

## Job Description and Person Specification

### **Community Specialist Nurse (Neurodevelopmental Conditions)**

#### **Band 6**

#### About Sirona

Sirona care & health is a Community Interest Company committed to providing local communities with a range of high quality specialist health and social care. For us, it's about the personal approach; we take pride in what we do and deliver the high standard of care that we'd expect for ourselves and our families.

#### Summary about the Service

- The community paediatric service is based across BNSSG, working with children and young people
- The post holder will be supporting in the assessment of neurodevelopmental conditions, predominately Attention Deficit Hyperactivity Disorder (ADHD) and Autism Spectrum Disorder (ASD) and also in the ongoing management of ADHD
- The focus of the work will be working autonomously within a range of outpatient settings offering evidence-based advice and treatment, collaboratively with young people and their families.

#### **Job Purpose**

- Delivering and developing assessment, intervention and support for children with neurodevelopmental disorders (primarily ADHD and ASD) and their families
- To provide a streamlined assessment of children and young people following triage by an expert clinical team
- Clinical assessments will take place in school settings, clinics and health hubs.
- Liaison with other agencies (e.g. education, social services) and professional groups as required
- Working alongside Community Paediatricians, as part of the team of specialist nurses working across Bristol, North Somerset, and South Glos.
- The post holder will contribute to the ongoing review and further development of existing care pathways, policies, and audit of service outcomes. Develop and review waiting list initiatives, working collaboratively with commissioners and referrers achieving agreed targets
- The post holder will contribute to monitoring medication management of children with neurodevelopmental disorders

## Key Responsibilities

### Principal Duties and Responsibilities

#### Clinical

##### 1. The post holder will:

- Be able to demonstrate a high level of clinical judgement & autonomous practice
- To work as part of the neurodevelopmental nursing team and community paediatric service
- To carry out neurodevelopmental specific developmental history taking with parent/carers.
- To carry out social communication observations and assessments in a clinic, educational or home setting
- To meet with teaching staff to understand the child's presentation in school
- To observe children in a school setting and provide information from this observation as a contribution to the diagnostic decision making.
- To have the skill and competency to use collated evidence and information to contribute to making a decision about whether or not a child meets the Diagnostic and Statistical Manual of Mental Disorders (DSM-V) criteria for a diagnosis of ADHD and ASD
- To contribute to multidisciplinary diagnostic reports
- To participate in the multidisciplinary diagnostic feedback to families
- To seek advice and support when necessary from more senior colleagues.
- To provide clinical advice, interpretation and differential diagnosis on the client group, this includes an analysis of facts and a comparison of a range of options for appropriate intervention.
- To demonstrate clinical effectiveness by use of evidence based practices, clear care plans and outcome measures
- To negotiate with carers/clients /others around individual case management, and can recognise breakdown/conflict when it occurs and generate potential solutions
- Where ADHD is diagnosed, provide specialist advice in keeping with NICE guidance, and local guidelines, around treatment options and aged appropriate care to optimise treatment.
- Where appropriate monitor and adjust pharmacological treatments as a fully independent non-medical prescriber following all guidance around prescribing controlled drugs to young people, advising of ADR's
- Be responsible for the safe timely titration of medicines and liaison with GP's, setting up shared care arrangements for each child as appropriate. Liaise with education providers where appropriate and ensure safe review periods are in place for the child and family with administration systems,
- Where appropriate, monitor and adjust pharmacological treatment for sleep disorders in this group of children and young people, using evidence based approaches and in line with local guidelines. Advise parents, and young people, as appropriate, on sleep management techniques, and reduce use of melatonin where appropriate. Collaborate with the Community Paediatricians or other specialist services as appropriate.
- Provide specialist nursing practice across professional boundaries and develop and streamline patient care pathways between nursing, GP's and paediatricians.

- Teach and train Sirona and external health professionals as required in the areas of ASD, ADHD, sleep support and nurse prescribing.
- Provide education to parent groups and teaching staff regarding neurodevelopmental disorders where appropriate. Also contributing to parent support webinars and resources.
- Be accountable for own professional actions, to recognise own professional boundary
- Where appropriate to refer clients on to other services and agencies and liaise with members of voluntary organisations concerned with client group
- Provide written and/or verbal reports that present clinical information that is accessible for both carers and/or clients and other professional colleagues
- To record personally generated clinical observations according to Service policy and provide feedback for clients/carers/professionals and relevant others in line with Sirona and service policy
- To gather activity data accurately and regularly and to record promptly in line with service guidelines.
- To ensure the safe carriage and storage of records and equipment, working within lifting and handling guidelines
- Provide specialist nursing practice across professional boundaries and develop and streamline patient care pathways between nursing, GP's and paediatricians.
- Discuss and agree assessment outcomes with patients, carers and other health care professionals, promoting health education and self-management.
- Attend TAC meetings where appropriate to ensure multi agency support around children with complex needs or vulnerability.
- Prioritise workload to ensure most effective use of time.
- Liaise closely with other services in order to provide a co-ordinated and seamless service for patients and support the ongoing development of care pathways for these conditions.
- Ensure safeguarding of children within the service and access appropriate training at level 3 and supervision.
- Adhere to national, organisational and departmental procedures, protocols and guidelines and at all times to act in accordance with professional code of conduct.
- Maintain accurate and up to date clinical records and maintain patient statistics as required.
- Assess and manage clinical risk appropriately and maintain safe working practices particularly lone working.
- Ensure equality of access and act in a way that supports equality and values diversity.
- To report all accidents and complaints in accordance with agreed policies and assist in

#### Communication

##### 2. The post holder will:

- Interact and liaise with Community Paediatricians, GP's, school nurses, social workers, specialist services, child and adolescent mental health services, special educational needs co-ordinators, health visitors, child protection nurses, relevant managers and heads of service, clinical leads, education and training facilitators and patient and carers.
- Network and maintain effective working relationships with multi-disciplinary/multi-agency professions.

- Work in close collaboration with other community services within health, social services, and other voluntary and independent providers.
- Work in partnership with patients and carers to enable them to make informed choices about care and treatment to promote their health and welfare and treatment to promote their health and wellbeing.
- Communicate with patients and carers, regarding their health needs and appropriate care provision

#### Audit, evaluation and service development

##### 3 The post holder will:

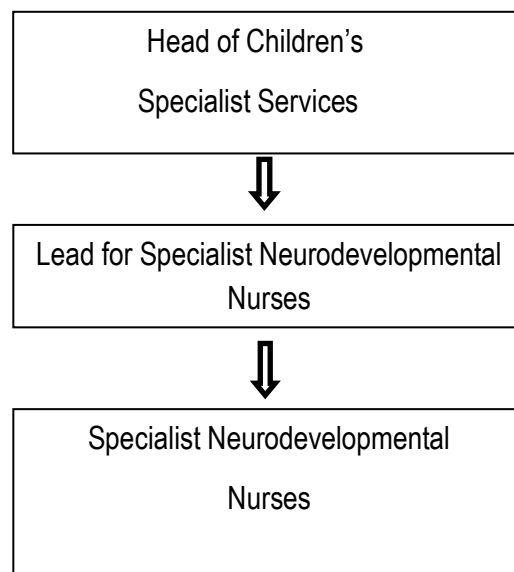
- Provide monthly activity data as required within the service specification.
- Contribute to the implementation of audits or research findings to improve services for patients.
- Contribute to the development or review of care pathways, clinical policies and guidelines.
- Undertake clinical audits and reviews to improve clinical practice in partnership with service users and providers.
- Involve patients, carers and families in clinical reviews and to be able to demonstrate service improvements in response to feedback received.
- Undertake and maintain clinical audit of all prescribing practice, in keeping with the organisation's requirements including a record of all prescriptions written, dated and numbered.
- Where necessary liaise with stakeholders

#### Personal and Professional

##### 4 The post holder will:

- Work in accordance with the NMC code of Professional Conduct, Sirona Care & Health's Policies and Procedures, and within NICE guidelines:
- Understand the importance of professional accountability and recognise individual responsibilities for personal and professional development.
- Maintain own CPD, attend non-medical prescribing forums and identify development needs and initiate an action plan to discuss with supervisor and trust prescribing lead.
- Audit own prescribing practice each quarter and keep additional CPD records or prescribing practice using single competency framework.
- Participate in regular clinical supervision and an annual self-appraisal and performance review.
- Undertake necessary clinical training and ensure that personal knowledge and skills meet the requirements of the post and that they are in line with current practice.
- To assist and participate in the development of induction programmes for new staff to the team new staff to the team and associated teams within Sirona Care & Health and associated teams within Sirona Care & Health
- To assist in promoting a learning environment for students and colleagues through the use of evidence based practice evidence based practice.

