

CARDIFF AND VALE UHB
Job Description

JOB DETAILS

Job Title: Clinical Nurse Specialist

Grade: Band 6

Department/Directorate: Epilepsy / Neurosciences

Base: Epilepsy Unit, UHW

Clinical Board Specialist Services

Our Values ‘ CARING FOR PEOPLE; KEEPING PEOPLE WELL’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with compassion
We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask ‘what can I learn’?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

ORGANISATIONAL ARRANGEMENTS

Accountable to: Senior Nurse

Job Purpose:

Working as an autonomous practitioner within the epilepsy team devise, implement and follow up specialist treatments across the epilepsy spectrum. To be a skilled practitioner providing expert clinical care using an extensive theoretical knowledge base and practical experience to underpin the role. To act as a role model for the delivery of expert care in epilepsy and to deliver specialist educational programmes to a range of healthcare professionals in relation to epilepsy including medical, nursing and Allied Health Professional staff.

DUTIES AND RESPONSIBILITIES**Clinical and Patient Care Responsibilities**

- To work as an autonomous expert practitioner
- To provide up to date evidence based care to patients with epilepsy.
- To be an expert resource in epilepsy, providing expert clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
- To utilise advanced nursing skills and a knowledge base in epilepsy to undertake specialist assessments, critically analysing complex information to make informed decisions regarding epilepsy treatment/intervention to ensure the delivery of highly specialist care.
- To be responsible and accountable for legible and contemporaneous records.
- To devise, where appropriate prescribe, evaluate and document care and treatment and outcomes
- To assess patients condition and appropriately advise/ prescribe and / or administer medication within UHB, Local and National best practice guidelines as accordingly.
- To have a positive influential role and impact on care across the epilepsy spectrum

Clinical Practice

- To have an active role in devising and participating in the development and implementation of policies, protocols and clinical pathways to improve care within epilepsy in line with UHB/ National strategic policy and implement where required throughout the UHB.
- To actively participate in benchmarking with other specialist epilepsy services across local/ national/ international organisations.

- To autonomously manage individual caseload, using expertise in devising, providing and implementing specialised epilepsy care spanning primary, secondary and/or tertiary care.
- To have a specialist knowledge base within epilepsy and become an advice resource for other healthcare professionals from the multi disciplinary team across primary and secondary care.
- To ensure consultations and changes in treatment are communicated to all, (internal and external) involved
- To assess and critically analyse complex health information to implement and evaluate ongoing care management plans within epilepsy and to change as necessary to ensure prompt, effective and appropriate care.
- Using specialist knowledge interpret complex clinical information to educate and advise patients, encouraging them to participate in informed decision making and informed consent

Communication and Relationships Skills

- To be the lead clinical link between specialist services and other care providers
- To ensure effective communication with patients and their carers, including the provision of patient and carer education, emotional support and health promotion
- To ensure adequate communication that is empathetic and reassuring to patients and families especially when information is complex, sensitive and emotive or where there may be barriers to communication
- To provide psychological support and empowerment to patients. Provide and expert assessments within epilepsy and link to other services where required
- To provide psychological and practical advice/support to patients' carers/ families whilst respecting patients' confidentiality

Professional

- To act as a positive role model for epilepsy within and outside the Health Board
- To work in accordance with Nursing and Midwifery Council Code of Professional Conduct, Standards for Conduct, Performance and Ethics
- Maintain own professional development in nursing and midwifery locally, nationally and seek opportunities to develop role

- Maintain confidentiality under the Data Protection Act
- Accountable for own professional actions and decisions
- Ensure professional registration is up to date
- To continue ongoing professional development by participating in professional forums throughout the UHB/ Locally and Nationally
- To encourage innovation in clinical practice (by motivation and example).

