

VINCENT SQUARE EATING DISORDER SERVICE

JOB DESCRIPTION:

JOB TITLE:	Senior Nurse Specialist
GRADE:	Band 7
DIRECTORATE:	Eating Disorders/CAMHS
LOCATION:	Vincent Square Clinic and Roxborough Road
ACCOUNTABLE TO:	Clinical Nurse Manager
RESPONSIBLE TO:	Head of Eating Disorders

JOB PURPOSE:

To provide senior nurse leadership within the Liaison Team. As post holder and in conjunction with the multidisciplinary team, you will take a senior role in the processing of all new referrals to the service. You will assess, plan and provide supportive clinical management, using evidenced based models of care, to a caseload of patients suffering from severe eating disorders and having complex needs. You will liaise with GPs and other professionals involved in their care to coordinate care and to manage risks.

You will also liaise with referrers and offer training and advice to primary and secondary services and other external agencies as required. You will share the supervision responsibilities of the liaison team with peers and contribute to the wider clinical initiatives within the Eating Disorders service.

JOB SUMMARY:

The post-holder will have a base within the eating disorders service at Nightingale Place and be required to go to the EDS satellite clinic at Roxborough Road within the borough of Harrow, when required, as well as flexibility to work from home as agreed with management. You will also be required to carry a caseload of patients from all EDS

borough areas. You will provide specialist assessment to those referred to the service, and provide guidance to referrers and external agencies on the management of patients suffering with an eating disorder. You will facilitate with nursing colleagues, risk management clinics including physical health checks and mental health reviews. You will provide senior nursing support and supervision to the liaison team in collaboration with the manager and peers. You will also contribute to the wider nursing initiative of the service.

You will work within the multidisciplinary team, collaborating with Doctors, Psychologists, Nurses and Nursing Associates, Occupational Therapists, Family Therapists, Dietician, Inpatient and Day Programme Teams. In addition, you will liaise with Community Mental Health Teams, Primary Care Teams, and Medical and Psychiatric Wards.

KEY RELATIONSHIPS

- Clinical Director
- Head of Eating Disorders
- Clinical Nurse Manager
- Outpatient Team Lead
- Occupational Therapists
- Family Therapists
- Psychologists
- Psychiatrists
- Nurse Therapists
- Nursing Associates
- Primary Care
- CMHT
- Other Secondary Eating Disorder Services
- Medical Wards
- Psychiatric Wards/Services
- Admin Team Manager

1. SENIOR NURSING ROLE

- To contribute to the processing all new referrals including triaging for the designated boroughs and highlight any referrals needing further discussion with the Clinical Nurse Manager and or Outpatient Consultant Psychiatrist and the relevant meetings.
- To provide assessment of complex referrals and to provide advice to referring agents on how to access services.

- To work with families as appropriate
- To provide consultation and advice to referrers; children & young people and their families.
- To provide effective nurse leadership, expertise, advice and support to the team and ensure the provision of high-quality care to patients with eating disorders.
- To act as a role model and highly competent practitioner.
- To provide supervision shared with band 7 peers to the liaison team clinicians.
- To participate in the recruitment of staff to the liaison team, and assist with interview panels in the wider service as required.
- To take a participate in the induction of new staff to the liaison team.
- To contribute to the continued development of the treatment pathway from the point of referral through to discharge.
- To promote an innovative and progressive attitude to the continual improvement of patient care through research and evidence-based practice.

2. CLINICAL RESPONSIBILITY

- To offer supportive clinical management to a case-load of patients suffering from complex eating disorders living in the EDS catchment areas and if necessary out of area patients.
- To provide Evidence Based Treatment to patients with a range of Eating Disorders across the spectrum of severity.
- Monitor physical and mental health of patients relating to their eating disorder.
- To participate in Venepuncture and ECG procedures or willingness to be trained in order to practice these physical care skills.
- Ensure own practice is in accordance with the NMC Code of Professional Conduct, or discipline appropriate body and Mental Health Legislation, which incorporates and respects differences in respect of gender, sexuality, ethnicity, religion, culture and disability.
- Participate as an active member of the team, accountable for your practice, and work in partnership with other health care professionals, patients and others in the delivery of care.
- To offer clinical support and advise on suitable treatments for those seriously ill patients awaiting outpatient/in-patient admission to professional staff and to families and carers.
- To ensure MEED guidelines are being followed on medical wards within the service catchment area.
- To work with autonomy, organise own schedule, maintaining daily contact with the service.
- To provide clinical supervision and line management supervision for individual and /or group of colleagues in the appropriate setting.

