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| Job Title: | Epilepsy Specialist Nurse (ESN) |
| Reports to (job title): | Complex Health Needs Service Manager. Learning Disabilities |
| Line Manager to: |  |
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## Job purpose

The Learning Disability and Autism division provides a range of services for Adults with Learning Disabilities and/or Autism in Bath and North East Somerset (B&NES). We believe strongly that our services should be person centred and enable the people we work with to have choice and control in their lives and reach their potential as individuals and members of their community

The Locality Service Our approach to delivering healthcare services is innovative, refreshing and above all caring. We are committed to putting patient care first and we are looking for dedicated professionals who share our values and our passion for delivering quality care.

We provide and contract for front-line NHS and social care services across England and have treated millions of people since 2006. We aim to make a lasting positive difference to the quality of care people receive. So, if that is what gets you out of bed in the morning, read on.

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The Complex Health Needs Service (CHNS)

The CHNS is a multi-disciplinary team of specialist health care professionals who provide assessment, advice, therapeutic interventions and support to adults who have learning disabilities and complex health needs and people with an autism diagnosis. The CHNS support people who have a GP in the Bath and North East Somerset area and work closely with our social care colleagues. We also provide a service for young people with complex needs who do not meet the criteria for LD or Autism; you may be required to work with these young people in addition to those with LD and or Autism.

The ESN will join the CHNS and a small team of specialised learning disability nurses who meet regularly for peer support and supervision. The role is to support adults with Learning Disabilities and Epilepsy, their families and social care providers to manage their epilepsy safely in the Community. The Complex Health Needs Service deliver complex health needs assessment; and care coordination/case management for adults with learning disabilities, and complex health needs. This role will be key in Epilepsy reviews; epilepsy training; some care coordination / Continuing Health Care; and hospital liaison.

This role is not able to offer an epilepsy diagnostic pathway and you will only be supporting people who already have a diagnosis of epilepsy.

We are part of an integrated health and social care specialist Learning Disabilities and Autism service. The CHNS is a multi-disciplinary service made of specialist health professionals (Psychiatry; Psychology; Epilepsy Nurse Specialist; Continuing Health Care Community Nurse; Occupational Therapy; Speech and Language Therapy; Physiotherapy and Behavioural Support Specialists).

The role is 37.5 hours. AFC Band 7. Competitive salary

This post is a specialist role however applicants interested in developing their clinical areas of interest are invited to apply as we provide support and opportunities for CPD

Key responsibilities:

1) To manage a caseload of adults with learning disabilities and epilepsy, in the Bath and Northeast Somerset.

2) You will need a good knowledge base around epilepsy, seizure types, treatment options and risk management, as well as SUDEP.

3) As an ESN you will need to be a non-medical prescriber and take a lead on treatment pathways, offering advice around medication options as well as alternative treatment options.

4) This role supports individuals who have a VNS in situ. There is an expectation that you will train to be a VNS practitioner and will be able to deliver this therapy in the community.

• It is essential that you work within the sphere of competency set in the Nursing and Midwifery Code of Conduct and within the NICE guidelines ‘Managing the Epilepsies (2022)’

• As a non-medical prescriber, you will need to work within your scope of prescribing practice as well as within the prescribing competencies set down by the Royal Collage of Psychiatry.

• You will also need to be able to problem solve, work closely with families, support staff as well as the wider MDT and allied health professionals.

• This role will predominantly concentrate on maintaining the health, safety and quality of life for adults with learning disabilities who have epilepsy in the BANES area. Including keeping people out of hospital and comprehensive risk assessing/management.

• You will be responsible for supporting adults with learning disabilities, their families and support network to ensure that epilepsy has the least negative impact on a person’s life as possible.

• You will be responsible for ensuring that Epilepsy care plans/management plans and risk assessments are kept updated.

Ensuring that SUDEP checklists are kept up to date and that anybody with a SUDEP risk also has an up-to-date risk assessment written by the provider of care. You will be responsible for ensuring that any SUDEP risk is discussed and manged appropriately.

• You will be responsible for ensuring that 3, 6 and 12 monthly reviews are carried out in a timely fashion, updating care plans, risk assessments and SUDEP checklists as well as ensuring all agencies are kept updated with information from these reviews.

• You will be responsible for managing people’s expectations of what this role can offer, ensuring there are open and transparent channels of communication between all agencies involved in the service user’s life.

