

## **JOB DESCRIPTION**

<b>Title:</b>	Clinical Nurse Specialist – Cleft Lip & Palate
<b>Reports to:</b>	Lead Nurse – Cleft Lip & Palate Network
<b>Accountable to:</b>	Lead Nurse - Cleft Lip & Palate Network
<b>General Management Accountable to:</b>	Cleft Lip & Palate Network Manager
<b>Key Relationships:</b>	Parents, Families, Carers, Clinical Director Cleft Lip & Palate Services, Deputy Chief Nurses, Consultant Medical and Dental team, Divisional General/Directorate Managers, Medical Directors, Cleft Lip & Palate Clinical Teams, support and Ancillary staff, Nursing Students, Community Health and Social Care teams, GPs, Clinical Operational Group for the Cleft Lip & Palate Services, Voluntary Agencies, Clinical Governance Team, and other teams of Specialist Practitioners.

## **Job Summary**

The post holder will exercise higher levels of judgement, discretion and decision making in clinical care demonstrated through the agreed competency framework. They will provide specialist expertise and advice as a core member of a multidisciplinary cleft team specialising in the management of children with clefts of the lip and/or palate and their families within the Northwest, the Isle of Man, and the North Wales Clinical Network. The post holder will demonstrate a sound understanding of the issues related to the identification, assessment, treatment and management of Cleft Lip & Palate patients, associated anomalies, and play a key role in the management of these families throughout the treatment period. They will monitor and improve standards of care through supervision of practice, clinical audit, evidence-based practice, teaching and supporting professional colleagues in the provision of skilled professional leadership. The post holder will also contribute to clinical governance within the service by understanding audit and research within this specialist field.

The post holder will work independently within the community, the hospital of birth, through acute episodes of admission for surgery, at joint clinics and nurse led clinics. They will be expected to be part of an on-call service providing out-of-hours cover for the whole network area.

## **Leadership & Consultancy**

The post holder will be expected to:

- Role model standards of care and behaviour through clinical practice.
- Be highly visible in the clinical areas.
- Contribute to the development of Multidisciplinary Team (MDT) /team objectives for the service/speciality.
- Act as a role model of standards of behaviour of professionalism, through commitment to the integration of policies and procedures within role and workplace.
- Contribute to local clinical networks and speciality specific groups, working in partnership with other key professionals.
- Analyse relevant National policy, advise on impact for service, and lead the implementation of changes and evaluation of processes in partnership with the MDT.
- Maintain professional registration and practice through CPD (Continuous Professional Development).
- Maintain professional portfolio to demonstrate competence in line with Trust competency framework.
- Maintain personal standards of conduct and behaviour consistent with Trust and NMC guidelines.
- Demonstrate the ability to allocate, coordinate, monitor and assess your own workload and that of individuals or the service.
- Ensure appropriate use of resources to meet service/client's needs.
- Identify gaps in service provision and agree with the MDT implement changes required to improve service provision.
- Participate in the implementation and delivery of the standards set within the Trust's Nursing & Midwifery Strategy.
- Recognises, understands, and accepts the requirement to act as an advocate for patients, carers, service, and organisation.
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## **Clinical Practice**

The post holder will:

- Assess, plan, and implement programmes of evidence-based care for client group.
- Ensure interventions are undertaken in line with best practice guidance.
- Act as a resource and provide advice, information and support to Trust staff caring for specific client group.
- Provide specialist advice and support to client group.
- Identify local, demographic, cultural and environmental factors that influence the health and quality of life for client group.
- Act as a resource in the coordination and effective management of the admission and discharge process.
- Incorporate specialist practice in line with the regulatory framework of the Trust and NMC.
- Ensure that child protection and vulnerable adult legislation is adhered to within your own practice and service.
- Develop and evaluate policies/guidelines/protocols for speciality clinical practice and take responsibility for updating and monitoring policies/guideline/protocols specific to the role.

