**Agenda For Change Job Description Template**

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| **JOB IDENTIFICATION**  **Job Title: Clinical Nurse Specialist Diabetes – Band 6**  **Responsible to: Lead Nurse**  **Department: GGC Children’s Diabetes Service**  **Directorate: Women & Children** |
| **2. JOB PURPOSE** |
| Improve the quality of life for children and young people with diabetes within the primary and secondary care setting.  Provide tailored clinical education, advice, support and care for children and young people with diabetes, their parents and extended carers including school/nursery staff.  Provision of specialist advice, support and liaison within the multi-disciplinary team.  Act as a resource within the health board area.  Participate in the development of protocols, policies and guidelines for paediatric and adolescent diabetes service.  Participate in local and national audit, research and development. |
| **3. ROLE OF DEPARTMENT** |
| The GGC Children’s Diabetes Service provides high quality and specialist tertiary care for children and young people with Diabetes and their families. Whilst the patients are predominantly from GGC there is a significant number from surrounding Health Boards including North and South Lanarkshire, Highland, Forth Valley and Ayrshire.  The service is the largest in the UK with approx. 800 patients and comprises of a specialist multidisciplinary team - 8 medical staff, 13 nurse staff (including a Young Adult CNS Diabetes), 3 dieticians and links with Psychology colleagues. As well as developing, delivering and maintaining a portfolio of educational resources and provision of specialist clinical care to families of Diabetes patients, the service is committed to delivering high quality diabetes education to wider organisational staff and beyond. The GGC Children’s Diabetes Service provides additional support to families through provision of; specialist out- patient clinics, acute in-patient care, home and school visiting, telephone an email/cloud care.  The service demonstrates innovation and expertise in modern Diabetes Technologies - Insulin Pump Therapy and Continuous Glucose Monitoring programmes of care. In addition strives to provide streamline and seamless transition of patients to adult care. These specialist services are aided further by a commitment to data management via several eHealth databases, providing a medium for continuous assessment of clinical outcomes with the aim of providing quality and appropriate care.  The Clinical Nurse Specialist will be an integral member of the multi-disciplinary team in providing excellence in care for patients with Diabetes. |
| **4. ORGANISATIONAL POSITION** |
| Lead Nurse Medical Paediatrics  Team Leader Clinical Nurse Specialist Diabetes  Clinical Nurse Specialist Band 7  Diabetes Nurse Band 6 |
| **5. SCOPE AND RANGE** |
| With support from the nursing team and direction from the senior CNS Diabetes team manage and co-ordinate a predefined clinical caseload of patients. Provision will be both in-patient and out-patient care  * Advocate on behalf of patients and their families, ensuring they receive appropriate education, services and information tailored to their needs. * Assess and manage risks associated with working practices. * Provide specialist advice, support, training and information to ward staff during inpatient hospital admission. * Ensure that all written documentation is clear, concise, and timely and complies with NMC standards for records and record keeping. * Act as a resource within the health board area. * Participate in local and national research and audit. |
| **6. MAIN TASKS, DUTIES AND RESPONSIBILITIES** |
| CLINICAL  * Contribute to a Multi-Disciplinary Team (MDT) approach to the management of childhood and adolescent diabetes, ensuring delivery of clinical practice is evidence based. * Assess physical, psychological and social needs of children and young people and implement and evaluate programmes of care at home and at school. * Participate in a telephone and email triage service offering specific specialist advice, assistance and help for patients, carers and health care professionals in the day to day management of diabetes problems. * Participate in the MDT assessment of patients at specialist diabetes clinics. * Provide independent review of patients in clinic, diabetes department, virtually, ward environment and homes. * Maintain a high standard of patient focussed, age appropriate and continuously evolving nursing care * Participate in the development of local diabetes protocols in line with the Scottish Diabetes Framework, SIGN guidelines, NHS QIS, NICE 15 guidelines and ISPAD guidelines. * Participate in the provision and continuing care of patients which will include use of current Diabetes Technologies: Insulin Pump Therapy, Continuous Glucose Monitoring, Flash Glucose Monitoring and use of Hybrid Closed-Loop Systems * Keep updated in, and implement local and national child protection guidelines. Participate in child protection hearings and case conferences.  EDUCATION AND TRAINING  * Maintain awareness and participate in current developments and research in the management of diabetes and the implications for patients, carers and general paediatric staff. * Identify patient and carer education needs and develop and implement tailored age appropriate education programmes to meet their needs both in primary and secondary care settings. * Contribute and facilitate the development of educational programmes for paediatric nursing staff.      * Participate and co-ordinate teaching of nursing and medical students. * Act as a resource in the provision of evidence based learning material. * With guidance from senior nursing staff be responsible for own professional development and participate in continuing education and health promotion programmes. * Establish and maintain relationships with other diabetes teams to develop support networks and ensure best practice methods are available to the division and other health care professionals. |
| **7a. EQUIPMENT AND MACHINERY** |
| The post holder with be required to:   * Utilise technical clinical equipment, calibrating when required, checking for faults and ensuring regular maintenance. Internal and external quality assurance checks, and reporting back to Biochemistry e.g. POCT near patient testing equipment used to measure HbA1c levels: POCT Blood Glucose/ Ketone meters: Insulin pumps and consumables: Continuous Glucose Monitoring and consumables; Flash Glucose Readers and consumables; Insulin pens; Blood pressure monitor * Personal computer/laptop and mobile phone * Regular requirements to use computer software to develop or create reports, documents, presentations * Multi associated software packages e.g. Power Point, Excel Databases, Internet, Word Processing packages, Record Keeping, E-Library/literature search * Multimedia systems and audio visual equipment * Medical and educational devices and programmes. |  | |
| **7b. SYSTEMS** |
| The post holder shall undertake to:   * Demonstrate promotion and compliance with policies and procedures in relation to harm free care, person centeredness, public protection, Data Protection Act, Caldicott guidelines and national and local guidelines and policies regarding confidentiality and access to medical records, use of the intranet and internet and email systems as they apply to self/team and work programme. * Demonstrate appropriate use of systems including SCI-Diabetes, Carelink Pro, DEXCOM Clarity, Glooko, TRAK, Datix. SSTS/eExpenses. TURAS. Scottish Study Group Register, Emails, telephone calls. * Contribute to policy and service improvement proposals and development in respect to clinical practice and the standards within the Care Accreditation and Assurance framework * Maintain accurate records and documentation in accordance with NMC and NHS GGCHB guidelines and Policies. * Comply with organisational requirements for a range of systems including e.g. recruitment and selection, payroll and budgets, sickness absence monitoring, electronic expenses claims and staff learning. |  | |
| **8. DECISIONS AND JUDGEMENTS** |
| Please describe the nature of supervision of the job, areas of discretion, and typical judgements made in the course of the job:   * As part of an MDT team has responsibility for care decisions for own, predefined, caseload * Uses own initiative and acts independently within the bounds of existing knowledge and skills and is guided by policies and guidelines * With supervision, manages, organises and prioritises individual caseload, according to the needs of the service * When competent will be responsible for alteration of insulin doses in accordance with local guidelines. * Recognise when hospital admission required and make appropriate referral. * Uses clinical expertise to assess, plan, implement and evaluate various programmes of care. * Using skills, knowledge and experience acts within defined guidelines and policies when offering specialist advice to general paediatric staff including medical, nursing and allied health professionals. * Reports to Clinical Nurse Specialist Band 7 or Team Lead on day to day clinical matters |
| **9. COMMUNICATIONS AND RELATIONSHIPS** |
| * Providing information and support to empower patients, relatives and carers in the self- management of diabetes. * Support, and as part of the MDT participates in the formulation of off duty, annual leave, peer support, service development and supervision * As part of the MDT Clinical work and participate in the development of guidelines provision of specialist knowledge and advice * Act as a clinical resource for students, trainees and ward based staff providing specialist knowledge and advice * As part of the Diabetes Team provide evaluation and reports of patient progress and referral to appropriate members of the MDT * Provision of regular liaison with administration staff around patient related information, clinic appointments and admin tasks required promoting effective service provision. * Provision of regular communication and support for more extended HCP and partnership colleagues ie psychology, psychiatry, Gp, social work around patient referrals and updates of patient progress. * Provision of support, training and advice in the management of diabetes in school /care homes. * Organise and provide patient referral and offer proactive involvement in individual cases and child protection issues with social services/children’s reporter * Maintaining local patient records and local health related needs. Sharing ideas, new developments and good practice and sharing where appropriate and advantageous with organisations ie. management colleagues, MCN * Maintaining national patient records via SCI-Diabetes for audit and monitoring purposes |  | Any difficulties encountered:  Non compliance, denial, lack of insight into condition and lack of motivation.  Patient confidentiality  Patient confidentiality. Complicated and sensitive cases. Time consuming.  Patient confidentiality | |
| **10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Demands:**  Basic Life Support skills, Manual handling, driving, computer and mobile phone skills, specific skills for invasive procedures (eg blood glucose monitoring, DCA analyser and venepuncture), collecting and supplying items for home use. Assessment of insulin injection sites. Use of insulin pumps and continuous glucose monitor.  Carrying out nursing care in a variety of homes and school settings.  Flexible working hours to meet population demand and service needs.  Long periods spent driving on motorway, rural and urban roads.  Cleaning and maintenance of equipment  Working in unknown environments often in socially deprived areas and with patients/carers with challenging or unpredictable behaviour.  Lone working  **Mental Demands**  Long periods of concentration while conduction clinic  Multi-tasking and prioritising workload.  Dealing with unpredictability of workload and competing demands  Intense concentration required for safe management of patients particularly in the management of insulin regimes, illness, DKA and hypoglycaemia.  Intense one-on-one sessions with patient and relatives varying from 30-90 minutes.  Producing written and electronic records following patient contact.  Awareness of health & safety policies/procedures.  **Emotional Demands**  Dealing with new diagnosis of diabetes.  Dealing with emotional patients, parents and relatives.  Challenging, aggressive and continuous behaviour from patients and relatives.  Encouraging motivation and self-empowerment when dealing with a chronic condition.  Provision of specialist care involving listening and counselling skills.  Dealing with ongoing acute and long term problems associated with diabetes.  **Working Conditions:**  Driving at peak times and dealing with stressful driving conditions whilst covering a large geographical area.  Working alone in the community setting.  Dealing with over exuberant/aggressive household pets.  Exposure to unpleasant conditions eg body fluids, poor housing, socially deprived areas and adverse weather conditions |  | | |
| **11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |  | | |
| * Unpredictable workload and daily challenges of telephone and email advice which encompasses ongoing management and effects of a chronic condition, new diagnosis, insulin adjustments, hypoglycaemia and illness management whilst trying to prevent hospital admission. * Coping with patients and families expectations and demands whilst delivering specialist knowledge in a calm, safe and professional manner. * Acting as a resource to colleagues on a daily basis. * Personal safety issues due to being lone worker in community setting. * Moving between hospital based sites on a rotational basis to support clinics and service requirements * Achieving a balance between the demands of direct patients care within existing resources and job plan |  | | |
| **12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |  | | |
| List the criteria required under two headings – Essential and Desirable. Be mindful that these are the criteria you must use for shortlisting, interviewing and to justify your appointment decision. If you are **in any doubt** about the suitability of your criteria consult your Human Resources Team. You may provide a separate person specification if you wish. |  | | |