

#### JOB DETAILS:

Job Title	Paediatric Diabetic Specialist Nurse (PDSN)
Pay Band	Band 7
Hours of Work and Nature of Contract	1.0 WTE Permanent
Division/Directorate	Children & Families
Department	Community Children's Nursing Team
Base	TBC on appointment

#### ORGANISATIONAL ARRANGEMENTS:


Managerially Accountable to:	Senior Nurse for Community Children's Nursing Services
Reports to: Name Line Manager	Senior Nurse for Community Children's Nursing Services
Professionally Responsible to:	Head of Nursing CYP and CAMHS

#### OUR VALUES AND BEHAVIOURS:

**MAE EIN  
GWERTHOEDD  
YN EIN HELPU  
NI I FOD AR  
EIN GORAU**


**OUR VALUES  
HELP US BE AT  
OUR BEST**

**RYDYN NI'N  
GWRANDO,  
YN DYSGU  
AC YN GWELLA**




**WE LISTEN,  
LEARN AND  
IMPROVE**

**RYDYN NI'N  
TRIN PAWB  
A PHARCH**



**WE TREAT  
EVERYONE  
WITH RESPECT**

**RYDYN NI I GYD  
YN CYDWEITHIO  
FEL UN TÎM**



**WE ALL WORK  
TOGETHER  
AS ONE TEAM**

Our values and behaviours are fundamental to the way we do things at Cwm Taf Morgannwg University Health Board. They are everything we stand for and aspire to. That includes the way we behave, how we perform our roles and the way we recruit new talent. We look forward to exploring how your values align with ours. This is how we work:

*We listen, learn and improve*  
*We treat everyone with respect*  
*We all work together as one team*

### **Job Summary/Job Purpose**

Working as an autonomous practitioner devise, implement and follow up specialist treatments across the disease spectrum for patients whilst ensuring family centred care is at the core of all interventions.

To be a skilled practitioner providing expert clinical care using an extensive theoretical knowledge base and practical experience to underpin the role, while acting as a role model for the delivery of expert care.

To deliver specialist educational programmes to a range of healthcare professionals in relation to the specific disease, including medical, nursing and Allied Health Professional staff.

To line manage staff in the specialist area including potential line management of staff from other disciplines as the need arises.

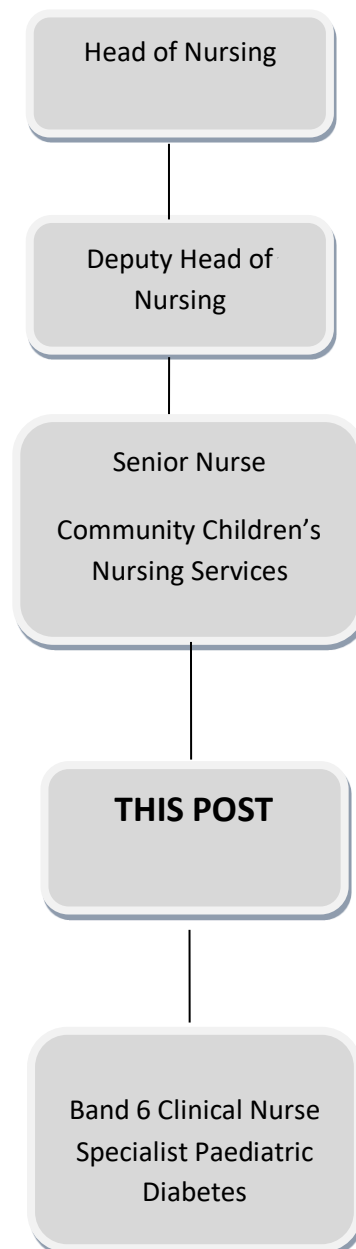
To drive quality improvement and advocate team work in line with service improvement and development.

To lead research and audit within given speciality internally and externally to the UHB.

The post holder must act in a manner consistent with the NMC Code of Professional Conduct carrying out their duties in accordance with Health Board policies and procedures; Common Assessment Framework (Every Child Matters 2004, National Service Framework for children and young people 2005).

The post holder will be expected to provide some cross site nursing team lead support as required.

## Organisational Chart



## **DUTIES/RESPONSIBILITIES:**

### **Clinical and Patient Care Responsibilities**

- To work as an autonomous expert practitioner.
- To provide up to date evidence based care.
- To be an expert resource, providing expert clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
- To utilise advanced nursing skills and extensive knowledge base to undertake specialist assessments, critically analysing complex information to make informed decisions regarding appropriate treatment/intervention to ensure the delivery of highly specialist care.
- To be responsible and accountable for legible and contemporaneous records.
- To devise, prescribe, evaluate and document care and treatment and outcomes.
- To assess patient's condition and appropriately advise/prescribe and/or administer medication within UHB, Local and National best practice guidelines as accordingly.
- To participate in multi-disciplinary team clinics and to run specialist Nurse led clinics.
- To support Band 6 PDSNs with complex patients.
- Where possible, based on a risk assessment of all service needs, provide case load cover for annual leave for the Band 6 PDSN as per national peer review recommendations.
- To have a positive influential role and impact on care across the clinical area.
- To have an active role in devising and participating in the development and implementation of policies, protocols and clinical pathways to improve care within the clinical area of expertise in line with UHB/ National strategic policy and implement where required throughout the UHB.
- To actively participate in benchmarking with other specialist services across local/ national/ international organisations.
- To act autonomously in the management of individual caseload, using expertise in devising, providing and implementing highly specialised programmes of clinical care spanning primary, secondary and/or tertiary care.
- Provide highly specialist advice to patients, carers and other health professionals.
- To have a highly specialised knowledge base within clinical sphere and become an advice resource for other healthcare professionals from the multi-disciplinary team across primary and secondary care and, where required, tertiary care.
- To ensure consultations and changes in treatment are communicated to all, (internal and external) involved.
- To assess and critically analyse complex health information to implement and evaluate ongoing care management plans and to change as necessary to ensure prompt, effective and appropriate patient care.
- Using highly specialist knowledge, interpret complex clinical information to educate and advise patients, encouraging them to participate in informed decision making and informed consent.

### **Communication and Relationships Skills**

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- To be the lead clinical link between specialist services and other care providers.
- To ensure effective communication with patients and their carers, including the provision of patient and carer education, emotional support and health promotion.
- To ensure adequate communication that is empathetic and reassuring to patients and families especially when information is complex, sensitive and highly emotive.
- To provide patients and their carers/families with highly complex information providing empathy and reassurance while ensuring any barriers to understanding have been overcome.
- To provide psychological and practical advice/support to patients' carers/ families whilst respecting patients' confidentiality.

### **Professional**

- To act as a positive role model within and outside the University Health Board.
- To work in accordance with Nursing and Midwifery Council Code of Professional Conduct, Standards for Conduct, Performance and Ethics.
- Maintain own professional development in nursing and midwifery locally, nationally and seek opportunities to develop role.
- Maintain confidentiality under the Data Protection Act.
- Be accountable for own professional actions and decisions.
- Ensure professional registration/revalidation is up to date.
- To continue ongoing professional development by participating in professional forums throughout the UHB/ locally and nationally.
- To undertake study days and self-directed study to ensure continued development in the area of specialism.
- To encourage innovation in clinical practice (by motivation and role modelling).
- Ensure there are processes in place to receive feedback from patients/carers/families with regard to their experience.

### **Education**

- To develop highly specialist knowledge base and be an expert resource for members of the multi-disciplinary team regarding specialist care management.
- To apply highly specialised knowledge attained via MSc level of education to support clinical practice.
- To proactively engage and lead where appropriate in devising, planning and delivering specialist training programmes to a range of health care professionals in a range of settings (e.g. ward/clinic based/lecture theatre/conference) ensuring knowledge of caring for these patients is cascaded and UHB/local/national policies on the care of these patients is implemented throughout the UHB.
- To actively consult local/national Universities as a specialised expert resource to devise and deliver educational sessions/ programmes for pre and post registration students across the multi-disciplinary team.
- To supervise and support the education and development of individual nurses caring for patient group in the clinical area.
- To identify and ensure personal educational requirements are maintained, to support advanced clinical practice and skills.
- To set up, implement and manage professional interest groups within various specialities to ensure and maintain the profile of the field throughout the Health

Board, using these forums as a platform to provide specialist professional teaching to allow the cascade of information throughout the UHB / local and national forums.

- To be responsible for providing ongoing education, training and support for staff to develop new advanced skills.

