

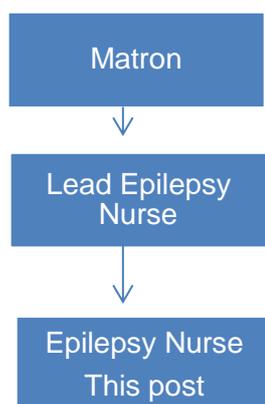
Job Description

JOB TITLE	Epilepsy Nurse
GRADE	Band 6
REPORTS TO	Lead Epilepsy Nurse
ACCOUNTABLE TO	Lead Epilepsy Nurse
DEPARTMENT	Paediatric Business Unit
DIVISION	Women's & Children's
DATE	January 2024

JOB PURPOSE

Under direction of the band 7 lead epilepsy nurse deliver care to defined case load of patients who have epilepsy
 Act as the patient's advocate maintaining privacy and dignity.
 Provide support, advice and education to patients/ significant others in the management of their care.

ORGANISATIONAL CHART



DIMENSIONS

The Children's Hospital provides care for neonates, children and young people as inpatients, day care and outpatients, including the Children's Emergency Department.

The service consists of a number of acute medical/surgical beds/cots, including intensive care

and high dependency, for neonates, children and young people.

The Ronnie MacKeith Development Centre provides support for children and young people with complex special needs.

The Children's Hospital has an outreach children's nursing team which provides continuing care for neonates, children and young people within southern Derbyshire.

Neonatal Intensive Care is part of the neonatal managed network that is within the Trent region.

KEY RELATIONSHIPS

Internal

- Paediatric Ward staff
- Paediatric Medical Staff including consultants
- Paediatric Management Team
- Pharmacy
- Safeguarding Team
- Dieticians
- Therapists
- Children's OPD
- Clinical Paediatric Psychologists
- Neurophysiology Dept
- Clinical measurement Dept
- MR/CT scan dept
- Adult neurologist/Adult epilepsy nurses

External

- Children and young people's families
- Tertiary Neurologists
- Children's Epilepsy Network in Trent
- Voluntary Sector
- Multiple agencies:
 - Social Services
 - Primary care
 - Education/schools
 - Hospices
 - Community Therapists
 - Mental Health
- Universities/Schools of Nursing
- Wider professional groups in the speciality both regional and national

KEY RESULT AREAS**Clinical**

To provide telephone advice to families, monitoring a child & young people's (c&yp) epilepsy and after consultation with medical staff or band 7 nurse advise changes in medication as appropriate.

In the clinic setting with support from the medical staff provide advice and information for c&yp and their families around epilepsy related issues eg management of epilepsy, lifestyle and recreation, safety, schools etc.

Discuss triggers for seizures and provide seizure management advice. Works in partnership with C&YP and their families to encourage adherence to medication and seizure control.

Ensures each child or young person is placed in the correct treatment pathway at the appropriate time and necessary investigations and treatments are organised.

Participates in teenage clinics.

Takes into account differing needs of adolescents with epilepsy and the information they will need over time. Addresses adolescent issues at appropriate time, discussing lifestyle issues, SUDEP, contraception and pregnancy.

Liaises with school staff and the school nurse about the implications of epilepsy on children in school.

Liaises with all the agencies that may be involved with the more complex child, eg social services, community health, respite care.

Participates with support of consultants in epilepsy best practice tariff clinics.

Recognises the range of emotional responses to a diagnosis and knows when to refer onto psychology / relevant MDT members.

Knows when to refer CYP to psychology/neuropsychology services for educational or behavioural assessment.

To provide support to paediatric inpatients and their families in Burton and Royal Derby Hospital

To support the epilepsy lead consultant in the clinics based in Burton hospital 2 days a week.

Participates in multidisciplinary team meetings including case conferences and other safeguarding meetings.

Education

Provides training and education of the child or young person, their carer and health and social

care professionals involved in the management of the condition/seizures.

Maintains own professional development, skills and competencies through participation in training and development activities.

Maintains and updates evidence-based knowledge and skills.

Fulfills all mandatory training requirements for the trust and assists others within the department to do so.

