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| Job Title: | Band 7 Community MS Nurse |
| Reports to (job title): | Clinical Services Manager |
| Line Manager to: |  |
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## Job purpose

To lead the delivery of high-quality, proactive, and patient-centered care for individuals diagnosed with Multiple Sclerosis (MS) within the community setting across Dartford, Gravesham, and Swanley.

Working as part of the Community Neurological Rehabilitation Team, you will play a pivotal role in enhancing patient outcomes, reducing unnecessary hospital admissions, and supporting early discharge.

The post holder will be a clinical expert and strategic lead for MS care in the community, managing a complex caseload and ensuring collaborative working with hospital MS specialists, GPs, and local services. You will also support innovation, service development, and mentorship across the multidisciplinary team.

This post is responsible for

**Clinical / Professional**

* Deliver advanced, evidence-based care to individuals with MS in a holistic and personalised manner
* Undertake complex clinical assessments and develop tailored care plans
* Act as the named nurse for patients on your MS caseload
* Support patients with symptom management and monitor treatment outcomes
* Initiate investigations and referrals in accordance with agreed clinical protocols
* Deliver patient education and promote self-management
* Administer prescribed medications, including intravenous treatments where appropriate
* Maintain accurate, timely records on EMIS or equivalent systems

## Key responsibilities

**Liaison**

* Work in partnership with hospital MS teams (e.g. Darent Valley Hospital) to ensure continuity of care
* Promote the community MS nursing service to both internal and external stakeholders
* Ensure seamless transitions for patients across acute and community services
* Attend and contribute to MDT meetings
* Support data collection and service evaluation through audit and outcome monitoring

**Management / Leadership**

* Provide clinical leadership and strategic oversight of the community MS nursing service
* Drive service innovation and the development of MS-specific care pathways
* Act as a resource and advisor on MS care for colleagues and partner organisations
* Mentor and support junior colleagues, students, and other professionals in MS care
* Represent the service at commissioning meetings, strategic groups, and locality forums

**Quality and Governance**

* Ensure all care is delivered in accordance with governance, risk management, and safety policies
* Participate in clinical audits, incident investigations, and service reviews
* Champion best practice and evidence-based care approaches

**Professional Development**

* Maintain up-to-date registration and ongoing compliance with NMC revalidation requirements
* Contribute to and lead internal and external teaching sessions
* Engage in clinical supervision, audit participation, and research initiatives

**Proposed Job Plan**   
This role supports a **flexible working model** aligned to community service needs. It includes autonomous patient visits, MDT collaboration, and dedicated time for service development and leadership. Occasional extended hours may be required to support care delivery and management duties.

## 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**

* Registered Nurse with current NMC registration
* Minimum of 5 years’ post-registration experience
* Demonstrated leadership within clinical or service development settings
* Experience managing a complex caseload independently
* Strong communication, coordination, and mentoring capabilities
* Full UK driving licence

**Desirable**

* Postgraduate qualification in MS, neurology, or long-term conditions
* Experience engaging strategically and presenting to wider audiences
* Proven involvement in audits, service improvement, or data analysis

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| Employee signature |
| Manager signature |