



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board

MEDICAL DIRECTORATE

JOB DESCRIPTION

JOB TITLE:	Multiple Sclerosis Advanced Specialist Nurse
GRADE:	7
BASE:	Morrison Hospital
RESPONSIBLE TO:	Head of Nursing Medicine Clinical Lead for Multiple Sclerosis Team
CLINICALLY REPORTS TO:	Clinical Lead for Multiple Sclerosis Lead Multiple Sclerosis Specialist Nurse
PROFESSIONALLY AND MANAGERIALLY ACCOUNTABLE TO:	Head of Nursing Medicine Lead Multiple Sclerosis Specialist Nurse

JOB SUMMARY

The individual will work as an integral member of the regional multiple sclerosis (MS) team, which covers South West Wales. The MS advanced specialist nurse (MSASN) will use their specialist knowledge, skills experience and understanding of MS and its impact on the individual to determine what level of care is needed and to direct resources accordingly. The role is diverse and the nurse must exercise high levels of judgement, discretion and decision making in clinical care.

The post holder will act as an expert in MS Nursing care, promoting good practice in the diagnosis, treatment and care of people with MS in order to provide a seamless service acting as the MS Clinical Lead within a defined geographical area.

The MSASN will work as an autonomous practitioner, manage and prioritise a complex and specialist MS caseload, aiming to pre-empt, prevent and rectify issues related to MS.

The post holder will use evidence based, holistic patient centred principles to assess, plan, implement and evaluate highly specialist interventions designed to maximise the individuals' potential to function independently and maintain their quality of life. Be responsible for establishing networks and links between health, social services and the voluntary sector, liaise with and advise professional colleagues and other individuals across the primary, secondary, tertiary and voluntary care settings.

The MSASN will provide specialist clinical support, advice and education on the co-ordination and management of the care of individual patients and their families.

The MSASN will undertake research into MS nursing and demonstrate continuing professional development and be involved in enhancing service development by conducting clinical audit.

The post holder will provide specific training to healthcare professionals and care staff involved in the care of MS regionally.

Key relationships: To work in partnership with; Lead Clinician for MS, Consultant Neurologists, Lead MSASN multi-disciplinary team members of the neuro-inflammatory team, neurology ward staff, GP's multi-disciplinary health care professionals, community care professionals, residential care staff, social services, MS Society, MS Trust, UKMSSNA.

DUTIES AND RESPONSIBILITIES

Professional:

Adhere to the NMC Code (2008).

Adhere to NMC Guidelines for Record Keeping and Records (2002).

Practice within their professional sphere of competence and be guided by national and professional standards including;

National Institute for Clinical Excellence Guidelines

National Service Frameworks

Welsh Assembly Government documentations

UK MS Specialist Nurse Association competencies framework

Comply with Trust Strategic Framework for nursing, Midwifery and Health visiting and all Abertawe

Bro Morgannwg University NHS Trust policies and procedures.

Comply with all legislation and strategy requirements e.g. Health and Safety.

Communication:

- Provide a range of patient led follow up methods: planned outpatient appointments, open access policy, rapid access clinic telephone helpline and postal review.
- Demonstrate highly effective communication skills when dealing with complex information to clients and carer's, families, other health care professionals and other agencies. You will be responsible for communicating effectively both verbally and in writing with patients, relatives, colleagues and the general public. Be expected to identify gaps in information provision and collaborate with the MS Team in developing patient information leaflets.
- Be expected to handle highly complex, sensitive information on a one to one basis with patients/carers e.g. continence issues, sexual dysfunction, family planning, cognitive impairment etc. You will be expected to provide information and advise patients on issues surrounding advanced directives/living wills/enduring power of attorney.
- Communicate effectively and sensitively with patients and families who are dealing with e.g. a new diagnosis/progressive illness/relapse/end of life issues – at a time when things are uncertain due to the unpredictable nature of MS. The post holder is frequently exposed to highly distressing and emotional circumstances.
- Identify patients with memory and mood difficulties. Assess and communicate effectively with patients with moderate to severe cognitive dysfunction. This requires highly developed nursing knowledge and skills to effectively manage these patients.
- Support individuals and lead an effective communication culture. Maintain confidentiality of information whilst acknowledging the individual's beliefs, identity and preference.

