

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Senior Clinical Nurse Specialist Diabetes |
| **Reports to** | Lead Clinical Nurse Specialist Diabetes |
| **Band** | 7 |
| **Department/Directorate** | Diabetes/Medicine |

|  |
| --- |
| **JOB PURPOSE** |
| * Work autonomously within the Northern Devon Healthcare Trust diabetes multi-disciplinary team to provide a comprehensive diabetes nursing service for all persons with diabetes (age 16 and above) and their carers. * Work in conjunction with the Lead Clinical Nurse Specialist to provide support and guidance to manage and supervise the day to day workload and service operation for a team of diabetes nurses and support staff. * Deliver structured diabetes education programmes for patients and health care providers. * Promote a seamless service supporting the patient journey between secondary and primary care settings through provision of inpatient support, outpatient clinics, virtual clinics, telephone and e-mail support and domiciliary visits as appropriate. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Note:** This job description outlines the Trust’s expectation of the Diabetes Specialist Nurse, however they will not be expected to fulfil the tasks marked with \* if entering at a Band 6. Depending on the progress of knowledge and skills, a programme to review these tasks will be developed.  To participate in complex care delivery for patients requiring highly specialist diabetes intervention:   * \*Support a smooth transition of care for young people with diabetes from paediatric services to adult services within government recommendations. * \*Participate in BARNI structured education programme to support people with Type 1 including carbohydrate counting and insulin pump management support. * \*Act as a role model demonstrating highly developed specialist knowledge underpinned by skills and experience to provide clinical support to the team, other nurses and health care professionals within primary and secondary care. * Participate in audits and evaluate outcomes of education and therapy interventions. * \*Support the daily workload allocation, supervision, recruitment, induction of junior members of staff * Participate and support the development of local strategy, guidelines and protocols to support team priorities. * Promote collaborative working relationships and effective communication between allied health professionals and agencies across primary and secondary care. * Develop, implement and evaluate programmes for Trust staff education in diabetes and participate in teaching modules at post graduate level. * \*Plan and present seminars and workshops of other specialist groups including multidisciplinary teams in both primary and secondary care at local and national level promoting specific skills related to diabetes. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility:  The post holder will have key working relationships with the diabetes specialist team including Consultant, Dietitians, Podiatrists and the Divisional Nurse for Medicine   * Provide clinical input to meetings where appropriate * Establish effective communication across the acute and primary setting   The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media. |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
|  |
| **FREEDOM TO ACT** |
| Able to arrange safe, timely and effective responses to acute situations, for example, disclosure of domestic or child abuse, individuals with suicidal intent. In such situations, able to offer appropriate first line assistance and refer appropriately. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Possess excellent communication skills to facilitate the collaboration between all professionals in the complete care and management of all patients with their speciality. * Work in partnership with all Ward Managers and Consultants and extended members of the multidisciplinary team, within the Trust and community in order to provide a coherent patient-centred service ensuring effective communication networks are established and maintained * Communicate highly sensitive information, opens barriers to information. Demonstrates sensitivity, empathy and reassurance. * Work in partnership with nurses and other health professionals to address patient’s health needs through planning and delivering interventions which are based on best practice and clinical judgement. * Establish an environment which supports patients and carers as partners in the planning delivery and evaluation of their care, to ensure that they understand and agree with the programme of care * Access effective clinical supervision to allow personal reflection on own practice and self-development both personally and professionally. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Provides expert action and advice and recognise situations where referrals to team members and agencies are needed. * Analyse and investigate relevant incident reports via Datix and other reporting systems * Work in collaboration with the Lead Diabetes Specialist Nurse to develop and maintain a method for monitoring the clinical outcomes for patients who have been admitted with diabetic ketoacidosis, hyperosmolar hyperglycaemia state and hypoglycaemia. * Assess patient suitability for the service accepting appropriate referrals, giving guidance on the management of inappropriate referrals and referring   on as appropriate to other services.   * Monitoring standards and ensuring that they match national and local requirements |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * \*Independently organise own and other diabetes nurse specialist patient workload taking a flexible approach when work pattern is unpredictable and subject to frequent interruptions * Ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of patients, their families and other carers by identifying and initiating appropriate steps for effective care. This can include: * Managing a patient caseload * Ordering diagnostic tests * Making and receiving referrals * Running clinics * \*Accept responsibility for own patient caseload, ensuring all patients have an accurate plan of care, which reflects the assessment undertaken and incorporates the issues and recommendations made ensuring clear documentation in the patient’s records and hand-held records. * Provide unsupervised nurse led clinics using independent non-medical prescribing if qualified to diagnose and prescribe within own specialist area and competency as appropriate to support the patient’s treatment pathway * Provide education for other Healthcare Professionals in diabetes self-care skills * Provide specific expert chronic disease management nursing to patients and carers, through support, information, advice and counselling where necessary, at all stages of their diabetes from diagnosis to end of life experiences. * Act as patient advocate and counsel ensuring informed sensitive discussion takes place where choices are being made concerning treatment options or quality of life issues. * Provide support and opportunities to debrief to the diabetes nursing team as they provide information to patients frequently of a challenging and complex nature. * Provide highly specialist clinical advice based on skills and experience as guidance to other members of the diabetes nursing team, secondary and primary care staff requiring advice or guidance on clinical issues relating to the care of a specific patient. * Establish and maintain a regional and national network of contacts * Undertake specific projects to assist with the organisation of local training days * Plan, organise complex activities, programmes requiring formulation and adjustment |
| **PATIENT/CLIENT CARE** |
| * \*To instigate education and training programmes for all health care staff, patients and carers, nursing agencies and other health care professionals * \*Facilitate in the clinical development of nurses and advise patients, carers and multidisciplinary agencies * Facilitate an improvement in the patient’s glycaemic control by adjustment of insulin and other injection therapy or tablet regimes by liaising with the client or other healthcare professionals either face to face, by telephone or use of other technology at all times adhering to guidance on consent and confidentiality. * Work with the person with diabetes to facilitate lifestyle adjustment in response to changes in their diabetes or circumstance * \*Teach the principles of carbohydrate counting and medication dose adjustment * \*To provide clinical expertise and advise on diabetes management * Assess and manage critical and clinical events to ensure safe and effective care * \*To provide nurse led clinics to support adult patients living with diabetes * To keep abreast of advances and current developments within the field of diabetes within national guidance * \*Following patient assessment, liaise with General Practitioner / consultant to arrange or facilitate admission to hospital. * Liaise with pharmacists regarding the dispensing or delivery of medication. |
| **POLICY/SERVICE DEVELOPMENT** |
| * \*To develop and update local strategy, guidelines and protocols to support team priorities. * \*To work collaboratively with relevant educational staff/providers i.e. University of Plymouth, Pan Peninsular Education to deliver teaching programmes. * \*To develop, implement and evaluate programmes for Trust staff education in diabetes and participate in teaching modules at post graduate level. * \*To act as a clinical supervisor to safeguard practice assessing the quality and standard of the care provided based on theory and experience. * \*Contribute in the formation and ongoing development of standards, protocols and clinical policies for the diabetes service. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To ensure that resources are used effectively and efficiently * To ensure that any equipment used is maintained and serviced accordingly |
| **HUMAN RESOURCES** |
| * \*Participates in the development and teaching of staff and students, and in the orientation of new staff. Supports other members of the team in developing this role. * Maintains and develops own professional expertise by arranging and attending meetings, study days and in-service training including mandatory training as agreed with the manager * Participates in regular planned supervision in relation to clinical supervision and reflective practice. |
| **INFORMATION RESOURCES** |
| * \*Develop and ensure delivery of educational materials, supportive networks and models of diabetes care that foster empowerment and lifelong learning in diabetes * Submits mileage regularly as required. * Submits data and statistics as required. |
| **RESEARCH AND DEVELOPMENT** |
| * Undertake nursing research programmes as required. * Critically appraise and implement research findings * Co-ordinate research relating to patient satisfaction with the service provided on behalf of the Head of Service. * Undertake audit and assist the Lead Clinical Nurse Specialist in the formulation of the annual report, review and evaluation of the service * Formulate and implement change based on regular service review * Carry out other duties as may be required and which are consistent with the responsibilities of the post. * Work in accordance with the Trust's policy to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. Positively promote at all times, equality of opportunity in service delivery and employment for patients and staff in accordance with the Trust's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation or disability. * Comply with the Northern Devon Trust Smoke Free Policy. |
| **PHYSICAL SKILLS** |
| * Drives to clients’ homes and community venues * Able to use visual display units and keyboards |
| **PHYSICAL EFFORT** |
| * Manual handling of furniture, stores and equipment e.g. setting up venues for clinics or meetings, for example boxes weighing up to 15kgs. * Daily required to carry equipment to clinics and homes and set it up * Frequently drivers to homes, health locations and rural bases across the locality |
| **MENTAL EFFORT** |
| * Concentration is required when assessing, planning and delivering care, for example listening to children, young people and family members, entering results, undertaking specific tasks, and attending meetings * Able to adapt to unfavourable and unpredictable situations and settings eg: making accurate assessments and recording data in chaotic home environments or in difficult and distressing situations, for example following child or infant death, in child protection circumstances and domestic abuse, or where there is metal illness affecting a client’s ability to engage in health care. Attending case conferences and care meetings re: vulnerable children and those with special needs. * Able to adapt to frequent interruptions from telephone calls or in clinic situations and Child protection policies and procedures. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Senior Clinical Nurse Specialist Diabetes |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATIONS AND TRAINING  Registered general nurse (adult branch)  Post Registration qualification in diabetes nursing  Degree in relevant discipline  Formal qualification in teaching of adults (e.g. ENB 998 or C&G 730 teaching qualification.  Non-medical nurse prescribing qualification | E  E  E | D  D |
| KNOWLEDGE AND SKILLS  Substantial experience in general nursing  Significant period working within the speciality of diabetes  Understanding of the National Service Framework for Diabetes, relevant NICE Guidelines and government policy.  Knowledge of treatment options for management of diabetes including insulin pump therapy.  Knowledge of management of diabetes during pregnancy.  Knowledge base of research methodology  Knowledge of theoretical frameworks and educational philosophies underpinning behaviour change  Knowledge of motivational techniques to support people with long term conditions. | E  E  E  E  E  E  E  E  E |  |
| EXPERIENCE  Experience of research and audit  Experience of change management  Experience of working in primary care setting  Experience of working in-patient setting  Substantial experience of multi-professional working  Proven track record of ensuring the provision of high quality nursing care and performance achievement  Experience of clinical leadership  Experience of resource and staff management  Experience of project management  Experience of working in a clinic/outpatient setting.  Experience of using counselling  Facilitation skills  Critical Analysis skills  Presentation skills | E  E  E  E  E  E  E  E  E  E  E  E | D  D |
| **PERSONAL ATTRIBUTES**  Good communication skills with the ability to deal with stressful situations and to manage conflicting priorities.  Good at team working and have the ability to work alone.  Able to cope with interruptions and adapt to service need  Good interpersonal skills.  Good organisational skills | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Willing to travel locally and nationally as required by role  Physically able to carry resources/equipment for teaching, clinics etc  Sitting and computer work for long periods  Keyboard skills  IT skills – Word, Access, Excel  Telephone, oral communication skills | E  E  E  E  E  E |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | | | |
| **WORKING CONDITIONS/HAZARDS** | **R** | | | **O** | **M** | **F** |
|  | | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** |  | | |  |  |  |
| Laboratory specimens | | Y | R |  |  |  |
| Contact with patients | | Y |  |  |  |  |
| Exposure Prone Procedures | | Y | R |  |  |  |
| Blood/body fluids | | Y | R |  |  |  |
| Laboratory specimens | | Y | R |  |  |  |
|  | | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** | |  |  |  |  |  |
|  | | | | | | |
| 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) | | N |  |  |  |  |
| Animals | | N |  |  |  |  |
| Cytotoxic drugs | | N |  |  |  |  |
|  | | | | | | |
| **Risks requiring Other Health Surveillance** |  | | |  |  |  |
| Radiation (>6mSv) | | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | | N |  |  |  |  |
| Dusty environment (>4mg/m3) | | N |  |  |  |  |
| Noise (over 80dBA) | | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | | N |  |  |  |  |
|  | | | | | | |
| **Other General Hazards/ Risks** |  | | |  |  |  |
| VDU use ( > 1 hour daily) | | Y |  |  | M |  |
| Heavy manual handling (>10kg) | | Y | R |  |  |  |
| Driving | | Y | R |  |  |  |
| Food handling | | N |  |  |  |  |
| Night working | | N |  |  |  |  |
| Electrical work | | N |  |  |  |  |
| Physical Effort | | Y |  | O |  |  |
| Mental Effort | | Y |  |  | M |  |
| Emotional Effort | | Y |  |  | M |  |
| Working in isolation | | Y |  |  | M |  |
| Challenging behaviour | | Y |  | O |  |  |