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**CORE CNS BAND 6 JOB DESCRIPTION**

**JOB TITLE** Clinical Nurse Specialist in weight management

**GRADE/BAND** Band 6

**LOCATION**  Trust wide (Primarily at Dewsbury Hospital)

**RESPONSIBLE TO**  Matron within the division of surgery

**ACCOUNTABLE TO** Matron within the division of surgery

**JOB PURPOSE**

The post holder will organise and manage a caseload for a defined group of

patients / service users, providing specialist nursing support, advice and education and care to that specific group. They will carry continuing responsibility for the assessment of needs, development, implementation and evaluation of programmes of care and the setting of standards within the defined service group.

**1. Professional**

* Maintain a professional appearance in line with the Trust dress code.
* Uphold the Trust’s values and behaviours (available on the Trust web site) and behave in a manner fitting with the responsible position of the post holder, maintaining the public confidence.
* Maintain professional and courteous working relationships with staff and respect the equality and diversity of each and every person he/she comes into contact within the course of his/her business.
* Uphold the privacy and dignity of the patient and respect the equality of patients at all times.
* Promote relevant and clear information, education and advice for patients’ carers and families according to their needs which is evidence based.
* Act as a patient advocate supporting and promoting their involvement in decision making.
* Maintain accurate, appropriate and concise patient records.
* To participate and support in the writing of departmental guidelines and implement Trust wide/departmental policies, procedures and guidelines.

**2. Key Responsibilities**

* Will have continuous delegated responsibility for a caseload of patients and will provide an effective and patient focused service which is considerate on needs of users and providers.
* Organises, prioritises and evaluates workload based on accepted referral criteria and discharge criteria in line with operational protocols.
* Will provide clinical, social and psychological support to their patients using excellent communication skills, education and health promotion to enable them to reach their optimum level of independence and health.
* To provide specialist advice, supervision and support to their defined caseload and peers.
* Responsible for providing evidence-based practice.
* Will have responsibility for supporting the Band 7 CNS / team leader in leading identified and agreed aspects of the service, in the development of care systems, protocols and guidelines working as part of a multi-disciplinary team and developing excellent interdepartmental relationships with excellent communication with a focus on quality improvement.
* Will ensure cost effective use of all resources and appropriate governance management.
* Promote programmes of health education and health promotion relevant to service.
* Work within national policy frameworks relevant to the service and trust local guidance.
* Review, interpret and act upon diagnostic investigations and point of care testing which may affect, change to individual care plans, liaising with appropriate medical staff where necessary.
* Deal effectively and professionally with patient / service user issues collaborating with PALS as appropriate and take a proactive approach to resolving issues and learning from complaints and escalate when unable to resolve.
* To maintain accurate appropriate and concise patient records within agreed databases and electronic systems.
* Contribute to the multi-professional approach in the management of patients / carers within the specialist area in relation to ongoing care needs.
* Act as a resource for specialist knowledge for clinical staff on wards / departments.
* Ensure effective multi- disciplinary communication.
* Support the management function of the department by provision of reports and information as required.
* Provide mentorship and preceptorship as required to junior staff in the team or students on placement.
* Ensure you work within an agreed divisional work plan.

**3. Resources and Finance**

* Critical examine working practices within the department to identify cost improvements and effective measures, develop and implement action plans.
* The post holder will ensure the proper use of the Trust’s resources such as stationery, telephone usage, photocopying and other consumables in the course of business, ensuring minimal waste and minimal cost.
* Have an awareness of the way work undertaken in the service is coded and ensure this is part of all discussions when looking at ways of working.
* Be aware of the departmental budget and to work to contribute to the Trusts financial commitment to the development of the service.

**4. Organisational Responsibilities**

To maintain the confidentiality of the Trust in respect of patient and staff information obtained at all times, and use such information only as authorised for specific purposes. Report any concerns about the use of such information to the senior manager.

