

Job Description

Post Title	Clinical Nurse Specialist (NMP)– Manchester ADHD Service/TES
Band	NHS Band 7
Directorate	Manchester
Location/Base	Posts at Rawsley Building and Manor House
Responsible to	Clinical Team Manager
Accountable to	Operational Manager

Job Summary/Purpose

We have a number of posts for Clinical Nurse Specialists in our ADHD teams in Manchester and Trafford. We are looking to recruit a full time and part time (0.6WTE) roles in our Manchester ADHD team and a full time role in our Trafford Team (TES).

The Clinical Nurse Specialist will be responsible for completing ADHD screenings, assessments, and review clinics (including medication reviews and associated physical monitoring) as part of the ADHD clinical pathway. The post holder will provide pharmacological and non-pharmacological evidence-based interventions and provide specialist clinical input into the ADHD Service.

The post holder will contribute to the specialist ADHD diagnostic assessment process for adults over 18 years and demonstrate enhanced competence in complex decision making, assessment and the management of clinical needs.

The role will involve working in partnership with service users, carers, families, friends, and other agencies, including liaising with primary care services to ensure effectiveness of outcomes.

The post holder will also support the development of registered and unregistered staff including students by mentoring, supervising, and teaching.

The post will also involve collecting and collating data / information effectively for the purpose of audit, research, and service performance.

Main Duties & Responsibilities

Heading	Duty/Responsibility
1) Communication	<ul style="list-style-type: none"> • To demonstrate high-level communication skills at all levels. • To utilise highly developed interpersonal skills to facilitate effective communication when there are barriers to understanding or in a hostile, antagonistic or highly emotive situation. • To establish and maintain robust communication networks with clients, carers, team members, other health care and social care workers, external statutory agencies and third sector organisations.

	<ul style="list-style-type: none"> • To represent identified profession at local forums.
<p>2) Service Management In conjunction with the Team Manager</p>	<ul style="list-style-type: none"> • Ensure caseload is effectively managed and systems are in place for: <ul style="list-style-type: none"> ○ Assessment/diagnosis ○ Follow up and review ○ Discharge • Ensure team compliance with reliant Trust, Professional and City Councils policies, procedures, protocols and guidelines. • In the absence of Chair (Consultant Psychiatrist/Team Manager), chair multidisciplinary clinical and business meetings, case planning meetings and reviews, including adult safeguarding strategy meetings and Best Interest Meetings. • Act up for the Team Manager as required. • Completion of incident reviews and complaints
<p>3) Clinical & Social Care Governance & Quality</p>	<ul style="list-style-type: none"> • To implement NMP prescribing in accordance with NMC/GPHC/HCPC prescribing guidelines and to adhere to medicines management and NMP policy, for service users on NMP caseload. • Take responsibility for clinical assessment, diagnosis and clinical management using clinical governance arrangements, following GMMH policy • The post holder will be able to prescribe medications provided they are in: <ul style="list-style-type: none"> ○ their personal scope of practice, ○ those within the nurse prescribers extended formulary, ○ all licensed pharmacy only medicines ○ general sales list, ○ controlled drugs (dependent on professional registration), ○ unlicensed medications. • To maintain best practice in relation to non-medical prescribing practice as detailed by the national prescribing center and the Single Competency Framework • Work in conjunction with medical staff in developing and delivering prescribing treatment. • To prescribe cost effective and according to best practice, within service and GMMH policy. • To undertake CPD and supervision around the prescribing role, with another prescriber • Ensure that service users and carers receive clear and accurate information on: <ul style="list-style-type: none"> ○ How to access the service at all times

	<ul style="list-style-type: none"> ○ Confidentiality ○ Access to Records ○ Their own Assessments and Care Plans ○ Mental Health conditions and medication ○ Service Publicity, including what they can expect from the service ○ Community Resources ○ Complaints and compliments procedures ○ How to access Advocacy Services ● Promote a service philosophy based on a balanced model of care, recovery and personalisation. ● Establish quality standards relating to the service user and carer experience. To be responsible, in conjunction with the Team Manager and other Senior Practitioners, for the local implementation of Divisional Action Plans ● Establish quality assurance systems to monitor and audit these standards. ● Undertake and participate in complaint investigations. ● Utilise activity reports relating to the work of Manchester ADHD/TES to ensure efficient and effective use of resources. ● To participate in the local Clinical and Social Care Governance structure as required. ● To undertake local audits and reviews in line with national/local standards and service developments as required. ● To keep abreast of, apply and advise on national and professional guidelines/legislation relating to health and social care in mental health service provision. ● To ensure that standards of practice are maintained in accordance with individual appropriate Code of Professional Conduct and Trust policy and procedure. ● To lead on integrating care pathways as part of the enhanced community model and embedding these within the service ● Carry out specific responsibilities and provide specialist leadership as determined by professional qualification. For example in relation to independent prescribing, mental health act, care act, safeguarding.
<p>4) Policy/Service Improvement & Development</p>	<ul style="list-style-type: none"> ● In conjunction with the Team Manager undertake responsibility for the continuous improvement of the service provided by the Manchester ADHD Team/TES. ● In conjunction with the Team Manager identify opportunities for local service development and support the process of change. ● In conjunction with the Team Manager identify unmet needs to support service planning and development. ● In conjunction with the Team Manager support the drafting and implementation and review of operational policies and

	<p>local procedures.</p> <ul style="list-style-type: none"> • In conjunction with the Team Manager support the development of effective operational co-ordination with health and social care commissioners and providers and other stakeholder organisations. • To comply with the own Code of Ethics and Professional Conduct, Professional Standards and National, Trust and local Policies and Procedures. • To ensure the effective implementation of professional strategies and policy initiatives. • To ensure, in conjunction with other Senior Practitioners that information about policy and strategy initiatives is cascaded to other team professionals. • To ensure that staff understand and adhere to all Trust policy and procedure. • To be responsible, in conjunction with the Team Manager, for the local implementation of Divisional Action Plans. • To support role in the implementation, development and evaluation of this service.
5) Financial and Other Resources	<ul style="list-style-type: none"> • In conjunction with the team manager, ensure compliance with GMMH Standing Financial Instructions. • To support the Service Manager in the strategic management of budgets within Services. • In conjunction with the Team Manager optimise the effective management of resources to support service delivery. • To exercise good personal time management, punctuality and consistent, reliable attendance. • To ensure the effective use of resources, including the responsible management of petty cash, and ensuring staff compliance with the same.
6) Human Resources	<ul style="list-style-type: none"> • In conjunction with the Team Manager, support the team recruitment and selection process. • In conjunction with the Team Manager ensure that staff receive clinical supervision as per policy. • In conjunction with the Team Manager undertake responsibility for attendance management procedures as per Trust Policy. • In conjunction with the Team Manager undertake responsibility for monitoring the performance of staff, ensuring appropriate accountability and implementing competency and disciplinary procedures as appropriate, using the relevant Trust policies and procedures.
7) Service User, Carer and Stakeholder Involvement	<ul style="list-style-type: none"> • Promote a service philosophy that is strongly recovery focused for service users and carers. • Ensure the promotion of Personalisation within the service users recovery plans. • Ensure, as far as practicable, the full involvement of service

	<p>users – and, where appropriate, relatives and carers – in the assessment of their needs and the formulation and review of their care plans.</p> <ul style="list-style-type: none"> • Promote user and carer involvement in the recruitment, induction and training of staff. • Establish systems to elicit user and carer views of the service and monitor user and carer satisfaction. • Promote user and carer involvement in the evaluation and development of services. • Establish systems for the receipt and recording of complaints and compliments about the service. • Undertake responsibility for the resolution of complaints, implementing the complaints procedure where necessary. • Ensure effective liaison with health and social care commissioners and providers and other stakeholder organisations.
<p>8) Learning, Education and Personal Development</p>	<ul style="list-style-type: none"> • To take responsibility for own learning and development by recognising and taking advantage of all opportunities to learn in line with NHS core competencies, including full participation in IDPR and supervision, and acting as role model for self-development. • To identify and facilitate the meeting of staff training needs to inform the Division's requirements. • Promote a learning environment and culture within the team which supports the professional development and effectiveness of the team as a whole. • Contribute to the delivery of specialist and multidisciplinary training, including the induction of new staff, students and trainees in the service. • To provide professional leadership for staff within the team of the same professional background as the post holder. • To work closely with other senior practitioners and professional leads for other professions within the team in recruitment, annual appraisals, education and development. • To interpret national, regional and local initiatives, and make recommendations on their implementation. • To act as a Practice Educator for students in accordance with professional qualification.
<p>9) Safeguarding Children and Vulnerable Adults</p>	<ul style="list-style-type: none"> • To adhere to the principles of safeguarding of children and vulnerable adults in line with Trust Policy and reporting local procedures. • To lead on ensuring junior staff compliance with the same. • To attend local safeguarding meetings as required.
<p>10) Health and Safety</p>	<ul style="list-style-type: none"> • To comply with all the service security requirements within the context of being a lone practitioner in the community.

