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for Exit Strategy



**BHSCT Charitable Trust Funds Grant Application**

Amalgam Fund Name & Number	Boag fund	Doz 222
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For official CTF office use only		
CTF Unique Approval Ref	Date	Initialled
D-2223-88	31/5/22	Ke

Details of anticipated expenditure (list all expected itemised costs) additional information can be provided on a separate sheet

Please see attached summary document from Accounts team re salary expenses 2 years salary would be approximately £122, 590 based on available figures. Please see additional attached document outlining the current unmet need in relation to transition of young people with neurodisability to adult services. A Band 7 fixed term nursing role is proposed to support this group and better understand healthcare needs and inform commissioning processes. At this time commissioning colleagues have advised whilst they recognise the need they have no available budget to support this role at present. They are keen to remain informed and will link with managerial colleagues.

*To be stood down if no funding is secured from commissioners as per C. Lundy*

Amount Required Excl of VAT £ As above

Applicant Name Print *Dr Claire Teresa Lundy and Mrs Fiona Moody Divisonal Nursing Lead*

Signature & Date *Fiona Moody 18/5/22* *Claire T. Lundy 23/5/22*

**Employee Declaration FOR TRAVEL COURSES & CONFERENCES UK & IRELAND ONLY**

Where applicable, by signing this form I confirm that: My study leave application has been approved by the appropriate manager through HRPTS system in line with the assistance to study policy.

I am responsible for ensuring that the correct level of approval has been obtained before submitting the Charitable Funds Application

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed the attached request and I am content it meets the Public Benefit Test, it fits with the fund objectives, Trust objectives, values and is in line with the CTF Handbook & Guiding Principles**

Committee Member 1  
Signature & Date

Committee Member 2 or Chair  
Signature & Date

Category of Spend Please Select one			
Building & Refurb	Medical Research	Patient Education & Welfare	
Purchase of New Equip	Staff Education	Other	
Other- Please Specify			

## **Transition Nurse Co-ordinator RBHSC Neurodisability service**

### **Application to BHSCT Charitable Funds (Boag Fund)**

Band 7 Nurse Fixed term Post : 2 years

#### **Unmet need**

Children with complex neurological disability such as cerebral palsy who survive into adult life are growing in number in Northern Ireland. This trend has been reported in many countries and it is recognized this population of young people can have significant serious co-morbidities such as respiratory problems, epilepsy and gastrointestinal disorders.

This population in Northern Ireland has had intensive input in the paediatric setting from hospital and community services which has supported families and young people resulting in improved quality of life and survival.

However, commissioning services in adult medical specialties has been difficult and there are obvious service gaps appearing particularly for young people with complex physical disability. We expect to transition approximately 30 very complex young people each year to adult services but are often in a position where an appropriate clinical provider is not immediately available and there are long waiting lists to be seen. Whilst young people ideally transition in a staged approach from around 14 this process can take 3-4 years in reality to be fully engaged with adult services. This means tertiary neurodisability services are working with up to 100 teenagers with complex healthcare needs in conjunction with community colleagues at any one time. Paediatric neurology outpatients coding data suggests there are over 400 teenagers between 14-17 attending RBHSC. Exact figures are not available as to the conditions and some of the clinical settings where children with complex neurodisability attend for appointments and we continue to work on this with managerial colleagues so we can better understand the needs of this population. We also recognize that many of the most complex children are also attending respiratory colleagues and there is a growing group of teenagers with neurodisability who are on long term ventilation with extensive care needs.

Transition for young people with movement disorders such as cerebral palsy may further complicated as they face new emotional and physical challenges and families often experience periods of crises during adolescence, particularly in young people with severe movement disorders as anxiety and mood change can result in deterioration. The increasing carer burden can also create emotional strain on parents and carers and many are very fearful about leaving the paediatric setting.

An additional important group are the teenagers who present with a new life changing condition e.g. brain or spinal injury. They are grappling with a new physical condition and are often in a grey area

between adult and children's services. They may have long inpatient stays and require a huge amount of care co-ordination and emotional support. A transition nurse specialist focusing on these complex teenagers would allow us to explore the needs of this population more fully here in Northern Ireland and start to work directly with adult service providers to develop more formal transition arrangements. We foresee that this role would also assist with service mapping and help provide information to colleagues in our Public Health Agency and commissioning colleagues regarding service developments required for young adults. There are good relationships with colleagues in adult neurology and adult rehabilitation medicine however, there are no formally commissioned transition clinics for these complex patients.

