

## INTRODUCTION

### SIA – For life after spinal injury

Dear Applicant

The Spinal Injuries Association (SIA) is the UK's leading charity supporting individuals who sustain damage to the spinal cord, often resulting in paralysis. We are a passionate, caring organisation with a forty-year track record of developing to meet the changing needs spinal cord injured people.

**Our Vision** – a fulfilled life for everyone affected by spinal cord injury.

**Our Mission** - is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

The success of our SCI Nurse Specialist Service is crucial to delivering that mission by ensuring we build awareness and knowledge of the health needs of spinal cord injured people with healthcare professionals, and by ensuring that spinal cord injured people feel more confident about advocating for themselves when dealing with healthcare professionals involved in their treatment and care.

SIA has credibility and expertise on spinal cord injury, an extensive network of contacts across the health and social care sectors and support from a valuable range of individuals and corporate partners. We have the potential and the ambition to build further support and expand the reach and effectiveness of our services.

With high levels of staff engagement and great commitment to our important role, SIA is repeatedly described as being a great place to work. So if you have the experience and skills that we are looking for, then we would like to hear from you. If you would like to find out more about the charity and the role, one of our Nurse Specialists will be happy to have an informal chat with you before you make your application. Please email Jen Sims HR and Volunteer Coordinator for this to be arranged [j.sims@spinal.co.uk](mailto:j.sims@spinal.co.uk) or call 01908 604191



**Bernadette Murphy**  
**Director of Services & Operations**

NB. We do not require further support with recruitment at this stage, so no calls/emails from agencies please.

## **APPLICATION PROCESS**

Applications must be made using the SIA Application Form supplied – please do not just send a CV

Please send the completed form to:

j.sims@spinal.co.uk      or by post to

HR & Volunteer Coordinator  
Spinal Injuries Association  
2 Truman Place  
Oldbrook  
Milton Keynes  
MK6 2HH

The deadline for applications is 5pm on 6<sup>th</sup> September 2019

Interviews will be held in Milton Keynes on 24<sup>th</sup> and 25<sup>th</sup> September 2019

## JOB DESCRIPTION

Job Element	Detail
<b>Job Title</b>	SCI Nurse Specialist
<b>Reporting to</b>	SCI Nurse Specialist Regional Lead
<b>Department/Location</b>	Health & Care Quality Team/Home based
<p><b>Main Purpose</b></p> <p>Working as part of the Health &amp; Care Quality team and within a designated geographical region, the SCI Nurse Specialist will support those with newly acquired spinal cord injuries who are not admitted to specialist services, or those with established spinal cord injuries who are being re-admitted to hospital for treatment unrelated to their impairment. Through telephone, email or face-to-face visits the SCI Nurse Specialist will offer guidance and advice to these individuals and/or their family members, addressing issues of concern associated with treatment and care and liaising on their behalf with healthcare professionals in the treating hospitals to ensure these are dealt with in line with best practice standards.</p> <p>The SCI Nurse Specialist will also act as an educator for healthcare professionals involved in the treatment and care of spinal cord injured people and working in non-specialist settings, and will contribute to the development and delivery of educational offerings available via the SIA Academy. When required, the SCI Nurse Specialist will support individuals through elements of the NHS Continuing Health Care assessment process, attending review or appeal hearings in their capacity as clinical specialist in SCI care. They will also contribute to the monitoring, evaluation and development of the SCI Nurse Specialist Service via mechanisms put in place for that purpose.</p>	
<p><b>Duties &amp; Responsibilities</b></p> <p><b>Clinical</b></p> <ul style="list-style-type: none"> <li>• Provide support to newly spinal cord injured individuals, offering guidance and support to them/their families and the treating teams that will enable them to acquire the skills and competencies necessary to understand and cope with the challenges they may meet throughout the rehabilitation process.</li> <li>• Provide support to spinal cord injured members of SIA being re-admitted to hospital for treatment unrelated to their impairment, advising them as to strategies they can develop to ensure the treating hospital is aware of, and can cope with, their additional care needs whilst in hospital.</li> <li>• With permission, liaise on behalf of the above patient groups with healthcare professionals to ensure the quality of health care received is in line with best practice and any relevant local or national standards, ensuring any issues of concern are addressed prior to/post admission.</li> <li>• Where patient wishes conflict with those of treating healthcare professionals, to work with both parties in an effort to resolve issues.</li> <li>• Be sympathetic to patient beliefs, feelings and preferences whilst remaining a neutral third party, focussing at all times on assisting the patient throughout the health care process.</li> <li>• Be knowledgeable about treatment options in order to provide patients with the best professional advice, recognising the limits of own competency and professional boundaries and signposting to other more appropriate sources of help when necessary.</li> </ul>	

- Promote the health and wellbeing of spinal cord injured people and family members affected by this impairment in line with health and social care policy guidelines and legislation.
- Promote the rights, interests, needs and choices of SCI people and other relevant and interested parties in the planning, delivery and evaluation of care and services.
- Work in an integrated way with other SIA service delivery teams, offering clinical advice in respect of individuals they are supporting where necessary, or dealing directly with requests for support when appropriate.
- Provide clinical input for advocacy casework in respect of NHS Continuing Healthcare funding, working closely with the Advocacy team to help ensure SIA members achieve best possible outcomes and receive care packages appropriate to the level of their care needs.
- Provide clinical input for regional support groups established by SIA, contributing to a rolling programme of activity via group presentations and/or one-to-one consultations with group members.
- When necessary, facilitate access to external services and influence care provision.