• This role is responsible for maintaining the Epilepsy Emergency plans for the administration of midazolam and Clobazam.

• As part of this role, you will be expected to offer support and advice via email and telephone consultations.

• You will be responsible for maintaining liaison with Neurology services at the RUH, Southmead Hospital and the Rosa Burden Centre. There is an expectation that you will attend Neurology appointments and be part of the discussions around treatment, planning and risk management.

• Part of this role will be to manage epilepsy regimes in the community. As a non-medical prescriber, you will be responsible for changes to epilepsy medication as well as initiating epilepsy medication. Medicine changes will need to be monitored and reviewed closely with all agencies involved being kept up to date with progress and concerns.

• You will need to have a good working knowledge of the BaNES medicine formulary and shared care pathways.

• Part of this role will be to receive referrals for adults with learning disabilities who have experienced there first seizure.

• These referrals will need to be responded to within 5 working days. If the first seizure is secondary to dementia, in particular, Alzheimer’s, you will need to liaise with the health care professional who has diagnosed epilepsy to ensure a treatment pathway in underway. This will need to be monitored with regular contact and close MDT working to ensure other health care professionals are referred to as needed.

• If there are behavioural issues secondary to either the dementia and/or epilepsy you will need to liaise with the appropriate health care professionals to ensure there are good health, safety and wellbeing out comes for the individual.

• If a first seizure has been experienced for another reasons, ensure a treatment pathway is underway, monitor this closely in the community, and liaise with the HCP who made the diagnosis of epilepsy.

• Individuals who have experienced their first seizure will need an epilepsy care plan/risk assessment that highlights the current need but also the treatment plan/goals. These documents must clearly show the treatment outcome, seizure frequency and how a good quality of life is going to be maintained.

• You will be responsible for liaising with all agencies from primary, secondary, and tertiary care to ensure good health and quality of life outcomes are achievable and maintained.

• This role also includes referrals for contributions to CHC applications. These referrals need to be responded to with 28 working days and you will need to liaise closely with Amy Shawl the CHC co-ordinator in the Complex Health Needs Service.

• If seizure activity destabilises, you will be responsible for liaising with the Medic or Specialist involved with individual ensuring that they receive clear, accurate information around the situation. You will need to agree a treatment plan, agree a reporting system and work closely with the MDT to gain then to maintain seizure control.

• You will also be responsible for maintaining the treatment plans that are already up and running in the community. This will involve close monitoring in a community setting, managing risk, liaising with the Medic and/or specialist involved and ensuring the individual had a good quality of life that epilepsy does not impact.

• You will be responsible for ensuring that monthly training sessions of Epilepsy Awareness and the Administration of Rescue Medication continue. Ensuring the training package is kept up to date and that it follows the ENSA (Epilepsy Nurse Specialist Association) guidelines. You will also be responsible for managing bespoke training requests that are individual specific.

• You will be responsible for ensuring that you maintain your CPD in the area of epilepsy, which must include regular attendance at ESIGN as well as conferences and Master Classes if they are available.

• Implement care plans which achieve better quality of life outcomes for individuals and their carers based on holistic and person-centred assessments.

• Plan workload including prioritizing cases in terms of urgency and risk.

• To identify local health needs and contribute to team and service development towards reducing health inequalities and enhancing access to services.

## 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.

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| **Care** | **Think** | **Do** |
| * Inspire * Understand * Communicate | * Challenge * Improve * Learn | * 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](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf) , [NHS Constitution](http://www.nhs.uk/choiceintheNHS/Rightsandpledges/NHSConstitution/Pages/Overview.aspx) and [HSCIC Code of Practice on Confidential Information](https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/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.

## Personal Specification

Essential

* Nursing qualification recognised by NMC
* Current registration with HCPC /NMC
* 2 years post qualification experience or evidence of experience and working knowledge of Epilepsy
* Non-medical prescriber
* Excellent communication and literacy
* Knowledge of current legislation
* Excellent communication and literacy
* Ability to manage work autonomously, including decision making; delegation and think laterally
* Ability to evaluate and audit practice

**Desirable**

* Experience of working with people witrh learning disabilities
* Experience of working within an community learning disabilities service
* Knowledge of Continuing Health Care
* Problem solving skills
* Keen to continuing development of role and service
* Experience of VNS

Other requirements

Driving licence and own car as post is community based covering remote and rural locations

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| Employee signature |
| Manager signature |