	<ul style="list-style-type: none"> • To take a clinical lead to ensure compliance with health and safety • Legislation within community services. • Take responsibility to maintain the standards of the community environments using Health and Safety and infection control standards.
11) Diversity and Inclusion	<ul style="list-style-type: none"> • To carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities, Equality and Diversity and Dignity in care and work policies. • To avoid unlawful discriminatory behaviour and actions when dealing with colleagues, service users, members of the public and all other stakeholders. • To promote awareness of and respect for equality and diversity and dignity in care and work in accordance with Trust policies and procedures. • To treat all staff, patients, service users, NHS contractors and the general public with dignity and respect at all times. • To ensure junior staff are compliant with the same.
12) Infection Control	<ul style="list-style-type: none"> • To protect service users, visitors and employees against the risk of acquiring health care associated infections by consistently observing Trust Infection Prevention and Control Policies and procedures and best practice guidance in order to maintain high standards of Infection Prevention and Control.
13) Confidentiality	<ul style="list-style-type: none"> • All information relating to service users, carers and staff gained through your employment with the Mental Health and Social Care Services is confidential. Disclosure to any unauthorised person is a serious disciplinary offence.
Trust Mandatory On-going Requirements - to be met by the candidate after commencing in post, these will not be assessed at the recruitment stage	<ul style="list-style-type: none"> • To undertake any other reasonable duty, when requested to do so by an appropriate Trust manager. • To understand and comply with all Trust policies, procedures, protocols and guidelines. • To understand the Trust's strategic goals and how you can support them. • To undertake Trust mandatory training as required for role. • To understand the need to safeguarding children and vulnerable adults and adhere to all principles in effective safeguarding. • To carry out all duties and responsibilities of the post in accordance with equal opportunities, equality and diversity and dignity in care/work policies and principles. • To avoid unlawful discriminatory behaviour and actions when

	<p>dealing with the colleagues, services users, members of the public and all stakeholders.</p> <ul style="list-style-type: none"> • To only access information, in paper, electronic, or in another media, that is authorised to you as part of the duties of your role. • Not to communicate to anyone, inside or outside the NHS, information relating to patients, services users, staff, contractors or any information of a commercially sensitive nature, unless done in the normal course of carrying out the duties of the post and with appropriate permission. • To maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately, appropriately and kept up to date. • To ensure that day to day activities embrace sustainability and reduce the impact upon the environment by minimising waste and maximising recycling; saving energy; minimising water usage and reporting electrical faults, water leakages or other environmental concerns to the facilities department or their line manager. • Take reasonable care of the health and safety of yourself and other persons. • To contribute to the control of risk and report any incident, accident or near miss. • To protect service users, visitors and employees against the risk of acquiring health care associated infections. • To take responsibility for your own learning and development by recognising and taking advantage of all opportunities to learn in line with appraisal and supervision.
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Further Information for Postholder(s)

This job description is not exhaustive, but is intended to give an overall picture of the role. Other duties within the general scope of the post may be required from time to time. The duties of the post and job description can be reviewed through the agreed process. All information obtained or held during the post-holders period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

All Trust sites have been designated a no smoking area. The post holder is therefore advised smoking is not permitted within the hospital premises or grounds or whilst representing the Trust in the course of their duty. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy