

### **JOB DESCRIPTION**

<b>Job Title</b>	Senior Diabetes Specialist Nurse
<b>Band/ Grade</b>	AfC 7
<b>Directorate</b>	Ambulatory & Frailty Directorate
<b>Professionally Accountable to</b>	Director of Nursing
<b>Responsible to</b>	Lead Diabetes Specialist Nurse

### **VISION, MISSION and VALUES**

#### **Our Vision**

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### **Our Mission**

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### **Our Values**

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

### **JOB SUMMARY**

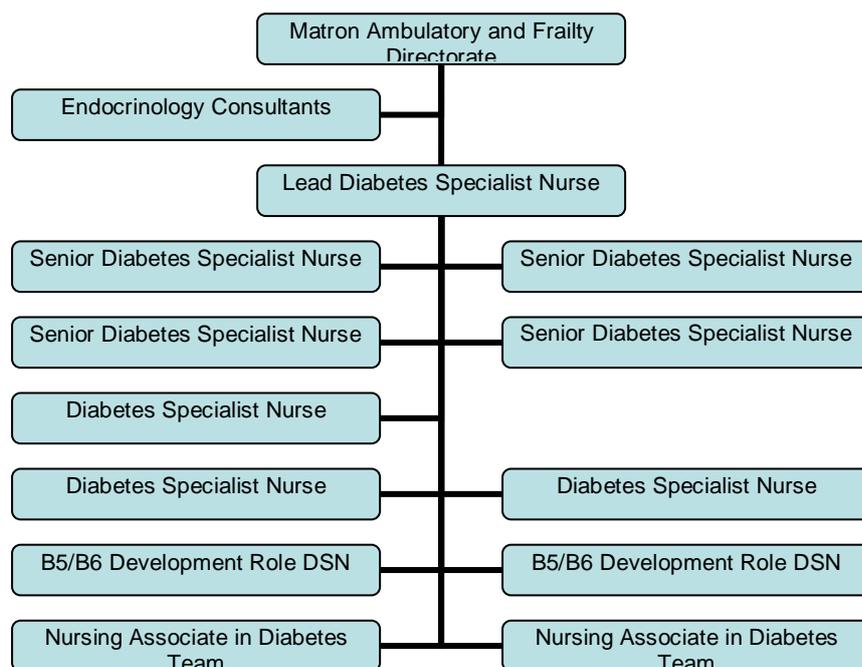
To work as a clinical nurse specialist across the accepted domains of clinician, educator, researcher and manager/leader as part of the integrated community and secondary diabetes specialist nursing service.

The post holder, with other key personnel and working closely with the lead diabetes specialist nurse will review, develop and facilitate diabetes specialist nursing service across Herefordshire.

To support patients with diabetes within a variety of care settings, ensuring a cohesive, holistic and evidence based approach to the management of diabetes care. The role will provide highly specialist diabetes nursing care and leadership in line with local/national guidelines.

A key function of this post will also be to provide supervision and professional leadership to more junior diabetes specialist nurses.

## ORGANISATION CHART



## MAIN FUNCTIONS OF THE JOB

### Clinical Responsibilities

- To provide diabetes specialist nursing skills, knowledge and expertise in clinical practice, in order to act as a resource for other staff
- Run speciality complex patient care clinics and clinically examine and assess patient needs from a physiological and psychological perspective, and plan potentially complex clinical care accordingly.
- Prioritise health problems and intervene appropriately to assist the patient in complex, diabetes urgent or emergency situations.
- Work with patients to both support compliance and concordance and adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
- To identify and plan preventative measure and anticipatory care needs including emergency management.
- To ensure patients, carers and health care professionals are given verbal and written information where possible regarding planned diabetes care.
- Work closely with surgical, community, psychological therapies and medical colleagues in a multi-disciplinary approach to support the management of people with diabetes
- Attend multidisciplinary team meetings and represent diabetes specialist nursing service as required