#### **Post holders main duties**

- **Outpatient clinics**
- **Liaison with specialty teams e.g. paediatric neurology and respiratory medicine**
- **Development of transition clinics**
- **Inpatient liaison**
- **Young person and Family support**
- **Community liaison**

We have close working relationships with a number of teenagers and their families and would ask them to assist us in developing this role through feedback and focus groups. We anticipate that the nurse would be present at clinical reviews of children with complex neurodisability and link in with Community Paediatric services to assist in transition planning issues. The nurse will provide support prior to and (where possible and with the families agreement) accompany the young person to their first adult services appointment to help provide support and liaison. The nurse would develop working relationships with nurse specialists in related specialties such as paediatric neurology and paediatric respiratory medicine. This will be an invaluable support both practically and emotionally for families as there would be a holistic understanding of transition needs across teams. There is often a period of time where the young person is being seen by services both in paediatric and adult practice during the teenage years and the transition nurse specialist will be crucial in helping families navigate the system.

Many children with complex health care needs are supported by community nursing services and again the transition nurse will be able to assist in liaison regarding transfer of care to new adult providers to improve communication.

We would like to work with adult colleagues in neurology and rehabilitation medicine to see how they feel a transition nurse might best support young people. The primary aim of this role will be support for young people, however, we anticipate the nurse will be able to collate baseline information on common themes that emerge at transition clinics e.g. clarity around what to do in an emergency (many children have direct access to paediatric wards), the role of the General Practitioner, equipment issues, day care placements post school, signposting for emotional or psychological support. At present we do not have a clear understanding of service gaps.

The post holder will be expected to be able to attend clinics for children preparing for transition in RBHSC and liaise with specialist and local professionals, attend adult services clinics where possible and assist the wider team with mapping service gaps. The post holder will work with colleagues in the paediatric neurodisability service and related specialties to assist with provision of information for commissioning colleagues and service managers on the needs of this complex population. The post holder will have a specific role in supporting teenagers who have been newly diagnosed with brain or spinal injuries who have been admitted to children's services.

#### **How would the post holder meet the needs identified**

The transition nurse role will help to describe service gaps whilst providing immediate practical support to children making the transition to adult services. The role will help develop tangible working relationships with adult service providers and guide us as to the way forward.

The role will provide immediate support to a very vulnerable group of teenagers who present with new life changing conditions such as brain or spinal injury in the teenage years. They will be able to link in with existing service providers to ensure the child and family are availing of appropriate support post discharge from the acute hospital.

The Children's hospital has been caring for an increasing number of teenagers and preparation is ongoing for the opening of a new hospital in approximately 5 years time. This role would ensure that nursing needs are highlighted in complex young people and included in future service commissioning in Northern Ireland.

See additional information from family of a teenager with complex neurodisability attached

understandably very anxious about the transition from paediatric to adult services. Currently all our child's care is coordinated by our Paediatric Neurodisability Consultant. Dr Lundy and her dedicated team of professionals offer high quality, family-centred health care - they know our child so well and work with us to ensure that all the specialist health services needed are available for our child. We worry about the future as we want to ensure that our child's treatment and care is properly managed in adult health services.

Change is difficult for many people and often you don't consider the transition until it is upon you. Currently we have little understanding of the adult care system. As parents, not only is it important that you understand the process, but that you feel supported and prepared to ensure the transition is as smooth as possible. We want to be confident about the future for ourselves and our child.

## **JOB DESCRIPTION**

**POST: Transition Nurse Coordinator- Children`s Neurodisability Service**

**LOCATION: RBHSC in first instance**

**BAND: Band 7 – To be matched.**

**REPORTS TO: Lead Nurse, Anaesthetics, Critical Care and Surgery,  
RBHSC.**

**RESPONSIBLE TO: Service Manager, Anaesthetics, Critical Care and  
Surgery, RBHSC.**

**PROFESSIONALLY RESPONSIBLE TO: Divisional Nurse Child Health &  
NISTAR**

### **Job Summary / Main Purpose**

The main purpose of the role is the coordination of Transition of young people within the Children`s Neurodisability Service to adult services, ensuring maintenance of high quality care and the requisite focus on the holistic needs of the young people.

As a Regional post, the post holder will work as part of the paediatric neurodisability team to act as a link, providing advice and support to children and families of those affected by a neurodisability condition.

The role will have a particular emphasis on supporting, leading, coordination and management of transition of young people onto adult services, through provision of relevant expertise and knowledge.

The postholder will ensure that young people are kept safe and have a positive experience of care during this period.

The postholder will build key relationships with clinical staff and senior managers within and external to the organization, specifically in relation to the quality of care that is delivered to young people transitioning to adult services. The key relationships will also include:

- Medical staff.
- All members of the multi-disciplinary team.
- Staff in support functions.
- Corporate departments such as performance.
- Young People groups.

