

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Multiple Sclerosis Clinical Nurse Specialist |
| **Reports to** | Service Manager - Medicine |
| **Band** | 7 |
| **Department/Directorate** | Medicine |

|  |
| --- |
| **JOB PURPOSE** |
| The postholder will provide MS specialist nursing for the service provided within the Royal Devon University Healthcare NHS Foundation Trust Northern services based at North Devon District Hospital managing a caseload of 440 patients.  The postholder will contribute to the management of, and advise the budget holder, regarding financial services relating to the service. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To provide specialist MS nursing advice, support and care to patients, carers and colleagues. * Provide specialist input to developing services within the Neurology speciality. * Lead on management of caseload of multiple sclerosis patients for Northern services in conjunction with Band 6 support nurse and Band 3 administrative support. * Has an awareness of and incorporates research, audit or development activities, pertinent to speciality. * Provides education and training to other staff of all disciplines and students. * Provides expertise which reflects research and current best practice to ensure maintenance of clinical excellence. * In conjunction with the visiting Consultant Neurologists, manage the on-going care of MS patients including a prescribing role for disease-modifying therapy management. * Work with GPs to triage patients and manage acute and changing symptoms, making recommendations for changes in treatment. * To act as a specialist resource to Trust colleagues, primary healthcare, statutory and voluntary sector stakeholders. * Contribute to the Trust’s clinical governance agenda through patient involvement, education, clinical guideline production, audit and research. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: (type of work undertaken)   * To provide support and expert clinical advice about MS to the Northern Devon area, including South Molton hospital, GP surgeries and 440 patients with MS * All patients under the care of the visiting RDE Consultant Neurologists * Anybody with MS residing locally but receiving medical care elsewhere, e.g. Taunton, RDE and Plymouth * Carers * To hold nurse-led clinics, within the breadth of dimensions * Provide and manage a telephone advice line, providing information, support or onward referral to all carers whether professionals or lay people   The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter 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.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Consultant Neurologists * Neurological Therapy Team | * Patients, families and carers | | * Clinical Matron for Medicine | * Primary and secondary allied healthcare professionals | | * Service Manager for Neurology * Day Treatment Infusion Team | * Adult social care services | | * Palliative care services | * Multiple Sclerosis charity and voluntary sectors | | * MS specialist nurse team – RDE | * Nursing, residential or agency home care staff | | * Admin teams | * Pharmaceutical companies | |  | * Peninsula MS network | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **The following sections outline the dimensions of the role so that the job evaluation panel can understand the scale, scope and impact of the role.** |
| **FREEDOM TO ACT** |
| * Provides and receives highly sensitive, distressing, complex or contentious information to patients and their relatives with empathy and reassurance, e.g. at diagnosis or as disease progresses * Practice as a non-medical prescriber within sphere of competence with initial support from exiting Band 7 MS Clinical Nurse Specialist. Comply with the Nursing and Midwifery Council Professional Code of Conduct/Royal Pharmaceutical Society Competency Framework for all Prescribers and other relevant legislation, procedures and policies relating to non-medical prescribing |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Provide expert advice and support about MS and be the first point of contact for patients, carers and multi-disciplinary colleagues * Communicate with the multi-disciplinary team, acting as an expert specialist resource, including liaison with healthcare providers outside of the Trust, regarding diagnosis, care management programmes and treatment advice |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Review patients and situations independently. In conjunction with Neurologists, contribute to clinical judgements involving highly complex facts or situations, which require the analysis, interpretation and comparison of a range of options, e.g. safe administration of disease modifying therapies * Understands and recognises own limitations and refers to a more experienced specialist (e.g. Neurologist) |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Responsible for managing own caseload accepting direct referrals from primary and secondary care, health and social care professionals, voluntary agencies and those affected by MS |
| **PATIENT/CLIENT CARE** |
| * Assess, develop and implement specialist care programmes for the management of people living with multiple sclerosis, considering risks to others, facilities available and the mental and physical abilities of individual patients * May undertake and/or teach clinical procedures that require dexterity and accuracy as part of the job role, e.g. teaching people with multiple sclerosis how to self-inject disease modifying therapies * Work with patients in the setting most appropriate to them, undertaking home visits and sessions in voluntary sector premises as necessary * Actively contribute to the care provision of in-patients with MS, improving communication in providing a seamless service between different providers within the health, social and voluntary care sectors * Provide holistic assessments and monitoring, apply critical thinking skills, reviewing patients independently and initiating changes in management of patient-centred care to promote self-management. This includes managing the cohort of patients who are eligible and receive disease-modifying therapies, drug counselling, ordering investigations, prescribing therapy as recommended by the neurologist and monitoring therapy outcomes. * Manage those with complex care needs, leading case conferences and case management, whether inpatient or outpatient * To assess the cohort under the care of a GP but not known to a neurologist, making recommendations to GPs and onward referrals * Organise and deliver outpatient nurse-led care, including unsupervised nurse clinics, home visits and telephone advice, initiating referrals as appropriate throughout the disease trajectory * Provide regular review and advise regarding management of those with complex needs by visiting patients and staff in care homes, promoting best practice * To work collaboratively with the neurology consultants in the management and on-going care of MS patients by sharing the follow up and monitoring of patients, thereby reducing the need for consultant neurologist or GP follow-up * Organise and co-ordinate identification and management of patients for rehabilitation * Co-ordinate access to relapse management in a timely manner as per guidelines |
| **POLICY/SERVICE DEVELOPMENT** |
| * Contribute to implementation of NICE guidelines that pertain to multiple sclerosis * Lead and influence the development and the updating of evidence-based clinical guidelines and protocols for MS care for Northern services * Appraise personal and departmental opportunities in respect of ability to undertake research and development activities * Ensure policy and service developments are based on best available evidence * Plan and implement a clinical audit and surveillance programme, in collaboration with the multi-disciplinary team * Address specific health targets of DoH directives and NSF related to own areas of practice for education and audit * Contribute to clinical trials within MS care, recruiting and monitoring patients in accordance with ethic guidelines and research governance, acting within the best interests of the patient. Consider the Principal Investigator role for non-drug studies. * As appropriate, contribute to audit within Neurology to identify and implement areas of audit and research around MS nursing care * Initiative and participate in research projects, including the evaluation of benefits of nursing intervention in the care of people with MS and disseminate the research and audit findings through presentations to professional groups and publications of work |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * To contribute to financial governance through knowledge and appropriate resource management of allocated prescribing budget for service, in collaboration with medical colleagues |
| **HUMAN RESOURCES** |
| * Contributes to education and training programmes as appropriate * Acts as a positive role model for other staff and students |
| **INFORMATION RESOURCES** |
|  |
| **RESEARCH AND DEVELOPMENT** |
| * Identify research and development opportunities and formulate appropriate questions |
| **PHYSICAL SKILLS** |
| * Teach eligible patients and carers how to safely administer their MS therapy |
| **PHYSICAL EFFORT** |
| * Manage physical demands of the job such as: stressful environments, lone working, giving sensitive and sometimes distressing information, managing those with cognitive impairment, managing a variable, complex workload |
| **MENTAL EFFORT** |
| * Undertake IT tasks such as patient documentation using Epic system, frequently throughout the working day which require long periods of concentration. * Manage frequent distressed patients when breaking challenging/bad news. |
| **EMOTIONAL EFFORT** |
| * Manage a busy, variable and complex caseload * Manage and support the MS team, allocating work and providing ongoing support/supervision |
| **WORKING CONDITIONS** |
| * Manage/de-escalate challenging/aggressive behaviour |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal and 1:1 with management team  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.  The Royal Devon University Healthcare NHS Foundation Trust is integrated across sites and provides 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** | Multiple Sclerosis Clinical Nurse |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  1st level Registered Nurse  ENB 998/City & Guilds 730 or equivalent  1st level degree or competencies demonstrating degree level skills  Working towards or willing to undertake higher level education to Masters level or equivalent with experience  MS qualification or willing to undertake  Hold or willing to work towards a qualification as a Non-Medical Prescriber | E  E  E  D/E  D/E  E |  |
| **KNOWLEDGE/SKILLS**  Demonstrate up-to-date understanding of MS specific service provision and referral routes for primary/secondary care and voluntary services  Ability to undertake strategic development of the service  Have a sound understanding of research and its application  Demonstrate an understanding of working to agreed protocols  Ability to co-ordinate and liaise with multi-disciplinary services at senior level  Demonstrate an understanding of resource management  Ability to provide counselling and support to patients and carers | E  E  E  E  E  E  E |  |
| **EXPERIENCE**  Four years post-registration experience  Two years’ experience of MS and/or neurology | E  D |  |
| **PERSONAL ATTRIBUTES**  Enthusiastic, highly motivated and committed to developing an evidence-based service  Ability to be assertive when necessary and remain calm in stressful situations  Ability to work constructively within a multi-disciplinary team  Proven leadership ability  Takes responsibility for own professional development  Maintains professionalism in all aspects of role  Demonstrates excellent written and verbal communication skills  Ability to work in isolation and autonomously | E  E  E  E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  Flexible in working practice  Motivate to further personal and professional development  Current driving licence  Ability to prioritise and manage own workload | E  E  E  E |  |

Complete the table below as appropriate

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