

JOB DESCRIPTION

Post:	Nutrition Nurse Specialist (NNS)
Grade:	Agenda for Change Band 7
Hours:	37.5 hours per week
Responsible to:	Lead Nutrition Nurse
Accountable to:	Head of Nursing
Qualifications:	Registered Nurse Level 1 First Degree in Health related subject

The post holder must be an RN (1) and is therefore bound by the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors

Job Summary:

The post holder will provide specialist nursing care for adult patients at King's who require Artificial Nutrition Support (ANS) encompassing both Enteral and Parenteral Nutrition. The post holder will work closely with other members of the multi-disciplinary Nutrition Team at King's College Hospital, including the Consultant Gastroenterology Lead for Nutrition.

Main duties and responsibilities:

1. Clinical Practice

1. To practice autonomously and be self-directed
2. To be trained or willing to be trained in the use of CORTRAK™ electromagnetic imaging system bedside NasoJejunal (NJ) tubes
3. Attend and contribute to the Parenteral Nutrition ward round with the Multidisciplinary Nutrition Team.
4. Provide specialist advice to nurses, doctors, dietitians, pharmacists and patients/ carers concerning both routine care, equipment and the management of complications for patients receiving ANS in hospital and occasionally at home.
5. Liaise with ward staff and the Home Enteral Nutrition (HEN) team and dietitians to ensure appropriate and timely discharge/follow-up arrangements are in place for patients.

6. Work as a key member of the Nutrition Multi-Disciplinary Team in the assessment and care of parenterally and enterally fed adults providing specialist nursing assessment, care and guidance on access routes for feeding.
7. Provide adult nasogastric (NG) and bridle securing of tubes on the wards when required.
8. Assess PEG referrals and communicate with Endoscopy Unit personnel to ensure timely and appropriate PEG placement. Be responsible for booking PEG insertions in the dedicated PEG insertion sessions.
9. Assess RIG referrals and communicate with Radiology to arrange placement
10. Provide specialist hospital-based emergency tube replacement service for hospital and home patients with balloon retained feeding tubes

2. Clinical Management

1. Provide support and guidance to others so that they are able to deliver a customer focused service
2. Contribute to review of clinical notes for patients requiring imminent admission, ensuring all assessments, diagnostic investigation and test results are up-to-date and in place to ensure a smooth admission process.
3. In the absence of other key members of the nutrition team, ensure that any patients receiving parenteral nutrition are reviewed.
4. Actively contribute to and support colleagues in clinical risk management activities within the clinical setting.
5. Ensure the formal reporting and recording of adverse incidents in line with Trust policy.
6. Utilise and maintain information systems to aid audit and to provide regular actively analysis reports.
7. Recognize ethical and legal issues which have implications for nursing practice and take appropriate action.
8. Network with the team of clinical nurse specialists within the Trust to evaluate, develop and promote the specialist-nursing role.
9. To forge effective links within primary, secondary and tertiary care to ensure effective communication.
10. To practice and support compliance with the Trust's Infection Control Standards

3. Training and Education

1. Ensure that patients and carers receive sufficient training and supervision to become competent and confident in safely meeting their continuing care needs after transfer out of hospital.
2. Create an environment in which clinical practice development is fostered, evaluated and disseminated.
3. Ensure effective learning experiences and opportunity to achieve learning outcomes for students through preceptorship, mentorship, counselling, clinical supervision and provision of an educational environment.

4. Work with academic colleagues to improve practice within a range of service/practice developments
5. Contribute to the development of nursing practice within the specialist team. Additionally, where appropriate, to act as a practice supervisor to Trust and honorary contract employees
6. Work with and support matrons, ward managers and other clinical staff to identify areas where changes to practice are required. Also where opportunities exist to improve treatment and support for patients.
7. Actively participate in educational events provided by the Trust and primary care sector
8. Attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally, and use the opportunities provided to liaise with nutrition nurses from other healthcare areas
9. To provide training in ANS for ward nurses and other relevant staff e.g. Nutrition Team, junior doctors, to ensure guidelines on placement and management of enteral feeding tubes and parenteral feeding lines are followed, and practices are audited accordingly
10. Plan and deliver specialist training for Gastroenterology ward nurses enabling them to routinely provide safe and timely care for ANS patients, and to provide out of hours cover for ANS emergencies
11. Ensure appropriate information and educational literature is available to help patients make informed choices as to their treatment plan and continuing management.

4. Research and Audit

1. Contribute to clinical audit of ANS Services in hospital.
2. Promote and facilitate research, evidence based practice and clinical audit within the Trust, raising the profile and enhancing the contribution of nursing to patient care.
3. Contribute to nursing research initiatives and support research activity within individual Care Groups and also through collaboration with other agencies
4. Apply and disseminate research findings relating to specialist nursing practice
5. Ensure that the rights of patients, and others are protected at all times when involved in audit and research studies
6. Work to promote Research in Nursing

5. Clinical leadership

1. Contribute positively to the leadership of nursing within the care group acting as an effective role model.
2. Develop effective working relationships based on trust and open co-operation
3. Contribute to the development of nursing practice within all teams
4. Participate in relevant fora at Care Group, Trust, Clinical Academic Group, CCG or National/International Level to represent the service perspective as appropriate ensuring that fully conversant with current issues. This includes working with the team

of clinical nurse specialist within the Trust to evaluate, develop and promote the specialist-nursing role.

