

## Job Description

**JOB TITLE: Paediatric Endocrine Clinical Nurse Specialist**

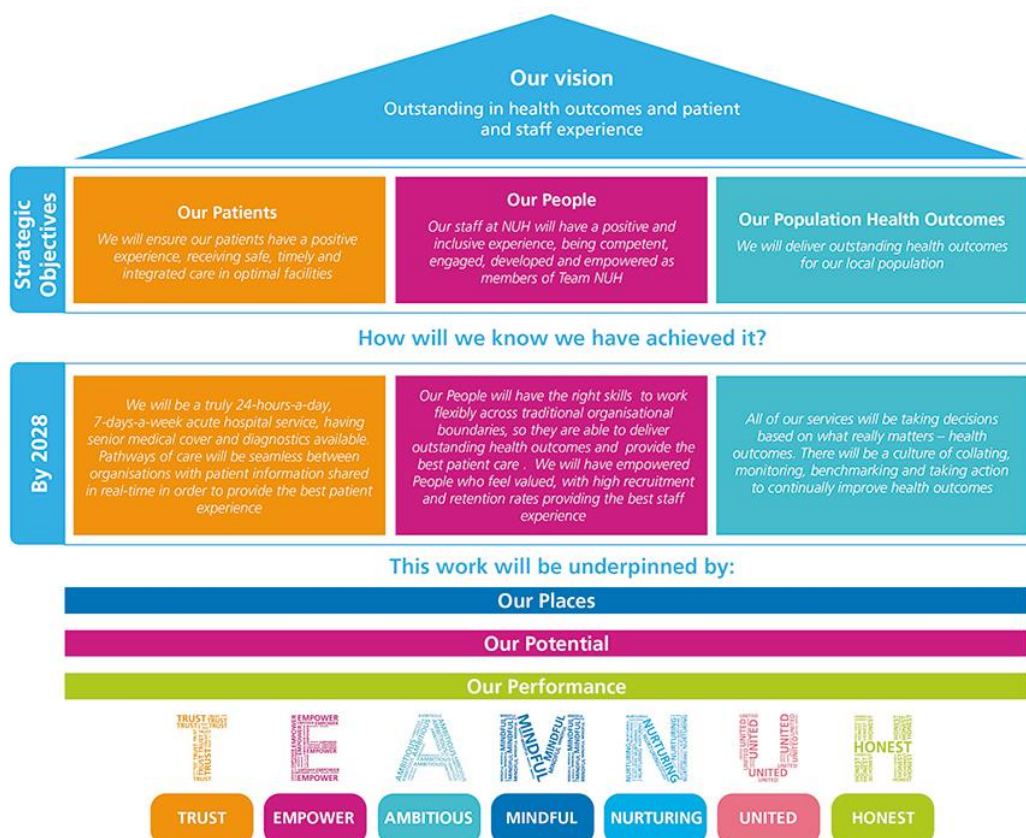
**DIVISION: Family Health**

**GRADE: Band 6**

**REPORTS TO: Lead Nurse Paediatric Endocrinology**

**ACCOUNTABLE TO: Specialists Matron Nurse**

### VALUES AND BEHAVIOURS



### ABOUT NUH

Every day, our teams at Nottingham University Hospitals NHS Trust (NUH) make a difference. We save lives, we improve lives and we usher in new life. We are proud to play a central role in supporting the health and wellbeing of people in Nottingham, Nottinghamshire and our surrounding communities.

With more than 18,000 colleagues, we are the largest employer in Nottinghamshire and one of the biggest and busiest NHS Trusts in the country, serving more than 2.5m residents of Nottingham and Nottinghamshire and a further four million people across the East Midlands and beyond.

We provide a range of national and internationally renowned specialist services and we are at the forefront of new surgical procedures and research programmes. We are home to the East Midlands

Major Trauma Centre, the Nottingham Children's Hospital and in partnership with the University of Nottingham we host a Biomedical Research Centre carrying out vital research into hearing, digestive diseases, respiratory, musculoskeletal disease, mental health and imaging.

As a teaching hospital, we are instrumental in the education and training of doctors, nurses and other healthcare professionals. We are proud of our strong relationships with universities across the East Midlands, including the University of Nottingham, Nottingham Trent University and Loughborough University.

The last year has been challenging for our teams. Alongside our continued recovery from Covid, our maternity services are subject to an independent review and we must do more to improve our culture. We are more focused than ever on making sustained improvements across our services.

As one of the NHS Trusts identified in the New Hospital Programme, a programme of investment in NHS hospitals, we have extensive plans to improve our hospitals and the services we deliver for patients. As well as the redevelopment of the Queen's Medical Centre and City Hospital, plans for a new 70 bed NHS rehabilitation facility set to be built on the Stanford Hall Rehabilitation Estate near Loughborough, are currently going through the approvals process.

