**Diabetes Practice Nurse - job description & person specification**

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| **Job Title** | Diabetes Practice Nurse |
| **Line Manager** | Nurse manager |
| **Accountable to** | The Partners |
| **Hours per week** | 22.00 |

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| **Job Summary** |
| * To act as an accountable role model and clinical expert for diabetic care. * Work closely with the wider multidisciplinary team to ensure safe, effective delivery of high quality evidenced based diabetic care. * Work in conjunction with other disciplines in the assessment, planning, implementation and evaluation of the Integrated Diabetes Services provision ensuring a smooth pathway through the service for patients with diabetes. * Responsible for providing clinical leadership and education. * To represent the practice at Diabetes meetings when necessary. * Manage their time appropriately according to patient and service needs across clinical sites. * Responsible for the promotion and use of the audit cycle within clinical practice. * Support the development and implementation of Integrated Diabetes nursing services, policies and procedures. * Support primary care colleagues GPs & Practice Nurses, Healthcare Assistants in conjunction with primary care specialist nurses, in delivering and supporting effective specialist diabetes care across the PCN. * To assist and participate in the newly diagnosed diabetic group sessions for all patients within the PCN. |

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| **Generic Responsibilities** |
| All staff at Ranworth, Caradoc and Clacton Community Practices have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Practice Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  Staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of 28 pro rata days leave each year, and should be encouraged to take all of their leave entitlement. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the Diabetes Nurse. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Assess, plan, develop, implement and evaluate treatment programmes that optimise the health and well-being of patients with Diabetes. 2. Provide and be responsible for the education of patients with diabetes and their carers. 3. Be responsible for the clinical initiation and monitoring of insulin regimes or other injectable therapies, administering where necessary as a part of teaching and encouraging self-management. 4. Clinically assess, manage and refer to specialist weight management programmes where necessary 5. Responsibility to provide weight management advice and to discuss and plan weight management programmes with patients and refer as necessary. 6. Assess, treat and implement treatment programmes for the management of wounds, taking swabs where necessary. 7. Responsibility to work in close liaison with specialist Tissue Viability and podiatry services where necessary 8. Proactively identify and manage treatment plans for patients at risk of developing complications associated with diabetes and manage these patients. 9. Work with other health care professionals in order to diagnose, monitor, and manage patients with diabetes, including the use of non-drug-based treatment methods utilising management plans in line with national and local policies. 10. Support patients to adopt health promotion strategies that promote a healthier lifestyle. 11. Review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national guidelines 12. Work with patients in order to support adherence to prescribed treatments. 13. Provide information and advice on prescribed or over-the-counter medication. 14. Manage and File pathology results in relation to Diabetes patients 15. Provide Diabetic care for patients in their own home if required. |

The person specification for this role is detailed overleaf.

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| **Person Specification – Diabetes Nurse** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ü |  |
| Relevant post registration experience 1 year plus | ü |  |
| Diabetes module or qualification achieved at degree or master’s level | ü |  |
| Teaching Qualification |  | ü |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ü | ü |
| Experience of working as a practice nurse or community nurse |  | ü |
| Experience of chronic disease management | ü |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Chaperone procedure | ü |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ü |  |
| Diabetes | ü |  |
| Hypertension | ü |  |
| Understands the importance of evidence based practice | ü |  |
| Broad knowledge of clinical governance | ü |  |
| Ability to record accurate clinical notes | ü |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ü |  |
| Knowledge of public health issues in the local area |  | ü |
| Awareness of issues within the wider health arena |  | ü |
| Knowledge of health promotion strategies | ü |  |
| Understands the requirement for PGDs and associated policy | ü |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ü |  |
| Strong IT skills | ü |  |
| Clear, polite telephone manner | ü |  |
| Competent in the use of Office and Outlook | ü |  |
| Systmone user skills |  | ü |
| Effective time management (Planning & Organising) | ü |  |
| Ability to work as a team member and autonomously | ü |  |
| Good interpersonal skills | ü |  |
| Problem solving & analytical skills | ü |  |
| Ability to follow clinical policy and procedure | ü |  |
| Experience with audit and able to lead audit programmes |  | ü |
| Experience with clinical risk management |  | ü |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ü |  |
| Flexible and cooperative | ü |  |
| Motivated, forward thinker | ü |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ü |  |
| High levels of integrity and loyalty | ü |  |
| Sensitive and empathetic in distressing situations | ü |  |
| Ability to work under pressure / in stressful situations | ü |  |
| Effectively able to communicate and understand the needs of the patient | ü |  |
| Commitment to ongoing professional development | ü |  |
| Effectively utilises resources | ü |  |
| Punctual and committed to supporting the team effort | ü |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ü |  |
| Disclosure Barring Service (DBS) check | ü |  |
| Occupational Health Clearance | ü |  |
| Prescribing |  | ü |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.