- Other professionals providing other services such as community, mental health and primary care services.

The postholder will build and maintain strong networks with adult and other services, required to make the transition for children/ young people as seamless as possible.

He / she will provide a resource of specialist nursing skills, knowledge and expertise in the care and management of children with a neurodisability condition.

The post holder will provide psychological support and signposting to the local support services for children with neurodisability conditions.

The post holder will be an advocate for children and their families, promoting child focused family- centred care and act as a resource for healthcare professionals involved with these patients.

## **Key Responsibilities**

### **Clinical Activity and Leadership**

- In conjunction with the Lead Nurse and senior management team develop, establish and maintain a model of care for young people (12-16 years), as a key part of the Children's and Young people's transition strategy, for those accessing neurodisability services in RBHSC.
- As required for maintenance of clinical skills and expertise, the post holder will be expected to establish and independently manage a clinical case load, without losing focus on their primary role relating to transition services.
- The balance of clinical work and the coordination role within Transition services will be based on discussions with Service manager and Lead Nurse and ongoing development needs of the postholder and patient care.
- Provide specialist nursing skills, knowledge and expertise in the care and management of children with a neurodisability condition, with a focus on transition to adult services.
- Provide professional and clinical leadership and advice and support relating to the care of teenagers and young adults across care settings within the Trust.
- Provide psychological support and signposting to support services for children with neurodisability conditions and their families.
- Act as a patient advocate by providing information to enable young people to make informed choices about their healthcare.
- In conjunction with the Lead nurse develop policies and procedures for the multi-Disciplinary Team, to care and advocate for Young people across the Trust, in relation to neurodisability disorders.
- In conjunction with key stake holders, develop a Young person`s focus group, to ensure their views are intrinsic in the models of care developed.

- To act as a positive role model for innovation relating to transition services, identify areas for service improvement, initiate projects and in conjunction with the Lead nurse and others work to deliver them.
- Provide professional support, advice and clinical supervision to nurses.
- To ensure effective documentation and maintenance of all patient records, whilst being aware of the needs for patients' confidentiality and the Data Protection Act.
- To develop and maintain effective and appropriate communication network with other internal and external agencies to endure the best possible care experience for children/ young people and their families.
- To initiate and participate in audit and research and to provide a quality service underpinned by evidence based practice for the neurodisability and transition to adult services.
- Adhere to Trust and local policies.

### **Managerial responsibility**

- Promote effective communication within multi-disciplinary team to ensure collaborative working practices to support Transition services in Children`s neurodisability.
- To provide expert guidance and ongoing support to all nursing teams involved in patient care.
- Work closely with the multidisciplinary team and other agencies and initiate, develop and implement effective approaches to meet the needs of the young people and their families.
- Act as autonomous practitioner taking responsibility for clinical decisions.
- Liaise with and act as a resource for staff to maintain continuity of care for young people.
- Develop Young people strategic priorities in conjunction with the Lead nurse, Service manager and senior multidisciplinary team.
- To lead and advise on nursing issues and resources available in order to maintain service provision and ensure patients receive optimum care.
- To give specialist advice, lead and in conjunction with the Lead Nurse participate in service development including pathways of care and clinical policies in order to optimise service provision within given resources and planned future service changes.



- In conjunction with senior management, identify new nursing roles and skills that may be required to provide an effective Paediatric Neurodisability and Transition Service.
- Participate in the development of business plans with multi-professional team that underpin the strategic development of the service.
- To contribute to ensuring the implementation of local and national policies for health and safety, risk management, personnel issues and professional issues including the NMC professional code of conduct, Trust policies and procedures.
- In conjunction with Senior leadership team, investigate and act on clinical incidents and complaints relevant to young people in neurodisability and Transition services.
- Develop an effective method of feedback for Young people, carers and colleagues in order to help to develop services.
- As required and in conjunction with Lead Nurse, undertake risk assessments of a service area where young people are cared for and make recommendations to promote and improve practice and care pathways.
- Ensure that relevant services are aware of their responsibilities under legislation and following the trusts policies and procedures.
- Undertake appraisal of more junior staff as required.
- Involved in recruitment and retention of staff.

### **Education**

- To lead and participate in the supervision and teaching of all grades of staff, carrying out clinical supervision, preceptorship and mentorship as required.
- To attend training and updating sessions as appropriate.
- To assess and evaluate the education needs of the children and their carers about their condition including medication and treatment. To provide verbal and written information about the conditions that are age and culturally appropriate.
- To be a lead resource providing input to patient groups locally and nationally as appropriate.
- To act as a resource for teaching and educating patients and staff across the Trust and in particular relating to Transition to adult services.

