

## SHEFFIELD CHILDREN'S NHS FOUNDATION TRUST

### JOB DESCRIPTION

#### 1. JOB IDENTIFICATION

Job Title: Associate Nurse Specialist – Neurodisability/ADHD

Department: Child Development & Neurodisability

Responsible to: Lead Neurodisability Nurse

Accountable to: Modern Matron (MEDicine)

Band: 6

#### 2. JOB PURPOSE

- To provide specialist nursing knowledge within the speciality of Child Development & Neurodisability.
- To develop programmes of care and give advice & support to children and young people with ADHD/Neurodisability, and their families.
- To provide and develop care packages and give advice & support to children and young people diagnosed with Neurodevelopmental conditions including ADHD and their families.
- To assist in the provision of information, education, training and expert advice within the clinical specialty, for patients, families and other health care professionals.
- To act as the key contact for children with ADHD, and their families, working within a multi-disciplinary team.

#### 3. MAIN DUTIES/RESPONSIBILITIES

##### Clinical:

- Demonstrate a clear understanding of Neurodevelopmental disorders including ADHD/Neurodisability.
- Provide regular nurse-led follow-up clinics, including school clinics, in line with Trust policy, for children with ADHD/Neurodisability.
- Co-ordinate and deliver ADHD sessions by telephone contact, clinic reviews, home visits and parent workshops.
- Deliver expert, evidence-based care to children with ADHD/Neurodisability.
- Provide specialist telephone advice service to patients and serve as a point of contact for other professionals, including signposting to services and referral pathways where more specialised input is required.
- Provide nursing support to the Consultant-led Neurodisability clinics, nurse-led clinics and Qb testing.
- Administer treatment and medications using agreed Trust protocols and guidelines.
- Be able to carry out delegated investigations following appropriate training.
- Communicate and liaise with multi-disciplinary teams in both the hospital and community and with other agencies such as education, social services and voluntary agencies to promote a seamless service.
- Communicate effectively to identify and address frequent issues of non-

compliance/barriers to communication and potential child protection issues.

- Provide occasional cross cover for other members of the child development & neurodisability team.

#### **Education and Training:**

- Provide education, training and specialist advice for patients and their families, both through the co-ordination and delivery of support workshops for parents of newly diagnosed children, as well as through individual sessions where appropriate (as a home visit if required).
- Act as a specialist ADHD resource for other Trust staff, as well as other professionals and agencies, e.g. working with the Education Specialist Autism Team to ensure information and advice is available to SENCOs and class teachers.
- Participate in provision of other education, update and training sessions as necessary.
- Ensure that opportunities are utilised to promote health education to patients and staff.
- Take a lead on the development of information and resources for the specialty, for patients, parents and other health, education and social care professionals, ensuring information packs are up-to-date and readily available as required.

#### **Managerial:**

- Maintain accurate records in accordance with Trust procedures, policies and Data Protection Act, making effective use of electronic resources where possible for personally generated information.
- Ensure the views of all patients and their families are effectively sought, channelled and acted upon, including the efficient action of complaints in accordance with relevant trust policies.
- Contribute to service development and business planning processes.
- Ensure families are kept up-to-date with information about services, support groups and events, using demographic information to develop and support local support groups and access leisure activities.

#### **Professional:**

- Work with parents and young people to establish and maintain good communication with CYPD, health and voluntary services.
- Work as part of the Child Development and Neurodisability team ensuring standards of care are monitored and maintained in accordance with Trust policies, National guidelines and the Nursing Midwifery Council professional documents.
- Participate in benchmarking, audit, development and implementation of systems for measuring and assessing quality.
- Contribute to service development, audit and research activity to improve quality of care.
- Utilise opportunities to develop knowledge and expertise within the field of Neurodisability and ADHD.
- Promote professional practice complying with relevant legislation, NMC codes and guidance, Trust and Unit policies.
- Inform Team Leaders or senior managers on issues concerning professional practice.
- Undertake Trusts mandatory and continuing education programmes and maintain personal development.