- Establish links and networks with other clinical nurse specialists in order to establish and share best practice.
- Give advice, instruction, training and present formally
- Discuss contentious issues, such as stopping treatment or withdrawing services.

Knowledge, Training and Experience:

- The MSASN will be required to act as lead specialist in nurse led clinics, symptom management clinic etc and will see patients referred by their GP's, Consultant Neurologists and other health care professionals. The post holder will be expected to co-ordinate the clinic, prioritise referrals, monitor clinical activity and audit the service
- Provide MS nursing expertise in a variety of environments, designed to meet the needs of the local/regional population e.g. nurse led symptom management clinics, consultant-led clinics, hospital setting, patients home nursing/residential home. The post holder will complete domiciliary visits in accordance with the Trust Loan Worker policy
- Have a thorough understanding of the medications used in MS and will act as a source of expertise to other healthcare professionals. As part of symptom management the MS nurse will monitor medications, providing advice, counselling and support to patients and their families, thus enhancing medication concordance
- The MSASN will assess and provide timely intervention when MS relapses occur. Be the first point of contact for patients in relapse and use highly specialist knowledge to identify causative factors of a relapse. The post holder will use clinical judgement skills and experience to triage and prioritise patients to the rapid access clinic and be responsible for liaising with the medical secretary to book patients into the clinic. Arrange in-patient hospital admission and day-case treatments
- Promote specialist knowledge and skills within the multi-disciplinary team, utilising best evidence based practice in all patient interventions.
- Demonstrate highly specialist knowledge for patients from the time of diagnosis and throughout the disease trajectory underpinned by academic achievement and practical experience.
- Demonstrate own personal development with self directed learning and identifying and accessing internal and external development opportunities.

Analytical and Judgement skills:

- Interpret all information available to make a specialist nursing assessment of the health and psychological needs of the patient.
- Appropriately refer patients to other professionals and disciplines e.g. Consultants, continence service, physiotherapy, social services etc. The MSASN will be responsible for thoroughly documenting all patient contact and communicating with the health care professionals involved via verbal or written correspondence.
- Regularly review and assess patients with highly complex issues (in hospital, at home and in residential/nursing home settings) and provide highly specialist advice on the appropriate management and care of these individuals. The post holder will be actively involved in attending discharge planning meetings and case conferences with ward staff and outside agencies
- At the request of Local Health Boards (as part of Continuing Care Assessment) undertake specialist complex assessments, including assessments for capacity to inform decisions regarding end of life care, finance and social welfare issues. The post holder will interpret clinical findings and make recommendations for appropriate care and management of patients, drawing on relevant underpinning theoretical knowledge and skills
- Assess patients in the clinical setting to include distance walks and other standardised assessments e.g. Barthel Index, Hospital Anxiety and Depression Scale, MSIS-29, EDSS, Addenbrooke's Cognitive assessment.

- Refer patients for specialist equipment such as wheelchairs, adapted footwear, and hand splints etc.
- The post holder will manage the telephone advice line. There is a high volume of calls. The MSASN will use high levels of clinical judgement to manage the individual's needs/answer clinical requests for advice or information
- Perform bladder scans using information from such scans to diagnose residual volumes, interpret findings, advise on appropriate treatment plans and where appropriate refer to continence/Urology service
- Be responsible for ordering blood tests and will use their clinical judgement to interpret the results of these tests in relation to disease modifying therapies
- Carry own caseload of patients and exercise expert judgement when delivering care to patients.
- Use best practice, analyse evidence base and use benchmarking to inform clinical practice.
- Maintain a log of patient contacts and clinical data and is responsible for obtaining consent from individuals to be added to the MS database and for adding new patients

Planning and Organisational skills:

