

Cambridgeshire and Peterborough CCG Job Description NHS Diabetes Prevention Nurse Lead

Job Title	NHS Diabetes Prevention Programme Nurse Lead(s)
CCG Base Location	Dependent on applicant (Ability to travel to other sites and CCG offices is required)
Sessions	Approx 1 session (3.5 hours) per month in each locality Fixed Term to 31 March 2018 Please indicate on your application if you would be interested in a job share opportunity, and state the locality you wish to cover
Accountable to	Director of Community Services and Integration
Responsible for	Supporting the Clinical Leadership of the NHS Diabetes Prevention Programme

General Information

Vision

Cambridgeshire and Peterborough CCG will work in partnership to improve quality of care, to develop healthy communities through change and innovation, making wise decisions about how we use the resources available to us.

Our Values

We are committed to being:

- Organised
- Honest
- Decisive
- Innovative
- Ambitious
- Compassionate

Job Purpose

Cambridgeshire and Peterborough CCG is part of Wave 1 of the National Diabetes Prevention Programme (NHS DPP). This is a nationally funded behaviour change programme that aims to delay or prevent people from developing Type 2 diabetes through education about healthy eating and lifestyle changes, as well as bespoke physical activity sessions.

The Nurse Lead for NHS DPP will provide clinical input into the local programme. The post holder will help to support practice engagement to increase the number of referrals into the programme, and act as a point of contact for colleagues working in primary care.

Key Duties and Responsibilities

- The post holder will be responsible for the provision of clinical, patient management and pathway advice regarding the NHS DPP.
- Supported by the full time Diabetes Project Manager, the core objectives will be to:
 - Work with colleagues in primary care to help raise awareness of the programme and encourage referrals to the NHS DPP.
 - Proactively contact local practices to understand issues they may be experiencing, and answer queries they may have regarding the NHS DPP.
 - Identify localities to contact groups of practices and ensure this is done in a planned way.
 - Attend practice visits as required to discuss the programme with primary care colleagues.
 - Liaise with colleagues working for Independent Clinical Services (ICS), our local provider of the NHS DPP.
 - Provide regular feedback to the team on the outcome of practice contacts to help inform future planning.

General

- Provide support in the local healthcare systems in order to inform decision making that transforms services and improves health outcomes for patients.
- Liaise with stakeholders and primary care colleagues to ensure that they are kept informed of the latest challenges and trends in healthcare in Cambridgeshire and Peterborough, specifically relating to the local NHS DPP.
- Contribute to any procurement processes that the CCG may be engaged in relating to NHS DPP.
- Liaise with the Contracting Team to ensure that emerging mainstream commissioning issues are identified and addressed.
- Act as an ambassador for the CCG and enrich the engagement of primary care colleagues.

Relevant to all

- The post holder will be expected to declare any Conflicts of Interest and keep the CCG informed of any changes to personal or business interests that may affect their ability to remain impartial.
- Post holders must comply with the Single Equality Scheme and must not discriminate on the grounds of sex, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Cambridgeshire & Peterborough CCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- Post holders have 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 Cambridgeshire and Peterborough CCG.
- All staff are subject to the Data Protection and Freedom of Information Acts and must maintain strict confidentiality of information in accordance with Cambridgeshire and Peterborough CCG policy and, where applicable, with the relevant policy of their professional body. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the context of calculated Data Protection Guidelines.
- Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to C&P CCG Information Governance and Information Security policies.
- Maintain own professional development and take part in annual performance appraisal process.
- Undertake mandatory training and any other training relevant to the role as required by C&P CCG.
- The post holder is required to participate in relevant emergency preparedness processes for their team.
- Cambridgeshire and Peterborough CCG seek to establish a safe and healthy working environment for its employees and operate a non-smoking policy.
- All of the above activities are governed by the operational policies, standing financial instructions, policies and procedures and standards of Cambridgeshire and Peterborough CCG, as well as legislation and professional standards and guidelines.
- The post holder must participate in clinical and other audits as required.
- The job description and person specification are an outline of the tasks, responsibilities and outcomes required of the role. The job holder will carry out any other duties as may reasonably be required by their Line Manager.