6. Personal Professional Development

1. To achieve a range of clinical competencies as required within the Trust and Care Group
2. To keep up-to-date with current literature and research in Artificial Nutrition Support.
3. To maintain your own personal and professional development in accordance with NMC and Trust requirements, attending mandatory study sessions as required
4. To undergo and actively participate in your own performance appraisals
5. To keep up to date with NMC & Trust guidelines and protocols
6. To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence

7. General

1. The post holder has a general duty of care for their own health, safety and well-being and that of work colleagues, visitors and patients within the hospital, in addition to any specific risk management or clinical governance accountabilities associated with this post.
2. To observe the rules, policies, procedures and standards of King's College Hospital NHS Foundation Trust together with all relevant statutory and professional obligations.
3. To observe and maintain strict confidentiality of personal information relating to patients and staff.
4. To be responsible, with management support, for their own personal development and to actively contribute to the development of colleagues.
5. This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.
6. The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene requirements of this role.
7. These requirements are set out in the National Code of Practice on Infection Control and in local policies and procedures which will be made clear during your induction and subsequent refresher training. These standards must be strictly complied with at all times.

In carrying out the duties of the post, the employee is required to work in accordance with the policies and procedures of King's College Hospital, including Health and Safety, confidentiality, data protection and equal opportunities. King's College Hospital operates a no smoking policy.

This role specification is for guidance only and will change over time and according to circumstances.

Person Specification:

	Essential
Registered Nurse	✓
Teaching qualification	✓

1 st Degree before Nursing	✓
Excellent oral and written communication skills	✓
Relevant experience	✓
Ability to work independently and as part of a team	✓
Understanding of the NMC code of professional conduct	✓
Computer literacy	✓
Minimum of 18 months experience at band 6	✓
	Desirable
Nutrition Nurse Specialist Experience	✓
Experience of running research and audit programmes	✓
Project management skills	✓
Good presentation skills	✓
Evidence of service development	✓
Higher degree in a health related subject	✓
Experience in placement of bedside NJ tubes with CORTRAK™	✓

Additional Information for each job description

**This document needs to be signed off as part of the Job description.
It gives examples of the type of role you perform**

Title of Post(s): Clinical Nurse Specialist _____

1. In your post, who would you communicate with? Identifying internal and external separately.

INTERNAL: multidisciplinary team, interdepartmental and Trust wide health care professionals. Health care students and colleges. Patients and relatives/carers

EXTERNAL: GPs, CCGs, community health care workers, specialists' societies, specialists' faculties, etc, patient support groups

What information would be communicated?

Highly complex and sensitive information to parties stated above. The need for specialist knowledge and skills is essential in order to be able to communicate effectively. There is a need for accuracy and sensitivity.

As the post holder, there any times that you are unable to answer questions in your role, and have to defer to a more experienced colleague/senior member of staff? If so give examples.

No. as a CNS I am an autonomous practitioner and am general a resource for other health care workers and lay people. I do however, consult and discuss with peers in the same field about best options available for patient care.

2. List the essential qualifications and essential experience required for the post.

ESSENTIAL QUALIFICATIONS

ESSENTIAL EXPERIENCE

- RN 18 months experience in relevant
- Relevant post-registration qualification clinical speciality
- 1st degree, or nearing completion
- Teaching qualification

a) As the post holder, what decisions do you have to make in your daily role?

Relaying information to clients/patients on their disease process and available treatment options.

Maintenance of own caseload.

Decisions on diagnostic tests and treatments procedures, admissions, inclusion into clinical trials.

b) Do any of these decisions require problem solving? Give examples.

Yes. Achieving organisations targets, e.g. waiting list, etc.

Non-compliance of patient to the treatment.

Patient support and referral to services.

Ensuring accurate delivery of specialist services.

3. To what extent does the post involve any planning or organisation e.g. of the service, or, ward/department, or other activities related to the post?

Judgements involving complex facts or situations.

Planning and implementation of clinics for within the Trust and community.

Planning and organisation of broad range of complex activities or programmes that are ongoing and need adjustment at times.

4. What physical skills needed in the role require speed, accuracy, dexterity and/or manipulation? (Includes both clinical and non-clinical posts).

CLINICAL: cannulation and administration of intravenous complex medication, such as parenteral nutrition.

Use of medical devices for accurate administration of medication, etc.

Enteral tube placements and changes requiring skill and dexterity.

Wound management normally requires dexterity due to position and access. NON

CLINICAL: key board

5. What contact, as the post holder, do you have with patients / clients?

Provide highly specialised advice concerning care and treatment.

Develop specialist care packages

Consultation

Administration of treatment

Describe the type of contact and responsibility the post has with patients. (Direct/indirect contact?)

DIRECT: face to face, delivery of care and advice

INDIRECT: GP, support service, carers by telephone, letters, or advice packages.

