

# Diabetes Nurse Specialist

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

Post – Diabetes Nurse Specialist

Division – Medicine

Band – 7

Salary - £43,742- £50,056 pa pro rata

Location – Bristol Royal Infirmary

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)

#### Job Purpose

The post holder will work as an integral member of the Multidisciplinary Team within University Hospitals Bristol & Weston NHS Foundation Trust and across the community. The post holder will acknowledge and provide the overall responsibility for the provision of specialist nursing advice and support to patients and families, in-patient and out-patient, throughout their care pathway.

The post holder will utilize skills of clinical expertise, leadership, education and management to ensure a seamless service for patients, carers and staff. S/he will provide advice, support and information from the time of diagnosis and throughout care pathway

The post holder will work closely with the multidisciplinary team in hospital and the community to ensure a co-ordinated quality service and will be actively involved in education, audit and research.

The post holder will engage and lead discussions in multidisciplinary team meetings.

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar**- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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### Main Duties and Responsibilities

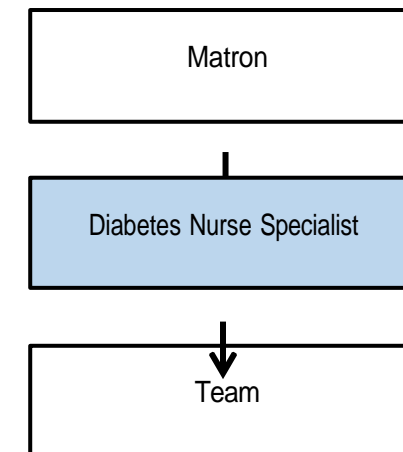
#### **Clinical – Communication and Relationship skills**

- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the multidisciplinary team.
- Promote a positive image of University Hospital Bristol NHS Foundation Trust at all times.
- Work cohesively with all members of the multidisciplinary team and promote effective liaison with the team in ensuring that the very best services to patients are provided at all times.
- Communicate effectively within the multidisciplinary, participate in motivating and supporting team members and maintain confidentiality with patients and carers. Give written and verbal advice/teaching to patients and carers.

#### **Clinical – Patient Care**

- To provide specialist, tailored diabetes nursing advice and support to patients, their families and carers initially, and throughout their diagnosis.
- To be able to take a thorough clinical history, including identifying red flags and send off relevant tests to support the diagnosis of diabetes.
- Be able to interpret these results and confidently make safe and effective decisions in relation to diagnosis and management of diabetes.
- To lead on the implementation and monitoring of adherence to diabetes guidelines.
- To lead the development, improvement, management and promotion of the service ensuring the delivery of high quality, cost effective care.
- To provide staff and wider health care professionals with diabetes specific advice.
- To educate and share expertise with the wider MDT.
- To work closely with community diabetes services, other hospitals and GP practices to ensure effective handover and shared care.
- To provide effective communication and support for patients and their families in relation to diabetes.
- To ensure patients and their families are aware of all treatment options and promote patient decision making.

### Organisational Structure



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- To prescribe and review medication in relation to diabetes management, ensuring these are appropriate to individual patient needs and in accordance with evidence based practice and national and local guidance.
- To be able to practice autonomously during nurse led clinics, including speciality clinics related to diabetes (pregnancy and insulin pump therapy).
- To adhere to infection control guidelines and procedures.
- To act as a positive role model for nurses in the hospital through the demonstration of strong leadership skills.
- To provide support and advice in clinical areas, wards and outpatients, to optimise quality improvement opportunities. This may involve working alongside nurses in the clinical areas.
- Analyse and respond to complex clinical situations utilising specialist knowledge to assess a range of options to formulate solutions and recommendations.
- To act as a change agent, using skills that will motivate and reassure staff through negotiation and training, to facilitate the change process.

### Leadership and Management

- Planning the provision of day to day organisational tasks
- Monitor performance of the nursing team with the use of appraisal, management and regular meetings.
- Offer formal managerial and clinical supervision to band 6 clinical nurse specialists.
- Ensure that staff can demonstrate the ability to manage workload based on flexible principles and prioritise care based on clinical need.
- Demonstrate the ability to deal with immediate issues concerned with staff sickness and absence.
- Demonstrate the ability to provide an initial response to complaints and queries, and have a working awareness of the UHBristol NHS Trust's complaints procedure.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To keep accurate and up to date patient records.
- To serve on committees, working parties and project teams related to direct and indirect management of services as required.

- Ensure all services delivered are correctly resourced and delivered. Work closely with the Matron to establish resourcing service developments.
- To participate in strategic care and business planning for development of the service as required.
- To participate in the development of evidence based policies and procedures.
- To facilitate the development of quality initiatives such as audit, evidence based practice and risk management within a culture of continuous quality improvements.
- To initiate and participate in uni and multidisciplinary professional standards setting and audit.
- To practice in accordance with current policies and procedures of UHBristol NHS Trust
- To participate in individual performance review annually.
- To actively contribute to trust wide and divisional clinical nurse specialist (CNS) work
- e.g. PANDORA, CNS away days, annual job plan reviews, and annual reports.

### Professional Development and Education Responsibilities

- To participate in the planning and delivery of formal and informal education programmes for patients, carers and all staff.
- To participate in education forums locally, nationally and internationally, representing the Trust.
- To ensure that professional knowledge and practice is constantly updated
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework.

### Research Responsibilities

- To collate and record quantitative and qualitative data that provides evidence of productivity, outcomes and quality, through audit and research.
- To participate in clinical audit and research relevant to speciality and co-operate with other affiliated work.
- To ensure that relevant research findings are translated into practice.
- To promote a culture of evidence based practice.
- To work with the multidisciplinary team to develop standards of care and undertake evaluations to monitor the impact on patient care.
- To be involved with health promotion related to the speciality

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- Thorough and up to date knowledge of nursing theory and best practice within diabetes - E
- Significant relevant clinical experience - E
- Substantial current diabetes speciality experience - E
- Evidence of recent teaching experience - E
- Experience of undertaking research or audit projects - D
- Experience and knowledge of advanced practice/protocols – D
- Experience of running autonomous diabetes clinics - D
- Experience of diabetes in pregnancy – D
- Experience of insulin pump therapy - D

### Skills and Abilities

- Highly effective communication skills - verbally and written to staff, patients and relatives including in situations of conflict or distress - E
- Gain credibility, influence colleagues including influencing clinical change if appropriate - E
- Strong organisational skills - prioritising complex situations - E
- The ability to lead and influence change - E
- Demonstrates ability to implement and utilise audit data to improve quality - E
- Clinical expert in defined area of work - E
- Able to advise and implement improvement to the quality and efficiency of care for patients - E
- Ability to act as facilitator, mentor and supervisor to colleagues - E
- Flexibility, adaptability to meet needs of a changing service - E
- Ability to cope with emotional issues presented in the course of work, and to support others - E
- Knowledge of national and local specialty specific issues - E
- Information technology skills - E
- Commitment to the development and provision of high quality nursing care - E
- Initiative - E

### Qualifications and Training

- RGN.1st Level or relevant children's qualification - E
- Current NMC Registration - E
- 1st Degree in nursing or health related subject - E
- Relevant accredited post registration at level 3 - E
- Qualification in Teaching and Assessing - E
- Evidence of Masters level academic study or willingness to work towards Masters (in relevant health related subject) - E
- Management qualification - D
- Non-Medical Prescribing - D

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace health and wellbeing

The Trust Workplace Health and Wellbeing Framework applies to all employees, students and volunteers who are encouraged to take responsibility for their individual health and wellbeing and to promote the wellbeing of colleagues. Line managers must recognise the importance of health and wellbeing and take it into account when planning tasks and designing jobs.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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