- To act as the patients' advocate when relevant and educate on all the treatment options to enable a patient to make an informed choice, negotiating with the medical team to agree a care pathway.
- Work across the Trust as an expert practitioner, providing education and upskilling hospital and community staff in caring for their patients with diabetes by sharing knowledge and jointly reviewing patients.
- Identify patients who would benefit from structured education or psychological support, encourage patient engagement and initiate the referral process
- Provide innovative and creative clinical leadership and management to enable the development of services designed around the patient/user.
- Support and develop new ways of working to sustain high quality care
- Flexible approach to delivering diabetes holistic patient assessment in a range of settings based on clinical and service need

### **Prescribing Role**

- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and local protocols, and within scope of practice
- As a Non-Medical Prescriber undertake high quality thorough patient assessments and prescribe within scope of practice and competence within specialist field.
- To maintain up to date clinical and pharmaceutical knowledge relevant to the specialty.
- To consider all the available treatment options and recommend the most appropriate to the patient based on a full and comprehensive assessment of need.
- To work within accepted professional and organizational standards in line with professional codes of conduct and local policy.
- To critically appraise and apply research-based and best practice evidence to support any prescribing decision.
- To work with the local Medicines Management Teams in optimizing, where appropriate, drug utilization and spend according to clinical need and individual patient safety / benefit.
- To attend required in house Continuing Professional Development sessions specific to non-medical prescribing
- Act as a resource, providing clinical expertise, specialist advice and support across service boundaries to ensure optimum liaison and co-ordination of care.
- Undertake clinical competencies relevant to this specialist service to develop autonomous expertise. Actively integrate theory and practice.

### **Managerial and Service Development Responsibilities**

- Manage and leads one's own caseload safely and effectively, prioritising and ensuring appropriate access to the service
- In absence of the lead diabetes specialist nurse act as deputy in managing staff absence including annual, study and sickness leave.
- Working alongside the lead, to undertake annual appraisals for members of the diabetes specialist nursing team, identifying training and development needs
- Provide clinical advice and leadership to others across the organisation, acting as a role-model and demonstrating high standards of holistic care.
- Develop and maintain links with local and national organisations which support the care of patients within this speciality.
- Lead on change and service improvements striving constantly to improve practice and patient outcomes, recognised within National standards/audits through initiating, facilitating and

leading change at individual, team, organisational and system levels.

- Proactively contribute to the development of improved diabetes specialist nursing service in the community/primary care
- The post-holder will be expected to contribute to the clinical governance, audit, research, training and education agendas within the Diabetes Team.
- To communicate closely with lead diabetes specialist nurse when identifying needs of the service
- To act as a change leader and agent promoting innovation ensuring practice developments are fed back to the relevant members of the organization
- To be aware of the broader Trust wide issues and resources and be aware of the wider NHS agenda and the impact on the organisation
- To participate in the Trusts clinical, professional and managerial meetings and committees relevant to role and the service.

## **Communication**

- Maintain effective communication with patients, carers and professionals to ensure seamless service delivery
- To liaise with other internal and external agencies to improve the care for people with diabetes across Herefordshire
- Network and build relationships with primary care providers as part of developing the community diabetes specialist nursing service
- To ensure opinions of patients and carers are actively sought in improving the service and for future service development
- Take personal responsibility for ensuring effective communication between all service providers.
- Effectively and sensitively communicate highly complex and sensitive information to emotionally distressed patients and family/carers at key points along the care pathway on a frequent basis.
- Communicate effectively and act as an advocate for patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Refer to other health professionals and outside agencies to ensure optimum care and ongoing support for individual patients/carers, and to ensure the seamless transition between primary and secondary care appropriate to patients' individual needs and circumstance
- Develop and maintain links with local and national organisations which support the care of patients within this speciality.

## **Training & Education**

Be a role model for all staff by demonstrating self-education to improve one's knowledge and improve practice.

- Participate in the development of policies/clinical guidelines and procedures in relation to the diabetes service and implements these.
- Support the development, implementation and review of pathways across the diabetes service for patients being referred into the service
- Develop patient structured education to support self-management and health promotion activities
- Deliver and contribute to the team's teaching and education programme provided for patients and staff and reshape the programmes to ensure they are fit for purpose to

medical, nursing staff and patients.