### Team Structure Diagram



### Skills, Experience and Knowledge Required

**Essential:**

- Registered Nurse must have a licence to practise – evidenced by NMC registration, Mental Health, Learning disability, Adult Nursing, Childrens Nursing.
- Knowledge of child development.
- Knowledge and experience in ADHD and ASD.
- Ability to work autonomously and manage own workload effectively.
- Sound knowledge of the components of clinical governance and evidence based practice.
- Up to date knowledge of issues, legislation (local & national relating to the welfare of children and young people who experience mental health problems. In particular:
  - Mental Health Act
  - Children in Need, Child Protection and Safeguarding
  - Multi-agency collaboration
  - Health Promotion
  - Family Centred Care
  - Risk Management
  - Diversity & Equality

***Desirable:***

- Experience of and commitment to partnership working with a range of agencies.
- Sound knowledge and understanding of family and multi-agency dynamics.
- Experience relating to Child Mental Health, Autistic Spectrum disorder and ADHD.

**Qualifications and Training Required**

***Essential:***

- Registered Nurse (Mental Health, Learning disability, Adult Nursing or Childrens Nursing).
- Must have a licence to practise – evidenced by NMC registration.

***Desirable:***

- ADOS training
- Non-medical prescribing

**Additional Information**

The essence of Sirona is about 'Taking it Personally' and we work hard to ensure that everyone who comes into contact with us feels welcomed, supported, safe and valued; these are the experiences we want everyone to have throughout their employment with us.

Every contact we have with individuals makes a difference and our aim is to make that difference a positive one.

**Sirona Values**

- We provide care to the standard we expect for ourselves and our families
- We offer a high quality environment where the individual feels in control of the care and the support they receive
- We offer a working environment where high quality care and compassion are respected and rewarded
- Our staff focus on the goals of the individual taking into account their inter-related physical, mental and social care needs
- Every member of staff takes personally their responsibility to improve the health and wellbeing of those to whom we provide support
- We nurture a just culture where all staff are supported to deliver to the highest standard and are fairly held to account when they fail to do so

**Taking it Personally**

Taking it Personally sets out standards of behaviour that have been developed by staff for staff and support Sirona's values. We expect all staff to adhere to the Taking it Personally behaviours to ensure the Sirona values are upheld at all times.

Taking it Personally underpins Sirona's vision to achieve our aim to make a difference by providing health and social care services ensuring that we

- Focus on individuals, families & communities
- Promote the prevention of poor health and wellbeing and intervene only to support recovery
- Add value to our local communities above what we are contracted to do
- Work with others to ensure joined up services
- Remove unhelpful boundaries between services and professionals
- Continually learn and grow as a Company.

We will ensure that everyone who comes into contact with Sirona feels welcomed, supported, safe and valued in line with our commitment to Taking It Personally.

### **Making Every Contact Count (MECC)**

Staff across Health and Social care has many contacts every day with individuals and are ideally placed to promote and engage in conversations about their health and lifestyle. As part of MECC staff are required to support and encourage individuals to make positive changes to their physical and mental health and wellbeing, including directing them to local services that can support them in making positive changes. MECC focuses on the lifestyle issues that, when addressed, can make the greatest improvement to an individual's health:

- Stop smoking
- Alcohol intake and staying within the recommended limits
- Healthy eating
- Physical activity
- Keeping a healthy weight
- Improving health and wellbeing

### **Safeguarding**

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk and expect all staff to share this commitment and promote safeguarding by implementing policies and procedures, acting promptly on concerns, and sharing information appropriately. We are committed to safe recruitment practice and all appointments are subject to satisfactory clearance appropriate to the post.

### **Infection Prevention and Control**

Infection Prevention and Control is everybody's responsibility.

Compliance with all infection control policies, procedures and guidelines will form an integral part of practice for all staff.

All staff will be responsible for familiarising themselves with the Infection control policies and guidelines on the Intranet site.

Staff must keep up to date with new policies and guidelines and the subsequent implementation in practice.

Staff must seek support and advice from the Infection Prevention and Control Team in all instances where cross infection is likely to have occurred or when managing situations involving patients with infections where guidance in the policies is not applicable.