- Autonomously manage a caseload of patients across the disease trajectory i.e. from diagnosis through to palliative care. The post holder will be the primary point of contact for these patients and those involved in their care, and will be responsive to their ever changing needs or symptoms of MS
- Organise and prioritise an unpredictable workload on a daily basis
- Bridge the gap across organisational boundaries between acute trusts and community, health care provision and social services. Provide clinical expertise by acting as a role model and a resource providing specialist nursing advice, information and input to all professionals involved across the primary, secondary and tertiary and social care settings. Support GP practices to increase awareness of MS diagnosis and management
- Organise and manage day case admissions to the Jill Rowe Ambulatory Unit for individuals requiring treatment with specialist treatment with disease modifying therapy. Will liaise closely with the nurse practitioner for neurology and neurology ward staff regarding the admission of patients to the ward
- Organise and manage own caseload and actively co-ordinate with the other MS nurses in the team to ensure treatments/clinics/home visits/ education etc are covered.
- The post holder is expected to work in both ABMU and Hywel Dda Health Boards covering clinics in Bronglais/Aberaeron/Tenby/Pembrokeshire/Withybush/Glangwili/ Neath and Port Talbot and the Princess of Wales .The post holder will hold honorary contracts with the relevant trusts and be aware of the policies and procedures for those trusts
- Demonstrate self-management skills and independence in thought and action and will take personal responsibility for their professional performance
- The MSASN will be involved in devising education study days for patients and their families/carers (up to 50 participants bi-annually). They will be expected to actively participate in the study days by preparing and presenting talks and need to demonstrate competent use of IT e.g. PowerPoint, Word etc
- Participate in education and training sessions for other healthcare professionals e.g. District Nurses, Physiotherapists, Occupational Therapists, Social Workers and carer's on a regular basis
- Be expected to attend MS society meeting (this may be outside of normal working hours)
- Develop and maintain personal portfolio of advanced practice. Actively seek clinical supervision

Physical skills:

- The MSSN will require highly developed physical skills, where a high level of precision of hand, eye and sensory co-ordination are vital to undertake tasks such as venepuncture and cannulation, teaching patients the administration technique of intra-muscular and subcutaneous injections using autoject devices as well as administering intravenous infusions of cytotoxic and monoclonal treatments.
- Employ highly developed skills when performing bladder scans
- The creation of poster presentations will require advanced IT skills with proficient use of power point, excel and word programmes
- Car user essential.
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Patient/Client Care:

- Review and evaluate practice in the pursuit of quality improvement.
- Be responsible for identifying patients for disease modifying therapy treatments.
- The MS nurse will provide pre treatment counselling to include issues such as contraception, fertility and potential life limiting side effects. The MS nurse will discuss the aims of treatment, infusion related side effects and stopping criteria and ensure patients fully understand the treatment regimes and have realistic expectations.
- Manage and monitor patients on disease modifying therapies and monitor the clinical effectiveness of these treatments. The MSSN will be responsible for reporting, recording and managing any side effects.
- The MSASN manage patients on self injectable disease modifying therapies
- Provide information advice and support on symptom management in nurse led clinics.
- Be pro-active in developing new ways of working , nurse led initiatives to increase quality of life for patients, e.g. open access policy, rapid access clinic evening telephone advice line for patients who are still in employment
- Develop specialised programmes of care and provide highly specialised advice which contributes toward the effective management of complex patients including the analysis and synthesis of a wide range of information and the care and education of MS patients

Policy and Service Development:

- Contribute to strategic and service planning for MS care, identifying key priorities in line with relevant local, national and UK wide policies, targets, standards and clinical guidelines. Identify and utilise national and local support services for people with MS
- Ensure the implementation of Clinical Governance and Clinical Effectiveness programmes through the utilisation of
 - Risk management
 - Clinical audit & effective practice development
 - Monitoring of professional & clinical standards

Responsibilities for Human Resources:

- To promote and be actively involved in clinical supervision.
- Act as Mentor to junior members of staff
- Provide education and training to other health care professionals

Information:

- Responsible for the recording, processing and storage of information that is personally generated
- Be proficient in the use of pertinent networks and clinical programmes i.e Myrddin

Research & Development:

- Utilise an enquiry-based approach to patient care and application of research within clinical practice.
- Initiate implementation of NICE guidelines and National Service Frameworks where applicable and raise awareness of relevant findings.
- Initiate and participate in research / audit projects
- Use evidence-based practice to facilitate a high standard of patient care.
- Present at conferences.

