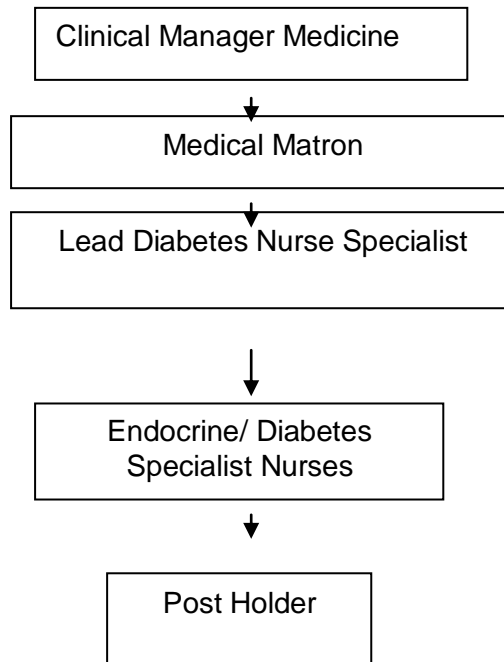


Job Description

Post Title:	Endocrine and Diabetes - Link Nurse Role
Band :	Band 5
Managerially accountable to:	Diabetes Lead Nurse Specialist
Job Purpose	<p>To support the Diabetes and Endocrine Nurse specialist (DSN/ ENS) in enhancing the delivery of diabetes and endocrine care to patients across the organisation .</p> <p>To assist in the delivery of diabetes and endocrine teaching and training to a range of clinical staff.</p>
Principal Accountabilities:	<p>ENS</p> <ul style="list-style-type: none"> • To support the ENS with booking of patients, organisation of referrals and documentation required for basic clinical testing and provide support with the education of staff and patients to enhance advanced nursing practice across Shrewsbury and Telford Hospitals. • To provide basic endocrine nursing advice, in a format appropriate to the individual's needs/abilities, to professionals, patients and carers in all aspects of endocrine care. • To support the ENS in providing supervision and education and competency assessments for trust staff. • Participate and support the MDT team in designated projects • To act as a resource for endocrine related advice and information across the organisation. <p>DSN</p> <ul style="list-style-type: none"> • To provide support with education of staff and patients with in the trust to enhance advanced nursing practice across Shrewsbury and Telford Hospitals. • To provide basic diabetes nursing advice, in a format appropriate to the individual's needs/abilities, to professionals, patients and carers in all aspects of diabetes care. • To aid in delivery of care and advice for complex care needs, using evidence based principles. • To be accountable for safe and appropriate information / education delivery. • To support the senior diabetes nursing staff in provideing leadership for Trust staff, through supervision and education and competency assessments for trust staff. • To assist in planning, development and evaluation of diabetes services across Shrewsbury and Telford Hospitals, within the multidisciplinary team and supporting with defined projects. • To be a resource for diabetes related advice and information across the organisation.. • To contribute to the maintenance and development of equitable seamless diabetes care service within the Trust . • To assist in clinical audit of diabetes care within the trust

Organisation Position



Professional Duties/Responsibilities

Clinical

- To aid in the delivery of the endocrine and Diabetes care in the Trust’s under the supervision of senior members of the endocrine and diabetes team.
- To ensure all duties are carried out in a timely, professional manner whilst maintaining equity of access to a coordinated and seamless service.
- To identify patients care needs using a holistic approach and to assess and offer advice in all aspects of endocrine and diabetes management to all members of the multidisciplinary team.
- To demonstrate a positive supportive approach to patients with endocrine conditions at diagnosis and / or patients with the development of endocrine related complications. This must not include any medication advice – this must be referred to the band 6 ESN or endocrine medical team
- To demonstrate a positive supportive approach to patients with type two diabetes at diagnosis and / or patients with the development of diabetes related complications. This must not include any medication advice – this must be referred to the band 6 DSN or endocrine medical team.
- Establish and maintain highly effective communication skills with patients, carers/relatives, and professionals across health and social services. This may involve the giving of sensitive information.
- Perform basic clinical skills in assessment, diagnosis and treatment.
- Collect, collate, evaluate and report information, maintaining accurate patient records.
- Involve patients and carers/relatives in the planning and delivery of care
- Work collaboratively with the multidisciplinary team in arranging or supporting discharge arrangements. This will include ensuring referrals for continued care and treatment have been completed and sent to the relevant teams.
- Act as a resource for endocrine and diabetes advice and clinical knowledge across the Trust, providing and supporting the education of trust colleagues.
- Provide basic advice and education to patients and carers/relatives to enable the safe and independent management of their endocrine and diabetes conditions on discharge home.
- Assist patients to understand and cope with life changing conditions from the initial diagnosis and any potential complications.

