

JOB DESCRIPTION

JOB TITLE:	Clinical Nurse Specialist - Multiple Sclerosis	
DIVISION:	Neurology – Medical Specialities	
SALARY BAND:	Band 7	
RESPONSIBLE TO:	Senior Matron – Medical Specialities	
ACCOUNTABLE TO:	Head of Nursing	
HOURS PER WEEK:	37.5hrs	
LOCATION:	Based at the Royal Free London Hospital	
MANAGES:	Directly:	Not applicable
	Indirectly:	

JOB SUMMARY:

Based within the department of clinical neuroscience, the post holder must demonstrate expertise and commitment in ensuring delivery of the highest possible standards of user focused clinical care. Providing advice, support, and education in liaison with the department of neuroscience and other relevant departments for those with Epilepsy including carers and external bodies. The post holder will be involved in co-operation with consultant colleagues, in the implementation of the DoH risk sharing scheme.

It is expected that the post holder will fulfil the responsibilities of this post through acting as a role model for clinical practice, leadership and effective resources utilisation. The post holder will be required to practice and demonstrate competency as outlined in the RFH higher level of practice competency framework.

Date of the JD review: January 2023

MAIN DUTIES AND RESPONSIBILITIES

Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- ☐ ☐ **Welcome** all of the time ☐ ☐ Confident because we are clearly **communicating**
☐ ☐ **Respected** and cared for ☐ ☐ **Reassured** that they are always in safe hands

1.0 CLINICAL RESPONSIBILITIES

- Act as a role model for excellence and expertise in nursing locally, trust wide and in liaison with GP and external agencies.
- To participate and where necessary, lead in the neuroscience department in care pathways relating to Epilepsy and its current treatments, ensuring local implementation of the principles of the essence of care bench marking process.
- Advise the lead nurse on practice issues relating to Epilepsy and assist in these developments across the trust.
- Lead in the review, development and audit of research-based policies and procedures relating to Epilepsy.
- Act as a point of contact for patients and carers via telephone, e-mail, etc, to provide counselling and to initiate prompt action on any problem raised.
- Liaise with GP's, social and community services, specialist organisations and other Epilepsy nurses to provide comprehensive, seamless care and effective discharge from hospital.
- Develop support systems for those newly diagnosed with Epilepsy or undergoing investigation.
- To document all care given using the Trust guidelines

2.0 Leadership Responsibilities

- The Epilepsy Nurse specialist will in conjunction with consultant colleagues, develop a clinic alongside the existing Epilepsy clinics for the main purpose of initiation of disease modifying therapies and subsequent follow up.

- Act as a contact point for all health care professionals in the management of current best practice for Epilepsy.
- Establish with the co-operation of the consultant neurologist specific clinics for the implementation of the department of health risk sharing scheme.
- Participate in the development and customise Epilepsy database within the department of clinical neuroscience.
- Participate in the auditing aspects of the clinical Epilepsy services, maintaining a database of Epilepsy patients and recorded outcomes of multidisciplinary interventions.
- Raise issues on Epilepsy to improve awareness of the diseases within the trust and local communities
- Liaise with the voluntary sector in order to develop the services available to people with Epilepsy.

3.0 Education Responsibilities

- The post holder will facilitate a multidisciplinary approach to formal teaching for members of the trust and medical school staff.
- Participate and where necessary lead in the development of clinically based and corporate training / education programmes for Epilepsy treatments.
- Establish links with other specialist senior nurses. Appropriate organisations e.g., Epilepsy Society and associated professionals to promote development in Epilepsy services.
- To represent trust interests in Epilepsy treatment at national conferences, study days and local seminars.

4.0 Research Responsibilities

- To carry out regular audit and review of the nursing service and produce outcomes in an annual report ensuring user involvement.
- To ensure an evidence-based service, through regular literature review and update of Trust guidelines.
- To develop nursing research skills and contribute to the development of nursing research relating to Epilepsy
- Personal & Professional Practice
- Identify own development needs and ensure PREP requirements are met.
- Act always in accordance with RFH and NMC guidelines
- Maintain knowledge of relevant changes and developments within the treatment and management of Epilepsy.

5.0 RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- To take responsibility for the safety and quality of Epilepsy treatment for patients within both Trusts.
- To report clinical and non-clinical incidents in line with Trust and departmental risk management policies.
- To undertake risk assessments of both clinical care and the environment and be able to act upon any concerns.
- To contribute to the development of guidelines/ protocols at local and shared care level.
- To work with the epilepsy teams to ensure the service is equitable at the point of delivery across both Trusts.
- To be proactive in developing a strong nursing network working closely with peers from neighbouring Trusts.
- To develop clinical pathways for patients with Epilepsy.
- To develop treatment pathways in conjunction with the multidisciplinary team.
- To develop policies with non-paediatric colleagues, that facilitate smooth transition to adult services.
- To ensure all policies within the Epilepsy policies are up to date, reviewed 3 yearly and readily available on the Freenet.
- To audit and improve the service with the support of the multidisciplinary epilepsy teams.
- Participate in the governance of the department in areas including risk management, research and audit activities.
- To promote the service to the commissioners and service users.
- To work closely with commissioning bodies to establish funding protocols for the service.
- To develop strong relationships with primary care colleagues promoting referrals and two-way communication.
- To adapt, and quickly respond to changes in service, patients or departmental need.

6.0 RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- To have budgetary awareness for the service and the cost implications of service development.
- To be responsible for the care and safe handling of equipment and accessories in the area of work.
- To perform regular equipment testing, ensuring all results are documented and reported, recognising trends, and proposing action required to effect change.
- To ensure equipment faults are recorded appropriately and reported to the medical electronics
- To ensure all equipment purchased is in line with Trust procurement procedure.
- To ensure rotas are robust and meet the needs of the service, taking into consideration annual leave and study leave.
- To ensure pay and non-pay expenditure is kept to a minimum whilst maintaining a high standard of patient care.

7.0 RESPONSIBILITY FOR INFORMATION RESOURCES

- To co-ordinate monthly peer reviews.
- To ensure that information is shared appropriately with all stakeholders, within and outside of the health care providers e.g. primary care, schools and commissioners
- To ensure all patient information is up to date, reviewed yearly and available on the website.
- To keep and maintain a database of patients which includes diagnosis, investigations, and treatments.

8.0 GENERAL RESPONSIBILITIES

Infection Control

Infection control is everyone's responsibility. All staff, both clinical and nonclinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward /clinical environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g., link practitioners, are released to undertake their duties.
- To always safeguard confidentiality of information relating to patients and staff.
- To avoid behavior which discriminates against service users and fellow employees / potential employees on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion, or disability.
- Be aware of the responsibilities placed upon you under the health and safety at work act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, service users and visitors.

Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.
- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.
- To comprehend and adhere to all Health and Safety regulations (including COSHH).

Confidentiality & Data Protection

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients, and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g., HISS induction, organising refresher sessions for staff when necessary.)

Conflict of Interest

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family, or friends.

Equality and Diversity

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job-related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees, or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures, and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

Vulnerable Groups

To carry out responsibilities in such a way as to minimize risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).

To demonstrate an understanding of and adhere to the trust's child protection policies.

No Smoking

The Trust implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will be subject to disciplinary procedures.

Standards of dress

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However, the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,

PERSON SPECIFICATION

POST TITLE: Clinical Nurse Specialist – BAND 7

		Essential (E) Desirable (D)	Assessed through: App Form (A) Interview (I)
Royal Free World Class Values	<ul style="list-style-type: none"> Demonstrable ability to meet the Trust Values <i>Positively welcoming</i> <i>Actively respectful</i> <i>Clearly communicating</i> <i>Visibly reassuring</i> 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
Education & Professional Qualifications	<ul style="list-style-type: none"> Registered general nurse 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A
	<ul style="list-style-type: none"> Relevant Degree 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Appropriate teaching certificate or extensive teaching experience 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Advance communication skills course 	<ul style="list-style-type: none"> D 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Non-medical prescribing course or willingness to undertake 	<ul style="list-style-type: none"> D 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Evidence of recent professional / management / leadership development 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience in running nurse-led clinic 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience in a senior nurse role in NHS setting or equivalent 	<ul style="list-style-type: none"> D 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience in teaching 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience of working autonomously at an advanced level within the specialist area 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience in coordinating and requesting investigations 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A/I
	<ul style="list-style-type: none"> Evidence of continuing professional development 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Proven ability to initiate audits/research & assess evidence 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Knowledge and experience of leading significant change, delivering tangible and sustained improvement 	<ul style="list-style-type: none"> D 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Knowledge of developing business and workplans in line with future service requirements 	<ul style="list-style-type: none"> D 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Knowledge and experience of practice and policy across a broad range of responsibilities e.g., financial systems & budgetary control, corporate and clinical governance, health & safety and human resources 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Experience of motivating staff and improving individuals and team performance 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I
	<ul style="list-style-type: none"> Able to build rapport and credibility with senior clinical 	<ul style="list-style-type: none"> E 	<ul style="list-style-type: none"> A / I

	and managerial colleagues		
	• Experience of managing employment relation issues	• D	• A / I
	• Experience in budgetary management	• D	• A / I
Skills and Aptitudes	• Up to date knowledge of current clinical and professional issues	• E	• A / I
	• Excellent verbal, written, interpersonal & communication skills	• E	• A / I
	• Knowledge of quality standards & NICE recommendations	• E	• A / I
	• Proven listening / counselling skills	• E	• A / I
	• Excellent skills in time management and organisation	• E	• A / I
	• Evidence of teaching / presentation skills	• E	• A / I
	• Ability to conduct & evaluate own projects successfully, to act autonomously in planning & implementing tasks	• E	• A / I
	• Ability to organise / coordinate diverse teams to deliver high standard of patient care	• E	• A / I
	• Advanced clinical, Managerial and leadership skills in specialty.	• D	• A / I
	• Knowledge of current clinical / nursing research	• D	• A / I
	• Proven ability to influence others through research findings	• D	• A / I
	• To prepare written reports and contribute to business planning and service delivery	• D	• A / I
	• Open, participative, dynamic, and supportive with the Team	• E	• A / I
	• Ability to critically analyse data	• D	• A / I
	• IT literate	• E	• A / I
Personal Qualities and Attributes	• Highly professional role model	• E	• A / I
	• Excellent communication and demonstrates the ability to work in a multi professional team	• E	• A / I
	• Organisational skills - able to deliver objectives within an agreed timeframe	• E	• A / I
	• Ability to work under pressure	• E	• A / I
	• Evidence of continued advancement of specialist knowledge & understanding	• E	• A / I
	• Ability to reflect, question & evaluate own practice	• E	• A / I
	• Flexibility and adaptability to new ways of working and the acquisition of additional skills	• E	• A / I
	• Recognition of clinical limitation and willingness on self-improvement	• E	• A / I
	• Creativity / lateral thinker	• E	• A / I
	• Enthusiasm and motivation	• E	• A / I
	• Able to work flexible shift patterns and unsocial hours in accordance to service needs	• D	• A / I