- Provide a visible clinical profile, having both an advisory and clinical input into patient care as directed by the Lead Nurse.
- Prepare accurate and concise reports both verbally and written.
- Communicate the needs of the client groups effectively within the MDT and the trust.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff, and students in training.
- Continually review and evaluate own role and clinical practice informing the annual review process with the Lead Nurse.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Plan and manage your own workload and the workload of the service, in a flexible manner, ensuring that service provision meets the needs of clients.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Promote a positive relationship with all stakeholders within the service.
- Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate.
- Collect and collate data as required by the specialist function to inform internal and external professional and operational bodies.

### **Education & Development**

The post holder will:

- Develop and deliver specific and relevant specialist teaching programmes for all disciplines and grades of staff, client group and carers within the Trust in relation to area of speciality.
- Review and evaluate all teaching programmes and lead on the development of new programmes when a need is identified.
- Maintain the education of link nurses, and clinical areas who contribute to the patient pathway.
- Identify own development needs in line with service requirements within personal development plan.
- Develop and distribute educational leaflets in relevant formats, for staff and patients relating to service and patient pathway.
- Ensure personal and peer support and clinical supervision needs are met.
- Act as mentor/preceptor and resource person for all nursing and support staff as appropriate to the role.
- Provide clinical supervision both within and external to the organisation to support the development of individuals and practice.
- Ensure mentorship training is updated annually.
- Ensure the clinical environment is conducive to supporting the education and learning of all staff and students.
- Provide educational and training opportunities to pre-registration nursing students to ensure the placement satisfies the relevant elements of their learning agreement.
- Provide an environment that encourages client centred involvement where clients are facilitated to ask for help, advice, and education.
- Contribute to clinical governance outcomes.

## **Research & Development**

The post holder will:

- Evaluate clinical practice through audit of service, developing and managing strategies to address any shortfall.
- Demonstrate knowledge of current research in all aspects of his/her work and to advise others on the implementation of relevant research findings.
- Initiate and/or become involved in research projects in response to identified needs.
- Disseminate results/research findings via local team and/or national/international publications.
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and Essence of Care processes to achieve this.

## **Departmental Duties**

The post holder will be expected to:

- To hold a caseload within an agreed but flexible locality, thus ensuring the nursing team works in an integrated way within the network; to cover periods of leave and on call throughout the geographic patch.
- Take part in a nurse led on-call Rota within the managed clinical Network seeing mothers in pre-natal clinics, other diagnostic imaging centres, health clinics, DGHs and in the family homes. They will provide early consultations with the family and child prior to a clinical appointment with the multidisciplinary team.
- Assist in diagnosing, assessing, and planning the management of complex newborn babies with clefts born in the DGHs of the Network, who may present with a variety of feeding and respiratory difficulties.
- Plan the care and management of the needs of babies with clefts and additional complex conditions, in partnership with local Paediatric services, in the family homes until primary surgery is completed and thereafter as required.
- Actively support the transitional care of young people into adulthood through an agreed arrangement (pathway)
- Be responsible for the visit ante-natal referrals made to the cleft service; interpreting diagnostic findings and providing information, counselling regarding treatment, birth planning and feeding preparation. Address complex and sensitive counselling issues for example, the diagnosis of the cleft and other complex conditions including conversations about pregnancy termination.
- Participate within the Network in seeking the view of children, carers and parents in the planning and delivery of care.

**This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing need of the Trust and its services, as well as the personal development needs of the postholder.**

**Where Directorates require the post holder to focus on specific issues and/or areas of concern, this will be discussed through the performance management process.**

### **Health and Safety**

The trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per the Trust Policy, including the reporting of potential hazards.

### **Security**

The post holder has a responsibility to ensure the preservation of NHS property and resources.

### **Confidentiality**

The postholder must maintain confidentiality in all aspects of their work.

### **Team Briefing**

The Trust operates a system of Team Briefing, which is based on the principle that people will be more committed to their work if they fully understand the reason behind what is happening to their organisation and how it is performing.

### **Smoking Control Policy**

The Trust operates a smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds and internal areas. Staff appointment will agree to only smoke in designated area.

## **THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**

**Signed (Employee):**

**Date:**

**Signed (Manager):**

**Date:**