- Utilise educational strategies to deliver complex information to patients and carers.
- Deliver formal and informal teaching initiatives as part of the Trust's education strategy as agreed with the appropriate senior staff to ensure practice development, staff empowerment and improved care for patients.
- Act as a mentor/clinical supervisor as appropriate.
- Provide clinical supervision to junior members of diabetes specialist nursing team
- Utilise a professional portfolio to develop enhanced clinical skills to deliver advanced service within speciality.
- Participate in MDT clinical supervision, case study review and case discussion for clinical staff development and on-going learning.

### **Research and Audit**

- Work within the NMC Code of Professional Conduct.
- Collaborate with other members of the multi-disciplinary team to develop and update multi-professional Trust operational policies and guidelines.
- Develop new skills in response to emerging knowledge and techniques.
- Support the development of a research-based culture within the speciality
- Ensure research findings are utilised as a basis for best practice.
- Initiates and supports the development of clinical audit and clinical research in their own specialist area.

### **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

### **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

### **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

### **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or

confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

### **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

### **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

### **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

### **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

### **Financial**

Order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

### **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

### **Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of

records with which they work.

**Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

**Other**

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

**PERSON SPECIFICATION**

<b>Directorate</b>	<b>Ambulatory Medicine</b>
<b>Job Title</b>	<b>Senior Diabetes Specialist Nurse</b>
<b>Band/ Grade</b>	<b>7</b>

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Registered nurse NMC Registration	✓	
Evidence of relevant post registration qualification (e.g. Postgraduate Diploma in a Diabetes related field or equivalent post-graduate course in Specialist/Advanced Clinical Practice)	✓	
Recognised Teaching qualification/training	✓	
Independent Prescriber (or willing to work towards)	✓	
Advanced/Motivational communication skills training	✓	
Evidence of continued professional development within Diabetes (aligned with TREND national framework)	✓	
To have or working towards a MSc/ Masters qualification		✓
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Evidence of effective team working across professional and organisational boundaries	✓	
Significant post registration experience, including experience of working in diabetes clinical specialty both community and secondary care	✓	
Advanced knowledge of the range of presentations , diagnosis and current management options within the speciality area	✓	
Highly developed specialist clinical skills underpinned by theory and experience	✓	
Experience of complex diabetes management, treatment initiation and adjustment (including insulin and non insulin therapies)	✓	
Experience of initiating and supporting patients using diabetes glucose monitoring technology	✓	
Experience of diabetes sub speciality work (eg. insulin pump, antenatal, transition, complex care in community)	✓	
Evidence of planning and organisational skills	✓	

Proven listening and counselling skills with the ability to manage complex situations and appropriately deliver sensitive and difficult outcomes	✓	
Participate in teaching both to professionals and patients and evidence of development of teaching programmes	✓	
Excellent verbal, written and interpersonal communication skills	✓	
Ability to manage own caseload, work autonomously and as part of a team	✓	
Able to conduct and evaluate own projects successfully	✓	
Demonstrate an understanding of the current and national issues relevant to Diabetes	✓	
Knowledge of quality standards and relevant NICE guidelines, CQUINs etc.	✓	
Ability to carry out and evaluate audit and research	✓	
Proficient IT and presentation skills	✓	
Ability to write reports and maintain accurate records	✓	
<b>EXPERIENCE</b>		
Significant experience of working autonomously within Diabetes in secondary and/or primary care	✓	
Experience of trainee supervision and teaching	✓	
Experience of delivery of diabetes training to professional groups	✓	
Experience in delivering patient advocacy	✓	
Experience in contributing to research, audit and evidence-based care	✓	
Experience in delivering service improvement	✓	
Experience of working in an MDT and across organisational and professional boundaries	✓	
<b>PERSONAL ATTRIBUTES</b>		
Team player	✓	
Able to perform under pressure	✓	
Diplomatic	✓	
<b>OTHER FACTORS</b>		
Flexible and positive approach to work	✓	
Able to meet travel requirements of post	✓	