6 a). As the post holder, do you follow policies initiated by others? Give examples

Yes. Trust policies, specialist faculty, DH guidance, etc. however, generally specialist nurse formulate policies

b) As the post holder, do you initiate and implement policies? If so, give examples.

Yes. Several specialist policies, such as parenteral support, enteral support, nutrition and hydration, etc. working both within the Trust and externally through networks, etc.

7 a) In your role are you responsible for any of the following financial resources? Tick all that apply and for each state frequency

ITEM	Tick if apply	DAILY	WEEKLY	MONTHLY	LESS OFTEN
Cash					
Cheques					
Vouchers					
Debit / credits					
Invoice payments					
Budget					
Revenue income generation					
Patient's valuables					
Other please specify					

What is the total budget for which you are individually responsible? ___N/A_____

Are you an authorised signatory if so up to what limit? N/A _____

(PS some CNS, such as TVN have a budget and are signatory may need to fill this session separately)

b) In your role, are you responsible for any of the following physical resources?

ITEM	JOINTLY or SOLELY please signify
Clinical Equipment	<i>Solely with specialist equipment and jointly with other medical devices</i>
Office Equipment	<i>Jointly</i>
Other equipment	
Tools and instruments	
Vehicles	
Plant and Machinery	
Premises	<i>Jointly</i>
Fixtures and fittings	
Goods	
Stocks and supplies	
Other – please specify	

8 a) As the post holder, please state your responsibilities for management, supervision, appraisals, coordination of any of the following groups of people: employees, students/ trainees and others. *Supervision and training of staff and others.*
Support of peers

b) Do you line manage staff and are responsible for sickness, disciplinary and grievance of these staff?
State number of staff

N/A

c) As the post holder, please state your responsibilities for the teaching and development of any of the following groups of people; employees, students/trainees and others.

Lead trainer in specialist area, for the Trust.

The training role is extended to other health care workers and lay people in the community.

Specialist training and teaching in university Presentation at conferences.

9 As the post holder, what responsibilities do you have in record keeping / using information systems?

Responsible for data entry, text processing and storage of data, utilising computer based data entry systems.

10 As the post holder, do you have any involvement in audit, and/or, research and development? If so, please explain.

10% of time in audit and research involvement

11 a) To what extent is your job directly supervised? (in hours/out of hours)

Autonomous practitioner, therefore no direct supervision, however, maintain communication with line managers periodical.

b) As the post holder, are you able to make decisions independently or do you need to refer to your manager or follow codes of practice guidelines? Please give examples.

Independent decision making within the framework of NMC code of practice and specialist faculty.

12 As the post holder, does your job require you to do any manual handling of either people or objects? If yes, please give examples including how often does this occur, weight and length of time.

Example	Weight	No of days per week	No. of weeks per year
<i>Patients</i>	<i>40-140kgs</i>	<i>2-4 days</i>	<i>52 weeks</i>
<i>Equipment</i>	<i>5-20kgs</i>	<i>2-4 days</i>	<i>52 weeks</i>

- 13 a) As the post holder, describe the amount of concentration required with-in the day-to-day job. Please give examples of how often and for how long this occurs. Eg Looking at microscope for 3 hours per day or typing an audio tape for 2 hours or seeing a patient for 20 mins in clinic

Example	Duration and frequency
<i>Patient consultation and treatment</i>	<i>4hrs per day</i>
<i>Teaching clients and health care professionals</i>	<i>15hrs per week</i>
<i>Data entry, in particular results and treatment summaries</i>	<i>2-4hrs per day</i>

- b) As the post holder, is your job reasonably predictable on a day to day basis ~~YES~~ NO ✓ If No give examples of the interruptions which occur within your day.

Example	Frequency eg every hour	Do you usually have to change what you are doing YES / NO
<i>Patient care within the hospital</i>	<i>Two hours/day</i>	<i>Yes</i>
<i>Telephone inquiries either from patients, carers or other health care professionals</i>	<i>1hr/day</i>	<i>yes</i>
<i>Other organisational agendas, that influence the CNS job and the need to alter scheduled work</i>	<i>A few time a month</i>	<i>yes</i>

- 14 As the post holder, what parts of your job causes you emotional concerns, why and how often do they occur?
Daily, weekly, monthly, less often

Part of job	Reason for concern	Frequency
<i>Imparting information about patient prognosis</i>	<i>Looking after terminally ill patients.</i>	<i>Frequently</i>
	<i>Informing patients and carers of poor prognosis</i>	
<i>Medical management of patient</i>	<i>Problems trying to get patients treated within working hours. This can be a problem if the decision are made late</i>	<i>Every day</i>
<i>Office work</i>	<i>I have a substantial amount of writing to do each day and have deadlines to meet. Sometimes I cannot meet them due to clinical work.</i>	<i>frequently</i>

- 15 As the post holder, are you exposed to any unpleasant working conditions? Smells, noise, dust, climatic/weather changes, body fluids, physical/verbal aggression. If so, how often?

Example	Frequency
<i>Body fluids</i>	<i>Every day when I am clinically based</i>
<i>Difficult patients</i>	<i>Sometimes when I am working with patients, the relatives can be problematic.</i>

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