

Job Description

Role Title:	Parkinson's Disease Sister / Charge Nurse
Band:	Band 6
Responsible to:	Modern Matron / Parkinson's Disease Nurse Specialist
Accountable to:	Divisional Director of Operations

Our Vision, Mission, Values and Behaviours

At UHCW our vision is to become a national and international leader in healthcare. As such our mission is to: *Care, Achieve and Innovate*. We can achieve our vision and mission by providing and improving quality of care and services, encouraging creativity and embracing research and learning.

Our mission is underpinned by our clear set of values and associated behaviours; *Compassion, Openness, Pride, Partnership, Improve, Learn and Respect*.

As an employee of our Trust you will be accountable for upholding the Trust's values and be responsible for your own attitude and behaviour.

Job Summary

A high profile, accessible nurse with clinical responsibilities for a defined group of patients. Able to make informed decisions within their own area and scope of professional practice to ensure agreed standards, objectives and targets are met.

Main Duties/ Responsibilities

1. As part of our commitment to patients and delivery of a world class service for all we have created the UHCW Improvement (UHCWi) System in partnership with the Virginia Mason Institute in Seattle; this involves a structured approach to removing waste and putting the patient first using a lean management system and methodologies. Our culture and ways of working reflect and embed the practices and methodologies of UHCWi. You are expected, where identified, to attend and complete relevant training and development opportunities to support this. This may include Lean for Leaders, Advanced Lean Training, and the Human Factors Programme, amongst others. Full attendance and completion of identified courses is considered essential and a pre requisite for this post.
2. Under supervision undertake specialised practical skills to ensure optimum patient management.
3. To participate in drug therapy challenges within the day case unit.
4. To effectively manage and participate in the nurse led clinics, supported by the consultant / PDNS.
5. To provide support and advice to staff, patients and their carers in relation to Parkinson's

- disease, including training and the development of information
6. To liaise with appropriate departmental staff and discharge team to optimise smooth transition of patients from pre-admission to discharge home.
 7. To support the PDNS to involve patient/user views in the development and evaluation of the Parkinson's disease specialist role

Leadership and Management

1. To maintain a professional attitude at all times, developing the role of the nurse in the best interests of the patient and profession in accordance with the NMC Code of Conduct.
2. To integrate into the existing clinical structure and to support other professionals to manage the Parkinson's disease patients.
3. To promote effective communication with all members of the multiprofessional team in relation to management of the Parkinson's disease patients.
4. To act as a role model for members of the multiprofessional team in the expansion of practice to manage the Parkinson's disease patients.

Education and Training

1. To participate in audit related to the care of the Parkinson's patient's.
2. To Complete Parkinson's specific educational course, in line with Royal College of Nursing and Parkinson's Disease Nurse Specialist Association Competencies
3. A resource for staff advising on national, local and Trust policy and procedures/guidelines, ensuring that clinical governance is embedded in practice.
3. Be involved in training provision of identified staff groups within defined Areas in particular across the wards
4. Utilise IT systems to secure accurate and timely patient, resource data.
5. To take responsibility for adjusting one's own SCOPE of professional practice in order to demonstrate competence and continuous development in line with patient and service needs.
6. To support the Modern Matron and Consultant in developing integrated care pathways and ensuring smooth transition of the patient through the pathway.

General

1. The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.
2. All staff must be familiar with section 2 of the Health and Safety Policy. This document sets out



the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (Arrangements for Health and Safety) provides an overview of training for competence in health and safety matters.

3. All staff need basic working knowledge of risk management to enable them to participate in the identification of and control of all business risks that they encounter in their area of work.
4. The Trust has a clear commitment to equal opportunities and it is the duty of every employee to comply with the detail and the spirit of the policy.
5. The Trust is responsible for ensuring that the service provided for patients in its care meets the highest standards. Equally, the Trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect with any contract involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties.
6. The Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours. To work more than this you must have the authorisation of your manager and you must sign an opt out agreement stating that you choose to work extra hours. Does this still apply?
8.

Contractual Responsibilities

Confidentiality

The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other Health Services business.

Health and Safety

All staff must be familiar with the Trust Health and Safety Policy, including a thorough understanding of personal responsibilities for maintaining own health and safety and others.

Risk Management

All staff need a basic working knowledge of risk management to enable them to participate in identification and control of all business risks that they encounter in their area of work.

Equal and Diversity

Everyone has the opportunity to be treated with dignity and respect at work and has a clear responsibility to comply with the detail and the spirit of the Dignity at Work Policy.

Infection Control and Prevention

The Trust is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

Safeguarding Vulnerable Adults and Children

The Trust is committed to ensuring the safeguarding of vulnerable adults and children in our care. All employees are required to be familiar with their responsibilities in this area and to raise any concerns as appropriate

Conflict of Interest

The Trust is responsible for ensuring that the service provided for patients in its care meets the



highest possible standard. Equally, the trust is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's Standing Financial Instructions require any officer to declare any interest, direct or indirect, with contract involving the Trust. Staff are not allowed to further their private interests in the course of their duties.

Working Time Regulations

The 'Working Time Regulations 1998 require that you should not work more than an average of 48 hours in each working week. For example, in a 26 week period you should work no more than 1248 hours. Employees may choose to opt out by providing written notification as appropriate.

The above duties and responsibilities are intended to represent current priorities and are not meant to be an exhaustive list. The post holder may from time to time be asked to undertake other reasonable duties and responsibilities. Any changes will be made in discussion with the post holder according to service needs.



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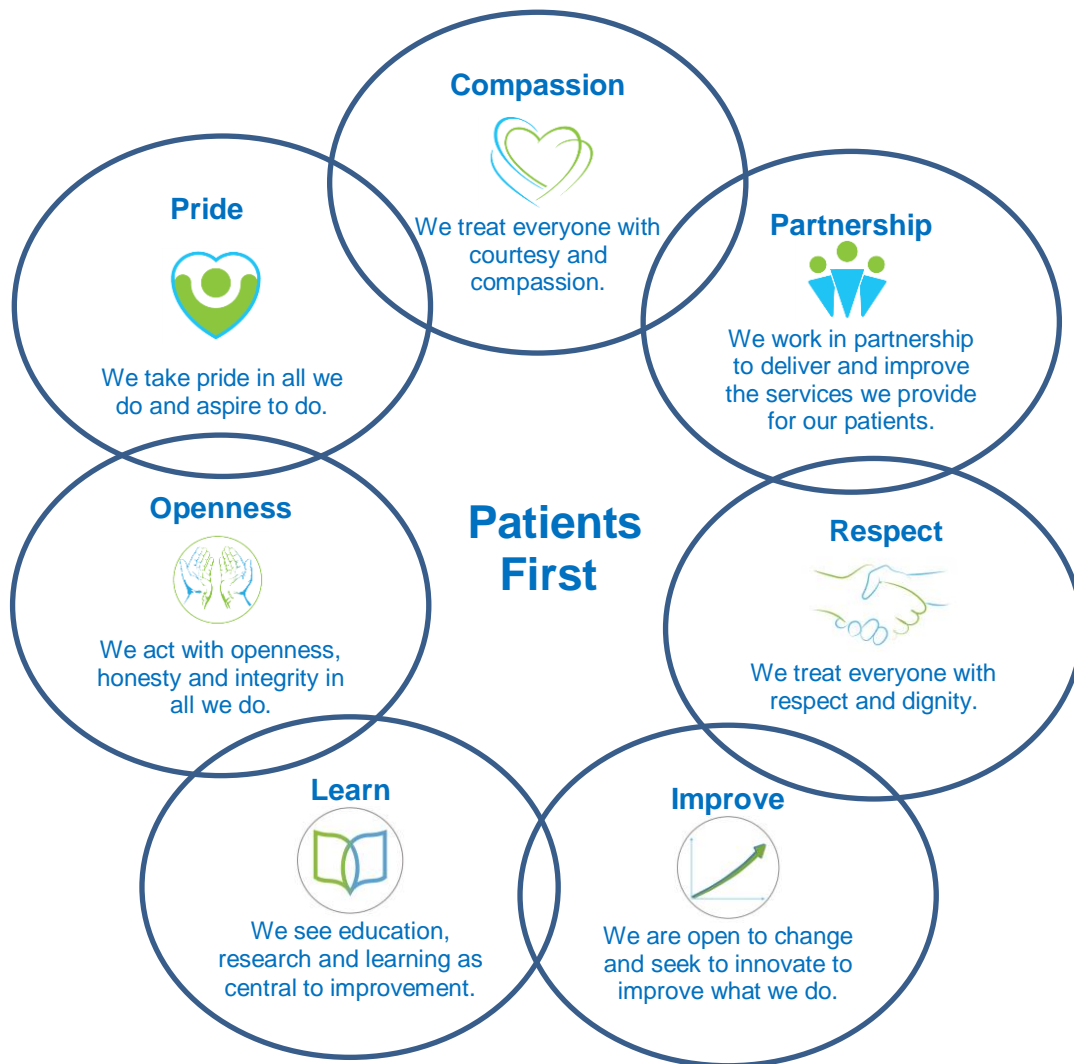
Criteria	Essential Criteria	Desirable Level
Qualification/Training	<ul style="list-style-type: none"> • Current Professional Registration • Teaching & assessing qualification <p>Leadership qualification or completion of leadership course</p>	<ul style="list-style-type: none"> • Degree level education or equivalent in health related subject • Health assessment module • Management qualification • Evidence of continuous professional development • Parkinson's Course or must be willing to undertake
Experience	<ul style="list-style-type: none"> • Professional clinical experience in appropriate specialty <p>Highly developed communication skills</p>	<ul style="list-style-type: none"> • Ability to manage people and change
Knowledge	<ul style="list-style-type: none"> • A knowledgeable clinician with the ability to apply evidence based practice • NMC Code of Conduct • Knowledge of clinical governance agenda • Knowledge of Health & Safety legislation • Understanding of equality & diversity in relation to patients and staff • A good understanding of the NHS modernisation agenda • A good understanding of the Parkinson's Disease Nurse Specialist competencies band 6 	<ul style="list-style-type: none"> • A good understanding of current issues relating to the NHS.