### **Research**

- To be able to understand, analyse and disseminate current research and be able to critically analyse its significance to practice. Implementing findings to improve care for service users where needed and share up to date practice with other nurses/health care professionals providing care within the specialist field.
- Actively devise and undertake research projects within specialist field.
- To participate and/or co-ordinate UHB, local and national research activity within the specialist area of, whilst encouraging and supporting peer involvement.
- To provide teaching, support and supervision to allow others to understand and participate in the research process.
- To publish and disseminate research conclusions.
- To present research findings at appropriate meetings locally and nationally.

### **Management**

- Ensure concerns by staff/ patients/families are appropriately noted, investigated and reported.
- To support the wellbeing of the immediate team and those you work with.
- Using specialist knowledge and extensive clinical expertise support Band 6 PDNS in case load management.
- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway/care.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To develop clinical interventions to improve patient pathway and patient flow and lead on the roll out of these interventions.
- To develop and actively participate in service improvement initiatives for specialist client group.
- To ensure awareness and where appropriate become involved in Directorate/ UHB/National service developments.
- To be responsible for initiating, encouraging and evaluating change whilst improving clinical practice and service development within the specialist clinical area.
- To actively participate in the management of concerns, complaints and incidents within your clinical speciality.
- To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.
- To produce an annual report outlining activity and changes throughout previous year.

### **Audit**

- To regularly plan, initiate and participate in clinical audits regarding care/patient management.
- To analyse audit data and disseminate/present information at clinical governance meetings, seminars, link nurse meetings etc, on a local, national and international arena.
- To become a resource to other health professionals undertaking care/patient management audits.

#### **Quality and Safety**

- To be responsible for the immediate identification and response to clinical risk issues within specialist area by instigating measures/action plans to protect patients and staff health and safety.
- To maintain accurate, easily accessible records of all clinical incidents (including the monitoring of trends).
- To agree action plans (when appropriate) to prevent recurrence of critical incidents.
- To raise concerns regarding clinical risk/poor practice within specialist area to Lead/Senior Nurse/Directorate Manager/Clinical Director/Clinical Risk Department.
- To comply with the University Health Board policies and protocols.
- To present clinical risk issues at Health Board Quality and Safety meetings when necessary.

#### **Financial & Physical Resources**

- Ensuring effective and economical use of resources and be responsible for procuring costings from internal and external provision
- Being responsible for the safe use of equipment and security of materials.

## **PERSON SPECIFICATION**

The knowledge to be measured in the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>NMC Registered RSCN/Child Branch.</p> <p>Paediatric Diabetes Qualification.</p> <p>Master's Degree in relevant advanced nursing practice or working at Masters level.</p> <p>Knowledge of childhood illnesses, conditions and chronic disease management.</p> <p>Good understanding of safeguarding policies and procedures.</p> <p>Clear understanding of legal issues and professional accountability.</p> <p>Sound knowledge of Guidelines relevant to Diabetes and ensuring evidenced based care.</p> <p>Evidence of CPD.</p>	<p>Teaching &amp; Assessing Qualification.</p> <p>Management or leadership qualification.</p>	<p>Application Form</p> <p>Pre employment checks</p> <p>Interview</p> <p>References</p>
<b>Experience</b>	<p>Previous specialist paediatric experience e.g. Band 6 PDSN experience</p> <p>Experience working with children/young people with Diabetes.</p> <p>Extensive experience of care assessment, planning and implementation.</p>	<p>Evidence of reflective practice.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>



	<p>Experience of identifying training needs, planning &amp; delivery training.</p> <p>Experience of working as part of a multi-disciplinary team</p>		
<b>Aptitude and Abilities Skills</b>	<p>Communicate effectively with multi agency colleagues at all levels including negotiation, de-escalation, conflict skills.</p> <p>Ability to be able to report concerns in a timely manner.</p> <p>Excellent reporting writing and presentation skills adopting local process.</p> <p>Good analytical skills to review data</p> <p>Proficient in dealing with highly complex and emotive issues.</p> <p>Positive methods to managing service.</p> <p>Ability to demonstrate emotional leadership skills and apply to appropriate situations.</p> <p>Ability to influence, motivate and lead teams of staff.</p> <p>Good organisational skills.</p> <p>Excellent interpersonal skills.</p> <p>Presentation Skills.</p> <p>Computer skills, with working knowledge of databases, Spreadsheets and presentation packages.</p> <p>Ability to communicate clearly in written and oral form.</p> <p>Able to manage people effectively.</p> <p>Approachable.</p>	The ability to speak or learn Welsh to a satisfactory level.	Interview

