

Specialist Nurse Practitioner – neurology & headaches



...we are caring and compassionate

...we deliver quality and value

...we work in partnership

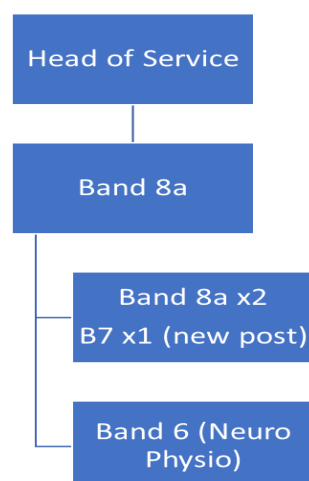


Job title:	Specialist nurse practitioner – neurology & headaches
Team:	Neurological assessment service
Business unit:	Planned care
Reports to:	Head of adult therapy
Accountable to:	Head of adult therapy
Band:	7
Location:	MCH House (base)
Last updated:	August 2022

Job purpose

- To provide specialist neurological assessment and care of people presenting with undiagnosed neurological disorders and, in particular, headache presentations in Medway and Swale under the supervision of senior AHP community colleagues.
- To provide expert advice to health care professionals throughout Medway, working closely with all stakeholders, including primary & secondary care.
- To have clinical responsibility for a caseload of complex patients.
- To request relevant diagnostic tests where appropriate, analyse results and devise treatment plans accordingly.
- To provide expert clinical advice to patients, including lifestyle modification, in order to promote self care and management of presenting condition.
- Lead in the development of the headache pathway across Medway & Swale, working with stakeholders in primary, community and secondary care.

Organisational chart



1. Communication and relationship skills

- To be able to communicate and provide support to patients and families regarding diagnosis and presentation and to be aware of and make relevant referrals to other professionals, charities and support groups.

- To provide appropriate lifestyle advice to patients and carers using advanced communication skills in an environment that can often be highly emotive and antagonistic.
- To use effective written and verbal communication in order to transfer sensitive patient information to other healthcare professionals including GPs, practice nurses and physiotherapists and to patients and their carers.

2. Knowledge, training and experience

- Working as a senior member of the team to holistically assess, implement, evaluate and provide specialist neurological/headache care management, including appropriate follow up, for patients in the community ensuring person centred, evidence-based care with the aim of reducing unnecessary referral to secondary care.
- To work as an Independent Prescriber (desirable or working towards)
- To use Patient Group Directions to administer appropriate medications to identified patients following training and competency assessment** (TBC)

3. Analytical and judgement skills

- To work as part of the wider neurological assessment service and to provide support to the manager of the team and deputise in their absence to maintain a consistent, high standard of service.
- To record accurate, legible clinical observations in a timely manner.

4. Planning and organisational skills

- Plans specialist caseload
- To achieve the effective daily management of a complex caseload of patients including the provision of timely clinical advice to others, prioritising clinical work and balancing other patient related and professional activities in accordance with service standards.
- Plans training programmes for staff in response to service/individual/ organisation/ publication of new evidence in lead area.

5. Physical skills

- Post holder processes highly developed dexterity, co-ordination and palpatory sensory skills necessary for assessment and treatment of patients.
- Post holder must have standard keyboard skills
- Responsible for own safe and competent use of all equipment, patient appliances and aids from own caseload.
- To be responsible for equipment used in carrying out duties and to adhere to departmental policy, including competence to use equipment and to ensure the safe use of equipment by others through teaching training and supervision of practice.

6. Responsibility for patient / client care

- Post holder develops specialised treatment plans. This may include recommending a package of care to another member of MCH clinical teams.
- The post holder provides specialised knowledge on assessing, diagnosing and treatment modalities to other staff.