## **4. SCOPE AND RANGE**

#### **Managerial:**

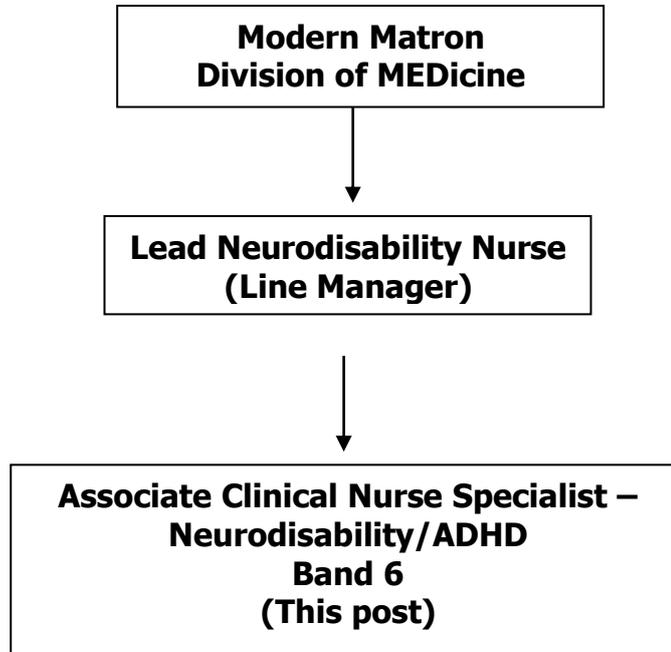
Work within the Neurodisability team to co-ordinate the nursing service supporting children, your

people and their families with Neurodevelopmental disorders including ADHD. Patients aged 0 up to 19 years of age.

**Non-Managerial:**

Ordering and storing equipment/disposables for the service, as necessary.

**5. ORGANISATIONAL POSITION**



**6. JOB DESCRIPTION AGREEMENT**

Job Holder's Signature:

Manager's Signature:

Date:

Date:

## TRUST VALUES

Our Values express what it is like to work in our organisation and our employees should make these a part of everything we do.

*Keeping children, young people and families at the heart of what we do*

### Compassion

- We are led by kindness for all – for our patients, their families and our colleagues
- We will show empathy and understanding, treating everyone with dignity and courtesy
- We will respect each other and those we care for

### Accountability

- We always strive to do the right thing
- We own responsibility for our successes, failures and understand where we need to improve
- We will create a supportive working environment where everyone takes responsibility for their own actions

### Respect

- We value differences and treat everyone fairly and consistently
- We will actively tackle inequality and will foster a culture of inclusion

### Excellence

- We will seek to improve the way we work and deliver a high quality standard of care
- We will be open to new ideas, through innovation, partnership, research and education locally, nationally and internationally

**Together we care**

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**PERSON SPECIFICATION – Associate Nurse Specialist (Neurodisability/ADHD)**

Assessment Criteria	Essential	Desirable	How assessed
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>- RSCN, RN (Child) RGN or RMN</li> <li>- Educated to Diploma or Degree level</li> <li>- ENB 998 or equivalent teaching certificate</li> </ul>	<ul style="list-style-type: none"> <li>- Paediatric Life Support certificate</li> <li>- Basic counselling qualification</li> <li>- Post basic qualification in speciality/relevant field such as Learning Disabilities</li> </ul>	AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Significant experience at Band 5 or above in a relevant paediatric setting or other appropriate setting and relevant experience in an education/community setting</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of working with children and young people with Neurodevelopmental conditions including ADHD, and their families</li> <li>- Experience in the provision of nurse-led clinics</li> <li>- Experience of teaching/training others</li> </ul>	AF, I, P, Ref
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>- Knowledge of holistic, family-centred care</li> <li>- Principles of child protection</li> <li>- Principles of infection control</li> <li>- Health and Safety safe practice</li> <li>- Excellent communication and interpersonal skills</li> <li>- Ability to manage own time and use initiative</li> <li>- Ability to teach</li> <li>- Sound IT skills</li> </ul>	<ul style="list-style-type: none"> <li>- Good understanding of Neurodevelopmental conditions including ADHD</li> <li>- Audit skills</li> </ul>	AF, I, P, Ref

HR Use only  
AFC code:

<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>- Enthusiasm</li><li>- Ability to work both autonomously and as part of a multi-disciplinary team</li><li>- Flexible working pattern</li><li>- Commitment to continuing professional development of self, with a willingness and desire to undertake further relevant formal and informal training</li></ul>		AF, I, P, Ref
<b>Demonstrates Trust Values</b>	Compassion, Accountability, Respect and Excellence.		In/REF

Key for How Assessed: AF = Application form, In = Interview, P = Presentation, T = Test, REF= Reference