Undertakes health promotion within the specialist area.

Management

Works in close collaboration with other health care professionals across organisational boundaries to co-ordinate the patient journey and ensure the service meets patient's needs.

Assists with the recruitment and induction of new staff.

Acts as a clinical supervisor to staff within the department.

Contributes to the development of local policies, protocols and procedures in accordance with local and national standards in relation to epilepsy.

Research

Participates in research and multidisciplinary audit within the epilepsy speciality and contributes to development of knowledge within specialist field of practice.

Manages data including data collection for audit.

Undertakes evidence-based practice and ensures dissemination of relevant research and best practice.

Supports and advises junior staff who may wish to undertake audit and research in this specialist field.

Professional

Maintains accurate patient records and ensures all relevant information is documented in the patients' medical and nursing records.

Identifies personal learning needs and takes steps to pursue personal development plan.

Maintains practice within the context of NMC Code of Conduct, Scope of Professional Practice/relevant professional body and policies laid down by the trust.

Evaluates professional performance and identifies the implications for practice.

Ensures the promotion of safety, wellbeing and the interests of patients, staff and visitors to the department.

Information management and technology

Analyses patient information to aid assessment planning and implementation of appropriate of care.

Prioritises own workload to ensure delivery of patient service outcomes are met.

Maintains accurate personal and professional records, adhering to Nursing and Midwifery Council and trust policy and guidelines.

Reports accidents/incidents of patients or self which occur whilst on duty and completes appropriate forms immediately. Participates in any investigations as necessary.

Maintains all aspects of trust clinical governance strategy and requirements.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	RN Child/RSCN/Adult/Learning Disability with experience in children & young people with epilepsy.	
Experience & Knowledge	Significant nursing experience. Evidence of continual professional development.	
Skills and Ability	Communication skills. IT skills. Able to demonstrate contribution of nursing role to clinical governance.	

Communications and interpersonal skills		
Values and Behaviours		
Other requirements		

Person Specification

Communication and relationship skills (include internal/external contacts)

Communicates complex and sensitive information to patients, the public and staff by using negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication.

Knowledge, training and experience

RN Child/RSCN/Adult/Learning Disability with experience in children & young people with epilepsy.

Significant nursing experience.

Evidence of continual professional development.

Analytical and judgemental skills

Identifies and solves problems, analyses, compares and interprets complex information before reaching a judgement and making a decision. Prioritises problems, assesses associated risks and

takes appropriate action.

Planning and organisational skills

Under the supervision of the lead epilepsy nurse manages specialist workload within the clinical area, prioritising as necessary.

Physical skills

Developed physical skills to ensure accuracy and dexterity required for clinical procedures. Has good IT skills.

Responsibilities for patient / client care

Assess, develops, plans, implements and evaluates individual or specialist programmes/package of care.
Provides advice and support in relation to the clinical specialism within the Trust and if necessary the wider health community.

Responsibilities for policy and service development

Follows national, Trust policies and procedures and ensures other members of staff do likewise. Contributes to the development of and the implementation of policies/procedures in relation to the clinical specialism.

Responsibilities for financial and physical resources

Takes personal responsibility for effective management of resources and safe use of equipment. Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions. Advises on and orders supplies in relation to the clinical specialism.

Responsibilities for human resources

Provides advice, support and undertakes training in relation to the clinical specialism within own area.

Responsibilities for information resources

Accurately maintains patient/staff records, records own data.

Responsibilities for research and development

Participates in audits and research within own clinical area. Uses the results of research to inform own clinical practice.

<p>Freedom to act</p> <p>Demonstrates ability to show initiative.</p> <p>Works within Professional codes of practice. Works under the direction of the Lead Specialist Nurse.</p>
<p>Physical effort</p> <p>Physically able to perform the full range of nursing duties.</p>
<p>Mental effort</p> <p>Frequent concentration required in routine and in unpredictable work situations.</p>
<p>Emotional effort</p> <p>Deals with distressing and emotional circumstances relating to patients, public and staff.</p>
<p>Working conditions</p> <p>Works in an environment where there may be exposure to unpleasant working conditions and hazards.</p> <p>Car user</p>

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".