- The post holder will be involved in the development of care pathways across all local primary and secondary care providers of neurological and headache care. During the first 6 months of the role, a priority is to develop the headache pathway.
- Following assessment, the post holder will be able to request a wide range of diagnostic tests which are not accessible to other clinicians within MCH.
- Post holder develops specialised care plans, which involves the interpretation of highly complex diagnostic test results and correlation to clinical presentation, in order to determine the patient's ongoing management.
- Responsibility for the prioritisation & triage of referrals and the identification of serious pathology with appropriate response and management.
- To continually reassess patient progress, adapt treatment plans accordingly, and develop discharge plans to maximise rehabilitation potential, to allow a resumption of normal activities of daily living.
- To assess patient understanding of treatment proposals, gain valid consent and have the capacity to work within a legal framework with patients who lack the capacity to consent to treatment
- To work closely with providers of "emergency" secondary care when patients present with serious pathology.
- Responsible for identifying aspects of patient care outside the scope of their own knowledge and skills and referring on to appropriate agency as required.
- Post holder follows organisational and professional standards relating to record keeping

7. Responsibility for policy and service development implementation

- To participate in the development, implementation and review of the neurological assessment service development plans, policies and procedures to ensure that the teams objectives are being met.

8. Responsibilities for financial and physical resources

- To be responsible for ensuring the correct and safe use of equipment given to patients (if appropriate).

9. Responsibilities for human resources (HR)

- No direct line management within this role

10. Responsibilities for information resources

- To promote the work of the Team to colleagues, other professions and Service users, in order to raise the profile of the team.
- Act as a resource and educator for patients, carers, families, team members, GP's and other professionals within the MDT to provide and advise on evidence-based practices, including effective health promotional aspects, in order to fulfil requirements of local and national guidelines thus ensuring best possible care for those with respiratory conditions.

11. Responsibilities for research and development (R&D)

- To participate in clinical audit and monitoring of the service to continuously evaluate the effectiveness of the team and to comply with Clinical Governance requirements.

12. Freedom to act

The extent to which the jobholder is required to be accountable for own actions and those of others, to use own initiative and act independently and the discretion allowed to the jobholder to take action.

It takes account of any restrictions on the jobholder's freedom to act imposed by, for example supervisory control, instructions, procedures, practices and policies, professional & technical codes of practice.

13. Physical effort (refer to effort factor questionnaire)

Areas of the role which may require physical effort either as a sustained or sudden requirement. The frequency should also be given, ie as an occasional or on-going requirement. Moving / transferring patients / clients, moving equipment, long periods of driving or inputting at a keyboard should also be identified.

14. Mental effort (refer to effort factor questionnaire)

Areas of the role which require mental effort including the nature, level, frequency and duration of the mental effort required. The frequency of the requirement should also be identified, ie whether this occasional or a frequent need

15. Emotional effort (refer to effort factor questionnaire)

Areas of the role which require emotional effort and the nature, level, frequency and duration demands of the emotional effort required

16. Working conditions (refer to effort factor questionnaire)

The nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions (eg inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable.

Physical effort

This factor measures the physical effort (sustained effort at a similar level or sudden explosive effort) required for the job. It takes account of any circumstances that may affect the degree of effort required, such as working in an awkward position or confined space. Please tick the appropriate box in the table below.

Job requirements	Yes / no	Average number of shifts per week	Average number of times per shift	Average duration of each occurrence	Average weight lifted
Standing / walking for substantial periods of time?	No				
Standing / sitting with limited scope for movement for long periods?	Yes	5	3	45 mins	
Making repetitive movements?	Yes				
Inputting at a keyboard?	Yes				
Kneeling, crouching, twisting, bending or stretching?	Yes	1	1	10 mins	
Climbing or crawling?	No				
Working in physically cramped conditions?	No				
Working at heights?	No				
Pushing / pulling trolleys or similar?	Yes	1	1	10 mins	
Running?	No				
Cleaning / pot washing?	No				
Lifting weights / equipment with mechanical aids?	No				
Lifting weights / equipment without mechanical aids?	Yes	1	2	15 mins	
Manual digging?	No				
Other? (please specify)					

Mental effort

This factor measures the mental effort (concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines) required for the job. Please tick the appropriate box in the table below and describe the level of alertness / concentration required when undertaking certain activities. Please note that the periods of time in the table refer to continuous periods of concentration.