All staff at The Mid Yorkshire Teaching NHS Trust have the responsibility for safeguarding adults, young people, children and unborns. This includes all employees:

* Having an understanding of relevant safeguarding policies, including the Mental Capacity Act policy
* Attending all mandatory safeguarding training in accordance with their role
* Having a responsibility to recognise and act upon any safeguarding/child protection concerns

**5. Personal Responsibilities**

* The post-holder is responsible for taking reasonable care with regard to himself/herself as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post-holder in accordance with the Trust’s policies on Health and Safety at Work.
* To report any accident, untoward incident, near miss or loss relating to staff, patients or visitors according to Trust policies.
* To undertake in-service training relevant to the post.
* Comply with Trust Policies and Procedures.
* Be able to discuss the risk / benefits of different treatments and be aware of possible side effects to provide informed choice to patients.
* Maintain clinical based competency to be able to deliver essential nursing care as directed and agreed if required by the Director of Nursing.

**6. Area of work**

* The post holder will be required to undertake training events at any site across the trust.
* The post holder may be required to work on other wards/ department within the Trust at short notice to cover unplanned sickness or to cover planned sickness or annual leave on other wards/departments.

**7. Staff Development, Training and Education**

* The post holder will be required to undertake mandatory training and is responsible for keeping this training up to date.
* The post holder will undertake and manage appraisals. They will also have an appraisal of performance each year and will be responsible for agreeing a development plan in line with the Trust’s (KSF) Knowledge & Skill Framework, in agreement with their manager or immediate supervisor. The development plan will be reviewed each year.
* The Trust will provide assistance and agreed development to enable the post holder to achieve their objectives and standards in line with the development plan.
* If the post holder feels he/she is not achieving their objective as agreed in the development plan they will bring it to the attention of their supervisor or manager at the earliest opportunity.
* Undertake continuing professional development relevant to role.
* Act as an educational resource for clinical staff, patients and carers including relevant external agencies by providing both formal and informal support and training.
* To develop and maintain a range of clinical competencies required to fulfil the role.

**8. Health and Safety**

* Work in accordance with Health and Safety regulations at all times.
* Report any incidents of breaches of Health and Safety and report any dangerous acts or omissions that are seen in the course of duty that compromise the Health and Safety of staff or patients using the Trust Health and Safety policy.
* Comply with audit recommendations and risk assessment recommendations to make the workplace and work practice safer.
* Assist when required to do so, in any risk assessment activity undertaken.

**TERMS AND CONDITIONS OF SERVICE**

The post holder will be required to work at any location where the Trust provides services.

All professional and managerial staff are required to work in accordance with their particular Code of Conduct. Failure to do so may result in disciplinary action (please refer to disciplinary policy for further information).

In carrying out their duties the post holder must promote equality of opportunity and take every opportunity to eliminate discrimination.

The post holder is required to keep confidential all information and documentation relating to either a patient, a member of staff or Directorate’s business, which he/she comes into contact with.  All staff are expected to respect the requirements of the Data Protection Act 1998, as this incorporates the need for a high standard of data quality, confidentiality and information security.

The Trust adopts a “bare below the elbow policy”. The trust expects that all staff adhere to the policy in the clinical areas and settings where health care is provided e.g. the patient’s own home. The policy statement is accessible on the intranet and defines the clinical area. Individuals can expect to be challenged if they are observed not to be adhering to the policy statement.

The post holder is responsible for taking reasonable care with regard to him/her as well as for any colleagues, patients or visitors who might be affected by any act or failure to act by the post holder in accordance with the Trust’s policies or Health and Safety at Work.

These duties and responsibilities are neither exclusive nor exhaustive and management reserve the right to require staff to undertake other duties and responsibilities consistent with the grade of the post in consultation with the

post holder.