Freedom to Act:

- General guidance is available within the organisation/ clinical guidance available from the neuro-inflammatory team.
- The MSSN will be an autonomous practitioner within the multi-disciplinary team.
- The MSSN has considerable freedom to act within area of expertise
- Guidance provided by principles & broad occupational policies & regulations.
- Significant discretion within post to formulate autonomous decisions.
- Identify new and emerging developments of potential relevance to the MS service and priorities for the development of future MS services
- Effectively act as an advocate for the patients within the MS service

Physical Effort:

- Frequent requirement for driving long distances between sites to facilitate nurse led clinics
- Stand for long periods during administration of treatments in restricted area
- Frequent light physical effort will be required to manoeuvre and position patients for treatment/assessment/examination
- To comply with manual handling policies.

Mental Effort:

- The post holder will be expected to teach patients to be competent in the administration of treatment. This will require periods of prolonged concentration. The post holder will provide patient support material and equipment (auto-ject device) in order to promote compliance with the long term treatment
- The MS nurse will be exposed to frequent interruptions throughout the working day to meet the complex needs of patients and the diversity of the role itself e.g. telephone calls from patients and other healthcare professionals

Emotional effort

- The MS nurse will be directly exposed to highly distressing &/highly emotional circumstances e.g. when imparting information regarding a new diagnosis/progressive illness/relapse/end of life issues /withdrawal of therapy

Working Conditions:

- The MSSN will be expected to drive between trust sites as required.
- Carry out risk assessments prior to domiciliary visits and will identify potential hazards e.g. pets etc
- Share an office with other members of the Neuro-Inflammatory team and “hot desk”

- The MSASN will be exposed to highly unpleasant working conditions such as direct contact with bodily fluids, unpleasant odours that are unavoidable and the potential of uncontrolled face to face verbal aggression in the clinic setting and on home visits. The post holder will be exposed to cytotoxic medications used to treat MS
- To comply to Health and Safety & COSHH regulations and act accordingly e.g. handling of bodily fluids, accidental spillages

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GENERAL

- **Performance Reviews/Performance Obligation:** You will be expected to participate in the Trust's individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should you work outside your defined level of competence. If you have concerns regarding this, you should immediately discuss them with your Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott guidelines, you will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. You may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** You are required to co-operate with the Trust to ensure health and safety duties and requirements are complied with. It is your personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The Trust is committed to protecting its staff, patients, assets and reputation through an effective risk management process. You will be required to comply with the Trust's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with you in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- **For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations eg GMC, NMC, HPC etc. It is your responsibility to ensure that they are both familiar with and adhere to these requirements.

All Clinical Staff will be advised during their induction of the arrangements available for them to access advice and support both during and outside normal working hours.

The Trust is committed to meet its obligations to minimise infection within its hospitals. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Trust.

Prepared by Helen Owen
Date prepared January 2016
Date for review January 2018

**DIRECTORATE OF INTEGRATED MEDICINE
PERSON SPECIFICATION**

Job Title: Multiple Sclerosis Advanced Specialist Nurse					
Criteria			How Tested		
	Essential	Desirable	Application	Interview	Presentation
Qualifications					
Registered with NMC 1 st level	X		X	X	
Diploma Module in Neuroscience Nursing or equivalent experience	X		4	X	
Degree/Post graduate qualification (or able to demonstrate working at this level)	X		X	X	
Development module for Multiple Sclerosis Specialist Nurses	X		X		
Independent prescriber		X	X		
Experience					
Experience as band 6 MS Specialist Nurse	X		X	X	
Working with a wide range of disciplines	X		X		
Experience in teaching and providing professional support to nurses and other colleagues	X		X	X	X
Audit experience	X		X		
Skills & Abilities					
Full understanding of advanced roles within nursing	X			X	X
Research appraisal skills		X		X	
Proven track record of implementing evidence based practice.	X			X	X
Knowledge and skill in MS Nursing		X	X	X	X
Teaching experience		X	X	X	
Venepuncture and Cannulation		X	X		
Personal Attributes					
Self motivated	X				X
Evidence of ability to work autonomously & as part of a team	X			X	

Excellent communication skills	X		X	X	X
Ability to speak Welsh		X	X	X	