Job requirement	Average duration	How often per day / shift?	Are there interruptions?	If yes, do they require you to change what you are doing?
Check documents	20 mins	4-5	yes	yes
Carry out calculations	10 mins	1	yes	yes
Analyse statistics	10 mins	1	yes	yes
Operate equipment / machinery	20 mins	3-4	yes	yes
Drive a vehicle	20 mins	3-4	yes	yes
Carry out screening tests				
Carry out clinical / therapeutic / social care / diagnoses / assessments	1 hour	3-4	yes	yes
Attend meetings (please describe role)	1 hour	1	yes	yes
Prepare detailed reports	1 hour	2-3	yes	yes
Carry out formal student / trainee assessments	1 hour	1	yes	yes
Undergo cross examination in court				
Carry out clinical, therapeutic or social care interventions / treatment	1 hour	2-3	yes	yes
Carry out non-clinical fault finding				
Other (please specify)				

Is the pattern of this work predictable in nature? Yes

If no, please describe below, including examples of activities / responsibilities that make it unpredictable.

Emotional effort

This factor measures the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding. Please complete the table below, indicating whether you carry out the activities listed as examples.

Examples	Number of occasions per week / month / year
Giving unwelcome news to patients / clients / carers / staff	1-2 per week
Processing, eg typing / transmitting, news of highly distressing events	1-2 per week
Providing a service for distressed / angry patients / clients	2 per week
Dealing with difficult situations / circumstances	2-3 per week
Designated to provide emotional support to front line staff	1 per week
Providing a care or therapy service to emotionally demanding patients / clients	2-3 per week
Caring for the terminally ill	1 per week
Communicating life changing events to patients / clients	1 per week
Dealing with people with challenging behaviour	1 per month
Arriving at the scene of a serious incident	
Other (please specify)	

Working conditions

Are you require to work in, directly with or exposed to:	Yes / no	Frequency per week / month / year
Driving / being driven in normal situations (excluding driving to work)?	Yes	Daily
Driving / being driven in emergency situations?	Yes	1-2 per week
Inclement weather?	Yes	Variable
Use of VDU more or less continuously?	No	
Excessive temperatures?	Yes	Variable
Unpleasant smells / odours?	Yes	1-2 per week
Excessive noise and / or vibration?	No	
Dust / dirt?	Yes	1-2 per week
Humidity?	No	
Exposure to dangerous chemicals / substances in containers?	No	
Exposure to aggressive verbal behaviour where there is no or little support?	Yes	1-2 per year
Unpleasant substances / non-household waste?	Yes	1-2 per week
Noxious fumes?	Yes	1 per week
Infectious material / foul linen?	Yes	1 per week
Fleas or lice?	Yes	2 per year
Body fluids, faeces, vomit?	Yes	1-2 per week
Exposure to dangerous chemicals / substances not in containers?	No	1 per year
Other (please specify)		

Corporate accountabilities

Equality and diversity

The post holder will comply with all policies and procedures designed to ensure equality and diversity of employment and services across the organisation.

Standards of professional and business conduct

The postholder will be required to comply with the organisation's standing orders and standing financial Instructions, and at all times deal honestly with the organisation, with colleagues and all those who have dealings with the organisation, including patients, relatives and suppliers. The postholder will also be required to comply with the Code of Conduct for NHS Managers and / or the relevant professional codes of conduct.

NHS values

All staff must be committed to abiding by the NHS values and our organisational values; open and truthful in all their dealings with patients and the public, being caring and compassionate, working in partnership and delivering quality and value. Organisational and personal interests must never be allowed to outweigh these.

Control of infection

All staff whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008. Code of Practice for the prevention and control of infections and related guidance. Therefore the postholder is expected to keep patients, visitors, themselves and other staff safe by continuously reducing the risk of healthcare associated infections.

Risk management and health and safety

The postholder will ensure compliance with the organisation's risk management policies and procedures. These describe the organisation's commitment to risk management, the recognition that our aim is to protect patients, staff and visitors from harm, and stress that all staff have a responsibility to minimise risk. The postholder will be required to observe local health and safety arrangements and take reasonable care of him / herself and persons that may be affected by his / her work.

Governance standards

Comply with the relevant governance standards applicable to the organisation as communicated to the postholder from time to time

Confidentiality

To respect the confidence of patients, clients and their carers relating to their condition, their family and their financial and other circumstances and not to disclose any such information to others who are not authorised to have it, either within or outside the organisation. To abide by the organisation's code of conduct and Caldicott requirements in confidentiality at all times.

Records management

To maintain organisation and patient records (both paper and electronic) in accordance with organisation policies to facilitate clinical care and effective administration.

Freedom of Information

To provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with organisation Freedom of Information procedures.

Data protection

To comply with organisation's policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

Security

To comply with organisation policies to ensure there is a safe and secure environment that protects patients, staff and visitors and their property, and the physical assets and the information of the organisation.

Safeguarding and protecting children and vulnerable adults

All staff must be familiar with and adhere to Medway Community Healthcare Safeguarding Policies, procedures and guidelines for both children and vulnerable adults. This must be in conjunction with the Kent and Medway Safeguarding Children Procedures and Kent and Medway Safeguarding Vulnerable Adults Multi-Agency Policy, protocols and guidelines. All staff are required to attend mandatory safeguarding children and vulnerable adults training and updating relevant to their position and role.

Person specification

Criteria	Essential	Desirable
Qualifications	<u>Nursing</u> <ul style="list-style-type: none"> Registered RGN Level 1 ENB 998 or equivalent Masters Degree or equivalent of 5 years experience of advanced clinical decision making or willing to undertake 	<ul style="list-style-type: none"> Independent/Supplementary Prescriber or willing to undertake
Experience	<ul style="list-style-type: none"> Experience of working at a senior level Experience of working in a medical setting Evidence of teaching others Experience of working in an NHS environment 	<ul style="list-style-type: none"> Neurology/headache management experience Experience of using extended clinical skills or willing to undergo training
Special knowledge / expertise	<ul style="list-style-type: none"> Articulate Excellent communication and interpersonal skills Ability to work in a multi-disciplinary team and autonomously Ability to access sites in a timely manner Knowledge of neurological conditions and headache presentations – assessment and treatment. 	<ul style="list-style-type: none"> Experience of participating in research programmes Evidence of teaching skills
Disposition, adjustment, attitude and commitment	<ul style="list-style-type: none"> Ability to work in stressful situations Assertive, pleasant Ability to work autonomously Ability to work flexibly Ability to cope with difficult customers 	
Practical / intellectual skills	<p>Extensive clinical and management experience.</p> <p>The ability to communicate and lead.</p> <p>Fundamental IT skills.</p>	
MCH values	<p>Being caring and compassionate</p> <p>The health and wellbeing of our patients and staff are my priority.</p>	

I show kindness and humanity.
I am inclusive and non-discriminatory.

Working in partnership

I ask for, respond to and offer feedback which improves the quality of our services.

I work effectively as part of my immediate team, the wider organisation and with external partners to achieve shared goals.

I take responsibility and ownership for my area of work and I meet and manage expectations.

Delivering quality and value

I raise my concerns and I am open and honest when things do not go well, learning from successes and mistakes.

I make the most of resources and reduce waste and inefficiencies.

I seek out, share and actively participate in new ideas and ways of working.

These are the core values and behaviours expected of all roles within MCH and individual performance in relation to the values is assessed in your PDR. A full description is available from your manager and the intranet.