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|-------------------------|---|----|-------------------|
| Department              | MEC                                     |    |                   |
| Job Title               | Diabetes Specialist Nurse (Community)   |    |                   |
| Band                    | 7                                       |    |                   |
| Reports to              | Team Leader                             |    |                   |
| Responsible to          | Integrated Diabetes Service Team Leader |    |                   |
| CRB Disclosure Required | Yes <b>X</b>                            | No | Standard          |
|                         |   |    | Enhanced <b>X</b> |

**Organisation Chart**

Chief Nurse/Deputy Chief Nurse

Assistant Deputy Chief Nurse

Integrated Diabetes Service Manager

Advanced Clinical Practitioner in Diabetes

**Job Summary**

Working across sites within ELHT NHS trust, you will be expected to deliver patients centred advice, support and care for patients with diabetes within the intermediate service, their families and carers. In line with National Service Framework (NSF) and the National Institute for Health and Care Excellence (NICE) guidelines you will be expected to provide advanced assessment of patients' needs and advise on appropriate diabetes management. Additionally you will be expected to support patients through all stages of their diabetes care.

Your role will involve empowering patients with the skills and knowledge necessary to attain independence in self-management. Working as an advanced practitioner in your own right you will be responsible for maintaining and updating your own knowledge and skills, together with providing evidence in support of this.

## KEY RESPONSIBILITIES

### Professional

- In addition to your clinical role you will aim to raise the awareness and improve standards of diabetes care through planning and implementation, of specialised programmes of education and training within your area of specialty.
- Through effective working practices you will continue the philosophy of jointly working with other health care professionals to develop a holistic support network for people with diabetes within the Trust, Specialist Units and Primary Care.
- To participate in shared responsibility for the stock held within the department and re order as appropriate.
- Provide an evidence-based proactive nursing service, which is responsive to the user's need, to a cohort of patients. Care will reflect current local protocols and national guidelines and will be delivered through face-to-face consultation on a day-to-day basis.
- To act as an autonomous practitioner.
- In the role as an autonomous practitioner to provide expert and advanced specialist advice and support to patients, their families and other health care professionals.
- Work clinically for a minimum of 80% of the role.
- As a nurse prescriber demonstrate advanced knowledge of and experience in the use of Oral Hypoglycaemic Agents (OHA's), insulin and other treatment/technologies regimens relating to diabetes.
- As a nurse prescriber advice on the stabilisation of patients on all oral agents, insulin, and other injected therapies (technologies) according to locally formulated guidelines and protocols.
- You should possess the ability to perform assessments of patient needs and liaise with other members of the multi-disciplinary team where necessary.
- Assist with developing and implementing structured educational programmes for patients and their families and carers.
- You will be expected to offer such education in a contextually appropriate format and language.

- This will include the ability to handle complex and sensitive information, using appropriate communication skills to persuade, motivate and re-assure patients and their families as required.
- Complex communication skills will need to be utilised when educating patients that may have Learning Disabilities or Mental Health conditions and will need close liaison with clinical experts in these fields to develop and deliver effective educational packages for such patients.
- Maintain clear, concise and accurate patient records.
- You will be expected to be able to explore empowerment/counselling skills as an aid to assisting patients in attaining self-management of their condition, or identifying and realising goals as part of their management plan.
- Have an understanding of the national, strategic and local guidelines which underpin chronic disease management and specifically diabetes ie: NICE, National Service Framework for Diabetes (NSF) JBDS guidelines

### **Education and training**

- To maintain own professional and clinical development in line with standards identified in the NMC Code and by networking with other health care professionals at local, national and international level and by attending courses as appropriate.
- Keep up to date with current developments in diabetes and changes within the NHS relevant to community care.
- Deliver in-service training to all grades of staff by planning, delivering and evaluating diabetes courses at all levels for all trained and untrained staff with particular emphasis on improving the quality of diabetes care. Working also with the Consultant Diabetologist/GPwSI and Professional Development.
- Act as an expert educational resource and support to all grades of staff in diabetes service, GP Practices and Community Nurses in the delivery of comprehensive diabetes care.
- To assist in providing a community experience for student nurses or other personnel on secondment or clinical placement.
- To actively participate, chair and present at the multidisciplinary Diabetes workshops and team meetings.

- Demonstrate sound understanding of Clinical Governance and Risk Management and apply to the work situation.
- Be responsible for the identification of CPD needs of any line managed staff.
- Provide verbal and or written analysed reports to Senior Management staff as necessary.

### **Management and Leadership Responsibilities –**

- Manage your own caseload.
- Report any incidents and complaints in line with trust policy.
- To assist in organising departmental rotas, study days, team away days.
- To supervise, support, guide, assist in the development of and assess the competency of junior staff.
- Contribute to the clinical governance agenda.
- To participate in the strategic development of the integrated diabetes service, through attendance and active input and contribution to policy development pertinent to intermediate areas with ELHT.
- Represent the Trust by contributing to and participating in meetings locally, regionally, and nationally relating to the speciality.
- Responsible for undertaking appraisal of identified staff, including identifying the learning and development needs of individuals in line with the Knowledge and Skills Outline Framework.
- Responsible for leading in training and development of identified staff.
- To promote the implementation of evidence-based practice, and best practice.
- Collaborate with other Multidisciplinary Team (MDT) members to develop and update multiprofessional Trust operational policies and guidelines.
- To design and produce PowerPoint presentations and deliver same within the Trust and externally
- Assist in the design, implementation, and evaluation of structured education programmes to meet the needs of the healthcare professional working within and outside the Trust.
- Assist in developing and implementing clinical educational programmes for new staff, students and other healthcare professionals seconded to the department.
- To participate in the mentoring process with designated personnel as appropriate, e.g. Junior Medical staff.

- Represent the role and specialist knowledge of the Diabetes Specialist Nurse throughout the trust at meetings and updates.
- Maintain and develop professional and expert knowledge.
- Maintain and develop professional skills and advanced knowledge of diabetes and its complications.
- Represent the Diabetes Specialist Nurse Community team at pan Lancashire's, National Conferences.
- To maintain standards of conduct and practice in accordance with the NMC Code, and Trust policies and procedures.

### **Audit and Research**

- Participate in and, where appropriate, initiate research projects.
- To publish research and share best practice with colleagues.
- To participate in departmental audits of clinical activity, measures, and caseloads in conjunction with Service manager/ACP/GPwSI and Consultants, such as National Diabetes Audit. This will include the demonstration of clinical effectiveness of services and monitoring against national standards for diabetes in line with the NICE standards.

### **Additional Duties**

- To undertake other duties commensurate with this grade of post in agreement with the relevant line manager.
- To minimise the Trust's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases

### **Administration and Clerical**

To order and receipt goods in accordance with the Trust's financial framework.

### **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

In addition to the above employees should

- Report as soon as practical, all accidents, and potential or actual incidents, ensuring that the relevant forms are completed.
- Assist with the process and assessment of clinical and non-clinical risks, and the formulation and implementation of action plans required.

### **Confidentiality and Information Security**

- As a Trust employee you are required to uphold, the confidentiality of all records held by the Trust whether patient records or Trust information. This duty lasts indefinitely and will continue if you are no longer employed by the Trust.
- All the information which identified individuals in whatever form, paper, picture, electronic data, images or voice, is covered by the Data Protection Act 1988 and should be managed in accordance with this legislation

### **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. It may be reviewed from time to time in agreement with the post holder and the other members of the diabetes service.

The post holder will be required to comply with all policies and procedures issued by and on behalf of ELHT Hospitals NHS Trust.

The post holder is an ambassador for the directorate and the Trust and his/her actions and conduct will be judged by customers as an indication of the quality of the service provided by the directorate and the Trust as a whole.

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his/her work.

All members of the Trust have a mandatory obligation to be aware of and abide by the following:

### **Risk Management**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk

assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management/Data Protection Act**

As an employee of the Trust, you have a legal responsibility for all records, including patient health, financial, personal and administrative, that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, video tapes, x-ray images etc. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Health and Safety Requirements**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

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### **Trust Policies**

The Trust operates a range of policies, Human Resources, Clinical Practice etc. All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are required to treat all patients, customers, visitors and work colleagues with dignity and respect irrespective of their background.

### **Child Protection**

All employees have a responsibility for safeguarding and promoting the welfare of children. Further guidance can be sought from your Line Manager.

### **Infection Control**

All employees have a personal responsibility for adhering to the control of infection policy. Further guidance can be sought from your Line Manager.

### **Knowledge and Skills Framework/Personal Development Review**

For your post you will receive a KSF job outline detailing knowledge and skills needed to undertake your role. You will be required to undertake an annual personal development review (PDR) which will give you the opportunity to discuss with your manager your progress in relation to your job outline.

Once progression has been agreed you will normally progress to the next incremental point on the pay band 12 months after appointment to this post and to subsequent points every 12 months thereafter, subject to meeting the criteria for progression when you pass through the second gateway point.

### **STANDARDS OF CONDUCT**

Ensure that personal actions and conduct comply with the Trust Policies and Procedures e.g. Health and Safety, Tobacco Control Policy, equal opportunities, confidentiality, the Data Protection Act (1998), Moving and Handling Regulations.

Attend training courses as required e.g. induction, moving and handling, fire lectures etc.

Conduct duties with regard to values underpinning the Trust's Vision:

If its about me, involve me

Working together in partnership

Aspiring to excellence

Ongoing improvement of our service

Post holders are expected to work flexibly within their pay band. They should only be expected to carry out activities for which they are competent. Alternatively they may carry out the additional duties if they are receiving support or training in order to obtain the recognised level of competence.

The Trust operates a Tobacco Control Policy and is a 'smokefree' zone.