- To liaise with Clinical Nurse Manager, Service Manager and Consultant Psychiatrist to prioritise patients awaiting admission.
- In conjunction with senior staff and the Head of Eating Disorders will work to ensure that National Service Framework standards and Clinical Governance initiatives are developed.
- Always act in a manner as to promote and safeguard the interests and wellbeing of patients, visitors and colleagues.
- To participate in mandatory staff group.
- To raise safeguarding alerts in accordance with Trust Policy.

3. Generic Responsibilities

- To work to the model of care of the Eating Disorder Service.
- To attend regular clinical meetings and effectively contribute to the formulation of an MDT care plan which safely addresses all aspects of the level of risks identified.
- To provide professional clinical advice to the multi-disciplinary team.
- To develop and maintain professional and positive inter-disciplinary relationships within the clinic, Trust and related services.
- To attend Care Programme Approach meetings, act as care co-ordinator when appropriate and undertake risk assessments.
- To maintain standards of confidentiality at all times.
- To monitor standards of care delivered to patients, to investigate any incidents, accidents or complaints in accordance with Trust policy.
- To have regular line management supervision from the Clinical Nurse Manager.
- To ensure the safe custody, checking and administration of all medications in accordance with statutory regulations and Trust policy.
- To ensure that clinical procedures and clinical treatments are carried out in accordance with agreed procedures.
- To provide written reports as required adhering to the Trust guidelines.
- To complete all data as required by the Trust and commissioners.
- To follow NMC or relevant discipline body guidelines at all times.
- To attend Mental Health Review Tribunals and Service and Trust management meetings as required.
- To be aware of and implement Trust Policies for the delivery of health care, and other matters.
- To be aware of the requirements of the Mental Health Act 1983 and other relevant legislation, and to act within it.
- To work with patients and staff according to the principles of equal opportunities.

4. COMMUNICATION:

- Possess excellent communication skills and be able to form a positive, therapeutic relationship with people who are experiencing acute crisis or distress in the context of partnership and trust.
- To be aware of how your verbal and non-verbal communication can be interpreted by others and ensure a polite approach is maintained at all times.
- Liaise closely and effectively with colleagues in primary and secondary healthcare services, families and carers to ensure well co-ordinated and consistent care for people who are suffering from eating disorders.
- Liaise where appropriate with voluntary agencies to help create seamless patient care.
- Help promote Team cohesiveness, multidisciplinary working and at all times work collaboratively with colleagues in all parts of the Trust to achieve healthy and effective communication.
- To make sure that procedures are in place for staff in team to have regular clinical, managerial supervision in line with the Trust Policy.
- To ensure that information of a confidential nature is not divulged to any unauthorised person and is stored in line with the provisions of the Data Protection Act.
- Ensure that all documentation is legible and written in accordance with professional guidelines and best practice.

5. TRAINING

- Participate in the planning & facilitation for the induction of staff to the service.
- Act as mentor for students on placement and provide education and support.
- To identify training and professional needs in supervision and develop an educational and training plan under KSF and appraisal.
- Ensure that own professional mandatory training is met, so that professional and statutory and legal requirements are fulfilled.
- To play a key role, in conjunction with other colleagues, in organising and delivering training to primary/secondary care workers and community mental health teams who are involved in referring patients.
- To provide education and training within the team and other Trust staff in relation to his/her sphere of specialist knowledge.
- To participate in the training of pre/post-registration nursing students by offering field work teaching, supervision and evaluation and reports.
- To take an active interest in nursing research, in particular on mental health issues, utilise findings where appropriate and develop an investigative approach to practice.

- To maintain up to date knowledge of evidence-based treatment of eating disorders.
- To carry out any other duties appropriate to the grade.

6. POLICIES AND/OR SERVICE DEVELOPMENT:

- To enable development of team objectives and future direction of the service.
- Engage in clinical governance activity, reviewing serious untoward incidents, complaints and accidental reports to ensure that the Trust and its services learn and improve.
- Use own specialist clinical expertise to contribute to the operational and strategic plans for the service and assist its development.
- Ensure the implementation of professional and Trust wide clinical policies.

7. MANAGEMENT OF RESOURCES:

- To assist and support the Service Director in the establishment of an efficient working environment, making the most effective and efficient use of staff, supplies and services.
- To utilise all available resources to the maximum benefit of the service, being aware of resource implications specific to the service.
- Ensure that agreed Trust policies and procedures are followed.
- Assume responsibility for the management of both human and financial resources within the designated team in an effective manner.
- Report any maintenance requirements through the Trust processes.
- In consultation with senior management and members of the Eating Disorder Service to collect appropriate qualitative and quantitative data utilising audit tools as necessary.

8. PERSONAL DEVELOPMENT:

- To keep up to date and participate in training programmes identified in a Personal Development Plan and KSF framework.
- To ensure self-knowledge of changes in health care, in particular the Patients' Charter, Clinical Governance, National Service Framework for Mental Health and NICE Guidelines for Eating Disorders (DOH2004).
- Participate in formal appraisal system in accordance with Trust policy.

- Participate in special projects, research and surveys related to the clinical area as directed.

Rider Clause

This is an outline of the post holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the Trust and Department.

Job Flexibility

The post holder will be required to work flexibly, providing assistance as and when necessary, which may involve them in a developing role.

Working Relationships

The working relationship between all members of staff should be mutually supportive, with staff deputising and covering for each other when appropriate.

Health and Safety

Central and North West London Mental Health NHS Trust has a Health and Safety Policy applicable to all employees. Employees must be aware of the responsibility placed on them under the Employment Rights Act 1996, to ensure that agreed safety procedures are carried out, and to maintain a safe environment for employees, patients and visitors.

Infection Control

The prevention and control of infection is the responsibility of everyone who is employed by Central and North West London Mental Health NHS Trust. Employees must be aware of infection control policies, procedures and the importance of protecting themselves and their clients in maintaining a clean and healthy environment.

Improving Working Lives

Central and North West London Mental Health NHS Trust is committed to the principles of Improving Working Lives and all managers are encouraged to follow Improving Working Lives practices. Consideration will be given to all requests for flexible working in line with Trust policy.

Staff Involvement

Central and North West London Mental Health NHS Trust is committed to involve staff at all levels in the development of the organisation.

Managers should ensure that staff are encouraged and involved in organisational and service developments including business planning and they are able to influence discussions, which affect them and their working conditions.

All managers should engender a culture of openness and inclusion so that staff feel free to contribute and voice concerns. They should develop and implement communication systems that ensure staff are well informed and have an opportunity to feedback their views.

Smoking

Central and North West London Mental Health NHS Trust acknowledges its responsibility to provide a safe, smoke free environment to its employees, patients and visitors. In expressing its commitment to the prevention of smoking related diseases, the Trust has a 'Non Smoking Policy' and all Trust buildings and vehicles are designated as smoke free areas.

Alcohol

Employees are expected to be aware of and understand that Central and North West London Mental Health NHS Trust has a policy on alcohol and the consumption of alcohol. Alcohol is not permitted whilst on duty.

Confidentiality

Employees should be aware that the Trust produces confidential information relating to patients, staff and commercial information. All employees have a responsibility for ensuring the security of information and to comply with the Data Protection Acts, Access to Health Records and Computer Misuse Act. Disclosure of personal, medical, commercial information, systems passwords or other confidential information to any unauthorised person or persons will be considered as gross misconduct and may lead to disciplinary action which may include dismissal.

Equal Opportunities

All employees of Central and North West London Mental Health NHS Trust are expected to be aware of, and adhere to, the provision of the Trust's Equal Opportunities Policy, and to carry out their associated duties and responsibilities under this policy. As users of the disability symbol, the Trust guarantees to interview all disabled applicants who meet the minimum essential criteria for a vacant post.

Grievances, Disputes, Disciplinary and Other Industrial Relations Procedures

Central and North West London Mental Health NHS Trust has grievance, disputes, disciplinary and other industrial relations procedures. Employees are required to make themselves aware of these procedures, copies of which are available on the Trustnet, from your manager and the Human Resource Directorate.

Personal Development

The postholder is expected to co-operate in activities which line management believes will contribute to personal and/or to team growth. This includes attending supervisory sessions and training modules, both at their work base and other selected venues of instruction.

Conflict of Interest

Employees are expected to declare any private 'interest or practice', which might conflict with their NHS employment, and be perceived to result in actual or potential financial or personal gain.

Working Time Regulations

The Working Time Regulations 1998 require that you should not work more than an average of 48 hours each week i.e. no more than 816 hours in a 17-week period. To work more than 48 hours you must have management authorisation and you will be required to sign an opt out agreement.

The Trust policy has a limit of 60 hours per week and all staff must ensure a 24hour rest period is taken in every 7 days.

Conditions of Employment

The Trust will screen all staff that will be working with children and police checks will be carried out on all staff appointed to posts, which have access to children.

This will also apply if role develops to include access to children.

Terms and Conditions

The terms and conditions of service associated with this position are those agreed by the Trust.