

Paediatric Metabolic Nurse

Job Description & Person Specification –

A summary of the role responsibilities and person specification



University Hospitals
Bristol and Weston
NHS Foundation Trust

Why Our Trust?

Terms and conditions

Post – Paediatric Metabolic Disease Clinical Nurse Specialist

Division – Women’s and Children’s

Department – Paediatric Metabolic Disease

Band – 5

WTE – 1.00

Location – Bristol Royal Hospital for Children

Annual leave – Up to 33 days pro rata dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The post holder will work as an important member of the Metabolic Multidisciplinary Team within University Hospitals Bristol and Weston NHS Foundation Trust. The post holder will assist with the provision of specialist nursing advice and support to paediatric metabolic disease patients (in-patient and out-patient) and their family, throughout the care pathway.

The post holder will utilize skills of clinical experience, education, and communication to ensure a seamless service for patients, carers and staff.

They will work closely with the metabolic clinical nurse specialists and the multidisciplinary team in hospital and the community to ensure a co-ordinated quality service.

They will work alongside the paediatric metabolic CNS team to develop and support the care of metabolic patients including patients with CLN2 Batten’s disease, lysosomal storage disorders, Barth Syndrome and many other conditions. They will provide clinical care including inpatient investigations e.g., continuous glucose monitoring and administration of infusions.

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you’ll love about working here

UHBW has been rated by the CQC as ‘Good’ - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone’s throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust’s Values.

‘Committed to inclusion in everything we do’ is the ambition set out in the Trust’s Workforce Diversity & Inclusion Strategy. The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly because of a characteristic protected by the Equality Act 2010.

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Main Duties and Responsibilities

Working under the supervision of the Metabolic clinical nurse specialist (CNS) whilst developing your own specialist knowledge. Training will be provided to enable the post holder to gain the competencies necessary to assist the CNS team in undertaking diagnostic tests and delivering care to the cohort of patients.

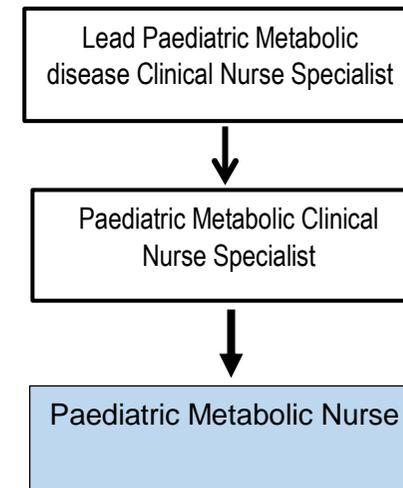
Communication and Relationship skills:

- Demonstrate politeness, courtesy and sensitivity in providing compassionate care for patients, visitors/relatives and colleagues.
- Contribute towards sharing good practice within the multidisciplinary team.
- Promote a positive image of UHBW Trust at all times.
- Communicate effectively within the multidisciplinary team and maintain confidentiality with patients and carers.
- Under the supervision of the Metabolic CNS, give written and verbal advice to patients and carers.

Patient Care:

- With support of the Metabolic CNS, provide patients and staff with specialist advice to manage complex symptoms
- To ensure the delivery of high quality, cost effective care utilising the support and guidance of senior colleagues
- To develop and share expertise within the multidisciplinary team
- To develop the skills to act as a resource in the care of patient's needs, ensuring an optimum level of service to patients and their carers.
- To work closely with other hospitals and community staff to ensure an effective seamless service.
- To work as patient advocate and ensure optimum care is provided to each patient.
- To adhere to infection control guidelines and procedures.
- To act as a positive role model for nurses in the hospital through the demonstration of excellent communication and clinical skills.
- To work clinically, as part of the nursing team, to share experience, knowledge and

Organisational Structure



Key Relationships

Lead Paediatric Metabolic disease CNS, Metabolic CNS team, Paediatric Metabolic MDT-Consultants, CNS team, pharmacist, dietitians, biochemists. Neurometabolic junior doctors. Ward nursing staff and ward sister. Paediatricians, community children's nurses.

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expertise and role modelling to more junior staff.

- To support patient investigations and care including patient infusions e.g. continuous glucose monitoring and enzyme replacement therapy
- To provide support for the Paediatric Metabolic, Batten's and Barth Syndrome CNS services
- Ensure nursing documentation is maintained, accurate and timely in line with the trust standards.
- To demonstrate awareness and compliance with trust policies, procedures, guidelines and standards. To work towards promoting this to others.
- To assist with monitoring of patients undergoing intraventricular infusions
- Administer medicines in accordance with trust policy
- Promote a clean environment and the prevention of hospital acquired infections
- Respond positively and act promptly to resolve problems/issues for patients/carers utilising complaint procedure and PALS where appropriate
- Identify, record and report all incidents/complaints involving staff, patients and visitors in accordance with the UHBW NHS foundation trust policies and assist in any investigations as required

Professional Development and Education Responsibilities:

- Maintain, update and develop personal and professional knowledge and skills.
- To participate in individual performance review annually.
- To ensure that professional knowledge and practice is constantly updated
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework
- Provide education and supervision to student nurses working within the Metabolic team

Leadership and Management:

- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To keep accurate and up to date patient records.
- Actively engages with appropriate agencies to expand own expertise and experience
- Under direct guidance of the line manager, develop the skills to provide specialist nursing advice and support to patients including their families.
- To participate in quality initiatives such as audit, evidence based practice and risk management within a culture of continuous quality improvements.
- To practice in accordance with current policies and procedures of UHBW NHS Trust
- The post holder may be required to order supplies as advised and/or safely use equipment
- Develop clinical reasoning skills, ensuring that when a patient's condition is deteriorating, this is communicated to other members of the healthcare team and acted upon in a timely manner

Research Responsibilities:

- Demonstrate an understanding of the interplay between research and practice to ensure patient care is supported by good evidence and continues to improve
- Demonstrate the ability to access up-to-date evidence to inform care practices
- Support the collection of mandatory national clinical audit data
- Be informed regarding the research studies being undertaken within clinical specialty and any specific responsibilities relating to metabolic nurses
- Facilitate patient and staff involvement in research studies as part of promoting excellent care through research

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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Appropriate post registration experience in nursing – E
- Appropriate post registration speciality experience - D
- Experience of undertaking research or audit projects - D
- Evidence of commitment to research based practice or evidence of project work undertaken – D
- Evidence of recent teaching experience - D

Aptitudes

- Respecting Everyone - E
- Embracing Change - E
- Recognising Success - E
- Working Together - E

Qualifications and Training

- RSCN/ RN Child Branch- E
- Current NMC Registration - E
- Training qualification or equivalent experience – D
- Relevant post-registration course or qualification - D

Skills and Abilities

- Ability to develop own clinical skills and a willingness to participate in continuing professional development – E
- Recognition of own limits - E
- Competency in medication administration including IV drug administration - E
- Good organisation skills - E
- Teaching- D
- Ability to work effectively under pressure - E
- Ability to problem solve and use initiative- E
- Flexible working practices – E
- Self-motivated - E
- Ability to work as part of a team - E
- Ability to cope with emotional issues presented in the course of work, and to support others - E
- Knowledge of national and local specialty specific issues - D
- IT skills including use of email and Microsoft office packages - E
- Awareness of professional responsibilities to self and others - E
- Commitment to the development and provision of high quality nursing care - E
- Excellent interpersonal and communication skills - E

Public Sector Language Competency

- Be able to speak fluent English to an appropriate standard – E

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(D) = Desirable

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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