This job description is an outline of the duties and conditions of the post and may be subject to change in detail or emphasis in the light of future developments.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

**Smoke Free Policy**

Mid Yorkshire Teaching NHS Trust has a Smoke Free Policy

Smoking is not permitted:

* Inside any building owned or used by or in areas used by Mid Yorkshire Teaching NHS Trust staff in buildings shared with other organisations
* In the grounds and car parks of premises of Mid Yorkshire Teaching NHS Trust
* In the entrances of any Mid Yorkshire Teaching NHS Trust buildings
* In the immediate areas outside Mid Yorkshire Teaching NHS Trust
* In vehicles owned or leased by Mid Yorkshire Teaching NHS Trust

Staff are not permitted to smoke whilst in uniform and / or wearing a staff badge in areas where they can be seen by the public.

A copy of the full policy is available.

In the unlikely event of a member of staff not respecting the policy, their line manager will attempt to resolve the situation informally, in the first instance. Repeated breaches of the policy may result in disciplinary procedures being instigated.

Any member of staff wishing to stop smoking can contact the Stop Smoking Service

**WYAAT**

Mid Yorkshire Teaching NHS Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care.  By working for Mid Yorkshire Teaching NHS Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership’s ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

**Role Specific Responsibilities for CNS in weight management**

* Will be the first point of contact during hours for patients in the bariatric surgery pathway
* To provide screening and case management to tailor weight management plans
* To deliver evidence-based specialist assessment and interventions to meet patient needs
* To help patients set realistic weight and lifestyle goals, including weight maintenance and emotional wellbeing
* To offer both group and individual programmes in diverse settings
* Support long term lifestyle changes to improve health and quality of life
* Provides pre-surgery and post-surgery support and handover of patients to the next point of care when necessary
* Offers post discharge support for up to 24 months and signpost patients for maintenance after discharge
* Follows NICE and local guidance for supporting all anti-obesity care pathways
* To be involved in data collection to help analyse input, activity and outcome
* To support coordination of MDT (meeting and other) activities along with the administration and bariatric coordinator
* Supports the clinical activity (requests and chases investigations) generated from the MDT meeting
* Is responsible for the specific assessment of surgical patients and coordinates communication regarding patients between the MDT and the GP surgery
* Is responsible for providing post-surgical clinical follow up and collection of data
* Is responsible for coordinating and also providing pre surgery work up including pre op assessment with consultant support
* Is responsible for patient (bariatric seminars) and staff education related to bariatric surgery
* To assist with other activities that will continually develop and would be aimed at improving patient experience and efficiency of the bariatric pathway

**PERSON SPECIFICATION**

| **POST TITLE: POST REF NO. LOCATION:**  |
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| **Attributes** | **Essential** | **Desirable** | **How Identified** |
| **Qualifications** | * Registered Nurse
* First level (Honours) degree or willing to
* undertake
* Post registration qualification in relevant subject
* Evidence of continued professional development
* Recognised teaching qualification
 | * Advanced communication skills or willing to undertake
* Non- medical prescribing
 | * Application form
* Interview
 |
| **Experience** | * Post registration experience of Band 5 or above in a relevant area
* Multi-professional working
* Teaching/ training
* Working autonomously
 | * Audit/ research experience
* Leadership/ management
 | * Application form
* Interview
 |
| **Knowledge and Awareness** | * Insight into role
* Awareness of own limitations.
* Understand the national specialty and professional agenda
 | * Knowledge of current health issues which may influence role
 | * Application form
* Interview
 |
| **Skills and Abilities** | * IT literate
* Teaching, assessment and presentation skills
* Organisation and negotiation skills
* Flexible attitude to working
* Ability to work autonomously and as part of a team
* Excellent communication skills
 |  | * Application form
* Interview
 |
| **Personal Attributes** | * Assertive, confident yet approachable
* Calm and objective
* Ability to motivate self and others
 |  | * Application form
* Interview
 |
| **Other** | * Ability to deal with complex and difficult emotional situations
 |  | * Application form
* Interview
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Document control

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