

## JOB DESCRIPTION

**SERVICE:** Endocrinology Service

**DEPARTMENT:** Diabetes and Endocrinology, Medicine & Emergency Care

**JOB TITLE:** Adult Endocrine Specialist Nurse (Development Post)

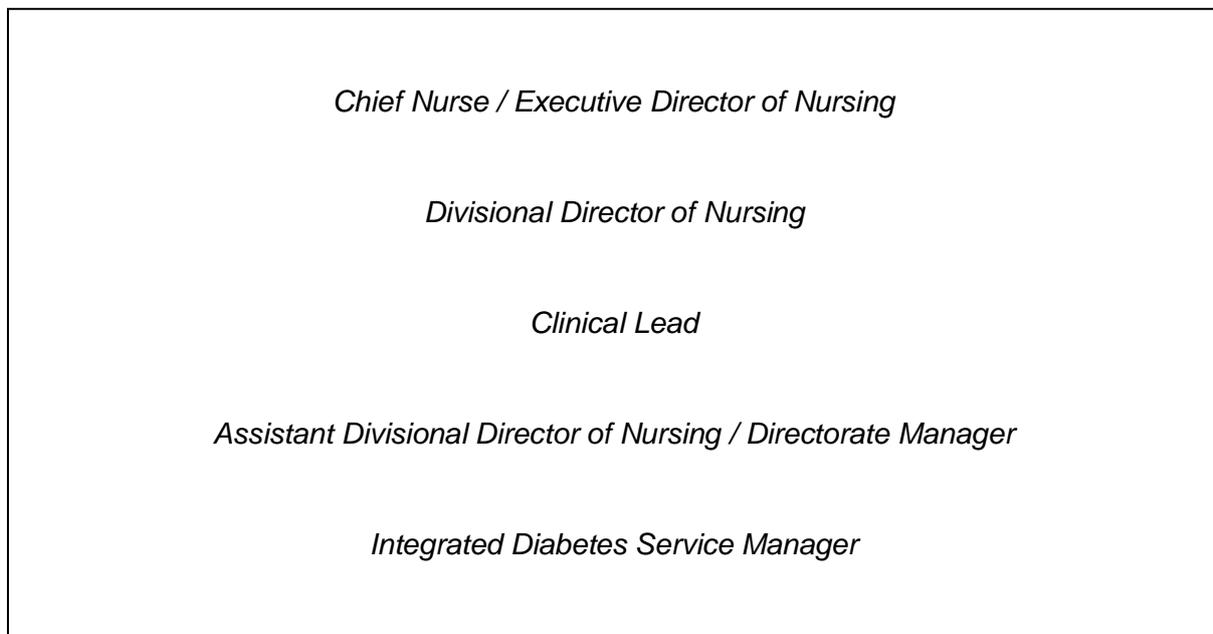
**BAND :** Dependant on experience band 6 with potential to develop to band 7 on completion of endocrine competencies.

**BASE:** Royal Blackburn Hospital - Trust Wide

**REPORTS TO:** Integrated Diabetes Service Manager

**RESPONSIBLE TO:** Directorate Manager

## ORGANISATION CHART



### Summary of Responsibilities:

Endocrine medicine continues to be an ongoing and increasing service requirement which will provide an opportunity for an experienced nurse to develop their skills, knowledge and expertise in endocrine medicine whilst enhancing patient care. This opportunity provides the applicant with the opportunity to work autonomously and independently within the context of a multidisciplinary team, and to provide specialist knowledge and expertise ensuring seamless family centred and evidence-based care for patients with an endocrine condition.

The primary focus of the role is to provide leadership and management to designated clinical areas within the Trust with regards to the care for people with an endocrine diagnosis and their families.

The post is based at Royal Blackburn Teaching Hospital to provide care to endocrine patients in the East Lancashire Hospital Trust (ELHT) area.

The nurse will assist in the planning development and delivery of uniformed endocrine care to patients and their carers within the primary, secondary and tertiary care settings.

There will be a requirement to provide support for families through diagnosis and treatment, whilst taking in to account their social, emotional and health needs, referring to the appropriate professionals and services where necessary, and also supporting with clinical and educational links within primary, secondary and tertiary care settings to support patients with endocrine conditions.

The specialist nurse will be required to develop and run their own nurse led clinics alongside the endocrine team, in keeping with other tertiary endocrine centres and to attend outreach clinics with ELHT.

## **KEY RESPONSIBILITIES**

### **Professional**

The function of the service is to provide and include a diagnostic, treatment and disease management of all aspects of Adult Endocrinology.

The post holder will:

- Be responsible for providing specialist and advanced expertise to patients, relatives and staff (medical, nursing, and allied health professionals) in the following areas, locally, district general hospitals.
- Be responsible for developing and running a nurse led outpatient clinic service as required. Areas for nurse-led clinic development include Thyroid Monitoring in established Hypothyroid patients as well as annual review clinics.
- Take nursing responsibility for endocrine investigations.
- Monitor referrals to the service from local, tertiary and other health professionals from the division.

- Provide and deliver a service to ensure the needs of patient, family, carers, are met aiding understanding, management and concordance with medical treatments.
- Contribute to the overall aim of the reduction of hospital and emergency attendances through, assessment implementation and evaluation of programmes of care and discharge planning.
- Participate in research, clinical audit and education within the specialist area. The post holder will be accountable for their own professional actions on a day-to-day basis and work as an independent practitioner.
- Participate in national /international development of evidence-based practice guidelines within the remit of the endocrine nurse specialist role.

### **Clinical Duties**

The post holder will:

- Be responsible for providing highly specialist advice and management of care for a defined group of adults with acute, complex endocrine conditions whilst also supporting the endocrine consultants.
- Act as an autonomous clinical expert working independently, managing their own patients and workload which includes the provision of weekly nurse lead clinics providing ongoing assessment, medication review, education and advice to patients (key components of chronic disease management).
- Be responsible for providing specialist nursing input, ensuring all medical and nursing needs are understood and carried out in accordance with present standards / protocols designed to provide and promote continuity of care, advice and subsequent support for all adults referred to the specialist service.
- Be responsible for leading an adult endocrine nurse specialist day investigation service performing all dynamic investigations using venepuncture and cannulation skills. There will be a requirement to order as per protocol of specific investigations and treatments e.g blood samples, bone maturation xray, pelvic / renal scan, DXA scan.
- Provide highly specialised advice when interfacing with hospital community staff.
- Provide nursing telephone advice as required for Adult Endocrinology accessible to all patients, their families, carers, and other allied professionals.
- Provide shared objectives of multidisciplinary team by working closely to ensure that best practice is achieved.
- Access and provide medication as per independent / supplementary nurse prescriber to meet the needs of a specific patient group.

- Ensure that patient care is individualised to encompass spiritual and cultural needs of the adult and family.

## **Management**

The post holder will:

- Be responsible for managing and prioritising day investigations and referrals, and subsequently appoint as appropriate
- Manage resources effectively to meet the needs of the service.
- Be responsible for the procurement of equipment, endocrine drugs and supplies.
- Support with recruitment, induction ,appraisal, and performance management.
- Be responsible for the administration and management of own practice.
- Be responsible to the lead nurse for professional management ,work review and formal appraisal of performance.
- Participate in the strategic development of the endocrine service, through attendance and active input and contribution to policy development pertinent to intermediate areas with ELHT.

## **Clinical Governance**

The post holder will:

- Be responsible for leading in the development and maintenance of systems of care, which delivers high quality adult endocrinology care. This includes the development,implentation and evaluation of care packages and monitoring impact on outcomes through the audit process in accordance with clinical goverance.
- Participate as required in arrangements and planning of discharge meetings for the adults.
- Be responsible for the development and updating protocols and procedures for own clinical practice, to support practice at a specialist level.
- Advise at stragetig level on wider issues of clinical practice and policy including nurse led care within the endocrinology service.
- Maintain standards in accordance with NMC Code of Professional Conduct. Undertake the measurement and evaluation of own work through the use of evidence based practice.

- Participate in clinical audit within the service, specifically targeting the effect of care on a range of appropriate health / service outcome markers and actively participate in the British Association of Endocrine and Thyroid Surgeons (BAETS) service audit.
- Adher to the lone worker policy

## **Education & Training**

The post holder will:

- Maintain their own professional and clinical development in line with standards identified in the NMC Code and by networking with other health care professionals at local, national and international level and by attending courses as appropriate.
- Promote the service within the Trust.
- Keep up to date with current developments in diabetes and changes within the NHS relevant to endocrine care.
- Deliver in-service training to all grades of staff by planning, delivering and evaluating diabetes courses at all levels for all trained and untrained staff with particular emphasis on improving the quality of diabetes care.
- Act as an expert for educational resource and provide support to all grades of staff in GP Practices and Community Nurses in the delivery of comprehensive endocrinology care.
- Assist in providing an endocrine experience for student nurses or other personnel on secondment or clinical placement.
- Actively participate, chair and present at the multidisciplinary Endocrine workshops and team meetings.
- Demonstrate sound understanding of Clinical Governance and Risk Management and apply to the work situation
- Be responsible for the identification of CPD needs of any line managed staff.
- Provide verbal and or written analysed reports to Senior Management staff as necessary
- Liaise with 3<sup>rd</sup> party providers for the training, supervision and support of adults receiving hormone injections.
- Provide annual review for patients receiving Hydrocortisone to provide ongoing education on emergency management and update emergency plan with family .

## **Research**

The post holder will:

- Participate in research relevant to role and speciality.
- Maintain high standards of research-based care to patients to ensure clinical practice procedures and standards of care based where available on current research findings.
- Be responsible for ensuring the quality of patient care is assessed and implemented to ensure maintenance of standards of care given to adults and their families by participating in clinical audit.
- Promote research awareness and participate in audit on a regular basis.
- Ensure clinical nursing practice is evidence based for the enhancement of patient care.
- Disseminate good clinical practice to other Adult Centres both locally and nationally

## **System and Equipment**

The post holder will:

- Have good knowledge of EMIS and Microsoft office (including Word, Access, Excel, Outlook and PowerPoint).
- Record personally generated observations and assessments in accordance with Divisional Policy and the NMC
- Comply with requirement of the data protection act at all levels.
- Have a sound knowledge of all relevant medical devices in use within the clinical setting including glucometers and intravenous pumps.
- Have the ability to access an electronic patient information system to input and retrieve data (EMIS, Clinical portal)
- Have an understanding of and be able to record on Datix

## **Additional Duties**

- To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.
- To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

**Person specification:**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Registered Nurse (RMN/RGN/RNLD)</p> <p>Professional development to degree or equivalent experience in endocrine specific subject (willing to work towards)</p> <p>Evidence of continued professional development</p> <p>Non-Medical prescribing (willing to work towards)</p>	<p>Additional nursing qualification.</p> <p>Masters in a relevant subject / Professional Doctorate</p> <p>Relevant teaching qualification</p> <p>Leadership qualification</p> <p>Management qualification</p>
<b>Work Experience &amp; Attainments</b>	<p>Clinical experience of working with people with Endocrine conditions and their carers/supporters in different settings</p> <p>Experience in a nursing leadership role</p> <p>Experience of recent involvement in practice/ service development.</p> <p>Experience of working with groups and individuals in a variety of roles and settings</p> <p>Demonstrated experience of working as an autonomous practitioner</p> <p>Experience of professional supervision of staff</p> <p>Experience of audit/ evaluating clinical practice</p> <p>Experience and involvement in clinical governance processes and systems</p>	<p>Experience of undertaking staff performance reviews and planned development of staff</p> <p>Experience of working with patients/ clients to develop practice</p> <p>Evidence of workforce development</p> <p>Demonstrated ability to lead services</p>
<b>Skills and Knowledge</b>	<p>Expert practitioner and knowledge of endocrine conditions and therapeutic working with families and organisations</p> <p>Leadership skills, knowledge and experience</p> <p>Be able to make complex advanced</p>	<p>Knowledge of research process including methodologies and evaluation of data</p> <p>Ability to interpret data</p> <p>Understanding of competency</p>

	<p>decision making in practice</p> <p>Apply to communicate with and teach a wide range of stakeholders, staff and families/carers</p> <p>Ability to translate theory into clinical practice outcomes</p> <p>Ability to motivate and challenge staff of all disciplines</p> <p>Planning and organisational skills</p> <p>Ability to build and sustain relationships in challenging</p> <p>Negotiating skills</p>	<p>frameworks</p> <p>Experience of supporting systematic practice development/ quality improvement</p> <p>Ability to prepare and present concise, informative reports</p>
<p><b>Aptitudes &amp; Attributes</b></p>	<p>Ability to work flexibly and creatively</p> <p>Ability to be resilient and work under pressure</p> <p>Ability to work autonomously and on own initiative</p> <p>Enhanced communication skills.</p> <p>Ability to provide supervision, critical companionship and support to team members.</p> <p>Ability to operate effectively with a constantly developing relationship with key stakeholders and associated agencies.</p> <p>Ability to build constructive relationships with warmth and empathy.</p> <p>Ability to treat families affected by dementia with respect and dignity, adopting a culturally sensitive approach that considers the needs of the whole person.</p> <p>Positive mental attitude and a willingness to discuss and negotiate issues and ideas with the appropriate</p>	

	team / individual  Good emotional intelligence	
<b>Other requirements</b>	Flexible approach to meet the needs of the service.	

## EFFORT FACTORS

### PHYSICAL EFFORT

What physical effort is required for the job?

Type of Physical Effort	How Often	ForHow Long	What weight is involved	Any mechanical Aids
Carrying of inanimate objects to support assessment and/or Training and development of staff.	Regularly	Short Periods	<b>Varying</b>	<b>No</b>
The postholder will be required to use a combination of sitting, standing and walking	Daily	All shift	N/A	N/A
The post holder will be required to sit and use a VDU daily	Daily	Varying	N/A	VDU

Is the job holder expected to sit/stand in a restricted position? Yes  No

How often? Every shift  \* Weekly  Monthly

For how long? Long periods of time

### MENTAL EFFORT

Are there any duties requiring particular concentration?

<b>Types of Duties</b>	<b>How Often</b>	<b>For How Long</b>
Frequent concentration required whilst undertaking actions related to project management, delivery of training.	Daily	Varying amounts of time
Driving within and beyond the locality	Daily	Varying
Concentration for writing reports	Frequently	Varying

**Are there any duties of an unpredictable nature?**

<b>Types of Duties</b>	<b>How Often</b>	<b>For How Long</b>
Supporting ward/ endocrinestaff in developing appropriate care delivery plans to manage complex and difficult behaviours.	Daily	Varying

**EMOTIONAL EFFORT**

**Does the job involve dealing with any distressing or emotional circumstances?**

<b>Type of Circumstance</b>	<b>Direct/Indirect Exposure</b>	<b>How Often</b>

Matters involving safeguarding adults procedures.	Direct	Occasionally
Supporting staff to understand complex and challenging behaviours and supporting them, patients and their families/carers during distressing or emotional circumstances	Direct	Occasionally

## WORKING CONDITIONS

Does the job involve exposure to unpleasant working conditions?

What Working conditions	How Often
Exposure to extreme driving conditions Lone Working	Occasional Frequently

## Employment Acts and Codes of Practice

All employees are required to comply with employment legislation and codes of good practice.

- Health and Safety

In accordance with the Health and Safety at Work Act 1974, and other supplementary legislation, all employees are required to take reasonable care to avoid injury during the course of their work and co-operate with the Trust and others in meeting statutory requirements.

- Infection Control

All employees have a personal responsibility for adhering to the Infection Control policy. Further guidance can be sought from your line manager.

- Research and Development Projects

Whenever you decide to undertake a piece of research, either as a Principal Investigator or Local Researcher, or Assistant Researcher, you must comply with the principles of Clinical Governance and the Research Governance Framework.

- Development Review

Key performance objectives, development needs and compilation of a Personal Development Plan will be discussed and agreed at Annual Development Review meetings.

- Rules, Regulations, Standing Orders and Financial Instructions

All employees are required to comply with the rules, regulations, standing orders and financial instructions and policies of the Trust.

- Review

This is not intended to be a comprehensive description of the duties of the post. Due to the Trusts commitment to continuous improvement it is likely that the post will develop over time. These duties will be subject to regular review and any amendments to this job description will be made in consultation and agreement with the post holder

- The Trust operates a No Smoking Policy and is an Equal Opportunities Employer