



Job description and specification



Senior Specialist Nurse – AAEDS Kent and Medway Band 7



JOB DESCRIPTION

JOB TITLE: All-age Eating Disorders Service (AAEDS) Kent and Medway Senior Specialist Nurse

BAND: 7

RESPONSIBLE TO: All-age Eating Disorders Service (AAEDS) Kent and Medway Senior CBT Therapist, Clinical Psychologist, Family Therapist or Child and Adolescent Psychotherapist

KEY RELATIONSHIPS:

Internal	External
Eating Disorder Team Line manager NELFT staff	GPs Social Care Third Sector Acute Hospitals

CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice

The post holder will be responsible for supporting the Kent and Medway All-age Eating Disorder Service (AAEDS), representing NELFT by providing leadership, support and guidance to team members and trust staff and ensuring a patient focused service.

The post includes providing clinical leadership and practicing at an advanced level demonstrating a high level of autonomy and clinical decision making. They will work as a highly specialised member of the AAEDS to assist in reducing protracted inpatient stays.



The role is a collaborative one working with individuals and groups across professional and organisational boundaries.

Key Responsibilities:

1. To represent the service and provide information to service users as required i.e. GPs, Primary and secondary care professionals, voluntary organisations, patients and their carers.
2. To provide specialist support and monitoring to adult patients referred to the AAEDS and liaise with other professionals within and outside the Trust to ensure they receive the best care.
3. To provide specialist advice to colleagues working in other clinical areas and act as the patient's advocate.
4. Demonstrate awareness of health and safety aspects of your work and carry out risk assessment within own patient caseload, equipment and environment on a daily basis. Be responsible for safe and competent use of equipment, minimise risk within the team, and implement trust policies where appropriate.(Incident Reporting Policy, Lone Worker Policy and Health and Safety Act 1974).
5. To be responsible for equipment used in carrying out duties and to adhere to Medical Devices Policy for safety and maintenance.
6. To gain valid informed consent and have the ability to work within a legal framework with patients who lack capacity to consent to treatment.
7. To deal with complaints in accordance with trust policy.
8. To instigate and maintain communication flows both within the local trust and NELFT regarding on-going care for patients. Communication may be face to face, via e-mail, telephone or in written form.
9. To be responsible for cost effective budgeting for service resources

Leadership

1. To carry out assessments and develop formulations of highly complex service users within AAEDS by the utilisation of interpreting and analytical skills in order to recommend the best course of intervention and development of a comprehensive package of care aimed at working towards recovery, minimising risk and reducing inpatient admissions.
2. To accept clinical responsibility for a designated caseload and organise this effectively and efficiently with regard to clinical priorities and use of time.
3. To monitor the patient's progress/status throughout their care pathway and liaise with the patients GP, medical staff or community services as appropriate.
4. Work with colleagues to develop the AAEDS in response to developing evidence base regarding best practice.
5. To demonstrate highly specialist knowledge of evidence based practice and treatment options using clinical assessment, reasoning skills and knowledge or treatment skills.

Corporate

1. Work within the policies and procedures of the organisation.
2. To ensure that documents and records are maintained in accordance with both the organisation and professional guidelines.



3. Adhere to the Nursing and Midwifery council code of Professional Conduct and comply with the requirements for professional registration and practice.
4. Be aware that employment outside your normal working hours is not precluded. However such employment must not hinder or conflict with the interests of your work in the trust.
5. To be aware of and comply with the trusts policies e.g. Risk Management, Governance, Adults at risk and Disciplinary and Grievance procedures.
6. To assist with the investigation of complaints and the formal response.
7. Contribute in evaluating teaching packages, ensuring they meet required standards.
8. To plan and organise efficiently and effectively the workload within the speciality in order to meet prioritised need, in accordance with the service requirement.
9. Participate in service planning, monitoring process and development of strategy policies in line with national, corporate, and local guidelines.
10. Co-ordinating the allocation of the workload with annual/study leave.
11. Assist in personal and professional training needs of the team and self in accordance with personal development plans and PDPs.
12. To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as appropriate.
13. To be aware of, and respect the right to patient choice and dignity, and promote the trusts Equal Opportunities Policy.

Clinical Skills

1. Perform and interpret specific investigations, such as blood pressure and ECGs, in order to manage the patient's clinical risk effectively.
2. Ensure all patients have individualised care plans and that these are reviewed at appropriate intervals.
3. Develop clinical practice and procedures that best support the well being of adults with eating disorders in the community.
4. Work with colleagues to ensure that specialist, professional, skilled clinical care is provided for patients and that this is adapted to meet their individual needs.
5. The post holder will facilitate the patient's understanding of results of investigations such as blood tests, ECGs and bone density scans.
6. Provide emotional and psychological support to the patient and family and be aware of the social needs, referring them to appropriate bodies.
7. Advise patients and their families and carers on aspects of care, which they may safely undertake in liaison with the team.
8. Act as an advocate.
9. Implement and monitor action plans relating to team and corporate objectives, the modernisation agenda and clinical governance.
10. Assess patient understanding of treatment proposals, gain valid informed consent and have capacity to work within legal framework with patients who lack capacity to consent to treatment via organisational policy.

Computer/Administration

1. To be computer literate and encourage implementation of the Trust's IM&T Strategy.
2. To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality at all times.



3. To take part, and assist, in the planning and administration relating to day to day running of the caseload.

Communication

1. To have a wide range of knowledge in approaches to communicating and managing patient care.
2. To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
3. To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
4. Participate in the review and development of clinical policies and identifies improvements to service provision.

Training

1. To act as mentor to students, providing effective education, facilitating their development and promoting high standards of nursing care.
2. Ensure students are actively supported to enable them to achieve their learning needs.
3. To ensure own continued professional development and support a culture of lifelong learning in self and others.
4. To undertake, and assist, in the planning of own mandatory training and workshops.
5. To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
6. To support new staff and their integration within the team.
7. To support training as part of the role including changes to professional development and implementation of new policies and guidelines.

Additional Information

Health & Safety

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

Infection Control

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

Risk Management



You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

Safeguarding Children and vulnerable adults

NELFT is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

Standards of Business Conduct & Conflict of Interest

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

Sustainability

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

Smoking Policy

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

Codes of Conduct

NELFT requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk;
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies;
- Be honest and act with integrity;



- Accept responsibility for my own work and the proper performance of the people I manage;
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community;
- Take responsibility for my own and continuous learning and development

Data Protection

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

Information Security and Confidentiality

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

Equality and Diversity

NELFT is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

Key Performance Indicators (KPI)



Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

Review of this Job Description

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

Other Duties

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

For HR Use Only:

Date of template: 1 January 2015

Version: 1

For Manager Use Only:

Date last reviewed: 18 January 2018

Date to be reviewed:

Signed:.....
(Manager)

Dated:

Signed:
(Employee)

Dated:.....



Person Specification

	Essential	Desirable	Measurement
Demonstration of Trust Values			
Putting people first	✓		Application Form Interview Assessment
Prioritising quality	✓		Application Form Interview Assessment
Being progressive, innovative and continually improve	✓		Application Form Interview Assessment
Being professional and honest	✓		Application Form Interview Assessment
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview Assessment
Qualifications			
NVQ level 2 or equivalent standard of literacy and numeracy	✓		Application Form Interview Assessment
Successful completion of a graduate training as a registered nurse with current NMC registration status	✓		Application Form Interview
Further professional knowledge will have been gained through accredited courses workshops, study and in house training programmes	✓		Application Form Interview
Successful completion of a non-medical prescribing qualification or working towards		✓	Application Form Interview
Experience			
Experience of working with patients with eating disorders	✓		Application Form Interview
Experience of carrying out generic assessment with other colleagues in the multi-disciplinary team	✓		Application Form Interview
Experience of initiating, organising and planning inter-agency meetings aimed at setting in place a treatment package tailored to the individual needs of the patient	✓		Application Form Interview
Experience of providing professional teaching and training for other professionals working with the client	✓		Application Form Interview



group within the service and within related agencies			
Experience of providing clinical interventions in different cultural contexts	✓		Application Form Interview
Experience of service development and demonstrates ability to managing change	✓		Application Form Interview
Knowledge			
An awareness of NHS Plan, NSF and clinical governance priorities	✓		Application Form Interview Assessment
High level knowledge of the theory and practice of working with eating disorders at a range of severities and complexities	✓		Application Form Interview
Knowledge of legislation and guidelines in relation to eating disorders and safeguarding procedures and policies	✓		Application Form Interview
Knowledge of NHS, Social Care and Education structures, national policies and frameworks, evidence based practice including NICE guidelines	✓		Application Form Interview
Knowledge of risk management and ability to monitor and assess risk and act accordingly to ensure safety	✓		Application Form Interview
Knowledge of research methodology and outcome research methodology and outcome research design and ability to critically interpret research findings	✓		Application Form Interview
Knowledge of electronic record systems, e.g. Rio	✓		Application Form Interview
Skills			
Basic awareness of IT and IT skills	✓		Application Form Interview Assessment
Ability to communicate clearly and effectively highly complex and sensitive matters to patients, which give rise to psychological distress	✓		Application Form Interview
Highly developed ability to integrate complex clinical information into a coherent formulation	✓		Application Form Interview



Specialist skill in the ability to communicate effectively, verbally and in writing complex, highly technical and/or clinically sensitive information to clients, their families, carers and other professional colleagues both within and outside the eating disorder service.	✓		Application Form Interview
Ability to tolerate anxiety without recourse to premature action whilst appreciating the role of the supervisor	✓		Application Form Interview
Capacity to work alone, involving colleagues and manger as relevant	✓		Application Form Interview
Capacity to write clear records and observe policies, procedures and guidelines	✓		Application Form Interview
Ability to plan and organise own workload and time	✓		Application Form Interview
Ability to use outcome monitoring across all clinical work	✓		Application Form Interview
Other			
To be able to travel efficiently throughout the Trust	✓		Application Form Interview
To be able to work within the Professional Code of Conduct and Ethics	✓		Application Form Interview
To be able to work autonomously within the overall framework of the Trust's policies and procedures	✓		Application Form Interview
Able to form good working relationships with others in multi-disciplinary and inter-agency settings	✓		Application Form Interview
Evidence of personal resilience and aptitude for dealing with challenging, potentially distressing and highly emotional clinical work	✓		Application Form Interview

