

Job Description

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| Job Ref:         | 15-075   |
| Job Title:       | Clinical Nurse Specialist for Multiple Sclerosis       |
| AfC Pay Band:    | Band 7   |
| Number of hours: | 37.5 hours per week                                    |
| Division:        | Medicine - Specialist Medicine                         |
| Department:      | Neurology  |
| Location:        | Conquest Hospital Base (to include cross site working) |
| Accountable to:  | Head of Nursing  |
| Reports to:      | Head of Nursing  |

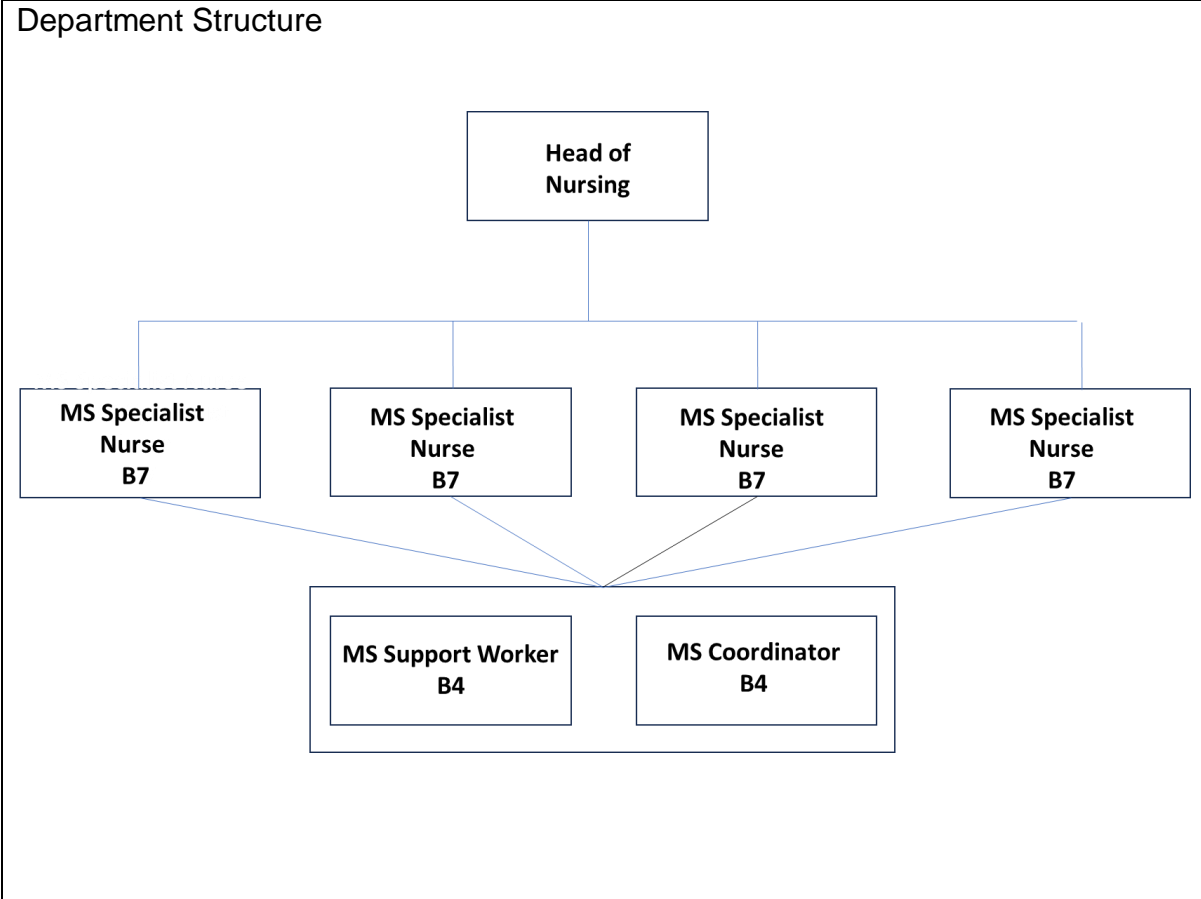
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|---|--|
| Job dimensions & responsibility for resources |  |
| Budgetary & Purchasing, Income generation     | Budget / Delegated Budget managed : £<br>Authorised signatory for: £<br>Other financial responsibility:<br>Monitoring / ordering of stock and consumables<br>Healthroster  |
| Staff   | Staff (wte): 1-2<br>Supervise / mentor less experienced staff<br>Manage Support Worker/MS Coordinator or Neurology Admin<br>Provide specialist training  |
| Information Systems                           | Careful use of Trust systems both manual and electronic, to ensure accuracy of data. Store and share information in accordance with department protocols, including the MS Database. Trust Information Governance Policy and Data Protection Legislation |

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|-------------|---|
| Job purpose | The Multiple Sclerosis Specialist Nurse will plan, co-ordinate, deliver and evaluate the service provided to patients with Multiple Sclerosis (MS) on a day-to-day basis. He / she will |
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contribute to the provision of better services for people with MS and their carers by providing better health outcomes.

