

Job Title:	ADHD Clinical Nurse Specialist- AfC Band 7.
Reports to (job title):	LDAN Services Manager
Line Manager to:	

## Job purpose

The postholder will be part of the BSW neurodevelopmental pathway team (ASD/ADHD) aimed at improving the care of adult service users with Neurodevelopmental disorders across the BSW locality, both pre and post diagnosis. The post holder will take a leadership role in the delivery of a high quality needs led service promoting and improving mental health and well being of service users.

The Clinical Nurse Specialist is a Non-Medical Prescriber who will work within the Neuro developmental team specifically to provide assessment and specialist support to Adults with a diagnosis of ADHD and other neurodevelopmental disorders, and their families.

They will independently prescribe medications for ADHD under agreed service protocols and in accordance with local and NICE guidelines (NG87) and the principles of prescribing set out in the Competency Framework for all Prescribers (Royal Pharmaceutical Society 2016).

They will contribute to the multidisciplinary triage of cases and take on a co-ordinating role including formal liaison with other services.

## Key responsibilities

### Assessment

1. Work closely with the members of the neurodevelopmental pathway team in developing, implementing, and monitoring needs led assessment and care to service users and their families.
2. Be a key member of the ADHD multidisciplinary team, working collaboratively with clinician colleagues from a range of disciplines.
3. Work autonomously across BSW locality, taking the lead in preliminary assessments of new referrals using the agreed assessment tools and analysis of the resulting information. Undertake and record observations within a range of settings if required.

4. To act as an Advanced Nurse Prescriber for ADHD related medicines, in line with NMC, NICE and national guidelines around safe prescribing.
5. Implement a Think family, Trauma informed approach,
6. Work closely with patients, families, and the multidisciplinary team to provide comprehensive inclusive and expert assessment of service users referred with symptoms and comorbidities based upon appropriate use, interpretation, and integrations of complex data from a variety of sources, including psychological assessments, self-report measures, rating scales, direct and indirect structured observations as well as interviews with the service user and if necessary their families.
7. Work in line with the NMC Code of Conduct, NMC Standards and Proficiencies and Trust guidelines.
8. Prescribe effectively and safely under a Clinical Management Plan, acknowledging own limitations and scope of practise.
9. Maintain relevant pharmaceutical knowledge, critically appraise, and apply information in practise.
10. Participate in and use National Prescribing Centre Competency framework to undertake regular audit and review of prescribing practise and medicines management.
13. Work within Trust policies that impact upon non -medical prescribing practise.

## Planning

- Formulate treatment plans / therapeutic interventions with service users and where necessary their families including treatment with medication.
- Make clinical decisions within the context of assessment to identify appropriate treatment interventions that best meet the needs identified.

## Clinical Intervention

- Be clinically autonomous for the long term management of service users with ADHD and their families.
- Offer a variety of complex treatment plans, for service users who have a diagnosis of ADHD.
- Where treatment with medication is appropriate, follow evidence based interventions in line with Trust, local and NICE guidelines.
- Provide advice and signposting as appropriate to service users with ADHD.
- Use a range of nursing and therapeutic interventions including direct work with the service user

- Contribute knowledge and skills in devising, developing and facilitating parenting programmes and group work for service user with ADHD and their families.
- Communicate effectively with the service user and all others involved, through face to face clinic appointments and virtual reviews.
- Utilise highly developed communication, interpersonal and empathetic skills in the assessment process. The information being provided may be highly complex or sensitive in nature and there will often be barriers to overcome regarding understanding. Act as an advocate when needs are not being met.
- Give expert advice to service users outside appointments, managing an unpredictable caseload.

## Review, Evaluation and Development

Exercise independent or supplementary prescribing rights using guidelines and protocols.

Monitor the health of service users prior to initiating and while on medication for ADHD, according to NICE guidelines, and make clinical decisions accordingly.

Maintain relevant clinical and pharmacological knowledge, critically appraise and apply information in practice.

Work with service users to encourage uptake of medication and access support management programmes using a variety of communication strategies both verbal and written, to overcome possible barriers to understanding.

Provide direct expert nursing judgement and treatment interventions based on highly developed skills as well as knowledge regarding clinical management and educational management of the service users with ADHD. Work with the ADHD team lead in the design, development, and implementation of a rolling programme of parent education. Delivered both in groups and individually in a range of settings.

The postholder will use a range of training approaches and communication styles to deliver complex information which meets individual needs and to overcome possible barriers to understanding. 20.Undertake risk assessments and risk management for individual service users in accordance with clinical harms criteria.

Participate in research, audit and survey related to nurse prescribing

- Contribute to the planning and implementation of outcome monitoring of clinical services, as required.

## Teamwork

- Work closely with other colleagues in the ADHD team to ensure the service is covered.

## Record Keeping

- Ensure appropriate medical records are maintained, ensuring compliance with Information Governance.
- Ensure appropriate risk and other assessments are completed and documented in a timely manner in accordance with Trust policy.
- Work collaboratively within the team's administrative support structures and adhere to requirements relating to the recording of statistical and clinical data on the clinic database.

## Teaching/Training

- Provide specialist training to other professionals and other agencies as appropriate.

## Recruitment

- To participate in the selection and recruitment of new staff as appropriate.

## Multi Agency Working

- Facilitate the transition of care for young people with ADHD to adult services.
- Liaise with other agencies according to the needs of the child/young person
- Attend Complex Case meetings and other professional meetings as required.
- Work jointly with other professionals and parents to support service users with ADHD, offering a nursing perspective and maintaining a positive multi-agency culture.
- Support the service triage process by working as part of a multidisciplinary team and acting as the key contact for local mental health services by attending weekly single point of access meetings. This role will be shared with other nursing staff.

## Person Specification

### Education, Qualifications and Training

Registered Nurse BSc (Hons) Level 1 RGN or Equivalent

Evidence of continuous professional development within the last two years

Independent/ Supplementary prescriber (V300) to prescribe medication for ADHD diagnosed patients on team caseload

Extensive knowledge of the ADHD diagnostic procedures and treatment packages offered.

### Experience

- Significant post registration experience within a service working with adults with ADHD and its overlapping disorders.
- Extensive experience working with prescribed medicines
- Experience of working within and awareness of issues relating to management of ADHD including assessment of highly complex and co morbid presentations of service users, their families and carers within this client group
- Experience and ability to demonstrate sound knowledge of standard setting and audit processes
- Demonstrate the ability to communicate effectively to clients, their families and other professionals including dealing with sensitive, complex and difficult to receive information, using methods such as written, verbal and non-verbal skills.
- Ability to deliver effective health education programmes.

### Knowledge and Skills

- Ability to work in a multidisciplinary team
- Enquiring, critical approach to work
- Caring and empathetic attitude to patients
- Ability to communicate effectively with patients, relatives, GPs, hospital staff and other agencies.
- Commitment to Continuing Professional Education
- Willingness to undertake additional professional responsibilities at local, regional or national levels
- Strong IT skills
- Developed clinical skills

### Other

- Willing to work across the BSW locality as and when required to do so
- Full driving licence valid in the UK and have access to a car, the criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to organise suitable alternative transport

## 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

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- Accountability
- Involve
- Resilience

## 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.

## 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 CIRIS 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.

## 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 Children and Vulnerable Adults Responsibility

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.

## 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.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## 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.

## 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.





# Job Description

**Employee signature**

---

**Manager signature**

---

