



JOB DESCRIPTION

Title of Post:	Epilepsy Specialist Nurse
Band of Post:	Band 7
Directorate:	Adult Services & Prison Healthcare
Reports to:	Lead Nurse, Disability Services
Accountable to:	Director of Adult Services & Prison Healthcare
Initial Base Location:	Trust wide
Type of Contract:	Permanent
Hours:	Full-time

Job Purpose

South Eastern H&SC Trust is committed to "Lifelong Health and Care". As a Trust we believe that we should:

- **Deliver** – patient centred care
- **Change** – through innovation, partnership and improvement
- **Develop** – staff centred employment
- **Account** – for safety and provide value for money

To provide expert supportive care to people with Epilepsy and their carers from diagnosis; including managing treatment, living with seizures, continuing education or employment/work placements and liaising with Health and Social Care Professionals and the voluntary sector.

The post holder will deliver a specialist nursing service for people with epilepsy through clinical practice, practice development, training, research, audit and professional activities.

Key Responsibilities of the post holder

- Provide expert clinical care by managing a patient caseload autonomously, providing assessment, planning and evaluation within the specialist area (utilise electronic records and manage reporting).
- Analyse and interpret complex sensitive information and communicate related information where there may be barriers to understanding.
- Communicate condition related information to service users and their carers/families, to enable them to make informed choices about their health and health care taking account of consent, capacity and best interest legislation and protocols.
- Manage risk in clinical management and recognise need to seek advice/support from medical colleagues as appropriate.
- Develop and evaluate the effectiveness of individual epilepsy management plans to meet the changing needs of individuals seeking advice and guidance from medical colleagues as appropriate.
- Provide nurse led clinics within the community setting, home visits and telephone advice.
- Provide appropriate information, advice and support to service users to enable them to actively promote their own health and well-being
- Provide appropriate information and advice to enable families to support the individual in managing their epilepsy.
- Continually evaluate clinical practice using a range of approaches that are valid and appropriate to needs and context.
- Work effectively as part of the learning disability nursing team to meet individual needs, developing the knowledge and skills to undertake specific interventions, consistent with research evidence and in ways that are appropriate to individual needs, context and culture.
- Demonstrate self-management skills including self-awareness, time management, critical reflection, stress management and clinical prioritisation.
- Maintain a confidential database and epilepsy care management documentation system in the learning disabilities nursing service.
- Undertake non-medical prescribing duties within own sphere of professional competence; complete relevant training in non-medical prescribing and receive clinical supervision to ensure practice is safe and effective.

- **Deliver, evaluate and review specialised education programmes for service users to empower individuals to manage their condition.**
- **Plan and deliver education and training programmes in epilepsy for nursing and other disciplines; proactively or on request.**
- **Act as a resource for Disability Services, providing advice for all aspects of epilepsy care.**
- **Disseminate relevant directives, research findings and knowledge across services.**
- **Adopt an evidence based approach to care delivery and participate in research and audit activities to identify needs.**
- **Evaluate the service by recording activity and outcomes as part of an ongoing monitoring of the service. Implement changes based on the findings and contribute to developments within the specialist area where appropriate.**
- **Develop appropriate practices and roles through understanding the implications of and applying epidemiological, social, political and professional trends and developments.**
- **Pursue opportunities to present work at National Conferences or via publication.**
- **Participate in mentorship/preceptorship for nursing students/nursing staff as required**
- **Prepare reports as requested and submit these to the Line Manager.**
- **Be accountable for own Professional actions within the specialist area and maintain own professional development.**

Training and Development

- **Participate in regular supervision (clinical and/or management) in accordance with good practice and Trust policy.**
- **Participate in the Trust's annual Appraisal process.**
- **Attend all relevant mandatory and specified training as and when required to do so.**
- **Be responsible for own professional development and identify further training needs.**

Quality and Patient Safety

- **Protection of Children & Vulnerable Adults – To promote and safeguard the welfare of children, young people and vulnerable adults.**
- **Implementation of NICE guidance and other statutory / best practice guidelines. (where appropriate)**
- **Maintain good record keeping, and timely communication of information with patient, carers and professionals and services involved in client's care.**
- **Incident reporting – Report any incidents of harm or near miss in line with the Trust's incident reporting policy ensuring appropriate actions are taken to reduce the risk of reoccurrence.**
- **Contribute to the identification, management and reduction of risk in the area of responsibility.**
- **Ensure day to day practice reflects the highest standards of governance, clinical effectiveness, safety and patient experience.**
- **Ensure monitoring of quality and compliance with standards is demonstrable within the service on an ongoing basis; review evidence of the quality of access to service provision and evidence of clinical effectiveness and any potential health gain.**

General

- **To maintain up to date knowledge of legislation, national and local policies and issues in relation to specific client group.**
- **To comply with the NMC Professional Codes of Conduct and to be aware of changes in these. To maintain up to date knowledge of all relevant legislation and local policies and procedures implementing this.**
- **To comply with all relevant Trust policies, procedures and guidelines.**

Trust Behaviours

Ensuring safety, quality and improving the experience of our patients and clients by living our values through the following behaviours

SET expects me to:

Treat everyone with dignity and respect

- Respect others and respect differences
- Communicate sensitively
- Be sincere
- Take into account the needs and feelings of others
- Show understanding of other's pressures
- Congratulate others on achievements and successes
- Recognise achievement or effort
- Keep confidences

Strive for excellence in all that I do

- Want SET to be the best
- Work with passion & enthusiasm
- Always do my best
- Take ownership for my work
- Be willing to go the extra mile
- Don't always wait to be told – show initiative
- Question why we do things the way we do
- Feel free to make suggestions for improvements
- Ask for help if I need it

Be fair, open and transparent

- Be approachable
- Be open and inclusive
- Acknowledge my own limitations
- Admit when I don't understand or make mistakes.

Listen to and learn from our patients, clients, carers and staff

- Take time to listen
- Learn from my mistakes and shortcomings
- Learn from others
- Share learning with others
- Seek others' input and consider others' views

Support and develop our staff to improve services and user experience

- Contribute positively to team working
- Help others
- Take responsibility for my learning and development and put learning into practice
- Work and co-operate with others where it will result in better services
- Actively consider own, and others' well-being

... and in practice for everyone, this means I need to:

... and in practice for managers, this means I need to:

- Thank staff for their work
- Recognise both team and individual contribution and performance
- Show understanding of staff pressures
- Respect people's confidentiality
- Communicate honestly
- Recognise and challenge inappropriate behaviour

- Encourage creativity and innovation
- Actively manage the change process and the impact on people
- Use enthusiasm and energy to inspire others
- Demonstrate personal commitment to excellence through my day to day actions
- Keep momentum alive by reinforcing key messages and putting a real focus on sustainability
- Encourage and develop leadership at all levels

- Act with probity and integrity
- Create an environment where all people can excel
- Accept responsibility for my own work and for the performance management of my team
- Share my learning and development with others

- Involve people in problem solving and decision making about areas that affect them
- Welcome ideas and feedback
- Hold regular team meetings

- Provide others with clear purpose and direction
- Strike the right balance between giving guidance and giving responsibility
- Act as a coach when needed
- Complete and implement annual appraisals, including a personal development plan
- Give clear, evidence-based feedback to help improve and develop performance

The South Eastern HSC Trust will support everyone to develop the necessary skills and competences to do their job through learning and development opportunities

South Eastern Health and Social Care Trust - Job Description & Personnel Specification, effective February 2017

GENERAL RESPONSIBILITIES

All employees are required to comply with the procedures, policies and codes of practice within the Trust.

Trust Value and Behaviours

All staff members and managers are expected to behave at all times in line with the Trust's Values and Behaviours (as outlined above on page 2).

The Trust's Core Values demonstrate its commitment to;

'improve the health and wellbeing of the people we serve in partnership with key stakeholders; to provide person centred, safe and effective care; plan for and respond to changing needs of our patients, clients, carers and staff and ensure best value for money'

Equality

The Trust is an Equal Opportunities employer and welcomes applications from all sections of the community irrespective of their religious belief, political opinion, race, gender, marital status, dependants, age, sexual orientation or disability.

All staff are required to comply with our Equal Opportunities Policy and each employee must make him/herself aware of their obligations. Managers/Supervisors have a responsibility to ensure compliance with this requirement and promote equality of opportunity.

Post-holder must, at all times, comply with the Human Rights Act (1998), which guarantees the rights and freedoms of all.

Health & Safety

All employees must fully comply with the Trust's various Health and Safety Policies and Procedures and Practices including relevant legislation and Codes of Practice.

Conduct

Staff must maintain high standards of personal accountability and abide by the Code of Conduct.

Members of staff are expected at all times to provide a caring service and to treat those whom they come into contact in a courteous and respectful manner.

Staff are at all times required to provide a service which is free from discrimination based on sexuality, gender, race, religion, nationality, political views/opinions or social status.

Performance

Employees are expected to demonstrate commitment to the Trust by ensuring regular attendance at work and the efficient discharge of their duties.

Staff will participate in the Trust's Knowledge and Skills Performance Appraisal which is designed to ensure staff can contribute to organisational goals and ensure their skills are relevant to the tasks to be undertaken and that patient and client care is of a high quality.

Post-holder will be required to participate, when appropriate, in the pursuit of quality initiatives, including Charter Mark, ISO 9001:2000, Investors In People and Clinical and Social Care Governance.

Records Management

All employees of the Trust are legally responsible for all records held, created or used as part of their business within the Trust including patient/client, corporate and administrative records whether paper based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998. Employees are required to be conversant with the Trust's policy and procedures on records management and to seek advice if in doubt.

All members of staff are expected to comply with the Trust's policy regarding confidentiality and should conduct themselves and their work in a confidential, professional manner.

Environmental Cleaning Strategy

The Trust's Environmental Cleaning Strategy, recognises the key principle that "Cleanliness Matters. It is everyone's responsibility, not just the cleaners". Whilst there are staff employed by the Trust who are responsible for cleaning services, all staff employed by the Trust have a responsibility to ensure a clean, comfortable and safe environment for patients, clients, residents, visitors, staff and members of the general public.

Infection Prevention & Control

All Staff should co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.

All staff should be aware of the Trust's Infection Prevention & Control Strategy and their local Directorate initiatives being undertaken to reduce infection and enhance care delivery for patients/clients. They should know their role, in keeping with key principles as Infection Prevention and Control is everyone's business.

Staff, in delivery of all care must:-

- Wash their hands thoroughly between each patient contact.**
- Be compliant with Standard Infection Control Precautions, Hand Hygiene and decontamination and other relevant infection prevention and control measures.**

- Be aware of the Trust's Infection Control guidance and the Northern Ireland Regional Infection Control Manual and ensure they obtain mandatory Infection prevention control training or other specific infection control related training as required.

Hygiene & Prevention of Infection

You will at all times be required to observe hygiene/infection prevention & control standards and notices in operation throughout the Trust. Hygiene and control of infection are key elements in delivery of safe, quality services and you will, in certain jobs, be required to undertake an appropriate training course at the expense of the Trust.

Personal Public Involvement

Staff members are expected to involve patients, clients and their families in developing, planning and delivering our services in a meaningful and effective way, as part of the Trust's Personal Public Involvement (PPI) Strategy.

Location

Please note that it is a standard condition that all Trust staff may be required to work at any location within the Trust's area, as the needs of the service demand.

Terms and Conditions

Applicants should note that the terms and conditions attached to this post will be as set out in the Agenda for Change Terms & Conditions.

This is not intended to be a comprehensive list of all the duties involved in the post and may be amended to meet the changing needs of the South Eastern Health and Social Care Trust; consequently an employee may be required to perform other duties appropriate to the post as assigned to them.

All Job Descriptions are subject to regular review and should be formally reviewed within a two year period.

Date – December 2017

PERSONNEL SPECIFICATION

Title of Post: Epilepsy Specialist Nurse

Band of Post: Band 7

Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined in Section 3 at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA		
<p>SECTION 1: The following are ESSENTIAL criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.</p>		
Factor	Criteria <i>Ideally no more than 6-8 criteria in this section</i>	Method of Assessment
Qualifications/Registration	Registered Nurse on learning Disability Part 1 of the live NMC Register.	Shortlisting by Application Form
Experience	A minimum of four years post-registration experience at Band 5 or above in a Learning Disability setting.	Shortlisting by Application Form
Other	Hold a current full driving licence which is valid for use in the UK and have access to a car on appointment. This criteria will be waived in the case of applicants whose disability prohibits driving but who have access to a form of transport approved by the Trust which will permit them to carry out the duties of the post.	Shortlisting by Application Form

SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:		
Knowledge/ Skills	The person appointed will have evidence of working with service users who have a diagnosis of Epilepsy.	Interview
Knowledge/ Skills	The person appointed will have evidence of a post-registration qualification in Epilepsy care or willingness to complete same.	Interview
Knowledge/ Skills	The person appointed will have evidence of having completed a non-medical prescribing course or willingness to complete same.	Interview
Knowledge/ Skills	The person appointed will be community based and will be required to work across the Trust area.	Interview
Knowledge/ Skills	The person appointed will be able to work effectively within a multidisciplinary service provision.	Interview
Knowledge/ Skills	The person appointed will have good communication and organisational skills.	Interview
Knowledge/ Skills	The person appointed will have evidence of management experience.	Interview

DESIRABLE CRITERIA		
SECTION 3: these will ONLY be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore make it clear on your application form how you meet these criteria. Failure to do so may result in you not being shortlisted		
Factor	Criteria	Method of Assessment
Knowledge/Skills	Evidence of experience in delivering Epilepsy training.	Shortlisting by Application Form

Volunteering experience may be considered appropriate in particular for roles within the context of direct patient/client care.

If invited for interview please be aware that your interview may include an aspect of Value Based Interviewing. The Trust Behaviours set out in the job description reflect our Trusts values and our expectations of all employees. You may find this helpful when preparing for your interview.

KSF Outlines:

- **Communication**
Develop and maintain communication with people about difficult matters and / or in difficult situations
- **Personal and People Development**
Develop oneself and contribute to the development of others
- **Health, Safety and Security**
Promote, monitor and maintain best practice in health, safety and security

- **Service Improvement**
Contribute to the improvement of services
- **Quality**
Contribute to improving quality
- **Equality and Diversity**
Support equality and value diversity

Vetting

As part of the Recruitment and Selection process, it may be necessary for the Trust to carry out a check through Access NI before any appointment to this post can be confirmed.

Canvassing either directly or indirectly will be an absolute disqualification for appointment.

The Trust is an Equal Opportunities Employer.