Education

- To develop specialist knowledge base and be an expert resource for members of the interdisciplinary team regarding specialist care management in epilepsy.
- To apply specialist knowledge obtained via at least degree level education to support clinical practice.
- To proactively engage and assist in devising, planning and delivering educational programmes to a range of health care professionals in a range of settings (e.g. ward/clinic based/lecture theatre) ensuring knowledge of caring for patients with epilepsy is cascaded and UHB/local/national policies on the care of these patients is implemented throughout the UHB
- To actively consult local Universities as a epilepsy resource to devise and deliver educational sessions/ programmes for pre and post registration students across the MDT.
- To supervise and support the education and development of individual nurses caring for epilepsy patients.
- To set up, implement and manage professional interest groups within epilepsy to ensure and maintain the profile throughout the health board. Using these forums as a platform to provide specialist professional teaching to allow the cascade of information throughout the UHB/ local and national forums
- To be responsible for providing ongoing education, training and support for staff to develop new advanced skills.

Research

- To be able to understand, analyse and disseminate current research and be able to critically analyse its significance in epilepsy practice. Implementing findings to improve care for service users where needed and share up to date practice with other nurses / health care professionals in the clinical area
- To support the development of and undertake research projects within epilepsy

- To participate and /or co-ordinate UHB, local and national research activity within epilepsy. Ensuring GCP (Good Clinical Practice) certification is 100% up to date
- To provide teaching, support and supervision to allow others to understand and participate in the research process.
- To formulate and/or implement research protocols for NHS/Commercial studies in accordance with UHB Research and Development policies.
- To disseminate research conclusions in own area and within UHB.

Management

- Ensure concerns by staff / patients / families are appropriately investigated and reported.
- Using specialist knowledge and clinical expertise within epilepsy be responsible for and managing own caseload
- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway / care in epilepsy.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To develop clinical interventions to improve patient pathway and patient flow and roll out of these interventions
- To develop and actively participate in service improvement initiatives within epilepsy
- To ensure awareness and where appropriate become involved in directorate / divisional / UHB / National service developments
- To be responsible for initiating, encouraging and evaluating change whilst improving clinical practice and service development within epilepsy
- To actively participate in the management of concerns, complaints and incidents
- To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.
- To produce an annual report outlining activity and changes throughout previous year.

Audit

- To regularly plan, initiate and participate in clinical audits regarding care/patient management.
- To analyse audit data and disseminate/present information at clinical governance meetings, seminars, link nurse meetings etc, on a local, national and international arena.
- To become a resource to other health professionals undertaking care/patient management audits.

Quality and Safety

- To be responsible of the immediate identification and response to clinical risk issues by instigating measures/action plans to protect patient's and staff health and safety.
- To maintain accurate, easily accessible records of all clinical incidents (Including the monitoring of trends).
- To agree action plans (when appropriate) to prevent recurrence of critical incidents.
- To raise concerns regarding clinical risk/poor practice within specialist area to nurse/directorate manager/clinical director/ clinical risk department.
- To comply with the University Health Board policies and protocols. .
- To present clinical risk issues at Health Board Clinical Governance meetings when necessary.

HEALTH AND SAFETY REQUIREMENTS

All employees of the Health Board have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Health Board to meet its own legal duties and to report any hazardous situations or defective equipment.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Date prepared:
Date reviewed

Prepared by:
Reviewed by:

**Cardiff and Vale University Health Board
Person Specification**

Job Title: Clinical Nurse Specialist,
Post Number:
Grade:
Base:

Department:
Clinical Board

	Essential	Desirable	Method of assessment
Qualifications	First level nurse registration Degree Supplemented by specialist training and short courses	Independent prescribing Teaching and assessing in clinical practice/Teaching qualification	Application Form Certificate Check Registration Card - Nurse/PAM*
Experience	Significant experience in relevant specialty and post registration experience	Experience of managing own caseload in relevant specialty	Application Form Interview References
Skills	Evidence of excellent communication skills(verbal and written) Demonstrate sound IT skills Evidence of managing self development Evidence of ability to work independently Demonstrate ability to influence within and outside of service, across multii / inter disciplinary groups.	Involvement in audit and research Evidence of presenting work within and outside the organisation	Application Form Interview References
Special Knowledge	Evidence of specific knowledge and skills in specialty		Application Form Interview References
Personal Attributes (Demonstrable)	Evidence of ability to motivate, influence change, support staff and evaluate services Evidence of professional and personal development	Ability to work flexibility to meet the needs of the service	Application Form Interview References
Other			Interview Document check

Date prepared:
28.02.17

Prepared by:

Date reviewed: reviewed by: