

# JOB DESCRIPTION

## AGENDA FOR CHANGE: JOB DESCRIPTION

<b>Post title:</b>	<b>Endocrine/Diabetes Associate Practitioner</b>
<b>Directorate/department:</b>	Diabetes and Endocrinology
	Division B
<b>Agenda for Change band:</b>	Band 4
<b>Accountable to:</b>	Lead Nurse for Diabetes and Endocrinology
<b>Accountable for:</b>	Diabetes and Endocrinology service
<b>Main purpose:</b>	The post holder will work as a part of the diabetes and endocrine multi-disciplinary team assisting the DSN and ENS in providing specialist nursing care and education to a defined group of patients with diabetes and potential endocrine conditions using clearly defined protocols.
<b>Key working relationships:</b>	Diabetes and Endocrine Team
<b>General duties:</b>	<ol style="list-style-type: none"> <li>1. To work both ward-based for patient teaching and clinic-based for outpatient clinics and venesection.</li> <li>2. To work alongside the Diabetes and Endocrine Multidisciplinary team in the provision of patient care.</li> <li>3. To undertake phlebotomy and <b>have experience</b> of dynamic function testing in accordance with trust protocols and guidelines under the supervision of the Endocrine Specialist Nurses.</li> <li>4. To undertake observations, recognise change and escalate to the Endocrine Specialist Nurses.</li> <li>5. To ensure accurate and timely documentation in the patient's medical record.</li> <li>6. To administer prescribed medication in a safe and timely manner in accordance with trust policies and training.</li> <li>7. To <b>have experience</b> in delivering direct patient education such as steroid education, teaching how to do blood glucose monitoring and insulin administration.</li> <li>8. To promote effective communication with patients, relatives, the MDT and deal with inquiries in a professional manner.</li> <li>9. To liaise with Primary and Secondary care colleagues to facilitate the safe handover of patient care plans.</li> <li>10. To actively contribute to service development, deliver high standard of care in accordance with National and Local targets and guidelines.</li> <li>11. To be able to work independently under the guidance of a registered nurse acknowledging own skills and boundaries, taking opportunities to develop self-knowledge, contributing to effective team work and respond to the changing needs of the service.</li> <li>12. To deliver health promotion advice to patients under the care of the UHS diabetes and endocrinology service.</li> <li>13. To work with clinical leads to collect evidence of benefit in role to secure continuation of funding for the post/role.</li> <li>14. To check stock levels of the equipment required by the diabetes and endocrinology specialist nurses and order as appropriate.</li> </ol>

IMPORTANT ADDITIONAL INFORMATION RELATING TO YOUR EMPLOYMENT

<p><b>Duty of care</b></p>	<p>You are responsible for ensuring that the patient, family and carers are at the centre of everything you do.</p> <p>Be open, honest, and willing to acknowledge when something has gone wrong. Make timely apologies and take action to report incidents, including near misses; to ensure that as an organisation we learn.</p> <p>You should continuously seek to reduce harm by speaking up to managers and leaders if you believe that a lack of skills, knowledge, or resources place patients at a risk of harm or if your concerns are not being listened to. Managers and leaders must listen to others when they raise concerns and take action.</p> <p>Wholeheartedly commit to learning about safety, continually striving to improve excellent care. Develop your own ability to detect and correct defects.</p>
<p><b>NHS standards of business conduct and professional registration</b></p>	<p>All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers.</p> <p>All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.</p>
<p><b>Living our values every day</b></p>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Always Improving</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<p><b>Health and safety:</b></p>	<p>Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare</p>
<p><b>Infection prevention and decontamination of equipment:</b></p>	<p>All staff are reminded of their responsibility to adhere to Trust and departmental infection prevention policies, including policies for the cleaning and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.</p>
<p><b>Child protection/safeguarding</b></p>	<p>All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and departmental child protection and safeguarding policies including employment checks.</p>
<p><b>Confidentiality</b></p>	<p>All employees of University Hospital Southampton NHS Foundation Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and departmental policies may be liable to serious disciplinary action including dismissal.</b></p>

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	This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.
<b>Mental Capacity Act 2005</b>	All Staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.
<b>Sustainability</b>	Staff are reminded of their responsibility to take care of the resources used whilst at work. These include careful use of energy and water; for example, ensuring unnecessary equipment is turned off when not in use. Waste needs to be segregated properly. UHS policies and strategies for sustainability should be followed whilst undertaking daily duties. We encourage staff to be involved with sustainability at work, through participation in the Green Guardians network.
<b>Last updated</b>	24 April 2024