

## JOB DESCRIPTION

| <b>JOB DETAILS</b>            |  |
|-------------------------------|--|
| <b>Job Title</b>              | Paediatric Epilepsy Specialist Nurse       |
| <b>Reports to</b>             | Children's Community Nurse Team Leader     |
| <b>Band</b>                   | Band 6                                     |
| <b>Department/Directorate</b> | Paediatrics, Women's & Children's services |

| <b>JOB PURPOSE</b>  |
|---|
| <p>This is a specialist nursing role which enables the individual to be responsible for aspects of the provision of high-quality care to children and young people (CYP) with epilepsy, liaising and co-ordinating with all professionals involved in the child/family's care</p> <p>To work with the paediatric epilepsy team and medical and nursing teams to provide expert advice and support for speciality patients within the Trust</p> <p>To develop and sustain partnership working with individual groups, communities and agencies</p> <p>Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service</p> |

| <b>KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES</b>  |
|--|
| <p>The post holder will be responsible for providing safe and effective care to support the clinical management of children age 0 – 17 years with epilepsy who have been admitted on to the inpatient ward, in outpatients and in the community</p> <p>To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser</p> <p>To co-ordinate the care throughout the patient's pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up care</p> <p>To provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment.</p> <p>To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis.</p> <p>The Nurse specialist will be based in the acute hospital.</p> <p>The post holder will fulfil all tasks and work as part of a team.</p> <p>To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> |

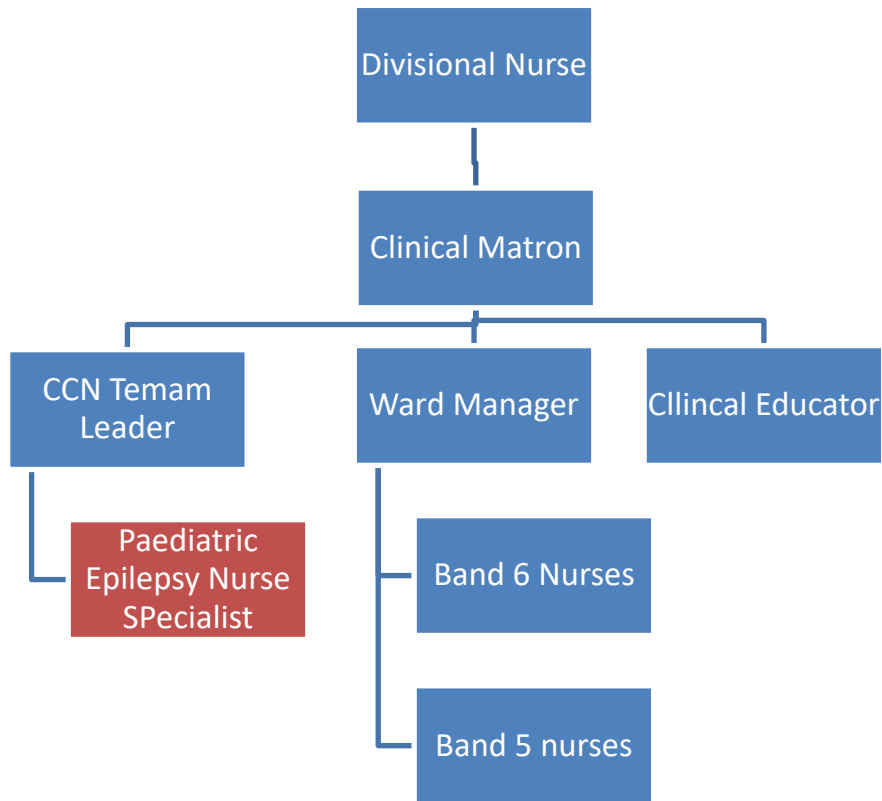
| <b>KEY WORKING RELATIONSHIPS</b>  |
|---|
| <p>The post holder will work closely with the Paediatric Ward, Clinical Matron and other relevant departments, Lead Clinician and clinical and medical teams, Emergency Department, Service Manager for Paediatrics and external agencies including the Children and Adolescent Mental Health Service (CAMHS)</p> |

Provide clinical input to meetings where appropriate

The post holder is required to deal effectively with staff of all levels throughout the Trust, as and when they encounter them on a day to day basis.

In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

### ORGANISATIONAL CHART



### FREEDOM TO ACT

To work within the nursing and medical teams and contribute to decisions about patient care

Be professionally accountable for all aspects of own work, including the management of patients in your care

To work autonomously be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy

### COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance

To communicate effectively between departments, wards and Trusts to ensure patients journey is seamless

To work in partnership with nurses and other health professionals to address people's health needs through planning and delivering interventions which are based on best practice and clinical judgement

### ANALYTICAL/JUDGEMENTAL SKILLS

Complex facts or situations requiring analysis, interpretation, comparison of a range of options

Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions

To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care

### **PLANNING/ORGANISATIONAL SKILLS**

Plan, organise complex activities, programmes requiring formulation and adjustment

Plan patients care, managing an individual caseload of complex patients effectively and efficiently

To co-ordinate the management of outpatients presenting with symptoms of their condition

To receive direct referrals within the speciality and to provide assessment of patient's needs

To work with the epilepsy service to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting

Plan & organise day-to-day service provision

### **PATIENT/CLIENT CARE**

To support patients in meeting their own health and wellbeing through providing expert information, advice and support

To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis and treatment options

To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals

To recognise ethical dilemmas relating to care and act as the patient/relative's advocate when required

To support the development of care pathways for patients with relevant specialist conditions

### **POLICY/SERVICE DEVELOPMENT**

To develop specialist nurse led care where appropriate, in line with National guidance.

To supervise/instruct qualified and unqualified members of the nursing team as appropriate.

To act as an expert resource to others in developing and improving specialist knowledge and skills in specialist clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required

To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions

To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report

Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards – both clinical and operational

To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this

To employ effective decision-making skills to address complex issues and use effective change management skills to implement these

To use effective prioritisation, problem solving and delegation skills to manage time effectively

To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise

To maintain a peer network of support, information and learning with other nurse specialists within the organisation

### **FINANCIAL/PHYSICAL RESOURCES**

The post holder has a personal duty of care in relation to equipment and resources.

The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner.

### **HUMAN RESOURCES**

To promote a learning environment through identifying opportunities and seeking resources required for own and others learning

To provide specialist input to post-registration courses and professional development programmes as required by the organisation

To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others

To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers

To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care

### **INFORMATION RESOURCES**

To document all patient contacts in patient record, as per Trust Documentation Policy

To be involved in the Audit Programme relevant to the service

The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations

### **RESEARCH AND DEVELOPMENT**

To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice

To identify areas of potential research relating to the speciality and to participate in relevant research activities

To participate and lead in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care on a regular basis and provide feedback to relevant groups

## **PHYSICAL SKILLS**

High degree of competence and dexterity in practical Nursing skills, completing nursing assessments in the community, on the ward, in outpatients and in the emergency department as appropriate

Potential for need to administer IV and oral medications and taking blood

## **PHYSICAL EFFORT**

The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU for long periods of time

## **MENTAL EFFORT**

The work pattern is unpredictable and subject to frequent interruption

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms

Actively participate in strategic service planning & development

The post holder will require resilience to deliver specialist nursing care in at times, stressful and emotionally demanding environments

Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people

## **EMOTIONAL EFFORT**

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis

Work with patients in the aftermath of bad news

Work with patients with epilepsy and occasional challenging behaviour

The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment

Ability to adapt to an unpredictable workload

Frequent exposure to distressing or emotional circumstances

## **WORKING CONDITIONS**

Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting

Occasional aggressive behaviour when dealing with face to face complaints

Regular use of VDU

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check

### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

|                  |                                      |
|------------------|--------------------------------------|
| <b>Job Title</b> | Paediatric Epilepsy Specialist Nurse |
|------------------|--------------------------------------|

| <b>Requirements</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| <b>QUALIFICATION/ SPECIAL TRAINING</b>   |                  |                  |
| Registered Paediatric Nurse with extensive experience  | E                |                  |
| Post-registration qualification in specialist field or willing to work towards and / or significant experience.      | E                |                  |
| Formal qualification in teaching of adults   | D                |                  |
| Advanced Communication course, or willing to participate in training   | E                |                  |
| Degree in relevant discipline or willing to work towards.  | E                |                  |
| Competent in the physical examination of patients including assessment, history taking, venepuncture and cannulation | E                |                  |
| <b>KNOWLEDGE/SKILLS</b>  |                  |                  |
| Demonstrable nursing experience in the acute setting.  | E                |                  |
| Demonstrable experience in care of patients with relevant Diagnosis.   | E                |                  |
| Experience of managing service provision and the supervision and managing of staff                                   |                  | D                |
| Ability to represent the department at meetings of internal, local, regional and national bodies and institutions    | E                |                  |
| Competent in the delivery of medications both orally and IV  | E                |                  |
| <b>EXPERIENCE</b>  |                  |                  |
| Able to manage and conduct nurse-led clinics   | E                |                  |
| Counselling skills   | E                |                  |
| IT competence in the usual applications – database, spread sheet and presentation software etc                       | E                |                  |
| Confident in delivering presentations and experience of public speaking  | E                |                  |
| <b>PERSONAL ATTRIBUTES</b>   |                  |                  |
| Good interpersonal skills  | E                |                  |
| Good communication skills  | E                |                  |

|   |   |  |
|---|---|--|
| Ability to be empathetic  | E |  |
| Ability to handle difficult or emotional situations   | E |  |
| Excellent organisational skills   | E |  |
| Motivation  | E |  |
| Ability to adapt and change to meet the needs of the service  | E |  |
| Able to work as a team member   | E |  |
| <b>OTHER REQUIREMENTS</b>   |   |  |
| The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. | E |  |
| Ability to travel to other locations as required  | E |  |



|  |   | FREQUENCY                                 |   |   |   |
|--|---|---|---|---|---|
|  |   | (Rare/ Occasional/<br>Moderate/ Frequent) |   |   |   |
| WORKING CONDITIONS/HAZARDS   |   | R   | O | M | F |
| <b>Hazards/ Risks requiring Immunisation Screening</b>                                 |   |   |   |   |   |
| Laboratory specimens   | Y |   | ✓ |   |   |
| Contact with patients  | Y |   |   |   | ✓ |
| Exposure Prone Procedures  | Y | ✓   |   |   |   |
| Blood/body fluids  | Y |   | ✓ |   |   |
| Laboratory specimens   | Y |   | ✓ |   |   |
| <b>Hazard/Risks requiring Respiratory Health Surveillance</b>                          |   |   |   |   |   |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |   |   |   |   |
| Respiratory sensitisers (e.g isocyanates)  | N |   |   |   |   |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)                | Y |   |   |   | ✓ |
| Animals  | Y |   | ✓ |   |   |
| Cytotoxic drugs  | N |   |   |   |   |
| <b>Risks requiring Other Health Surveillance</b>                                       |   |   |   |   |   |
| Radiation (>6mSv)  | N |   |   |   |   |
| Laser (Class 3R, 3B, 4)  | N |   |   |   |   |
| Dusty environment (>4mg/m3)  | Y | ✓   |   |   |   |
| Noise (over 80dBA)   | N |   |   |   |   |
| Hand held vibration tools (=>2.5 m/s2)   | N |   |   |   |   |
| <b>Other General Hazards/ Risks</b>  |   |   |   |   |   |
| VDU use (> 1 hour daily)   | Y |   |   |   | ✓ |
| Heavy manual handling (>10kg)  | Y |   | ✓ |   |   |
| Driving  | Y |   |   |   | ✓ |
| Food handling  | Y | ✓   |   |   |   |
| Night working  | Y | ✓   |   |   |   |
| Electrical work  | N |   |   |   |   |
| Physical Effort  | Y |   |   | ✓ |   |
| Mental Effort  | Y |   |   |   | ✓ |
| Emotional Effort   | Y |   |   |   | ✓ |
| Working in isolation   | Y |   |   | ✓ |   |
| Challenging behaviour  | Y |   |   |   | ✓ |