

JOB DESCRIPTION

JOB DETAILS

JOB TITLE:	Senior Clinical Nurse Specialist
JOB REFERENCE NUMBER:	GEN-CNS07-1015
BAND:	Band 8a
WARD/DEPT.	Generic
DIRECTORATE/LOCALITY:	CFYP
ESSENTIAL QUALIFICATIONS:	RMN or equivalent professional qualification Non-Medical Independent Prescriber or working toward in agreed timeframe. Master's Level study or appropriate equivalent experience

ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Service Manager
REPORTS TO:	Senior or Lead Nurse
MANAGER/SUPERVISOR TO:	Clinical Nurse Specialist Team Supervision

ROLE SUMMARY

To provide clinical leadership to the clinical team in the care, treatment, and therapy of the client group, with a clear focus on clinical risk and its management.

To role model nursing excellence as an expert practitioner, providing a high standard of direct care to patients and professional advice and support to the clinical team.

To influence, lead and motivate staff at all levels within the clinical environment to deliver high quality care.

To provide expertise, support and advice to clinical practitioners regarding all aspects of clinical care including implementing best practise based on evidence-based practice and National Guidance.

To act as a resource for expert nursing advice and support across the MDT/partner agencies and take the lead on oversight of complex cases as required.

To sustain the clinically based training programme aimed at the development of staff within the clinical environment.

To provide information, education and support for service users and their carers re coping with diagnosis and treatments.

To interpret national guidelines and relevant research to inform local practice and procedures to achieve best practice.

To maintain own expert status by developing training and improvement projects underpinned by research and legislation.

To lead on clinical policy/procedure development and implementation for the service.

To be member of the Trust Senior Nursing team and to contribute to relevant forums and meetings.

To take part in and facilitate audits relevant to patient care.

To take part in RCA reviews and implement any lessons learnt from incidents and complaints within the clinical area.

Organisational Structure

Service Manager

Senior Clinical Nurse Specialist

DUTIES AND RESPONSIBILITIES

Leadership

- Provide line management and professional supervision for clinical nurse specialists and other nurses within the service.

- Provide highly specialist advice and leadership to clinical staff in areas related to clinical care including, treatment, therapy and clinical risk assessment and management.
- Provide consultation support and supervision to teams on issues relating to nursing practice.
- Be a role model in initiating, facilitating, and promoting excellence in Evidence Based Nursing Practice
- Ensure that effective processes are in place to allow the delivery of a responsive service that fully meets the needs of those accessing the service.
- Work alongside the senior leadership team and clinical teams to ensure that systems to support quality and clinical governance are in place, and that these are adhered to and reviewed regularly.
- Work alongside the both the clinical care team and relevant teams including governance and research department to utilise information and data to support the implementation and embedding of best practice.
- Responsibility for the implementation, review and development of clinical policies, procedures, and guidelines across the service.
- Lead/facilitate organisation and strategy of complex clinical related activities, including formulating and planning.
- Ensure appropriate changes take place and to lead the change processes that develop professional practice and enhance patient care.
- Develop process and systems to share learning from local and national research and National guidance.
- Ensure any learning is embedded and sustained in clinical services.
- To promote nursing in the wider team and ensure professional standards are maintained, including nursing development, performance, and recruitment.

Clinical

- Provide robust clinical service, including comprehensive specialist assessments, with a focus on undertaking and supervising the assessment of complex presentations and risk assessment.
- Provide highly specialised support, consultation, and guidance to other professionals as well as to parents/carers and families, contributing directly to patient formulation, diagnosis (where appropriate) and treatment plan.
- To act as a care coordinator for an identified caseload and lead on complex cases as required.
- Seek out and receive appropriate level training to keep abreast of changing trends and practices.
- Adhere to all Trust policies and procedures contributing to policy development via Governance processes, particularly in relation to clinical care.
- Demonstrate a sound knowledge of current legislation and policy that underpins mental healthcare delivery including all aspects relating to the clinical area of practice.
- Understand and appreciate the influences that training has on service delivery and offer specialist guidance, advice, and support on improving service and developing services.
- Participate in clinical audit, practice research initiatives, quality assurance and clinical governance.
- Lead the development of local training within the environment to deliver high quality clinical care.
- Give a specialist support service to clinical areas throughout the Trust, liaising with and where appropriate join working with partner services, and other teams/clinicians.
- Undertake role of non-medical prescriber

Communication

- Provide and receive highly complex, sensitive or contentious information to staff, patients/carers and external agencies.

