

Neurosciences

Job Description

Job Title: Multiple Sclerosis Clinical Nurse Specialist

Band: 7

Hours of Work: 30 hours per week

Service Centre/Directorate: Neurosciences

Base: St George's Hospital and Croydon University Hospital but the post holder may be required to work at any of the Trust's sites.

Accountable to: Head of Nursing

Reports to: Lead Multiple Sclerosis Clinical Nurse Specialist

Key working relationships: Consultant Neurologists, Medical staff, MS Clinical Nurse Specialists, Nursing staff, Neuro Pharmacists, GP's.

Role of the Department: Neurology Services

Job Summary:

- To work as an autonomous, advanced practitioner and effectively deliver an expert nursing service within the specialist area
- To effectively manage a caseload of patients/clients
- To ensure that patients and their families are fully informed and supported by providing clinical and social support
- To assist in the development of evidence based clinical nursing practice in line with current research and guidelines
- To establish clear lines of communication within the specialty team to ensure cohesive multidisciplinary management of patients
- To link with other healthcare teams in order to increase knowledge and facilitate the care of this group of people in all healthcare settings

Trust Vision & Values:

The postholder is expected to have a clear understanding of how this post contributes to the achievement of the trust vision of:

A thriving Foundation Trust at the heart of an integrated healthcare system. One that delivers improved patient care at a community, hospital and specialist setting, supported by a unique and nationally recognised programme of research, education and employee engagement.

We expect all our staff to share the values that are important to the Trust, being Excellent, Kind, Responsible & Respectful, and behave in a way that reflects these.

St George's University Hospitals NHS Foundation Trust is committed to safeguarding children and vulnerable adults and expects that all staff will share in this commitment. The Trust is clear that all staff have a responsibility to be aware of children and adult safeguarding policies and procedures and that each member of staff, clinical and non-clinical, will attend child or adult safeguarding training that is provided at an appropriate level to suit their role. The Trust has the additional expectation that all staff will be able to identify concerns and know what action to take.

Main Duties/Key Results Areas:

1. Clinical Practice

- To assist in the delivery of a specialist nursing service for people with specialist needs
- To lead by example
- Be recognised as an expert in their field holding additional qualifications / specialist knowledge and expertise.
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals following diagnosis and through all stages of treatment
- To 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 within agreed parameters
 - Making and receiving referrals
 - Admitting and discharging patients for specified conditions within agreed protocols
 - Run nurse led clinics at St Georges Hospital and St Helier Hospital
- To work autonomously by accepting 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 (hand held and electronic records)
- To be actively involved in in-patient care, liaising with ward staff to ensure high quality nursing care
- To attend out-patients, and where appropriate, ensure nurse consultation with newly diagnosed patients
- To follow-up patients as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment
- To attend and co-ordinate MDT meetings if appropriate to the role ensuring all patients are represented
- To deliver a seamless service through the development of enhanced Multidisciplinary team (MDT) processes and communication
- To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of specialist care whilst ensuring equity of access to the service
- To participate in the development and review of operational policies in accordance with national standards
- To ensure all care is given in accordance with agreed protocols.
- To introduce measures to actively manage and reduce risk to patients, ensuring the formal reporting and recoding of adverse incidents in line with Trust policy

- To work with key staff members to maintain nurse led pre-assessment/assessment and out patient follow-up services. Providing detailed baseline patient assessment and education and support to patients and their families
- To regularly review those clinical notes of patients requiring imminent admission, ensuring all assessments, diagnostic investigation and test results are up-to-date and in place to ensure a smooth admission process
- To liaise with the discharge coordinator and ward staff to ensure appropriate, safe and timely discharge/follow-up arrangements are in place for patients
- To develop assessment tools that will ensure an appropriate level of nursing intervention so that patients who present with the most complex needs are referred to the appropriate specialist including patients and families who require more in-depth support and counselling
- To maintain a suitable mechanism for MDT referrals to the Clinical Nurse Specialists
- To work with the MDT to develop, implement and evaluate integrated care pathways and systems of MDT documentation
- To liaise with local community, social services, paramedics and voluntary organisations in order to develop existing services for clients, carers and health professional
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements
- To participate in the development of appropriate patient group directives to facilitate/enhance the discharge process
- To participate in relevant forums at Care Group, Trust or Community level to allow contribution to on-going service development
- To work in line with and contribute to local delivery of national care standards

2. Education and Research

- To ensure all patients are fully informed of the risks and benefits of proposed procedures / treatments, contributing to the process of securing informed consent
- To produce and provide all patients with relevant, up to date and accessible written information regarding their treatment in accordance with Trust standards
- To supervise and participate in the delivery of programmes of education and training according to the identified needs of clients, carers and other involved in their care
- To work with other clinical staff to identify knowledge gaps in relation to specialist patients and ensure staff are appropriately educated
- To contribute to the development of nursing practice within the team
- Additionally, where appropriate, to act as a practice supervisor to Trust and honorary contract employees
- To actively participate in educational events provided by the Trust and primary care sector
- To plan and deliver formal teaching programmes, working in close collaboration with both Nursing and Medical Faculties.
- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally
- To promote and facilitate evidence based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans
- To participate in and assist with any appropriate/relevant Trust approved research projects conducted within the department
- To utilise up to date research / evidence to deliver patient care and to disseminate this knowledge to all members of the multi-professional team

- To be aware of current research trials being conducted within own specialist area and to be able to inform patients about these
- To promote nursing research and evidenced based practice relevant to the speciality

3. Management

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- To liaise effectively with all other disciplines within the Trust and at local level.
- To participate in the management of change to improve standards and communication links between primary, secondary and tertiary care
- To actively contribute to any relevant initiatives within the care group and provide support to colleagues and Heads of Nursing
- To contribute positively to the leadership of nursing within the care group acting as an effective role model
- To comply with measures to actively manage and reduce risk to patients. Ensuring the formal reporting and recording of adverse incidents in line with Trust policy
- Network with the team of clinical nurse specialists within the Trust, area wide and nationally to evaluate, develop and promote the specialist-nursing role
- To utilise and maintain information systems to aid audit and to provide regular activity analysis reports
- Maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as requested. Ensure that confidentiality of information is adhered to and NMC standards for “Record Keeping” are met
- To participate in the evaluation of the service in terms of clinical effectiveness, clinical excellence and value for money
- To ensure the best use of available resources is used within agreed budget to provide a cost effective service
- Contribute to the local induction of staff within the care group, as appropriate

4. Personal Professional Development

- To achieve a range of clinical competencies as required to fulfil the role
- To keep up-to-date with current literature and research in the speciality
- To maintain your own personal and professional development in accordance with nursing revalidation requirements, attending mandatory study sessions as required
- To undergo and actively participate in own performance appraisals
- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence

5. General

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of the Health and Safety Regulations.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with the Trust's Equality and Diversity policy to eliminate unlawful discrimination in relation to employment and service delivery.
- To promote at all times equal opportunities for staff and patients in accordance with the Trust's policies to ensure that no person receives less favourable treatment than another on

the grounds of: age; disability; marriage and civil partnership; pregnancy and maternity; race (ethnicity); religion or belief; sex (gender); gender reassignment or sexual orientation.

- To ensure skills are up-to-date and relevant to the role, to follow relevant Trust policies and professional codes and to maintain registration where this is a requirement of the role.
- To comply with the Trust's No Smoking Policies.
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the grade and the needs of the service.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the postholder.

Person Specification

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Band: 7

Factor	Essential	Desirable	Method of Assessment
Qualifications and Training			
NMC Level 1 or Level 15 Registered Nurse	<input checked="" type="checkbox"/>		A
Degree (BSc) or equivalent in a health related subject, or working towards	<input checked="" type="checkbox"/>		A
Relevant post-registration qualification in specialist field	<input checked="" type="checkbox"/>		A
Experience			
An advanced practitioner either through formal qualification (as above) and/or extensive clinical experience pertinent to the area	<input checked="" type="checkbox"/>		A,I,R
Relevant, demonstrable experience in specialty area	<input checked="" type="checkbox"/>		A,I,R
Ability to build up a rapport with patients and the MDT	<input checked="" type="checkbox"/>		A,I,R
Ability to impart complex information to patients, relatives and carers, with different levels of understanding	<input checked="" type="checkbox"/>		A,I
Ability to work independently and as part of a team	<input checked="" type="checkbox"/>		A,I,R
Experience of running research and audit programmes		<input checked="" type="checkbox"/>	I
Experience of delivering presentations		<input checked="" type="checkbox"/>	I
To have proven experience of service development		<input checked="" type="checkbox"/>	I
Skills			
Strong leadership skills	<input checked="" type="checkbox"/>		A,I,R
Autonomous practitioner	<input checked="" type="checkbox"/>		A,I,R
Excellent oral and written communication skills	<input checked="" type="checkbox"/>		A,I
Advanced clinical assessment skills or willingness to develop these		<input checked="" type="checkbox"/>	A,I,R
Basic Counselling skills	<input checked="" type="checkbox"/>		A,I
Project management skills		<input checked="" type="checkbox"/>	A,I
Knowledge			
Understanding of clinical governance and risk assessment	<input checked="" type="checkbox"/>		I
Clear understanding of safeguarding procedures	<input checked="" type="checkbox"/>		I
Computer literacy	<input checked="" type="checkbox"/>		A,I
Other			
Patient centred approach	<input checked="" type="checkbox"/>		A,I,R
Flexible attitude	<input checked="" type="checkbox"/>		A,I,R

A = Application
I = Interview
R = References

