

## **JOB DESCRIPTION**

### **Job Details:**

<b>Job Title:</b>	<b>Diabetes Specialist Nurse: Inpatient; Outpatient; Facilitator (Community)</b>
<b>Band:</b>	<b>Band 6</b>
<b>Location:</b>	<b>Norfolk and Norwich University Hospital</b>
<b>Department:</b>	<b>Elsie Bertram Diabetes Centre</b>
<b>Managerially Accountable to:</b>	<b>Senior Diabetes Specialist Nurses</b>
<b>Professionally Accountable to:</b>	<b>Consultant Nurse for Diabetes</b>

### **Job Purpose:**

To function as a full member of the healthcare team participating in the treatment, education, and support of people with diabetes and their family in order to improve the standard of care and to help the person to live a full and normal life.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

### **Overview of Essential Responsibilities:**

#### **Leadership:**

1. Implement Trust and Directorate evidence-based procedures, policies, protocols and guidelines.
2. Contribute to local policy making within the agreed Trust strategy.
3. Act as an ambassador for the Trust in professional and trust business settings.
4. Develop policies and procedures for nursing practice for patients with diabetes.
5. To belong to diabetes interest groups at local and national levels, undertake presentations and disseminate information gained to unit staff.
6. Manage own caseload of patients.

7. Provide nurse-led clinics in specialist areas.
8. Act as mentor to local Diabetes Peer Supporters.
9. Ensure that communication links between the Diabetes Centre, Inpatient Wards and Primary Care are strengthened.
10. Provide clinical and managerial leadership and support to all nursing and clerical staff within the diabetes team
11. Assist with managing staff performance and development through a process of appraisal, which should include a cycle of constructive performance review and the establishment of a relevant personal development plan.
12. Document incidents on Datix and escalate as required.

### **Managerial Responsibilities**

1. Work in accordance with Trust and Directorate Diabetes Management guidelines and help to develop these where necessary.
2. With the Senior Diabetes Nurse assess the training needs of nursing staff within the team and ensure these needs are met.
3. To participate in clinical audit and clinical governance at Directorate and Trust level.
4. Adhere to legal requirements of both the Trust and the NMC, e.g. record keeping.
5. To assess, plan, implement and evaluate programmes of care including involvement with the wider multidisciplinary team, and ensuring a holistic patient focus.
6. In conjunction with the senior nurse/service manager, take responsibility for recruitment, in line with the Trust's procedures and adhering to the Nursing & Midwifery Council (NMC) regulations regarding the updating of registration.
7. Represent staff interests and concerns at directorate level.
8. To work within the inpatient, outpatient and community areas of the service as required.

### **Clinical role**

1. To provide ongoing advice, information and emotional support to clients with diabetes and their relatives and carers.
2. To assess, plan, deliver and evaluate educational needs and programmes for clients and their relatives/carers.

3. Initiate treatment for diabetes for those patients with poor glycaemic control under the guidance of the medical team, or nurse prescriber.
4. Give dose adjustment/titration advice for patients to be able to continue self-management, or to other prescribing healthcare staff.
5. Ensuring appropriate follow up for all patients converted to insulin.
6. Provide telephone support to patients/relatives/carers and other health care professionals including dose adjustment, sick day rules and hypo advice.
7. Initiate referrals to other health care professionals, e.g. podiatrist, dietician and community nursing teams
8. Record changes to patient treatment and advice in patient records, in accordance with standards for record keeping.
9. Undertake blood glucose monitoring and urinalysis when appropriate.
10. Working alongside other healthcare professionals to help develop their skills in diabetes management.
11. To undertake accurate analysis of activity as agreed.
12. Provide cover for other Diabetes Specialist Nurse absences as appropriate.

#### Inpatient Team

13. To reduce perioperative delays in diabetes management.
14. Provide expert opinion/advice to other healthcare professionals within the Trust, either as part of individual patient review or wider Trust staff education.
15. Ensure diabetes management plan is communicated to the ongoing diabetes serviced provider or self-managing patient as appropriate on discharge.
16. Participate in other specialty meetings affecting diabetes inpatient outcomes as required. e.g. Point of care testing meetings.
17. To provide timely diabetes ward reviews to prevent delays to patient discharges.

#### Outpatient Team

18. Participation in nurse led clinics, both face-to-face and virtual clinics.
19. To be able to use all current and new technology to help with your clinical assessment of a patient.

