  | ✓ | | Detailed understanding of change management, audit and research methodologies |  | ✓ | | Awareness of evidence based practice and current research relevant to speciality |  | ✓ | | **Audit and Research** |  |  | | Demonstrate good knowledge of research process |  | ✓ | | Demonstrate ability to initiate evaluation strategies of services and developments |  | ✓ | | Evidence of developing, implementing, maintaining and reviewing policies, guidelines, protocols and patient group directions based on research based evidence. |  | ✓ | | **Qualities** |  |  | | Ability to work in teams | ✓ |  | | Pleasant and positive attitude | ✓ |  | | Ability to motivate others | ✓ |  | | Self Starter | ✓ |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |