

OXFORD UNIVERSITY HOSPITALS NHS TRUST

JOB DESCRIPTION

Job Title:	Specialist Practitioner – Multiple Sclerosis
Department:	Multiple Sclerosis Service , John Radcliffe West Wing
Grade and Salary Scale:	Band 7
Hours of Work:	37½ per week
Accountable to:	Neuroscience Matron
Responsible to:	<i>Neuroscience Matron</i>

DESCRIPTION OF THE MULTIPLE SCLEROSIS SERVICE.

Multiple Sclerosis is a neurological condition. This nurse led service is responsible for the delivery of outpatient care for patients that have been newly diagnosed and existing diagnosis of multiple sclerosis. Support and delivery of an educational programme to patients and professionals.

JOB STATEMENT

- To lead and manage the MS team, in conjunction with the current management structure consultants to provide a coherent and effective service to multiple sclerosis patients within Oxfordshire and the surrounding counties.
- Undertake clinical duties including assessing, planning, providing and evaluation of care to patients with Multiple Sclerosis in out-patient setting and remote clinics, in-patient ward setting and remote support via telephone and email.
- To coordinate the disease modifying service in line with service leader.
- To be responsible for accurate input of patient information into existing databases and excel spread sheets.
- Responsibility of handling new and existing prescriptions for the disease modifying service.
- Develop new spreadsheets and databases in line with needs of the expanding service
- Undertake patient outcome measures; including performing, collating, analysing and reporting clinical outcomes.
- Involvement in service development projects to improve the Multiple Sclerosis service in response to analysis of patient outcomes and national service specifications.
- To maintain and update the Disease Modifying databases..
- To produce and update patient information literature as dictated by the needs of the service.
- Participate in annual meetings and patient days in line with the service needs.

DUTIES AND RESPONSIBILITIES

Clinical:

1. Plan and manage complete episodes of care, working in partnership with others, and referring as appropriate to optimize health outcomes and resource use, providing direct support to patients and clients.
2. Use professional judgement in managing complete and unpredictable care events.
3. Draw upon an appropriate range of multi-agency and inter-professional resources in their practice.
4. Appropriately define boundaries in practice.
5. Promote a high standard of advanced specialist nursing by initiating and co-ordinating the assessment, planning, delivery and evaluation of the holistic needs of patients/families through evidence based practice following agreed policies, protocols and guidelines.
6. Undertake clinical duties for in-patient treatments for multiple sclerosis patients, including administering medications and liaison with multi-disciplinary multiple sclerosis team and ward staff.
7. Practice a high standard of communication including highly sensitive and complex information to develop and sustain partnership working with individuals, groups, communities and agencies. Utilise evidence based information through a variety of communication media.
8. Maintain adequate patient documentation to NMC requirements for all patients seen and advice given in any practice setting and contribute to clinical activity/data collection as required.
9. To attend patient days, CQUIN meetings and seminars.
10. Participate in the collection of clinical outcome measures.

Management:

1. To support the multiple sclerosis lead and team members in ensuring that staff implement policy and service developmental changes.
2. To support the work done by multiple sclerosis team members in the maintenance of common service standards.
3. To support the multiple sclerosis team ensuring that the service responds to national initiatives and policy within the framework of clinical governance including clinical effectiveness, evidence based healthcare, managing clinical risk and, research and development issues.
4. Network locally, regionally, nationally and internationally and seek opportunities to develop the Multiple sclerosis .
5. To assist in providing statistics and annual analysis reports regarding multiple sclerosis, using databases in an accurate and timely manner.
6. To skilfully and flexibly plan and manage own time and support the multiple sclerosis team.

Education:

1. Identify and address the educational needs of patients, families, carers and staff involved in the delivery of this service.
2. Educate health care professionals about the condition and the needs of patients living with multiple sclerosis.
3. Educate ward staff on the administration of immunosuppressant medications used to treat multiple sclerosis..

4. To be responsible for own personal professional development. To attend external courses / education as appropriate.
5. To maintain a CPD portfolio reflecting personal professional development.
6. To initiate and maintain contacts with local and national clinical interest groups appropriate to the clinical field, and to demonstrate the ability to share and disseminate knowledge with colleagues working in other care settings.

Research and audit:

1. To support the development of ongoing audit and appropriate work related research/evaluation projects in multiple sclerosis.
2. To keep abreast of evidenced based practice in multiple sclerosis by use of relevant reading, attendance at appropriate training sessions, external courses and database searches.
3. To participate in appropriate work related research projects and in clinical trials as required.
4. Coordinate and participate in on-going service review and evaluation, including monitoring of patient experience.

General:

1. To use excellent prioritising and time management skills.
2. To attend and participate in team meetings

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the following:

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and their role with that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health and Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

FURTHER INFORMATION AND GUIDELINES

This post is subject to obtaining satisfactory clearance in respect of Disclosure of Criminal Convictions A Disclosure Application Form will be sent to all new appointees with their appointment letter and the completed form must be submitted for verification on the first day of employment.

This post is one of continual development. The job description is intended as a guide to the principle duties and responsibilities of the post, and complements individual objectives set in line with the Trust's and Departmental objectives. Responsibilities will be reviewed periodically in line with service priorities, and may change, or new duties be introduced after consultation with the post holder.

Signature of Postholder _____ **Date** _____

Signature of Manager _____ **Date** _____

PERSON SPECIFICATION BAND 6

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • NMC Registered Nurse • First level degree (HEI level 5 or 6) in nursing • Demonstrable post graduate level working. • Willingness to undertake training relevant to the role. 	<ul style="list-style-type: none"> • Relevant specialist post basic programme. • Work towards Masters Qualification • Teaching / Assessment / Mentoring qualification • Web-based/database qualification. • Nurse prescriber
Experience	<ul style="list-style-type: none"> • Experience of working within the NHS 	<ul style="list-style-type: none"> • Experience in measuring clinical outcomes • Experience of administering IV medications
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Good project management skills • Report writing skills • To work using a well-organised, logical and analytical approach with attention to detail as a priority • To prioritise workload independently, while working to deadlines • Have the ability to work autonomously and within a team • Keep and maintain records in an accurate and orderly fashion • To communicate appropriately with a variety of professional and patient groups • Excellent verbal and written communication skills • Able to present information in a clear and logical manner • Excellent presentation skills • Ability to motivate others within the team • Able to work at intense levels of concentration during most of the working day • Good knowledge of Clinical Governance including Risk Management, Audit and Quality • Broad range of computer skills • Ability to comprehend and work 	<ul style="list-style-type: none"> • Advanced IT skills • Research skills • Knowledgeable of highly specialised services and commissioning • Knowledgeable of NHS key objectives in healthcare provision

	within the Trust's policies of data protection, equal opportunities and Health and Safety to meet the differing needs of the patients	
Personal Qualities	<ul style="list-style-type: none"> • Team player • Self motivated • Enthusiastic • Flexible and forward thinking • Sense of humour • Reliable • Good communicator • Empathetic • Supportive of others 	
Circumstances	<ul style="list-style-type: none"> • Able to comply with Trust Manual Handling Policies and Guidelines • Professional demeanour • Flexibility with working hours and some adaptability to fluctuating work demands • Able to attend remote clinics and meetings which may require a longer working day 	<ul style="list-style-type: none"> • Car owner / driver