

## Job Description

<b>Job Title:</b>	Lead Diabetes Specialist Nurse
<b>Band:</b>	8A
<b>Hours:</b>	37.5
<b>Base:</b>	Bedford Hospital
<b>Reporting to:</b>	Deputy Head of Nursing, Medicine, Bedfordshire Hospitals NHS Foundation Trust
<b>Terms and Conditions of Service:</b>	Currently those of Agenda For Change and other local agreements

## OUR VALUES:



## JOB SUMMARY

The post holder will provide effective and efficient leadership of the Diabetes and Endocrine department at Bedford Hospital Site, ensuring high quality patient care and an optimal diabetes and endocrine services for in-patients and out-patients.

The post holder will contribute to the development of a high quality local service for people with diabetes.

The Lead Diabetes Specialist Nurse will work alongside the Nurse Consultant in Diabetes to provide professional leadership and specialist clinical advice, education and support to all level of health care providers including colleagues working in nursing, midwifery, medical and professions allied to medicine.

The post holder will be an expert, autonomous practitioner, working under the supervision of the Clinical lead and Nurse Consultant, with a broad experience of all aspects of diabetes, including technology. They will manage their own caseload and supervise the caseload of the diabetes nursing team. They will lead on the development of appropriate evidenced based programmes of education and care for people with diabetes.

The post holder will lead on the diabetes nursing aspects of the pregnancy and preconception service for people with type 1 and type 2 diabetes, working closely with the antenatal multidisciplinary team and Diabetes Consultant. This will include two scheduled sessions per week with additional patient contact as required.

The post holder will increase diabetes awareness by disseminating knowledge and skills to other health care professionals and people with diabetes and their family /carers, thereby improving the day to day and long term management of diabetes through enhanced self-care.

## 1. KEY RESPONSIBILITIES

- To deliver evidence based individualised patient care according to patient's changing health care needs. Providing leadership and specialist advice to ensure effective continuity of care delivery

- Be recognised as a clinical expert in the management of diabetes, to set standards and engage in autonomous high-level decision making.
- To manage a significant caseload of patients with complex diabetes, managing complete programmes of care. Working with patients and carers to empower them to make informed decisions about their health, in particular those at high risk of developing complications that require intensive therapies, technology, or education and support
- To promote and contribute to the clinical governance agenda.
- To lead on the development of standards and protocols that concerns the nursing care of people with diabetes.
- To promote a culture of clinical excellence in diabetes care throughout the Trust
- To act as a resource for health care professionals and other agencies and voluntary organisations i.e. GP's, Consultants, junior doctors, qualified nurses, allied health professionals and nursing and residential homes.
- To diagnose and prescribe treatment/medications as an independent nurse prescriber in line with the BHT Guidelines and other policies/protocols
- To prescribe and initiate insulin and oral therapy for patients where indicated by the Trust's diabetes guidelines supported by an appropriate individualised education programme
- Works autonomously (with clinical supervision, when required, by the Nurse Consultant and Clinical Lead), plans and prioritises own workload. There are broad guidelines but the post holder decides how best these will be acted upon in each individual circumstance and with each patient.
- To refer to other health care professionals independently.
- Involve patients and carers/relatives in the planning and delivery of care and in the development of services to enhance the patient/carer experience
- To lead the diabetes nursing antenatal service including preconception counselling for patients with type 1 diabetes attending our service.
- To take part in delivering structured education courses for patient with type 1 diabetes – if not DAFNE educator, training will be provided.

## **Communication and relationship skills**

- To work as the 'team leader', sharing knowledge and information and supporting colleagues to promote a cohesive team and the achievement of objectives for the service.
- Contribute or lead on the investigation of complaints, PISRF and untoward incidents within the ward/ department in line with Trust Policies and procedures and in conjunction with the ward or department manager and implement recommendations for action.
- Ensure that people with diabetes are aware of and receive the full range of information, support and resources available to them both internally and externally. When necessary facilitate communication and decision-making between them and the inter-disciplinary team
- To network with multi-professional colleagues within and outside the Trust, to champion sound clinical leadership and develop support mechanisms for sharing good practice across the clinical arena. Be visible in relevant clinical areas to act as a resource for both staff and patients
- Act as a communications ambassador and deploy advanced communication skills ensuring effective communication with patients and relatives. Champion effective communication with all members of the MDT, wards and departments, to provide seamless and effective care management for patients with diabetes
- Enable staff to exercise professional judgment within a framework of accountability
- Actively promote the Trust's diabetes nursing service to other NHS/health organisations

## **Leadership and management**

- Provide 1:1's to all the nursing staff, including the endocrine nurse, as necessary, annual appraisal and PDP for staff under your direct supervision. Ensure that they do the same if they supervise staff.
- Ensure that all specialist nurses have up to date job plans and that these are reviewed annually or as the needs of the service changes.
- Delegate tasks and activities to a range of team members, recognising their development needs, ensuring that staff have the appropriate training and coaching to take on projects. Ensure that all projects are facilitated and outcomes are evaluated. This will impact on succession plans.
- To be aware of the change management process and take on expert role within this process.
- Where appropriate contribute to the investigation and management of staff issues that relate to sickness and absence, poor performance, harassment, disciplinary and grievance issues using the relevant Trust policies and in liaison with your Directorate management team, implement recommendations for action focusing in particular on learning contracts and action plans
- To support flexible working practice, in line with Improving Working Lives Standards and Trust Change Management Policy.

## **Education and Training**

- Provide specialist, expert clinical knowledge to colleagues, patients and carers/relatives both within and outside the Trust.
- To ensure that training needs analysis are undertaken. Plan, implement and evaluate programmes of education to meet identified need. Implement agreed teaching programmes in line with Trust objectives and key diabetes related training initiatives
- To ensure that a suitable learning environment is maintained based on the principles of a learning organisation. Ensure staff have effective orientation, preceptorship, supervision and in-service training. Develop diabetes nursing competence and self-assessment where appropriate

- Develop and participate in the education of pre and post-registration health care professionals/medical staff.
- Participate in curriculum planning and development of in house courses relevant to area of expertise.
- Ensure team compliance with mandatory training.
- Address specific health targets related to own area of practice, e.g. NICE, NHS England guidelines.
- Maintain up to date skills and knowledge and maintain awareness of professional issues within a professional portfolio.
- In collaboration with line manager ensure the recruitment and retention of staff is within the budgeted establishment.

## **Financial**

- To manage the financial budget for the service along with the service manager.
- To supervise staff, ensuring that they have systems in place to manage the efficient and effective use of supplies, provisions and equipment of the Department within the designated budgets. This includes management of temporary staff.
- Identify clinical risks and ensure that appropriate action is taken, in accordance with the Trust Risk Management policy, providing expert advice and focusing on principles of learning organisation.
- Ensure provision of a suitable, clean, uncluttered and safe environment for the physical and psychological wellbeing of staff, patients/patients and their relatives.
- In conjunction with General Manager contribute to the identification, analysis and discussion of cost pressures and financial constraints in a timely manner.

## **Research, Audit and development**

- In conjunction with the Nurse Consultant, identify the need for, and undertake, research, clinical audit, benchmarking, in order to improve effectiveness of patient care.
- Contribute to relevant research projects in specialist area being conducted at Trust, network or national level.
- Disseminate research and audit findings through presentation to professional groups and publication
- Work with the Nurse Consultant to evaluate service delivery; identify areas for improvement and initiate change

### **Policy and Service development**

- Responsible for proposing and drafting changes or implementing policies and guidelines that impact on the diabetes service
- The post holder will need to maintain a good knowledge of emerging policies from national sources and promote the implementation of them locally as appropriate.
- Contribute to the strategic planning of service improvements for the service

### **FINANCIAL AND PERFORMANCE MANAGEMENT**

- Personal duty of care in relation to Trust equipment and resources
- Make autonomous decisions regarding prioritisation and utilisation of resources within own service, seeking support and escalating for authorisation of the service manager where it exceeds personal authority.
- The ability to identify and order specialist equipment relevant to care delivery where appropriate.

### **RISK MANAGEMENT**

- Work collaboratively with colleagues to address complaints and incidents appropriately.

- Ensure that the approach to risks and incidents is supportive, transparent and focussed on learning, applying the principles of candour and patient and relative involvement at all times.
- Be a resource for safeguarding vulnerable adults and children. Assist with any safeguarding investigations.
- Support the development of professional forums in CSLs and other trust-wide forums

## **APPLICATION OF KNOWLEDGE**

- The post holder should use their professional management knowledge and experience to assess, plan, evaluate and judge the appropriate interventions
- The post holder should maintain their knowledge of changes in the NHS and wider industry to enable and direct services to respond to changing requirements and securing best practice.

## **2. GENERAL**

To comply at all times with any regulations issued by the Trust, especially those governing Health and Safety at work and to ensure that any defects which may affect safety at work are brought to the attention of the appropriate manager.

