

Job Description

Post Title	Clinical Nurse Specialist ADHD Service, Non-Medical Prescriber (NMP)
Band	7 (Subject to job matching)
Directorate	Wigan
Location/Base	Claire House, Wigan
Responsible to	Clinical Team Manager
Accountable to	Operational Manager

Job Summary/Purpose

The Clinical Nurse Specialist (Wigan ADHD Service) will be responsible for completing ADHD screenings, assessments, and review clinics (including medication reviews and associated physical monitoring) as part of the ADHD clinical pathway. The post holder will provide pharmacological and non-pharmacological evidence-based interventions and provide specialist clinical input into the ADHD Service.

The post holder will contribute to the specialist ADHD diagnostic assessment process for adults over 18 years and demonstrate enhanced competence in complex decision making, assessment and the management of clinical needs.

The role will involve working in partnership with service users, carers, families, friends, and other agencies, including liaising with primary care services to ensure effectiveness of outcomes.

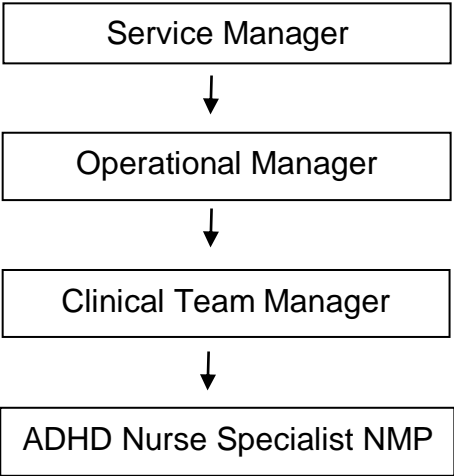
The post holder will also support the development of registered and unregistered staff including students by mentoring, supervising, and teaching.

The post will also involve collecting and collate data / information effectively for the purpose of audit, research, and service performance.

Main Duties & Responsibilities

Heading	Duty/Responsibility
DUTIES & RESPONSIBILITIES	<p><u>Leadership</u></p> <ul style="list-style-type: none"> • Be expected to provide supervision to junior staff and students to ensure that service users receive excellent quality standards of care, including non-clinical staff. • Be professionally accountable for the work delegated to other members of the team and be responsible for supervising their practice, including planning complex activities. • Provide clinical leadership and role modelling for junior staff in relation to risk assessment, management and risk taking and therapeutic clinical interventions. • Participate in the recruitment and selection of staff.

	<ul style="list-style-type: none"> • Undertake investigations and reports for complaints, Serious Untoward Incidents (SUI's), projects etc. as required. • Provide clinical leadership in mental health assessment and review processes and home treatment options. • Take responsibility for the teaching, assessing and support of students within their community placements, meeting the aims and objectives of the university / college, where needed liaising with tutors / clinical education lead. • Deputise for the Clinical Team Manager as and when required. <p><u>Clinical</u></p> <ul style="list-style-type: none"> • Demonstrate specialist knowledge and skill to diagnose, initiate and manage ADHD and complexities related to this. • Provide expert practice to manage and complete full episodes of service user care including the prescription of medications to treat adults with a diagnosis of ADHD. • Offer review of treatment and prescribe medications to treat adults with a diagnosis of ADHD appropriately. • Manage a clinical caseload with the ADHD service, delivering highly specialised, evidenced based interventions. • Offer consultation to other services and agencies regarding the management of ADHD. • Work in partnership with acute and primary care services and other healthcare providers. • Ensure the therapeutic programme across a seven-day period is developed based on therapeutic outcomes shown through audit and evaluation of evidence-based practice. • Ensure the promotion of Social Inclusion and the Recovery Model. • Ensure that a culture of innovation is achieved through research, practice development, audit and strategic development including the development of local policies and procedures, including psychological interventions. • Develop other quality indicators to support performance management reporting to demonstrate quality and outcomes shown through audit and evaluation of evidence-based practice. • Ability to produce reports and audits and demonstrate quality using both qualitative and quantitative approaches to senior managers. • Support to review the Standard Operational Policy (SOP). • As part of an annual review, actively input to developing and implementing local and trust wide policies and procedures and
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	<p>participate in other related projects.</p> <p><u>Education and Development</u></p> <ul style="list-style-type: none"> • Deliver teaching and education in line with the Code of Conduct • Continue to develop the service in conjunction with other team members, as specified in the agreed contracts with the Commissioner. • Education and Training to GP's, statutory and non-statutory agencies <p><u>Professional</u></p> <ul style="list-style-type: none"> • Responsible for own professional development and to keep up to date with current issues in professional field, to include attendance and participation at related meetings, mandatory and in-service study days. • Identify and address own professional supervision needs. • Participate in the appraisal system and maintain own portfolio.
ORGANISATION CHART	 <pre> graph TD SM[Service Manager] --> OM[Operational Manager] OM --> CTM[Clinical Team Manager] CTM --> ANSN[ADHD Nurse Specialist NMP] </pre>
COMMUNICATIONS AND WORKING RELATIONSHIPS	<ul style="list-style-type: none"> • Demonstrate high-level communication skills and communicate highly complex and sensitive information where there may be barriers to understanding. • Utilize highly developed interpersonal skills to facilitate effective communication when in a hostile, antagonistic or highly emotive situation. • Be responsible for providing specialist advice, guidance, and direction to staff across the Wigan division. This may include receiving highly complex and sensitive information, interpretation of this information to advice on the best course of action and recommendations for staff, signposting if necessary.

	<ul style="list-style-type: none"> Establish and maintain robust communication networks and develop constructive relationships with a broad range of internal and external stakeholders from a wide range of services and disciplines including: <ul style="list-style-type: none"> Service users and carers. GPs & Primary Care Inpatient and Community Mental Health Teams Other specialist teams both within and outside the trust Professional leads Voluntary and statutory agencies including employment, education, housing, and leisure services. Police and probation services and county and district councils' services Educational departments Adults at Risk Facilitators Accident & Emergency Department Child Protection Unit Specialist hospitals and out of county placements Approved Social Workers To promote awareness of the role of the ADHD service within local service area/team/system, GP practices and the wider community.
EFFORT AND HEALTH & SAFETY FACTORS	<ul style="list-style-type: none"> Safe and effective management and adherence to lone working procedures. Frequent exposure to highly distressing or highly emotional circumstances. Working with people in distress who on occasion may be suicidal, hostile, confused and have difficulty communicating and as a result may pose risks to themselves or the safety of others. Occasional exposure to highly unpleasant working conditions e.g. body odours, verbal aggression. Managing, making, and implementing critical decisions on a weekly basis. This post will be office based, with a combination of sitting, standing, and walking with limited requirement for physical effort. Use of computer and VDU equipment Requirement for standard keyboard skills for documentation and access to Microsoft Teams to attend virtual meetings/offer virtual appointments where necessary.
GENERIC RESPONSIBILITIES – ALL POST/ALL EMPLOYEES	<p>Trust Values</p> <p>The post holder will be expected to work in line with the Trust values which are:</p> <ul style="list-style-type: none"> We are caring and compassionate. We inspire hope.

- We are open and honest.
- We work together; and
- We value and respect.

General Duties

- To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols, and guidelines.
- To demonstrate an understanding and commitment to Trust values and Staff Charter.

Professional and Personal Development

- All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.
- All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, to maintain progress in the service delivery.
- Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.
- All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

- All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

- All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.
- All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving

patients, service users, carers, staff, contractors, or members of the public using the Trust Datix system.

Confidentiality

- All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work-related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
- All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
- All staff must ensure compliance with the data protection legislation. Safeguarding: Adults and Children (Section 11 of the Children Act 2004) and Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004).
- Every member of staff has a responsibility to be aware of and always follow, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

Freedom of Information

- All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

- All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

- The Trust is committed to protecting and improving the health

	<p>and welfare of staff, service users, carers, visitors, and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore, all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles, and grounds.</p> <p>Diversity and Promoting Dignity at Work</p> <ul style="list-style-type: none"> • The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively. • All forms of bullying and harassment are unacceptable and will not be tolerated. <p>Data Quality</p> <ul style="list-style-type: none"> • The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this, and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality <p>This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.</p>
<p>Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be</p>	<ul style="list-style-type: none"> • Undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. • Understand and comply with all Trust policies, procedures, protocols, and guidelines. • Understand the Trusts Strategic Goals and how you can support them.

assessed at the recruitment stage	<ul style="list-style-type: none"> • Understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. • Carry out all duties and responsibilities of the post in accordance with Equal Opportunities, Equality and Diversity and dignity in care/work policies and principles. • Avoid unlawful discriminatory behaviour and actions when dealing with the colleagues, services users, members of the public and all stakeholders. • Access only information, where paper, electronic, or, in another media, which is authorised to you as part of the duties of your role. • Not to communicate to anyone or inside or outside the NHS, information relating to patients, services users, staff, contractors, or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission. • Maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. • Ensure their day-to-day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager. • Take reasonable care of the health and safety of yourself and other persons. • Contribute to the control of risk and to report any incident, accident or near miss. • Protect service users, visitors, and employees against the risk of acquiring health care associated infections. • Take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.
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Further Information for Postholder(s)

This job description is not exhaustive but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy.

Person Specification

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Directorate	Wigan
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Accountable to	Operational Manager

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The post holder will also support the development of registered and unregistered staff including students by mentoring, supervising, and teaching.

The post will also involve collecting and collate data / information effectively for the purpose of audit, research, and service performance.

Essential Criteria - The qualities without which a post holder could not be appointed.	Desirable Criteria - Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed – AP = Application form IN = Interview OA = Other Assessment
Education / Qualifications - to be able to complete the duties as laid out on the Job Description		
Up to date Professional Registration (to be maintained), on the appropriate part of the NMC register and hold a current NMC registration.	Post registration training in relevant field.	Application Form
Non-Medical Prescribing (NMP) Qualification.	Leadership/Management training.	Certificate
Significant experience working within mental health.		Interview
Assessor/Mentorship Training.		

Experience - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have:</p> <p>Experience of working with service users with complex care needs requiring higher levels of expertise.</p> <p>Experience of mentorship and supervision and coordination of staff.</p> <p>Experience of working in a multi-agency framework.</p> <p>Demonstrate a contribution to change management process.</p> <p>Demonstrate experience of problem-solving approaches.</p>	<p>Experience of diagnosis, treatment, and management for ADHD/neurological conditions</p> <p>Experience of positive leadership</p>	<p>Application form</p> <p>Interview</p>
Knowledge – to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have:</p> <p>Experience of mentoring students.</p> <p>Ability to participate in service development processes at a strategic level.</p> <p>Detailed knowledge and ability to apply and teach risk management.</p> <p>Knowledge of Safeguarding Children and Vulnerable Adults Procedures.</p> <p>Up to date clinical knowledge including risk assessment, dual diagnosis and complex health and social care needs.</p> <p>Comprehensive knowledge and understanding on the Mental Health Act, MCA, and legal aspects of Mental Health Care.</p>	<p>An overview of the Trust's objectives</p>	<p>Application form</p> <p>Interview</p>

Skills and Abilities - to be able to complete the duties as laid out on the Job Description		
<p>The post holder should have:</p> <p>Proven ability to work with service users and carers who are distressed.</p> <p>A proven ability to work with colleagues from other professions and agencies in a collaborative manner.</p> <p>Excellent communication skills</p> <p>Demonstrate sound leadership qualities and an understanding of management styles.</p> <p>Understanding of quality and change in the clinical setting.</p> <p>Ability to delegate and coordinate.</p> <p>Ability to work to deadlines.</p> <p>Ability to utilise Assessment skills and tools effectively.</p> <p>Ability to communicate in a variety of settings.</p> <p>Able to maintain accurate and up to date records.</p> <p>Able to present factual information and refer questions to others where appropriate.</p> <p>Able to deal with sensitive issues with tact and diplomacy.</p> <p>Ability to develop effective interpersonal relationships with colleagues.</p>	<p>Working knowledge of Paris system</p>	<p>Application form Interview</p>

<p>Effective time & workload management</p> <p>Ability to identify and minimise risk effectively.</p> <p>IT skills</p>		
Other Requirements - to be able to complete the duties as laid out on the Job Description		
<p>There is an occasional requirement to travel across the wide footprint of the Trust to attend meetings and events relevant to the role.</p> <p>Flexible approach to working.</p> <p>Commitment to effective teamwork.</p> <p>Commitment to service development and good time management</p> <p>Demonstrate continuous professional development.</p> <p>Demonstrate a commitment to always respecting and displaying the Trust Values</p>		<p>Application form</p> <p>Interview</p>

The Trust will consider any reasonable adjustments to the recruitment and selection process and to employment for applicants who have protected characteristics under the Equality Act 2010.

Drawn up by:
Designation:
Date: