

Job Title:	Neurodevelopmental Practitioner- Band 6 Nursing (ADHD support)
Reports to (job title):	Professional Lead for Neurodevelopmental Conditions
Line Manager to:	Opportunities for line management of care navigators/ assistant practitioners

## Job purpose

To deliver specialist support to children and young people with ADHD and their families in B&NES and/or Wiltshire as part of a multidisciplinary team

To support children and young people and their families with sleeping difficulties associated with neurodevelopmental conditions (Autism and ADHD)

To support the Neurodevelopmental pathway team in developing the Neurodevelopmental Specialist Nursing Services to children with neurodevelopmental conditions- particularly ADHD

## Key responsibilities

- Work collaboratively with paediatric colleagues to identify children and young people (CYP) where ongoing assessment and support is required. This may include collecting information to support medicines review or monitoring care and treatment plans.
- Work collaboratively with other colleagues in the neurodevelopmental pathways team to integrate services to maximise efficiency and optimise the experience of the service for CYP and their families.
- Help therapeutically with children and young people (CYP) and their families to identify strengths and strategies for management at home and educational setting.
- Deliver ADHD medication review clinics across B&NES and/or Wiltshire as required to meet the need of the population, to support children and families where ADHD has been diagnosed. This will include sleep and management of behaviours.
- On successful completion of a Non Medical Prescribing qualification, the post holder will independently prescribe within their scope of practice.
- On successful completion of a Non Medical Prescribing qualification, the post holder will ensure that they maintain their competency in this area, in line with the organisational policy.
- Help ensure that the care plan is kept up to date and that this is communicated to GP colleagues and other relevant health colleagues, including education settings.

- Work closely with School Nurse colleagues to identify children not in school but accessing care as part of pathways.
- Work alongside colleagues in other teams to increase capacity by up-skilling.
- Help to inform parents and carers on how to develop their awareness and understanding of ADHD
- Ensure care pathways are followed; flagging any variance required to support further development
- Keep clinical records in line with records keeping policy and support the team to do so.
- Keep up to date with quality and safety training
- Access management supervision in line with the supervision/ 1:1 policy
- You will be supported to develop your awareness of the needs of children, young people and their families and know how to meet those needs within the current resources.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Clinical Care

- Deliver evidence-based nursing care to children and young people with ADHD, ASD, and other developmental conditions.
- Undertake ADHD medication reviews face to face and over the phone.
- Review patient responses to medication changes.
- Offer guidance and support to families and caregivers, helping them understand and manage their child's condition.

## Communication

- To record work activities in line with local policies, procedures and standards and maintain effective systems of communication ensuring adequate recording takes place on all aspects of care.
- To act as a role model in communicating effective and appropriate information to individuals in a caring and sensitive manner.
- To receive and provide constructive feedback and plan appropriate changing needs with colleagues and service users.
- To report immediately any complaints, errors, concerns and other untoward occurrences in line with local policies, procedures and standards.
- To ensure and monitor confidentiality on all matters relating to individuals obtained during the course of work or otherwise.
- To ensure close liaison and professional working relationships with the immediate team, health services staff, acute sector, social services and other voluntary agencies.
- To work as part of a skill mix team, demonstrating respect and support for colleagues and managers.

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- To work in partnership with all service users, members of the multidisciplinary team both internal and external to the organisation and ensure continuity of care to children, young people and their families in a professional and respectful manner.

## Personal and People Development

- To access and facilitate your own learning and support the learning of students and junior colleagues.
- To embrace the diversity of staff and others, promote and facilitate equal access to services, training and development.
- To take responsibility for own professional development and undertake an annual appraisal and Professional Development Plan with manager.

## Leadership and Supervision:

- Act as a clinical leader and role model, supporting Band 5 nursing staff, assistant practitioners, and nurse associates in the delivery of care
- Provide mentorship, clinical supervision, and training to less experienced staff members, fostering professional development within the team
- Managing Band 5 nurses/ assistant practitioners / nurse associates /care navigators if required

## Health, Safety, and Security:

- To take responsibility for the Health, Safety and Security of self and others, and comply with HCRG Care Group Policy.
- To ensure confidentiality on all matters and information relating to individuals, and ensure records are handled and stored according to HCRG Care Group Policy.
- To work within the NMC codes of professional conduct, standards for record keeping, performance and ethics.
- To highlight and report areas of risk and complete appropriate documentation in relation to risk assessment, errors, incidents and accidents in line with local policies, procedures and standards.
- To challenge and recognise own and others limitations in decision making and ensure that complex clinical, professional and managerial issues are addressed by the team leader/manager.

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## Service Development:

- Participate in the monitoring and evaluation of service quality through audit and research as required.
- To participate in on-going changes and developments within service provision and primary care under the guidance of the team leads and clinical service lead.
- To promote and contribute to the development of a culture that is open to change and innovation.
- To undertake other duties as may be required from time to time which are consistent with the responsibilities and scale of the post.

## Risk Management/Health & Safety

- The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.
- Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.
- All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding:

- We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.
- To comply with both local and HCRG Care Groups Safe Guarding Children and Vulnerable Adults policies, procedures and protocols. All individual members of staff (paid or unpaid) have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. This will require you to:
  - Ensure you are familiar with and comply with the local Child Protection Procedures and protocols for promoting and safeguarding the welfare of children and young people.
  - Ensure you are familiar and comply with local protocols and systems for information sharing.
  - Know the appropriate contact numbers and required reporting lines.

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- Participate in required training and supervision, and seek support from your line manager or a team lead / the HCRG Care Group Safeguarding nurses when you identify a concern.
- Comply with required professional boundaries and codes of conduct.

## Professional Development:

- Engage in continuous professional development, attending relevant training and workshops to enhance clinical skills and knowledge.
- Stay informed about the latest developments in paediatric care, particularly related to ADHD and ASD, and apply new knowledge in practice.

## Quality:

- To prioritise and participate in reflective practice and clinical supervision to support clinical practice.
- To adhere to local and national legislation, policies and procedures.
- To be willing to be part of a culture that is committed to innovation and quality improvement.
- To be prepared to actively participate in team meetings, training and implementing new practices and initiatives as required by the needs of the service.

## General:

- To work in accordance with the HCRG Care Group Values to consistently demonstrate the behaviours required. The postholder is required to carry out his/her role in accordance with the organisation values, standards and behaviours, in a Professional, Compassionate, Respectful and Safe way.
- To ensure that HCRG Care Group policies and procedures are adhered to.
- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirements of the Health and Safety Regulations and the organisations Health and Safety policies and procedures.
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.
- To work in accordance with HCRG Care Groups policies to eliminate unlawful discrimination and promote equality and diversity in the workplace.

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- To positively promote at all times equality of opportunity in service delivery and employment in accordance with organisations policies, regardless of age, disability, race, nationality, ethnic or national origin, gender, religion, belief, sexual orientation or domestic circumstances.
- To work within the relevant NMC Professional Conduct and Scope of Professional Practice.
- To undertake such other duties as may be reasonably required from time to time as are consistent with the responsibilities of the post.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on Datix or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.



## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.



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## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Registered Children's Nurse or Specialist Public Health Nurse
- Highly motivated and committed individual, with a solution focused approach
- Comfortable with ambiguity
- Experience of working with CYP with neurodevelopmental conditions
- Passion in improving the outcomes for CYP with ADHD
- Able to evidence ability to plan and complete workplan
- Aware of recent national and professional guidance and evidence related to field of practice
- Experience of working in the community and across teams and services
- Able to confidently assess and prioritise using guidelines and protocols, and support colleagues in this
- Able to evidence recent CPD to validate professional practice
- Able to demonstrate a wide range of adaptable communication skills
- Ability to develop sustainable professional relationships both internally and externally
- Car driver and able to access a vehicle for work purposes and / or an ability to travel

### Desirable

- Non Medical Prescriber v 100/ 150 or independent prescriber V300

**Employee signature**

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**Manager signature**

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