We have recently become home to the latest series of Channel 4's award-winning series 24 Hours in A&E, which takes a look inside one of the country's busiest emergency department at QMC and showcases the dedication, passion and skill of our teams.

This is an exciting time to join NUH and help support our future ambitions.

### **JOB SUMMARY**

The post holder will

- Be responsible for the management of a caseload of patients working collaboratively and significantly within the children's multidisciplinary Endocrinology team.
- To deputise for the Lead Nurse as required.
- Have a directorate wide responsibility to promote clinical excellence providing advice and support to professionals and agencies, both in primary and secondary care, including the development, updating and monitoring of practice guidelines regarding paediatric endocrinology.
- Assess the care needs of children, young people, and their families with endocrine and associated conditions. Advise accordingly and implement programmes of care which are designed, evaluated and amended as appropriate.
- To take responsibility for managing a database of growth hormone data. This involves inputting data to a data base. Growth Hormone database is part of a commercial study.
- Support the care of patients with endocrine and associated conditions across the region and when required attend clinics in Derby, Lincoln, Newark, Boston and Mansfield.
- Support and guide the inpatient team when endocrine patients are admitted.
- Educate ward based staff on the specialist aspects of clinical care related to this patient group and guide them in educating the children and their families.
- Be knowledgeable on key aspects of care for children and young people with endocrine conditions.
- Provide guidance and support to families at home on specialist care associated with long term endocrine needs, for example blood results, medication compliance and facilitation of a clinical review.
- Take part in audit and innovative clinical research.
- Undertake telephone consultations and attend/lead clinic sessions to maintain continuity of treatment and offer support and guidance to families.
- Undertake dynamic function testing according to evidence based guidelines and co-ordinate resulting treatment plans.
- Provide information and training to schools with children and young people who have endocrine conditions.

## **KEY JOB RESPONSIBILITIES**

### **1. Clinical and Leadership Responsibilities**

- 1.1. Work as part of a team of nurse specialists; this may involve leading on particular aspects of care with the support of senior colleagues. This will include covering the work of others in their absence.
- 1.2. Maintain and ensure accurate patient records in accordance with Trust policies and procedures. For example; at all times to comply with the Information Governance Code.
- 1.3. Lead on some programmes of care and manage a caseload of patients as part of the team ensuring these are quality assured, evaluated and improved as appropriate.
- 1.4. Document the condition and progress of children and young people and liaise with senior staff re any areas of concern
- 1.5. Manage data collection and inputting of data for commercial growth hormone study.
- 1.6. When required, and as agreed, with other senior staff deliver care within community settings for example at the child's/young person's home or at school.
- 1.7. Work within the Medicines Code of Practice and comply with all Trust policies with particular regard to those maintaining patient and staff safety.
- 1.8. Liaise with other clinical areas providing appropriate policies, education and clinical expertise in order to facilitate the management of patients with special requirements.
- 1.9. Co-ordinate care for children and young people with an endocrine diagnosis as part of the team, including those who may not have a definitive endocrine condition but are being managed by the endocrine team.
- 1.10. Support children young people and their families / carers through their care pathway including diagnosis, treatment induction, and liaison with community professionals for example: GP, School Nurse, Health Visitor, teacher, or social care. Including provision of ongoing management and disease monitoring.
- 1.11. Have a detailed understanding of the medications used in paediatric endocrinology.
- 1.12. Gain the relevant knowledge and be competent in the process for blood monitoring for patients; understanding and advising re normal / abnormal values. Undertake any actions required if abnormal results received.
- 1.13. Plan care and facilitate ward staff to manage patients requiring care within the acute health settings: Outpatients, Day Care, Wards and the Medical Investigations Unit.
- 1.14. Plan, as part of the team, the discharge procedure for children and young people admitted to hospital with endocrine conditions. Liaise as appropriate with community nursing teams regarding care within the community.
- 1.15. Involvement in the orchestration of medications and care via the Trusts preferred Home Care Company. To facilitate the delivery of endocrine therapies directly to the family. This involves; registering patients, monitoring supplies, facilitating prescriptions, as appropriate requesting medical devices, together with discussing the delivery options open to families. Being mindful to involve families in the process.
- 1.16. Manage patient enquiries and concerns; seeking support and advice from members of the team as needed, whilst ensuring effective communication and documentation.
- 1.17. Provide support and explanation for children / young people during transition. This includes liaising with teams in nursery, school and into adult care.
- 1.18. Lead teaching sessions, including demonstrations of clinical procedures, for nurses and other members of the multi-disciplinary team.
- 1.19. Act as an advocate for the child/young person and share good practice and innovation with colleagues across the service.
- 1.20. Comply with all Trust policies and risk assessments and be able to conduct clinical supervision of junior colleagues
- 1.21. Become competent at phlebotomy and cannulation.

### **2. Research and Development**

- 2.1. Promote and practice evidence based nursing care.
- 2.2. Promote professional practice in line with relevant research.
- 2.3. Maintain a detailed awareness of the developments in the care and treatment of patients in order, to be able to carry out duties competently and efficiently
- 2.4. Actively participate in research studies that are being undertaken by the paediatric endocrine service, ensuring that the nursing input is in accordance with International Good Clinical Practice

guidelines

### **3. Communication and Relationships**

- 3.1. Maintain communication with service managers and other stakeholders in facilitating the service offered to this patient group.
- 3.2. Be a role model for others to emulate, working alongside colleagues and exhibiting high standards of professional behaviour and dress.
- 3.3. Liaise with ward staff offering placements to students and insight visits to newly appointed staff.
- 3.4. Collect data relating to patients referred to the nursing service and support the collation of that data into the development of an annual report.
- 3.5. Be aware of the need for confidentiality both within the written and spoken word and ensure correct storage of patients' records at all times to comply with the Information Governance Code.
- 3.6. Support the information and education of children, young people and their families / carers about their endocrine condition and its management
- 3.7. Be able to explain reasons for various treatment options to children, young people and their families including preparation prior to procedures and follow up care and drug regimens

### **4. Management**

- 4.1. Ensure delivery of care in accordance with policies, procedures, guidelines and practices of Nottingham University Hospital Trust and ensure all junior staff and medical staff are up to date with such procedures.
- 4.2. Seek the views and monitor the needs of the client group in order to formulate the strategic development of services for children and young people with endocrine conditions
- 4.3. Work with the Children's Services shared governance framework to introduce agreed procedures and practices to improve the care of children with endocrine and associated conditions.
- 4.4. To demonstrate a sound awareness of practise within a framework of Clinical Governance and Risk Management
- 4.5. Report complaints, incidents and accidents in line with the Trust incident reporting process.
- 4.6. Ensure that the clinical environment is safe and adequately equipped and maintained, take any immediate necessary action and report any deficiencies accordingly.
- 4.7. Report feedback from parents on their experiences including medical equipment and action as appropriate ensuring patient safety is maintained.
- 4.8. Use resources effectively in order to provide quality patient care whilst having an awareness of budgetary issues.

### **5. Education Responsibilities**

- 5.1. Demonstrate the skills and knowledge to act as a specialist resource to other members of the multi-disciplinary team.
- 5.2. Develop and maintain nursing guidelines, care plans, parent information and information relevant to this patient group.
- 5.3. Be competent in the administration of intramuscular, sub-cutaneous and intravenous therapies and maintain competence.
- 5.4. Comply with the Trust's training and development policies and procedures .

### **6. Key Result Areas**

- 6.1. Be aware of the need for own personal development and be prepared to attend and undertake any necessary training.
- 6.2. Contribute towards and when necessary lead the development of the clinical environment conducive to continuous improvement and development and help to ensure all members of the team are included; able to discuss ideas and actions and showing initiative.
- 6.3. Assist in the regional development of the service working with senior colleagues as required
- 6.4. If required represent the service nationally and in publications
- 6.5. Actively facilitate "Patient Partnership", in service evaluation, development, design and communication which involves children, young people and their parents/carers

### **GENERAL DUTIES**

In addition to the key job responsibilities detailed in this job description all employees at Nottingham University Hospitals NHS Trust are expected to comply with the general duties detailed below:

## **Infection Control**

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

### ***For senior/clinical managers the following statement must also be included***

*The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff.*

## **Safeguarding children, young people and vulnerable adults**

Nottingham University Hospitals is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

## **Information Governance**

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements.

## **Health and Safety**

To take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

To co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

To immediately report to their manager any shortcomings in health and safety procedures and practice.

To report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

To use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

## **Governance**

To actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

## **Health and Wellbeing**

Employees are expected to take all reasonable steps to look after both their physical health and mental health. To support employees to achieve this NUH offers a wide range of health and wellbeing activities and interventions. The full programme can be viewed at on the staff intranet.

Line managers are expected to encourage and support staff to look after their health and wellbeing, including the release of staff to attend health and wellbeing activities and interventions.

## **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **WORKING CONDITIONS**

Describe the post holder's normal working conditions (*such as exposures to hazards, requirement for physical effort etc*).

## **JOB REVISION**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

## **Service Review**

A strategic review of all Trust services is taking place, as a result of which some services, or parts of some services, may transfer from one campus to the other. This will be decided in accordance with the most appropriate way to provide the best healthcare for patients in the future and all staff will be fully consulted on about the impact of any such decisions.

**Job description reviewed by: Amanda Edmonds Matron**

**Date: 22 May 2023**