	Resilience, determination.  Flexible/adaptable approach to work  Excellent time management skills.  Ability to work on own initiative.  Reliable and committed.  Approachable and demonstrates diplomacy at all times.		
<b>Values</b>	To promote and demonstrate the values and behaviours of the University Health Board.		Application Form Interview References
<b>Other</b>	Ability to travel across sites within UHB.  Able to work hours flexibly to meet demands of service.  Satisfactory DBS Check.		Application Form Interview References

## **GENERAL REQUIREMENTS**

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation 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:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Welsh Language:** In line with Welsh Language legislation and in compliance with the Welsh Standards, the health board must actively seek to employ staff with Welsh language skills to meet the needs of the Welsh speaking public. Please click [here](#) to assess whether a post requires staff to speak Welsh. Alternatively, prospective employees should be encouraged to learn Welsh to a satisfactory level if Welsh skills are deemed necessary to the job requirements. For further information on Welsh language skills requirements, please contact the health board's [Welsh Language Unit](#)
- **Confidentiality of Information:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users. The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender

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reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.

- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect without bias. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **Safeguarding Children and Vulnerable Adults:** The organisation is committed to safeguarding children and vulnerable adults. All staff must therefore attend Safeguarding Children training and be aware of their responsibility under the Adult Protection Policy.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **DBS Disclosure Check:** In this role you will have \* direct / indirect contact with\* patients / service users / children / vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau \*Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. \*Delete as appropriate.  
The post holder does not require a DBS Disclosure Check. \*Delete as appropriate.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (Line Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Signed: (CSG Manager) \_\_\_\_\_ Date: \_\_\_\_\_

Date Job Description compiled: \_\_\_\_\_

Date for Review: \_\_\_\_\_

**Job Title : Paediatric Diabetes Nurse Specialist**

**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequently providing moderate levels of physical, repetitive effort to fulfil role.	Daily	Several times per day depending on the care required	
Walking, standing frequently, carry equipment, moving furniture, moving and handling of children/young people for treatment	Daily	Ongoing throughout the Day	
Inputting data and recording patient information/contacts (VDU use).	Daily	Ongoing throughout the Day	
Travelling within the Cwm Taf Morgannwg locality and beyond	Can be Daily	Varies depending on start and end locations	

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month?</b>	<b>For how long?</b>	<b>Additional Comments</b>
There is a requirement for concentration e.g. when writing complex reports, carrying out formal assessments, inputting data, driving between sites etc	<b>Daily</b>	<b>Ongoing throughout the Day</b>	Concentration is required during the day, when completing documentation, planning clinics and preparing teaching sessions.
Responding and dealing with unpredictable crisis situations within an acute or community setting.	<b>Occasional</b>	<b>Up to 1hour</b>	
Concentration on multiple tasks, demonstrating ability to possess high levels of concentration, judgements skills, decision making and prioritising of work.	<b>Daily</b>	<b>Most of the Day</b>	
Managing own stress and that of others.	<b>Daily</b>	<b>Ongoing</b>	

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## Emotional Effort

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Collecting and compiling sensitive/complex information to management, legal action, health and safety.	Occasional	Varies	
Managing frequent exposure to highly distressing and emotional situations – identifying and dealing with Child Safeguarding issues, children/parents with learning disabilities, mental health, substance misuse, supporting parents through bad news/diagnosis, lone working, staff emotional issues.	Can be Daily	Depending on situation	
Dealing frequently with the child's/parents anxieties in relation to their condition, treatment and prognosis.	Daily	Most of Day	

## Working Conditions

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This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
May be exposed unavoidably to unpleasant working conditions e.g. contact with body fluids.	<b>Variable throughout each week</b>	<b>Variable</b>	Systems in place to safeguard staff. Personal protective equipment in place.
Frequent exposure to uncertain/unpredictable situations when visiting clients in their homes.	<b>Daily</b>	<b>Variable</b>	
Highly stressful caring for children with chronic health conditions, parents may be upset, anxious or aggressive.	<b>Daily</b>	<b>Duration of shift</b>	
Frequent stressful situations of car driving – traffic jams/road works/lack of parking space.	<b>Occasional</b>	<b>1 - 2 hours depending on traffic and distance</b>	