

CARDIFF AND VALE UHB
Job Description

JOB DETAILS

Job Title: Clinical Nurse Specialist in Epilepsy

Grade: Band 7

Department/Directorate:

- Neurosciences

Base:

- UHW

Service Group:

- Specialist
-

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 behaviors 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**

Responsible to: Senior Nurse in Neurosciences / Lead CNS in Epilepsy

Job Purpose

Working as an autonomous practitioner devise, implement and follow up specialist treatments for patients 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, while acting as a role model for the delivery of expert care in Epilepsy.

To deliver specialist educational programs to a range of healthcare professionals on epilepsy, including medical, nursing and Allied Health Professional staff.

To lead research and audit within epilepsy and neurosciences internally and externally to the UHB.

DUTIES AND RESPONSIBILITIES

Clinical and Patient Care Responsibilities

- To work as an autonomous expert practitioner.
- To provide up to date evidence based care.
- To be an expert resource for epilepsy, providing expert clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
- To utilise advanced nursing skills and extensive knowledge base to undertake specialist assessments, critically analysing complex information to make informed decisions regarding appropriate treatment/intervention to ensure the delivery of highly specialist care within epilepsy.
- To be responsible and accountable for legible and contemporaneous records.
- To devise, 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 clinical area

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, working in line with UHB/ National strategic policy and implement, where required, throughout the UHB.
- To actively participate in benchmarking with other specialist services across local/ national/ international organisations.
- To autonomously manage individual caseload, using expertise in devising, providing and implementing highly specialised programs of clinical care spanning primary, secondary and/or tertiary care.
- Provide highly specialist advice to patients, carers and other health professionals.
- To have a highly specialised 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 and to change as necessary to ensure prompt, effective and appropriate patient care.
- Using highly 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 a 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 highly emotive.
- To provide patients and their carers/families with empathy and reassurance while ensuring any barriers to understanding have been overcome.
- To provide psychological and practical advice/support to patients' carers/families whilst respecting patients' confidentiality.

Professional

- To act as a positive role model within and outside the UHB.
- To work in accordance with Nursing and Midwifery Council Code, 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 and revalidation is up to date.

- To continue ongoing professional development by participating in professional forums throughout the UHB/ Locally and Nationally.
- To undertake study days and self study to ensure continued development in epilepsy.
- To encourage innovation in clinical practice.

Education

- To develop highly specialist knowledge base and be an expert resource for members of the interdisciplinary team regarding specialist care management in epilepsy.
- To apply highly specialised knowledge attained via MSc level of education to support clinical practice.
- To proactively engage and lead where appropriate in devising, planning and delivering specialist training 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.
- To actively consult local/national Universities as a specialised expert resource in epilepsy, 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 patients with epilepsy in the clinical area.
- To identify and ensure personal educational requirements are met at all times to support advanced clinical practice and skills.
- To set up, implement and manage professional interest groups within epilepsy to ensure and maintain the profile of the field throughout the health board, using these forums as a platform to provide specialist professional teaching.
- 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 to practice. Implementing findings to improve care for patients with epilepsy where needed and share up to date practice with other nurses / health care professionals in the clinical area
- Actively devise 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 publish and disseminate research conclusions.
- To present research findings at appropriate meetings locally/nationally / Internationally.

Management

- Ensure concerns by staff / patients / families are appropriately noted, investigated and reported.
- Using specialist knowledge and extensive clinical expertise be responsible for and manage own caseload
- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway / care.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To develop clinical interventions to improve patient pathway and patient flow and lead on the roll out of these interventions
- To develop and actively participate in service improvement initiatives in 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 within neurosciences.
- To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.

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 within epilepsy 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 UHB policies and protocols. .
- To present clinical risk issues at UHB safety 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.

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

Job Title: Clinical Nurse Specialist,

Post Number:

Department:

Grade:

Service Group:

Base:

	Essential	Desirable	Method of assessment
Qualifications	<p>First level nurse registration</p> <p>MSc or equivalent level of knowledge and experience.</p> <p>Evidence of CPD</p> <p>Teaching and assessing in clinical practice/Teaching qualification</p>	Independent prescribing	<p>Application Form</p> <p>Certificate Check Registration Card</p> <p>- Nurse/PAM*</p>
Experience	<p>Substantial experience in relevant speciality</p> <p>Significant post registration experience</p>	Experience of managing won caseload in relevant speciality	<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills	<p>Evidence of excellent communication skills(verbal and written)</p> <p>Demonstrate sound IT skills</p> <p>Evidence of managing self development</p> <p>Evidence of ability to work independently</p> <p>Demonstrate ability to influence within and outside of service, across mutli / inter disciplinary groups.</p>	<p>Involvement in audit and research</p> <p>Evidence of presenting work within and outside the organisation</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Special Knowledge	Evidence of specific knowledge and skills in speciality		<p>Application Form</p> <p>Interview</p> <p>References</p>
Personal Attributes (Demonstrable)	<p>Evidence of ability to motivate, influence change, support staff and evaluate services</p> <p>Evidence of professional</p>	Ability to work flexibility to meet the needs of the service	<p>Application Form</p> <p>Interview</p> <p>References</p>

	and personal development		
Other			Interview Document check