The postholder will develop and deliver a specialist nursing service for people with MS. They will create frameworks for the enhancement of nursing within their speciality.

The postholder will manage a caseload as per the good practice guidelines laid down by the MS Society.



**Communications and Working Relationships**

The postholder will be required to communicate effectively and work collaboratively with medical, nursing and therapy colleagues to ensure delivery of a co-ordinated multi-disciplinary service. This may include case conferences, other interventions and discharge planning. It will also involve working in partnership with neurology consultants and their teams in designing and developing care pathways. The post holder will also be required to deal sensitively with patients who may have high levels of anxiety and aggression caused by pain, dementia or limited mobility. They will be required to communicate effectively with patients and carers to maximise rehabilitation potential and to ensure understanding of condition.

| With Whom:         | Frequency           | Purpose                              |
|--------------------|---------------------|--------------------------------------|
| Patients / clients | Daily / as required | To carry out treatment / care plans. |

|                      |             |   |
|----------------------|-------------|---|
| Manager / Supervisor | As required | Management supervision, work planning, advice and support.                  |
| Trust colleagues     | Daily       | Provide expert advice and training, exchange information for patient care   |
| External contacts    | As required | Networking, represent Trust at meetings / forums, updating on best practice |

## **Key duties and responsibilities**

### **Clinical**

- To undertake the comprehensive assessment of patients, including those with a complex presentation, using investigative and analytical skills, and to formulate individualised management and treatment plans, using clinical reasoning, and utilising a wide range of treatment skills and options to formulate a specialised programme of care.
- To use expanded practice skills to formulate a treatment plan in collaboration with the MS consultant and other members of the rehabilitation Primary Care Health Care Team.
- To ensure that patients relatives and carers and other professionals understand the roles of an MS Nurse and that the role effectively crosses professional and organisational boundaries for the benefit of the patient.
- To refer patients to other services working with protocols where necessary.
- To monitor and inform patients and carers about the use of appropriate medication.
- To assess capacity, gain valid informed consent and work within a legal framework with patients who lack capacity to consent to treatment.
- To develop Nurse led and facilitate community based clinics for patients with MS.
- To support the delivery of disease modifying therapies to patients with MS within the acute hospital setting.
- To support patients who are in patients in the acute hospital setting
- To complete blood monitoring and action as necessary for own caseload and other clinicians patients as needed.
- To liaise with MS Support Worker and update MS Database promptly on a day-to-day basis.
- To provide MS database information as per the request of the Service Manager or Head of Nursing.
- Engages positively with Healthcare Transition activity
- Promotes and participates in patient-centred care for young people transferring into adult services.

### **Service Development**

- To lead the change process that will develop professional practice and enhance patient care in relation to support systems for those newly diagnosed with MS or undergoing investigations.

- To develop strategies to empower MS service users and carers that will enable them to be involved in service planning, developments and delivery.
- To contribute to strategic service developments in MS.
- To contribute to the development of new policies and protocols for the management/treatment of people with MS and implement these within the ICS.
- To ensure role development includes the local objectives underpinning the strategic whole systems development (Shaping the Future).

### **Education & Information**

- To provide specialist advice, teaching and training to other members of the Trust regarding the management of patients with MS.
- To establish a group for the education and support of those newly diagnosed with MS.
- To develop links with the MS society, other MS nurse specialists and MS nursing networks in order to share and/or learn from examples of good practice.
- To develop an information database of support services e.g. MS Therapy centres, charities, counsellors health and social care professionals, encouraging their use by people with MS and their carers.

### **Research, Audit and Quality**

- To work with others to initiate, undertake and appraise research in order to develop practice.
- To co-ordinate and produce reports and audit for the MS service.
- To maintain accurate, comprehensive and up-to-date documentation, in line with legal and departmental requirements, and communicate assessment and treatment results to the appropriate disciplines in the form of reports and letters.

### **General Duties & Responsibilities applicable to all job descriptions**

- To be familiar with and adhere to the policies and procedures of the Trust.
- Behave and act at all times in accordance with the Trust Values, of Working Together, Respect and Compassion, Engagement and Involvement and Improvement and Development
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- To participate fully in the performance and development review (appraisal) process and undertake Continuing Professional Development as required.
- To participate in surveys and audits as necessary in order to enable the Trust to meet its statutory requirements.
- To be aware of the Trust's emergency planning processes and follow such processes as necessary, in the event of an unexpected incident.
- This job description is not exhaustive. Staff may be required to undertake any other duties at the request of the line manager, which are commensurate with the band, including project work, internal job rotation and absence cover.

### **Working Environment:**

In order to carry out assessments and treatments of patients there will be a requirement for the postholder to manoeuvre patients in line with the Trust Moving and Handling Policy and local therapeutic handling guidance. The post will also involve working alone in an environment such as domiciliary settings and GP clinics

|                           |          |                              |   |   |          |
|---------------------------|----------|------------------------------|---|---|----------|
| Driving                   |          | Lifting                      |   | Verbal aggression                               | <b>x</b> |
| Use of PC/VDU             | <b>x</b> | Physical support of patients |   | Physical aggression                             | <b>x</b> |
| Bending/kneeling          |          | Outdoor working              |   | Breaking unwelcome news to others               | <b>X</b> |
| Pushing/pulling           |          | Lone working                 | X | Providing <b>professional</b> emotional support | <b>X</b> |
| Climbing/heights          |          | Chemicals/fumes              |   | Dealing with traumatic situations               | <b>x</b> |
| Repetitive movement       |          | Contact with bodily fluids   | X | Involvement with abuse cases                    |          |
| Prolonged walking/running |          | Infectious materials         | X | Care of the terminally ill                      | <b>X</b> |
| Controlled restraint      |          | Noise/smells                 | X | Care of mentally ill & challenging patients     | <b>X</b> |
| Manual labour             |          | Waste/dirt                   |   | Long periods of concentration i.e. hours        |          |
| Food handling             |          | Night working                |   | Working in confined spaces (eg roof spaces)     |          |

## Statement

1. This job description will be agreed between the jobholder and the manager to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.
2. The information being handled by employees of East Sussex Healthcare NHS Trust is strictly confidential. Failure to respect the confidential nature of this information will be regarded as a serious breach of regulations, which will result in action under the Disciplinary Procedure, including possible dismissal. This includes holding discussions with colleagues concerning patients in situations where the conversation may be overheard. It is the employee's personal responsibility to comply with the Data Protection Act.
3. It is the employee's responsibility to ensure all records (computerised or manual) are accurate and up to date, and that errors are corrected or notified as appropriate.
4. It is the manager's role to monitor and assure the quality of any data collected or recorded by or in his/her area of responsibility.
5. Employees must take reasonable care, and be aware of the responsibilities placed on them under the Health & Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.
6. All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to, in addition to supporting the trusts commitment to preventing and controlling healthcare associated infections (HAI).
7. All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000.
8. In addition to any specific responsibility for risk management outlined in the main body of this job description, all employees must ensure they are aware of the key responsibilities applicable in relation to risk management as identified in the Trust's Risk Management Strategy.
9. All staff will note the Trust's responsibilities under the Civil Contingencies Act 2004, and NHS Major Incident Plans Guidance (DoH 1998 and 2004)
10. All employees are responsible for ensuring they attend the relevant mandatory training as identified in the Trust's Education Strategy and as agreed with their manager/supervisor.
11. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.
12. For posts which involve contact with patients, it is required that the postholder receives satisfactory clearance from the Disclosure and Barring Service.

**Person Specification**

Job Title:  
Clinical Nurse Specialist for Multiple Sclerosis

Grade:  
Band 7

Department:  
Specialist Medicine

Date:  
September 2023

\*Assessed by:      A= Application      I= Interview   R= References   T= Testing   C Certificate

| Minimum Criteria  | *  | Desirable Criteria  | *        |
|---|--|---|----------|
| <p><b>Qualifications</b><br/>Qualified Nurse, registered with Nursing and Midwifery Council Diploma/Degree in nursing/specialist practice</p> <p>Training /leadership or mentorship qualification eg ENB 998 CG 730 or D32/33</p> <p>Post-qualification training / courses relevant to MS nursing</p> <p>Evidence of CPD / proven clinical experience to masters equivalent level</p> | <p>C</p> <p>A/I/<br/>C</p> <p>A/I/<br/>C</p> | <p>MSc Neurology</p>  | <p>C</p> |
| <p><b>Experience</b><br/>Significant recent post registration experience, with proven experience at senior level in a relevant post.</p> <p>Recent clinical experience of providing care to patients with Multiple Sclerosis.</p> <p>Enhanced clinical skills in specialist area</p>  | <p>A/I/<br/>R</p> <p>A/I</p> <p>A/R</p>      | <p>Experience at senior level in other specialities such as neurology and care of older people.</p> <p>Experience in leading a team</p> <p>Experience of giving supervision and support to a variety of students.</p> |          |
| <p><b>Skills / Knowledge / Abilities</b><br/><br/>Excellent knowledge of clinical issues relating to MS</p>   |  |   |          |

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| <p>Good knowledge of neurology and rehabilitation</p> <p>Leadership skills<br/>Critical appraisal &amp; feedback skills</p> <p>Research and audit skills</p> <p>Presentation skills</p> <p>Excellent interpersonal skills</p> <p>Able to work collaboratively within a multi-disciplinary team</p> <p>Able to make informed judgements under pressure</p> <p>Keyboard skills for record keeping, presentation etc</p> <p>Ability to work with emotional or aggressive patients and carers.</p> |                                 |  |  |
| <p><b>Other</b></p> <p>Forward thinking</p> <p>Reliable work record</p> <p>DBS clearance</p> <p>Evidence that personal behaviour reflects Trust Values</p> <p>Ability to travel independently between sites as required in post</p>  | <p>A/I<br/>T<br/>A/I/<br/>R</p> |  |  |

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Managers Signature

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Postholder's signature

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Date

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Date