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

This job description reflects the present requirements and objectives of the post. As the duties of the post change and develop, the job description will be reviewed and will be subject to amendment, in consultation with the post holder.

You are required to disclose any additional work you undertake or are planning to undertake for another employer.



### 3. PROBATIONARY PERIOD

This post is subject to the successful completion of a probationary period of 6 months within which the notice period for both you and Bedfordshire Hospitals is four weeks.

### 4. STANDARDS

Staff are responsible for complying with the relevant standards set by their Line Manager. A breach of such standards may lead to disciplinary action. It would be investigated fairly and appropriate steps taken to prevent a recurrence and address any wider causes.

### 5. SAFEGUARDING CHILDREN AND VULNERABLE ADULTS:

All employees and volunteers working within the Trust have a responsibility for safeguarding and promoting the welfare of children and vulnerable adults.

### 6. INFORMATION GOVERNANCE:

(This includes Patient Confidentiality, IT Security, Data Protection and Freedom of Information)

You are required to respect the confidentiality of all patients, carers and staff, by not sharing any information (including data) obtained during the course of your duties. You have an obligation to report any non-compliance through the Trusts Incident Reporting process.

All staff must comply with the legal obligations and statutory requirements of the General Data Protection Act 2018, the Trusts IT Security and Information Governance Policies, Codes of Conduct and Best Practice Guidelines which are available on the staff Intranet site.

### 7. PRIVACY STATEMENT

The Trust is committed to protecting the privacy and security of your personal information. Information about you will be kept by the Trust for purposes relating to your employment. In accordance with the Trust's Privacy Notice for employees, the Trust will hold computer records and personnel files relating to you which contain

personal and special category data. The Trust will comply with its obligations under the General Data Protection Regulations and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records; which may, where necessary include special category data relating to your health, identity, data held for equality monitoring purposes, criminal offence data and data regarding DBS checks. The Trust requires such data for personnel administration and management purposes for the performance of your contract of employment and to comply with its legal obligations. The majority of information that you provide us with is mandatory to enable us to perform the contract of employment; where information is requested from you on voluntary basis, you will be advised of this and will be properly advised of your rights in respect of consent and the withdrawal of that consent.

The Trust will take all reasonable steps to ensure that the personal information held about you is complete, accurate, up-to-date and not held for longer than necessary for the purposes for which it was collected. However, you are responsible for informing us promptly of any changes to your personal information either in writing or by updating your information on MyESR.

The Trust's Privacy Notice sets out the legal basis for processing your personal data and your rights to access this data are prescribed by law.

The Trust requires you to familiarise yourself with the Trust's Information Governance (data protection) Policy which set out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's Data Protection Policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its Data Protection Policy by you to be a disciplinary matter which may lead to disciplinary action, up to and including dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's Policies and Procedures. If you have any queries about your responsibilities in respect of data protection, you should contact the Trust's Data Protection Officer.

A copy of the full Privacy Notice for Employees can be downloaded from the Trust's Intranet.

## 8. PROMOTING EQUALITY

The Trust is committed to promoting an environment that values diversity. All staff are responsible for ensuring that all patients and their carers are treated equally and

fairly and not discriminated against on the grounds of race, sex, disability, religion, age, sexual orientation or any other unjustifiable reason in the application of this policy and recognising the need to work in partnership with and seek guidance from other agencies and services to ensure that special needs are met.

## 9. INFECTION CONTROL:

You are required to comply with the Trust's strategy regarding infection control and be aware of, and comply with, all Trust infection and prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. Effective prevention and control of healthcare associated infections has to be embedded into every day practice and applied consistently by everyone. Failure to do so may result in disciplinary actions.

## 10. SMOKE FREE

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

## 11. DISCLOSURE REQUIREMENTS:

We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position or circumstances and background of your offence. Please be aware that the Trust has a Policy containing a more detailed Code of Practice that meets the standards specified by the Disclosure and Barring Service relating to the fair use of criminal record information and the appointment of persons having a criminal record.

**Note:** Failure by an applicant to provide accurate and truthful information is considered to be a serious matter. Where it is found that a person has recklessly provided inaccurate information or withheld information relevant to their position, this may disqualify them from appointment. It may also result in dismissal or disciplinary action and referral to the appropriate professional registration body.



**Bedfordshire Hospitals**  
NHS Foundation Trust

If you would like to discuss what effect any criminal record or fitness to practise proceeding might have on your application, you may telephone the Recruitment Manager at the Trust, in confidence, for advice.