



JOB DESCRIPTION

Section 1	
JOB TITLE:	Clinical Specialist Nurse
PAY BAND:	7
Section 2	
LOCALITY / DEPT:	CWP Wirral; Stein Centre, St Catherine’s Hospital, Satellite (Adult) ADHD clinics
ACCOUNTABLE TO:	Team Manager Adult ADHD Team, Clinical Services Manager, Consultant Psychiatrist
REPORTS TO:	Team Manager Adult ADHD Team, Clinical Services Manager, Consultant Psychiatrist
RESPONSIBLE FOR:	Staff within the team at Band 5 and below.
JOB SUMMARY:	<ol style="list-style-type: none"> 1. To plan and deliver nurse led Adult ADHD clinics and interventions to clients of the Adult ADHD Service within a multi-disciplinary and interagency framework. 2. To prescribe and monitor medication for the management of ADHD under the guidance and supervision of medical staff. 3. Support service development by responding to local needs and establish effective care pathways. Facilitate training for GP’s and other Primary Care staff and offer self as a resource to secondary services. 4. Establish performance monitoring systems for reporting purposes. 5. Be accountable for own practice.
LIAISES WITH:	<p>Community Managers Professional Team Leads Multi-Disciplinary Teams across the localities Managers of the integrated services Primary Health Care Team e.g. General Practitioners Clinical Commissioning Groups Representatives of customers and their family and carers Mental Health Teams Acute and Community Hospitals Staff at all levels</p>
Section 3	
KEY RESPONSIBILITIES:	
<u>Expert Practice</u>	
<ol style="list-style-type: none"> 1. To autonomously operate nurse led clinics that will assess and appropriately treat patients, referring when necessary to other healthcare professionals or services. 2. Routinely undertake independent and Supplementary Nurse Prescribing. 3. To manage the healthcare of complex/vulnerable individuals within Adult ADHD service. 4. Screen patients who present for risk factors and early signs of illness. 5. Overall responsibility for assessment planning, development, implementation and evaluation of individual programs of client care within Adult ADHD service. 6. Assist in developing assessment tools, training packs and pathways in accordance with NICE guidance. 7. Comply with HSC 2000/026, Patient Group Directions and NMC Code of Conduct to undertake responsibility for prescribing locally agreed treatments with established protocols. 8. Offer supervision/reflective practice within a multi-disciplinary team. 	

9. Set, monitor and evaluate standards of practice to ensure quality and effective governance.
10. Utilise expertise in research based nursing practice, ability to use critical appraisal skills to expand and inform clinical practice and underpin concept for clinical governance and best practice.

Clinical Leadership

1. Act as a source of expertise and point of contact for the team, liaising with health care professionals, statutory and voluntary agencies by demonstrating highly specialised communication skills and problem solving abilities when prioritising risk.
2. Update self and others on professional and clinical matters.
3. Champion the Service at local, regional and national level.
4. Promote the service and develop partnerships with other agencies.
5. Identify and address gaps in service provision, adhering to clinical governance and NICE guidance.

Management and Co-ordination

1. Supervise other members of staff.
2. To act as authorised signatory for limited budget payments. Take responsibility for maintaining stock control and securing stock.
3. Contribute to the education and development of GP's, nurses and other health professionals.
4. Design and deliver specialist training programmes to health professionals and other agencies and organisations.
5. Management, implementation and audit of identified projects.
6. Contribute to areas of development, including local policies, procedures and guidelines for best practice, that are service user, carer and staff focused, in line with DoH Guidance.
7. Maintain comprehensive knowledge of local related services.
8. Set, monitor and evaluate standards of practice.
9. Assist the Team Manager in the recruitment and selection of staff in line with Trust policy.

Client Related

1. Take a clinical lead in supporting the development of robust evidence based clinical practice within the framework of NICE guidance.
2. Responsibility for the healthcare of clients attending nurse led clinics, Adult ADHD: -
 - Assessment of physical, psychological and social needs.
 - Development of individual primary prevention and healthcare packages for patients and their carers.
 - Development and review of individual care plans.
 - Deliver evidence based interventions to both groups and individuals.
 - Develop routine service use of outcome measurements that are patient and carer focused.
 - Develop comprehensive care pathways incorporating relevant services.
 - Assess risk and provide risk management plans to be shared with all involved in the individuals' care.
 - Refer and signpost clients to other services as appropriate.
 - Prepare clinic letters and report.
 - Maintain clear and accurate records related to clients' care.
3. Utilise knowledge and skills to manage extremely complex strands of communication where highly complex ideas or concepts need to be conveyed into easily understood language.

Service Provision

1. Work with Primary care services, third sector organisations and LA to improve the operational delivery of services.

2. Work towards meeting contractual requirements related to activity, data collection, quality standards and resources.
3. Promote a positive image of the Service and Cheshire & Wirral Partnership NHS Foundation Trust to other providers and the public.
4. Contribute to the monitoring and audit of:-
 - Activity and throughput (referral, admission, discharge etc).
 - Policy, protocols and procedures.
 - Health & Safety/COSHH
5. Liaise with staff in the statutory and non-statutory sector.

Line Management

1. Maintain a supportive atmosphere in which colleagues can raise issues, which are relevant to their work practices.
2. Contribute to the development of a 'team' approach in the delivery of care.
3. Make senior managers aware of any internal or external factors, which may affect the morale of any individual(s) in the service, including yourself.
4. Make senior managers aware of any issues you suspect may compromise you or your colleagues professionally.

Training and Personal Development

1. Be responsible for ensuring that appropriate teaching and learning outcomes are agreed and mentorship provided to pre-registration nursing students/other learners on placement, working in partnership with higher education establishments.
2. Contribute to the induction of service staff, including preceptorship.
3. Respond to public/other professionals' request for advice and information.
4. Attend relevant agreed training sessions (core and mandatory training) and be able to demonstrate a level of understanding of courses attended.
5. Maintain a sound understanding of child and adult protection issues.
6. Maintain a sound understanding of new legislation and guidance.
7. Attend regular supervision sessions, including individual supervision and participate in performance reviews and peer supervision as appropriate.

Section 4

1. HEALTH AND SAFETY

All staff have a general duty to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions. All safety rules, regulations and codes of practice relating to the work area should be observed.

2. INFECTION PREVENTION AND CONTROL

Infection Prevention and Control (IPC) is everybody's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection prevention and control at all times, thereby reducing the burden of Healthcare Associated Infections including MRSA and Clostridium Difficile in accordance with the Hygiene Code - Code of Practice for the Prevention and Control of Healthcare Associated Infections (DH 2008).

All staff employed by Cheshire and Wirral Partnership NHS Foundation Trust have the following key responsibilities:

- Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas, between each service user contact and after any clinical or cleaning task.
- Staff members must attend mandatory infection prevention and control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be

transmittable to others have a duty to contact the IPCT and Occupational Health.

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3. EQUALITY AND DIVERSITY

To value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience, knowledge and skills.

4. COMPETENCY OF HEALTH PROFESSIONALS

To maintain professional registration (as appropriate) and to act in accordance with professional codes of practice and guidelines. To follow Trust policies and procedures and maintain up to date skills and knowledge through participation in Continuing Professional Development.

5. STAFF INVOLVEMENT - INDIVIDUAL RIGHTS & RESPONSIBILITIES

To work in partnership to achieve service objectives and promote a culture of working together through good communications, openness and honesty.

6. SAFEGUARDING

Everyone within CWP has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. Every adult has a responsibility to protect children and as employees of the Trust we are duty bound always to act in the best interest of a child about whom we may have concerns.

7. KSF

The post holder will be expected to meet the requirements of the NHS Knowledge and Skills Framework (KSF) appropriate outline for the post.

8. SUPERVISION

To take responsibility for personal development by accessing appropriate supervision and personal development as per CWP supervision policy.

Section 5

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
Qualifications	<ul style="list-style-type: none"> Registered Mental Health Nurse (RMN) Qualification Nurse Prescribing Qualification Evidence of ongoing training and development 	<ul style="list-style-type: none"> Post-graduate training in Mental Health Management certificate/qualification ECDL (European Computer Driving Licence) or equivalent 	<ul style="list-style-type: none"> Application form/Interview
Knowledge and Expertise	<ul style="list-style-type: none"> Understanding of issues relating to ADHD, recognition of influences of local and national guidance Understanding of interventions for ADHD and models of good practice Understanding of Clinical Governance in relation to service delivery Effective written and oral communication and liaison skills Effective organisation and management skills . 	<ul style="list-style-type: none"> Knowledge and understanding of the framework in which NHS and Social Services operate Presentation skills/ability to deliver training Understanding of performance management and ability to develop monitoring systems 	<ul style="list-style-type: none"> Application form/interview
Experience	<ul style="list-style-type: none"> Experience of clinical work within Mental Health Substantial experience at Band 6 or above Working on own initiative and as part of a team Staff management and supervision 	<ul style="list-style-type: none"> Some experience of working as a nurse prescriber Organisation and delivery of education and training Experience of clinical work within ADHD services (Child or Adult) 	<ul style="list-style-type: none"> Application form/Interview
Personal skills	<ul style="list-style-type: none"> Positive attitude and insight to the care of people with ADHD and their carers Commitment to continuing professional development and willingness to undertake further training Commitment to equal opportunities and anti-discriminatory practice Ability to work under pressure and to meet 		<ul style="list-style-type: none"> Application form/interview

Section 5**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>	<i>Method of Assessment</i>
	deadlines • Ability to travel across the geographical area covered by the service'.		

To be completed by HR

Job Number:	0830a	Version No:		Issue Date:	23/01/2015
KSF Number:		Version No:		Issue Date:	
Jurisdiction of JD:					