- This is a description of the job as it is at present constituted. It is the practice of Cambridgeshire and Peterborough CCG to regularly examine employees' job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will, therefore, be expected to participate fully in such discussions and, in connection with them, to re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible Cambridgeshire and Peterborough CCG reserves the right to insist on changes to your job description after consultation with you.
- All organisations have a legal duty to check employees' documentation to ensure they are entitled to work in the UK and failure to conduct appropriate checks can result in criminal prosecution and/or a fine of up to £10,000 for each illegal worker. Therefore Cambridgeshire and Peterborough CCG's Counter Fraud Provider, TIAA will be undertaking checks on all new starters using ID scanning equipment to ensure that the identity documentation that has been provided by prospective employees is genuine.
- An essential component of the CCG is to ensure that all staff comply with the governance requirements of CCG's policies and procedures in place to ensure full compliance across the organisation. Staff should make themselves aware of and comply with all relevant policies, including Clinical and Operational policies and:
 - CCG Constitution
 - Standards of Business Conduct and Managing Conflicts of Interest
 - Standing Financial Instructions (embodied within the CCG Constitution)
 - Standards of Business Conduct and Commercial Sponsorship Policy
 - Raising Issues of Serious Concern at Work (Whistleblowing) Policy and Procedure
 - Counter Fraud Policy
 - Anti-Bribery Policy

The above list is not exhaustive and may be varied by the CCG as required.

**Cambridgeshire and Peterborough CCG Person Specification
NHS Diabetes Prevention Programme – Nurse Lead**

Job Title	NHS Diabetes Prevention Programme – Nurse Lead
Directorate	Community Services and Integration

	Essential Criteria	Desirable Criteria	Measure
Qualifications and Training	<ul style="list-style-type: none"> Registered Nurse with current NMC registration 		Application/ certificate check
Experience	<ul style="list-style-type: none"> Experience of working within whole health systems Experience of working with primary care 	<ul style="list-style-type: none"> Worked within a commissioning organisation before Experienced clinician in the specialist field of diabetes 	Application/ Interview/
Skills, ability and knowledge	<ul style="list-style-type: none"> Demonstrates understanding of the local health economy and an understanding of clinical pathway transformation Knowledge of evidenced based change and transformation Knowledge of NHS Good Governance to include Conflict of Interest 		Application/ Interview/
Personal attributes	<ul style="list-style-type: none"> A general understanding of health and an appreciation of the broad social, political and economic trends influencing it. Able to question information and explanations supplied by others, who may also be experts in their field Able to articulate an objective, balanced not personal, view and to 		Application/ Interview/

	<p>engage in constructive debate without being adversarial or losing respect and goodwill</p> <ul style="list-style-type: none"> • Able to recognise key influencers and the skills in engaging and involving them • Able to communicate effectively, listening to others actively sharing information • Able to build excellent collaborative networks 		
Safeguarding and promoting the welfare of children and young people/adults who are at risk of neglect or abuse	<ul style="list-style-type: none"> • Demonstrates understanding of safeguarding issues 		DBS Certificate
Working within Professional Boundaries	<ul style="list-style-type: none"> • Highly motivated and resourceful • Able to maintain high standards of diplomacy and understands the principle of confidentiality • Accepts responsibility and accountability for own work and can define the responsibilities of others • Able to establish positive relationships and mutual respect with people at all levels • Ability to contribute effectively 		Application/ Interview
Emotional Awareness	<ul style="list-style-type: none"> • Demonstrates empathy and concerns for others • Shows respect for others' feelings, views and circumstances 		Interview

Self-awareness	<ul style="list-style-type: none"> • Can demonstrate a flexible approach • Has realistic knowledge of personal strengths and areas for development 		Application/ Interview
Behaviour we expect	<ul style="list-style-type: none"> • Open and honest • Treat everyone in a friendly, courteous manner • Treat colleagues and contacts with dignity and respect • Understand people come from varied backgrounds: challenge bias, prejudice and intolerance • Learn from mistakes and ask for support where necessary • Look for better ways of working to achieve improvements • Question poor behaviour • Uphold the values of Cambridgeshire & Peterborough CCG and be proud to be part of the CCG 		

NB: The order of this list of criteria does not indicate importance.