### Facilitator (Community)

20. Identifying primary care patients who would benefit from intensive management in primary or secondary care.
21. Participation in nurse led clinics in GP surgeries both face-to-face & virtual.
22. Have the ability to use own car during the course of their working day.

### **Educational Role**

1. Support the implementation of the national diabetes agenda and local diabetes care guidelines.
2. To provide general education to all newly diagnosed diabetes patients at the request of the GP/practice nurse/medical staff/ward.
3. Provide appropriate and timely education and advice to patients on diabetes treatments available.
4. To participate in all aspects of diabetes structured education.
5. To assess, plan, deliver and evaluate educational needs and programmes for patients and their relatives/carers.
6. To provide education, support and advice to patients, relatives/carers so they have the skills and confidence to self-manage their own diabetes, and empower them to take control of their condition.
7. As a member of the multidisciplinary team provide up to date information and education to enable patients to make suitable lifestyle changes that will benefit them in the long-term.
8. Assess and support the training needs of staff, including ward staff and those in primary care and ensure their needs are met.
9. Facilitate the implementation of new ideas in the delivery of diabetes care.
10. Formal and informal teaching of nursing staff (pre/post registration) and other health care workers within the Trust, Primary Care Trust and the University of East Anglia.
11. Be willing to attend as a delegate or teach at local or regional education sessions.
12. Attend & participate in relevant meetings at Elsie Bertram Diabetes Centre.
13. To support new team members with clinical supervision and be able to give feedback.

14. Be aware of current research relating to diabetes care and be involved or initiate research as appropriate. Disseminate information where appropriate.
15. To be up to date with professional issues and adhere to the UKCC Code of Professional Conduct and the Scope of Professional Practice.
16. Strengthen the link between primary and secondary care teams.

#### Inpatient Team

17. Maintaining a visible and predictable input to wards promoting diabetes education and management skills among staff.
18. Reviewing the educational needs of all diabetic inpatients admitted with diabetic ketoacidosis/severe hypoglycaemia to determine causes and future prevention.
19. Participate in and deliver national awareness campaigns e.g. Hypo Awareness Week, across the Trust

#### Outpatient Team

20. Provide regular updates on activity to your manager to report to the Norfolk Integrated Diabetes Management Group (NIDM).

#### Facilitator (Community) Team

21. Maintaining a visible and predictable input to GPs promoting diabetes education and management skills among staff.
22. Work towards increasing accessibility of services to general practice patients and developing appropriate referral systems
23. Provide regular updates on activity to your manager to report to the Norfolk Integrated Diabetes Management Group (NIDM).
24. Facilitate the development of audit in diabetes care in general practice.

#### **Additional Information**

You maybe required to work in other areas of the trust on occasions as the trust needs.

**Specific Additional Responsibilities:**

None.

Functional Requirements			
Direct face to face patient contact	Yes	Blood/body fluid exposure	Yes
Managing a team who hold professional registrations	Yes	Prevention and management of aggression	Yes
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	Yes
Manual handling	Yes	Frequent hand washing/wearing gloves	Yes
Night working/shift work	No	Chemical sensitisers	Yes
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	No

**Job Specification:**

	Means of Assessment	
	Essential/ Desirable	Application Form/Certificates/Interview/ Test/Presentation
<b>Qualifications/training and professional development</b>		
Registered Nurse on the appropriate part of the NMC register	Essential	AF/Certificates
Independent Nurse Prescribing	Desirable	AF/Certificates
ENB 928 or equivalent	Essential	AF/Certificates
ENB 998 or equivalent	Essential	AF/Certificates
Have, or be working towards a relevant Degree qualification	Desirable	AF/Certificates
Proof of continuous update in specialist areas.	Essential	AF/Certificates
Continuous up-date to KSF evidence portfolio	Essential	AF/Certificates

<b>Experience</b> Significant experience at Band 5  Some experience in a position relevant to the speciality	Essential	AF
	Essential	AF
<b>Skills, abilities and knowledge</b>  Knowledge of NSF  Good communication and interpersonal skills  Good standard of documentation and record keeping  Ability to lead, motivate and to encourage others in a team  Ability to work without supervision and on own initiative  Ability to provide high quality patient centred care  Teaching experience	Essential  Essential  Essential  Essential  Essential  Essential  Desirable	I/R/P  I/R/P  I/R/P  I/R/P  I/R/P  I/R/P
<b>Attitude, aptitude</b> Flexible approach Effective team member  Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence  Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential  Essential  Essential	AF/I  AF/I  AF/I

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.