- Communicate educational and practice information within the clinical environment, and undertake presentations to groups.
- Employ motivational, persuasive, empathetic and communication skills within the clinical team.
- Be able to communicate with people in a form and manner which is consistent with their level of understanding, culture, background, and preferred ways of communicating.
- Be proactive in seeking out different styles and methods of communicating.
- Be able to produce accurate and complete records consistent with current legislation, policies, and procedures.
- Demonstrate clinical expertise through personal practice and development.
- Ensure that nursing practice adheres to the NMC Code of Practice and Trust policies and procedure.
- Work effectively in a multi-disciplinary and multi-agency team, working across statutory and non-statutory settings.
- Protect and maintain the confidential nature of the work at all times, both in written and verbal form.
- Act as a role model to all staff and always act in a manner to uphold public confidence.
- Be able to manage own time and workload effectively.
- Seek out and receive appropriate level training to keep abreast of changing trends and practices.
- Meet regularly with relevant service and clinical managers to identify specific needs or emerging trends.

Quality

- Act consistently with legislation, policies, procedures, and other quality approaches and promotes the values of quality approaches to others.
- Maintain expert practice through further study, research, clinical practice and personal development.
- Contribute to the development, evaluation and monitoring of policies and processes through the use of professional skills in service evaluation, analysis, and audit.
- Be actively involved in clinical improvement and quality improvement programmes.
- Liaise and develop relationships with other Trusts and organisations.
- Work unsupervised and organise own workload and work in a manner which maintains and promotes quality.
- Communicate with other disciplines/professions as and when required.
- Participate in supervision for both self and delivery to others.
- Provide expert advice and recommendations to improve clinical practice, service, and training quality.
- Maintain quality in own work and encourage others to do so.
- Develop a culture that improves quality and take the appropriate action when there are persistent quality issues.
- To deliver approaches which are person centred.
- Assess and benchmark acceptable standard for practice.

Equality and Diversity

The role requires post holder to:

- Act in ways that support equity and value diversity.
- Support equality and value diversity.
- Promote equality and value diversity.
- Develop a culture that promotes equality and values diversity.
- Participate in Equality and Diversity Impact Assessment.

SPECIFIC DUTIES

Trust values and behaviours

Our values are positive, respectfully and together. Everything we do for our service users, their loved ones and our colleagues must meet these values. They were first created by 1,300 staff members, service users and carers all working together, and reflect what we all believe makes a difference to the care we offer and to the way we work with one another.

Our values... Our behaviours... Our future

Working together for better mental health...

Positively...



Be proactive...

Look for solutions, think creatively and focus on what we can do

Take pride...

Always do our best

Take responsibility...

Plan ahead, be realistic and do what we say we will

Support people to set and achieve goals...

And be the best they can

Recognise people...

Their efforts and achievements, and say thank you



Working together
for better mental health

Respectfully...



Value everyone...

Acknowledge people's unique experiences, skills and contribution

Step into other people's shoes...

Notice what's actually happening

Take time to care...

Be welcoming, friendly and support others

Be professional...

Respect people's time and be aware of our impact

Be effective...

Focus on the purpose and keep it as simple as possible

Together...



Involve people...

Make connections and learn from each other

Share...

Knowledge, information and learning

Keep people updated...

With timely, open and honest communication

Have two-way conversations...

Listen and respond

Speak up...