- Support and educate nursing staff caring for Young people providing expert advice and promoting evidence based care.
- Contribute towards education and teaching programmes around the care of young people wherever they are cared for in the Trust
- Accept responsibility for own personal and professional growth and for maintaining a record of evidence of professional development experiences within a Personal Professional Portfolio.
- Discuss personal and professional development needs during an annual appraisal and develop, agree and document action points in a personal development plan.
- Demonstrate a commitment to research and evidence-based practice and clinical excellence and be instrumental in the introduction of evidence-based changes to improve patient centred care.
- Adhere to the NMC Code of Professional Conduct and Scope of Professional Practice at all times

### **Professional**

- To provide effective clinical leadership.
- To communicate effectively and be an effective role model with individuals and groups.
- Demonstrate experience in the management of Young people and act as a resource to other healthcare professionals
- To maintain a professional attitude and work in accordance with the NMC Code of Conduct.
- To be aware of own learning needs and limitations and to maintain professional expertise by embracing the concept of lifelong learning.
- To lead and participate in relevant nursing research and to establish links with other Paediatric Neurology and Neurosurgery nurse specialists throughout the UK.
- Work with colleagues and others to develop networks to deliver and improve services for young people.
- Develop an open climate for team members to raise concerns -particularly in relation to patient care.

- To network with nurses on a local, regional and national level to develop nursing practice.

### **General Responsibilities**

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.
- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HPSS Code of Conduct.

### **Records Management**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant with the Belfast Health and Social Care Trust policy and procedure on records management and seek advice if in doubt.

### **Information Governance**

All employees of Belfast Health & Social Care Trust are legally responsible for all records held, created or used as part of their business within the Belfast Health and Social Care Trust, including patient/client, corporate and administrative records whether paper based or electronic and also including e-mails. All such records are public records and are accessible to the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environment Regulations 2004, the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Employees are required to be conversant and to comply with the Belfast Health and Social Care Trust policies on Information Governance including for example the ICT Security Policy, Data Protection Policy and Records Management Policy and to seek advice if in doubt.

**For further information on how we use your personal data within HR, please refer to the Privacy Notice available on the HUB or Your HR**

## **Environmental Cleaning Strategy**

The Trusts Environmental Cleaning Strategy recognises the key principle that “Cleanliness matters is everyone’s responsibility, not just the cleaners” Whilst there are staff employed who are responsible for cleaning services, all Trust staff have a responsibility to ensure a clean, comfortable, safe environment for patients, clients, residents, visitors, staff and members of the general public.

## **Infection Prevention and Control**

The Belfast Trust is committed to reducing Healthcare associated infections (HCAIs) and all staff have a part to play in making this happen. Staff must comply with all policies in relation to Infection Prevention and Control and with ongoing reduction strategies. Standard Infection Prevention and Control Precautions must be used at all times to ensure the safety of patients and staff.

This includes:-

- Cleaning hands either with soap and water or a hand sanitiser at the appropriate times (WHO ‘5 moments’);
- Using the correct ‘7 step’ hand hygiene technique;
- Being ‘bare below the elbows’ when in a clinical environment;
- Following Trust policies and the Regional Infection Control Manual (found on intranet);
- Wearing the correct Personal Protective Equipment (PPE);
- Ensuring correct handling and disposal of waste (including sharps) and laundry;
- Ensuring all medical devices (equipment) are decontaminated appropriately i.e. cleaned, disinfected and/or sterilised;
- Ensuring compliance with High Impact Interventions.

## **Values**

The Belfast Trust aims to recruit staff not only with the right skills but also with the right values to ensure the delivery of excellent patient care and experience. Staff will be expected to be committed to provide safe, effective, compassionate and person centered care by:-

- Treating Everyone with Dignity and Respect
- Displaying Openness and Trust
- Being Accountable
- Being Leading Edge
- Maximising Learning and Development

By embedding the above values, we will make a significant contribution to the delivery of the Trust’s Vision.

## **Personal Public Involvement**

Staff members are expected to involve patients, clients, carers and the wider community where relevant, in developing, planning and delivering our services in a

meaningful and effective way, as part of the Trust's ongoing commitment to Personal Public Involvement (PPI).

Please use the link below to access the PPI standards leaflet for further information.

[http://www.publichealth.hscni.net/sites/default/files/PPI\\_leaflet.pdf](http://www.publichealth.hscni.net/sites/default/files/PPI_leaflet.pdf)

**Clause:**     ***This job description is not meant to be definitive and may be amended to meet the changing needs of the Belfast Health and Social Care Trust.***

## PERSONNEL SPECIFICATION

**JOB TITLE / BAND:** Transition Nurse Coordinator, Children's Neurodisability Services, Band 7

**DEPT / DIRECTORATE:** Child Health & NISTAR, RBHSC

### Notes to applicants:

1. You must clearly demonstrate on your application form under each question, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Shortlisting will be carried out on the basis of the essential criteria set out below, using the information provided by you on your application form. Please note the Trust reserves the right to use any desirable criteria outlined below at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.
3. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

### ESSENTIAL CRITERIA

The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
<b>Experience Qualifications Registration</b>	<p>Registered Nurse on Part 1 (Children's) on the NMC live register.</p> <p>Have a Nursing Degree <b>AND</b> a minimum of 3 years post registration experience in paediatric neurology or neurodisability.</p> <p><b>OR</b></p> <p>Have 5 years post-registration experience as a Band 5, 3 of which should be in paediatric neurology or neurodisability <b>AND</b> have a post-graduate diploma or equivalent qualification.</p> <p><b>OR</b></p> <p>Have 5 years post-registration experience</p>	Shortlisting by Application Form

	including 2 years' experience at Band 6, within neurology or neurodisability services.  Evidence of post registration training and development specific to paediatrics and/ or neurology/neurosurgery.	
<b>Knowledge Skills Abilities</b>	Evidence of leadership, managerial and organisational skills.  Excellent communication skills.	Shortlisting by Application Form

## DESIRABLE CRITERIA

Desirable criteria will **ONLY** be used where it is necessary to introduce additional job related criteria to ensure files are manageable. You should therefore **make it clear** on your application form how you meet these. Failure to do so may result in you not being shortlisted.

Factor	Criteria	Method of Assessment
<b>Experience Qualifications Registration</b>	The candidates post registration experience working with children with neurology and/ or neurodisability disorders may be in a hospital or community setting.	Shortlisting by Application Form
<b>Other (e.g. Knowledge Skills Abilities)</b>	Demonstrate ability to work effectively as part of a multi-disciplinary team.	Shortlisting by Application Form

### NOTE:

Where educational/professional qualifications form part of the criteria you will be required, if shortlisted for interview, to produce original certificates *and* one photocopy of same issued by the appropriate authority. Only those certificates relevant to the shortlisting criteria should be produced. If educational certificates are not available an original letter *and* photocopy of same detailing examination results from your school or college will be accepted as an alternative.

If successful you will be required to produce documentary evidence that you are legally entitled to live and work in the United Kingdom. This documentation can be a P45, Payslip, National Insurance Card or a Birth Certificate confirming birth in the United Kingdom or the Republic of Ireland. Failure to produce evidence will result in a non-appointment.

Where a post involves working in regulated activity with vulnerable groups, post holders will be required to register with the Independent Safeguarding Authority.

Summary Costing schedule for Investment Decision Making Templates		Ref Number								
Provider		BELFAST								
Hospital Site or Community development		BELFAST CITY								
Scheme Title										
Band 7 Nurse-Bid to Charitable Funds										
Pay and Price Levels										
if a regional rate for AFC staff is agreed then all costs will automatically update - TBA										
Pay Costs	Description	Base Case - option 1		Option 2						
		months claimed	wte	fye	cye	months claimed 22/23	wfe	Costed	CYE 22/23	FYE 22/23
BAND 7	Nurse Mon- Fri					12.00	1.00	61,295	61,295	61,295
<u>Non-AFC posts please detail below</u>										
<u>Allowances for posts noted above - please detail below</u>										
<u>Exceptional Recruitment and Retention costs for posts above the mean plus x% (please provide detail)</u>										
<b>TOTAL PAY COSTS</b>			0.00	0	0		1.00		61,295	61,295
<u>Non-Pay Costs - please detail below</u>										
<u>Salary related non pay costs</u>										
<u>Staff related G&amp;S</u>										
<u>Goods &amp; Services</u>										
<b>TOTAL NON-PAY COSTS</b>				0	0				0	0
<b>GRAND TOTAL</b>				0	0				61,295	61,295
<u>Phasing/Timescale</u>		<i>(Can development be phased, if so provide details in this box)</i>								
PROGRAMME OF CARE		<i>(Can development be phased, if so provide details in this box)</i>								
<u>SUB-SPECIALTY INFORMATION eg inpatients, outpatients, daycases if known</u>		Belfast								
<u>LCG</u>		Belfast								
<u>If more than one LCG in option above please give details</u>		Belfast								
<u>LGD</u>		Belfast								
<u>If more than one LGD in option above please give details</u>		Belfast								