Shrewsbury and Telford Hospitals

- To participate and contribute the competency assessments of trust staff in accordance to national guidance.
- To participate in clinical audit, benchmarking and equipment trials relevant to endocrinology and diabetes as directed by ENS/DSN in order to improve effectiveness of patient care
- Be responsible for stocking and ordering of resource materials for patients with these conditions
- Monitor health, safety and security of self and others and promote best practice throughout the Trust.

Education and Development

- To contribute to the review of current educational activity, participate in training events as required and requested by senior ENS/DSN fulfilling the needs of the staff across the Trust.
- To maintain awareness of and disseminate information regarding the current advances in endocrine and diabetes treatment and research to all disciplines, to individuals, large or small groups through aiding in competency assessments
- Provide knowledge of procedures and practices underpinned by theoretical knowledge and practical experience.
- To ensure the continued development and implementation of training as required by the Trust.
- To aid in the development of practice to ensure that specific health targets are maintained through education, audit and evaluation.
- To contribute to the induction and training of students and other staff within the Trust
- Assess patient's skills and understanding and teach patients/relatives and carers practical and theoretical skills to enable them to manage their health independently, and prevent potential health complications
- To demonstrate ongoing personal development through participation in development opportunities, recording learning outcomes in a professional portfolio.
- In line with local and professional guidelines review and reflect on own practice and and performance through effective use of professional and operational supervision and appraisal.
- To attend Trust mandatory training programmes.

Communication / Relationships

- To promote the awareness of the role of the Endocrine/Diabetes link nurse within the multidisciplinary team, negotiating priorities where appropriate
- To establish and maintain daily communication networks to include liaisons with patients/carer's statutory and non-statutory workers and agencies.
- To be responsible for own time management and role within the service requirements.
- To initiate and maintain communication routes between patients, carers and colleagues when understanding or cooperation may be inhibited and to report to senior staff if any problems or concerns
- To ensure that up to date written/electronic records are maintained according to the Trust's standards.
- To comply with the Nursing and Midwifery Councils Code of Professional Conduct, and with national and local policies, procedures and standards.
- To ensure active participation in development of nursing within the Trust by involvement in specialist nurse and mainstream nursing groups.
- To respond appropriately to sensitive information from patients and healthcare professionals in an appropriate manner, such as diagnoses, normal treatment plans and social circumstances, referring to senior staff for further support and advice.
- Promote people's equality, diversity and rights.
- In line with local and professional guidelines review and reflect on own practice and performance through effective use of professional and operational supervision and appraisal.
- To participate in the delivery of the diabetes care annual report as required by the Trust.
- To apply specialist skills and knowledge in order to maintain professional competence and fitness to practice as a endocrine and diabetes link nurse in the acute hospital setting; including loan working, and interpretation of clinical and professional policies.

Shrewsbury and Telford Hospitals

- To contribute in the Trusts, Directorates and Clinical Governance arrangements and quality agenda, including assisting in the setting and monitoring of practice standards.
- To identify the need for and assist with clinical audit, benchmarking and equipment trials relevant to endocrine and diabetes in order to improve effectiveness of patient care.
- To liaise with senior staff in team who will discuss when required with ward managers; regard to any areas of concern in the delivery of care to patients with endocrine disorders or diabetes.
- The diabetes link nurse lines of responsibility are to the band 6 ESN /, the band 7 lead Diabetes nurse specialist, Nurse Manager for General Medicine and professionally responsible to the Lead Nurse within Division 1.

Decisions. Judgement and freedom to act

- Works within defined policies protocols and professional standards. Seeks further advice for guidance on actions that are out side agreed defined standards.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff; and
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.

- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy

This job description is an outline of the role and function. It is not intended to describe all the specific tasks.

Manager	Post holder
Name.....	Name.....
Signature.....	Signature.....
Date.....	Date.....