Seek, welcome and give feedback

nsft.nhs.uk

By demonstrating our three signature behaviours and 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

- Value everyone
- Take time to care
- Step into other people's shoes

REGISTERED HEALTH PROFESSIONAL

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

SUPERVISORY RESPONSIBILITIES

Equality and Diversity

We live our values. We work positively, respectfully and together with all our colleagues. We understand, appreciate and follow our Equality Policy in line with the Equality Act. We do not discriminate on the grounds of: age, disability, gender re-assignment, marriage and civil partnership (unless eliminating unlawful discrimination), pregnancy and maternity, race – this includes ethnic or national origins, colour or nationality - religion or belief – this includes lack of belief, sex, sexual orientation

We recognise the importance of people's rights and act in accordance with legislation, policies and procedures because we know that:

- acknowledges and recognises people's expressed beliefs, preferences and choices
- respects diversity
- values people as individuals
- promotes equality through our work
- takes into account our own behaviour and its effect on others

RISK MANAGEMENT / HEALTH AND SAFETY

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

FLEXIBILITY

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

RECORDS MANAGEMENT

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and regarding the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

INFORMATION TECHNOLOGY

The post holder is expected to have a reasonable level of competence and confidence in using IT systems (e.g. Outlook, Word, clinical or other record systems) relevant to the role.

SUSTAINABILITY

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

SAFEGUARDING

Clinical

NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children

and Adults as outlined in the Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2018 and the Care Act 2014.

WORKING WITH FAMILIES OF SERVICE USERS

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence’s guidance “Think Child, Think Parent, Think Family” and must always be the priority for NSFT staff across all roles and services.

CONFIDENTIALITY

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

INFECTION PREVENTION

NSFT expects all staff to act in accordance with statutory requirements regarding infection prevention as outlined in the Health & Social Care Act 2008, Code of Practice on the prevention and control of infection 2015. NSFT staff are responsible for protecting themselves and others against infection risks and complying with infection control policies and procedures.

Signed:.....Manager

Signed:.....Post Holder

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

JOB TITLE

	ESSENTIAL Without which the post holder could not be appointed	DESIRABLE Extra qualities that can be used to choose between candidates with all essential criteria	METHOD OF ASSESSMENT
QUALIFICATIONS	RMN or equivalent professional qualification Non-Medical Independent Prescriber or working towards in agreed timeframe. Master's Level Study or appropriate equivalent experience	Relevant management training/qualification CYP IAPT training	Certificates
EXPERIENCE	Experience of clinical leadership of which has required the supervision and management of others. Extensive experience of practice within clinical area with proven track record in delivering high quality care Experience of implementing evidence-based practice and or service improvement initiative. Teaching or training experience or qualification	Experience of facilitation in groups. Post qualifying experience in intensive support and/or crisis service or equivalent.	Application Form / Interview / References
SKILLS	Ability to undertake specialist assessment		Application Form / Interview /

	<p>at level appropriate to the role</p> <p>Ability to develop and implement clear protocols and new processes that impact staff on all levels</p> <p>Ability to communicate widely in a clear manner, with proficiency in non-verbal and creative engagement skills</p> <p>Ability to problem solve</p> <p>Ability to self-manage time and meet agreed deadlines, while working well under pressure and producing good quality results</p>		References
KNOWLEDGE	<p>Able to demonstrate sound clinical expertise and knowledge of mental health disorders and their treatments</p> <p>Knowledge of current national agenda relating to the NHS, social care and appropriate specialist mental health area</p> <p>Knowledge of current trends and legislation impacting services provided to specialist mental health area</p>		Application Form / Interview / References
OTHER (Please specify)	<p>Ability to travel to all Trust locations if required</p> <p>Flexible attitude</p>		Application Form / Interview / Document Check

VALUES (APPLICABLE TO ALL POSTS)	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride... Always do our best	Step into other people's shoes... Notice what's actually happening	Share... Knowledge, information and learning	
	Take responsibility... Plan ahead, be realistic and do what we say we will	Take time to care... Be welcoming, friendly and support others	Keep people updated... With timely, open and honest communication	
	Support people to set and achieve goals... And be the best they can	Be professional... Respect people's time and be aware of our impact	Have two-way conversations... Listen and respond	
	Recognise people... Their efforts and achievements, and say thank you	Be effective... Focus on the purpose and keep it as simple as possible	Speak up... Seek, welcome and give feedback	

FURTHER INFORMATION

Please enter here details of frequency and intensity of each element

Element

(e.g. mental effort)	Details of frequency and intensity
Working conditions	
Inclement weather	
Extreme Temperatures	
Unpleasant smells	Occasionally exposed to unpleasant smells on home visits
Noxious Fumes	
Excessive noise/vibration	
Continuous use of VDU equipment	
Unpleasant substances	Occasionally exposed to unpleasant substances, non-household waste on home visits
Infectious material	
Body Fluids, Faeces/Vomit	With service users on contact May be occasionally exposed to body fluids, faeces and vomit. Samples are taken on occasions.
Dust/Dirt	Exposed to dust and dirt on occasions on home visits.
Humidity	
Contaminated equipment/work area	
Driving/Being Driven (normal conditions)	Driving within the community frequently, on occasions with service users.
Driving/Being Driven (emergency conditions)	
Fleas/Lice/Infestation	Occasionally exposed to fleas/lice/infestation on home visits.
Dangerous Chemicals – Substances in containers	
Dangerous Chemicals – Substances (uncontained)	
Exposure to verbal aggression	Exposure to verbal aggression from service users and families.
Exposure to physical aggression	
Physical effort	
Working in uncomfortable conditions	
Working in physically cramped conditions	
Making repetitive movements	
Lifting weights/equipment without mechanical aid	
Climbing or crawling	
Manipulating objects	
Manual Digging	
Running	
Standing/sitting with limited scope for movement	
Kneeling, crouching, twisting, bending, stretching	Occasionally participates in kneeling, crouching, twisting, bending and stretching.
Walking for long periods	
Heavy duty cleaning	
Pushing/pulling trolleys or similar equipment	
Working at heights	
Controlled restraint i.e. in post requiring training/certification	Breakaway techniques.

Emotional effort	
Processing (e.g. typing/transmitting) news of highly distressing events	Frequently documenting and processing news of highly distressing events.
Giving unwelcome news to patients / clients / carers / staff	Occasionally required to give unwelcome news to service users/carers and staff.
Caring for the terminally ill	
Dealing with difficult situations/circumstances	Regularly required to deal with difficult situations/circumstances.
Designated to provide emotional support to front line staff	Offer team members clinical supervision and debriefs when required. Also offered to third sector organisations.
Communicating life-changing events	Occasionally required to communicate life changing events.
Dealing with people with challenging behaviour	Frequently required to support people with challenging behaviour and support junior team members with this.
Attending scenes of accidents	

Mental effort	
Carry out formal student/trainee assessments	Frequent requirement for prolonged concentration to carry out formal student placements and roll of sign off mentor and revalidation.
Carry out clinical/social care interventions	Constantly required to carry out clinical and social care interventions.
Analyse statistics	Carrying out clinical audits and utilising data.
Operate equipment/machinery	
Give evidence in court/tribunal/formal hearings	Occasionally required to give evidence at formal hearings.
Attending meetings (if yes, describe role in "Further Information")	Frequently required to attend and chair meetings.
Carry out screening tests/microscope work	
Prepare detailed reports	Occasionally required to prepare detailed reports.
Check documents	Audit CPA and other documentation and identify required standard of record keeping in line with trust policy.
Drive a vehicle	Required to drive in the community frequently on occasions with service users and their families.
Perform calculations	Perform calculations in relation to prescribing medications and related to clinical audit.
Make clinical diagnoses	Frequently required to make clinical diagnosis.
Carry out non-clinical fault finding	

Freedom to act	
Does the post holder generally work without close supervision	Works within clearly defined occupational policies, work is managed rather than supervised. Works within codes of practice and professional guidelines.
Does the post holder work without direct access to a manager	Works autonomously within the community/consultancy to third sector and primary care
Does the post holder work without access to a manager by telephone	
Is the post holder the lead specialist in their field	Nurse prescriber for the team.

How often on average does the post holder give guidance and advice to others?

Daily:

☒

Weekly:

☐

Other frequency (please comment)

How often is the post holder's work checked/monitored/assessed?

Daily:

☐

Weekly:

☒

Other frequency (please comment)

Manager responsible for completion of this document

Name:

Member of Staff to whom this document relates:

Date Completed:

Review Date:

DISTRIBUTION: One copy to member of staff, one copy to personal file.
Please ensure Job Description is agreed and signed by both manager and employee