Skills & Abilities	<ul style="list-style-type: none"> • Proven oral and written communication skills • Able to prioritise and meet deadlines • Good management of own and others time • Able to use initiative and make decisions • Demonstrates good understanding of IT and technology • Demonstrates ability to successfully manage people and change • Assertive • Enthusiastic • Kind and compassionate • Motivated and able to motivate others • Calm and objective • Approachable 	<p style="text-align: right;">University Hospitals Coventry and Warwickshire NHS Trust</p> <p>Effective leadership skills</p> <ul style="list-style-type: none"> • Evidence of applying research to practice • Analyses problems and implements and Be able to write complex reports and formulate policies
Commitment to Trust Values and Behaviours	<p>Must be able to demonstrate behaviours consistent with the Trust's values.</p> <p>(As detailed in UHCW's <i>Values in Action</i> document below)</p>	



Our Values



Our values in action

We live our values in action in our work with patients, visitors and colleagues.

Some of the things you will see include UHCW staff:

- ✓ Being polite and introducing ourselves to everyone we meet
- ✓ Treating everybody as individuals and respecting their needs
- ✓ Being approachable, caring and helpful at all times
- ✓ Communicating openly with patients, visitors and colleagues, respecting confidentiality and privacy
- ✓ Taking the time to actively listen and understand individual needs
- ✓ Being open and honest
- ✓ Having honest conversations at all times
- ✓ Acknowledging that we don't always get it right
- ✓ Speaking out when we see things aren't right and supporting others to do the same
- ✓ Giving praise and saying thank you for a job well done
- ✓ Celebrating and recognising personal, team and organisational achievements
- ✓ Using the skills, experience and diversity of staff to better deliver our objectives and services
- ✓ Actively working with patients and visitors to improve services
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Taking personal responsibility for our own learning
- ✓ Keeping up-to-date with mandatory and professional development
- ✓ Developing ourselves and others, independent of our job role or profession
- ✓ Taking personal responsibility to make improvements by suggesting new ways of doing things
- ✓ Taking opportunities to learn with and from others
- ✓ Embracing change and supporting others through it
- ✓ Putting in place ways to receive feedback and acting to change things
- ✓ Seeking and adopting best practice from colleagues and other teams within UHCW
- ✓ Sharing learning with others
- ✓ Working across boundaries to improve the experience of patients, visitors and colleagues