#### **Education**

- Participate in SIA Academy educational offerings and events such as Study Days, conferences and seminars, contributing content to event programmes that promotes best practice in the treatment and care of SCI people.
- Deliver in-service training sessions within non-specialist settings for healthcare professionals involved in the treatment and care of SCI people, promoting best practice methods and raising awareness of SIA and other relevant SCI services.
- Integrate into practice current knowledge of spinal cord injury care, informed by research and other forms of evidence.
- Continue to develop own competence to practice through use of a personal continuing professional development plan, and maintaining up to date knowledge of resources, services, policies, new approaches, interventions and treatments in spinal cord injury care.

#### **Professional**

- Work positively with other healthcare professionals involved in the treatment and care of SCI people, in particular key staff working at the designated regional SCI Centre(s), so as to develop and maintain clinically effective relationships.
- Ensure all nursing practice is in accordance with the NMC Code of Conduct and other relevant nursing policy.
- Develop/comply with SIA policies, procedures and protocols relevant to the SCI Nurse Specialist service and the health and well-being of those it supports.
- Ensure appropriate strict and complete confidentiality is maintained in respect of information obtained during the course of work.
- Ensure that the integrity of data captured during the course of service delivery is not compromised and that all data is collected/stored/used in accordance with SIA's policies on Data Protection and

Data Retention and in accordance with the principles set out in the Data Protection Act 2018 and GDPR.

### **Reporting & Line Management**

- Initially, report to the SCI Nurse Specialist Regional Lead on all aspects of the post, engaging in internal line management supervision, external clinical supervision/mentoring and annual performance appraisal when required.
- Support the SCI Nurse Specialist Regional Leads to maintain and develop quality service provision in line with the organisation's business and strategic plans.
- Maintain records of service-related activity for monitoring, evaluation and development purposes, providing written reports, statistics and information as may be required and meeting with current/potential funders of the service when necessary.
- Undertake relevant statutory and personal development training necessary to the achievement of agreed targets.
- Participate in, and actively contribute to, Departmental meetings and develop links with and ensure involvement in relevant forums/groups inside and outside of the organisation.
- Share information with colleagues within own team and across departments to ensure an accurate and coordinated approach to all SIA stakeholders.
- Work in a flexible way when the occasion arises so that tasks not specifically covered in the job description are undertaken.

### **Salary, Hours & Benefits**

- Salary: £37,890 per annum
- Hours: 37.5 per week, Monday to Friday
- Annual Leave: 25 days per annum plus Bank Holidays increasing to 28 days after three completed years of service and to 30 days after 5 completed years of service.
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme on commencement of employment
- Payment of NMC registration

Person Specification	Details	
<b>Job Title:</b>	SCI Nurse Specialist	
Knowledge	Essential	Desirable
Knowledge of management of patients with long-term conditions, including spinal cord injury	X	
Knowledge of accountability of own role and other roles in a nurse-led service	X	
Knowledge of health promotion strategies	X	
Knowledge of local and national health policy	X	
Knowledge of clinical governance issues in primary care	X	
Experience		
Minimum three years post registration experience	X	
Experience of nurse-led management of long-term conditions, including spinal cord injury		X
Skills		
Change-management skills and ability to support patients to change lifestyle	X	
Excellent communication skills, both written and verbal	X	
Ability to communicate complex or difficult messages to patients and families	X	
Negotiation and conflict management skills	X	
Ability to provide teaching in clinical /non-clinical settings	X	
Strong IT skills	X	
Ability to work across boundaries	X	
Is highly motivated, flexible and able to work as part of a team	X	
Car owner and driving license	X	
Qualifications		
Registered nurse with current NMC pin	X	
Relevant nursing/health degree		X
Mentor/teaching qualification		X

# APPLICATION FOR EMPLOYMENT

Please write in block letters, using black ink, or type. Please complete all sections of this form carefully, following the instructions. The information you provide is the only material used in deciding if you should be interviewed. CVs are not accepted and will not be considered. Where necessary continue your answers on a separate sheet of paper.

**For which post are you applying?**  
**How did you learn of this vacancy?**

<b>Forename(s):</b>	<b>Last Name:</b>
<b>Address:</b>	
<b>Home No:</b>	<b>Work No:</b>
<b>Mobile No:</b>	<b>Email:</b>
<b>Name and address of present or most recent employer:</b>	
<b>Telephone no:</b>	
<b>Current post title:</b>	
<b>Brief description of duties:</b>	
<b>Current pay:</b>	
<b>Period of notice required by employer:</b>	

## REFERENCES

Please give names and address of two referees, one of whom should be your current or most recent employer.

<b>Employer</b>	<b>Employer/personal</b>
<b>Name:</b>	<b>Name:</b>
<b>Job Title:</b>	<b>Job Title:</b>
<b>Company:</b>	<b>Company:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone No.</b>	<b>Telephone No.</b>
<b>Email:</b>	<b>Email:</b>

Should referees be approached prior to interview?

Yes

No

## EDUCATION

General Education	Level	Grade

Further Education/Professional Qualification	Level	Grade

## EMPLOYMENT HISTORY

[illegible]

## PERSONAL DEVELOPMENT

Please state any courses, membership, voluntary work or public service/duties you consider relevant, with outcomes where applicable.

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Are you to your knowledge, related to any executive member or employee of the Spinal Injuries Association? If so, please give details.

# SUPPORTING STATEMENT

This is an opportunity to draw attention to aspects of your career, training courses attended, interests, ambitions, etc., which make you suitable for the post. Also, state why you are interested in applying for this post and make particular reference to the Job Description and Person Specification. Use additional sheets if necessary.

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## SIGNATURE

The information given in this application is, to the best of my knowledge, true and accurate. I understand that any false declarations may lead to the withdrawal of a job offer or termination of employment.

Signature of applicant

Date

# ELIGIBILITY TO WORK IN THE UK

It is a legal requirement placed upon employers for all new employees to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. The legislation requires employers to verify that any person selected for employment is eligible to work in the United Kingdom. The Spinal Injuries Association is required to see and take a copy of appropriate documents before employment commences. To enable us to comply with this legislation, please complete this form and return with your application. You will be asked to provide evidence of your eligibility to work in the UK (as per the attached lists) should you be made an offer of employment. This document will form part of your Application for Employment and will be held and processed in accordance with the Data Protection Act 1998.

Name:	Position Applied For:
Nationals from European Economic Area (EEA) countries, and Switzerland, can enter and work in the UK without any restrictions. The following countries are part of the EEA:  Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom	
Are you a national of one of the above countries?	Yes/No
If YES, which country?	
If NO, which country are you a national of?	
Do you require a work permit in order to work in the UK?	Yes/No
If NO, state why not	
Do you currently have a work permit to work in the UK?	Yes/No
If YES, please provide work permit reference number (if known) and expiry date	
Do you have a National Insurance Number? If YES, please provide it	
Signature:	Date:

## Documents that are acceptable as evidence of eligibility to work in the UK

You will be asked to produce one or more of the following documents if offered employment.

LIST A: documents which show that the holder is not subject to immigration control, or has no restrictions on their stay in the UK. If a prospective or existing employee produces a List A document (or one of the combinations of documents specified), they are eligible to work in the UK for an indefinite period.

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
3. A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland
4. A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or Switzerland.
5. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
11. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
12. A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
13. A letter issued by the Home Office or the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

LIST B: documents that demonstrate that the person has been granted leave to enter or remain in the UK for a limited period. If an individual provides documents from List B, the Spinal Injuries Association is required to carry out specified document checks before the employment of the individual begins and then carry out follow up checks of the same kind at least once every 12 months.

1. A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
2. A Biometric Immigration Document issued by the Border and Immigration Agency to the holder that indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
3. A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer confirming the same.
4. A certificate of application issued by the Home Office or the Border and Immigration Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
5. A residence card or document issued by the Home Office or the Border and Immigration Agency to a family member of a national of a European Economic Area country or Switzerland.
6. An Application Registration Card issued by the Home Office or the Border and Immigration Agency stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the Border and Immigration Agency Employer Checking Service.
7. An Immigration Status Document issued by the Home Office or the Border and Immigration Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
8. A letter issued by the Home Office or the Border and Immigration Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

## EQUALITIES MONITORING INFORMATION

**This section of the application form will be detached from your application form and will be used for monitoring purposes only.**

The Spinal Injuries Association is fully committed to the promotion of equality and diversity within our organisation and would be grateful if you would help us to review our process of staff recruitment by completing this questionnaire. Completion is entirely voluntary and the information provided in this section will be immediately separated from your application form and will not be used as part of the recruitment process.

Age	Gender
18–35      36–50      51–65      Over 65 I do not wish to disclose this	Male                      Female

I would describe my ethnic origin as:		
<b>Asian or Asian British</b> Bangladeshi Indian Pakistani Any other Asian background  <b>Black or Black British</b> African Caribbean Any other Black background	<b>Mixed</b> White & Asian White & Black African White & Black Caribbean Any other mixed background  <b>White</b> British Irish Any other White background	<b>Other Ethnic Group</b> Chinese Any other ethnic group I do not wish to disclose this

Please choose the option that best describes your sexuality
Lesbian                      Gay                      Heterosexual                      Bisexual I do not wish to disclose this

Please indicate your religion or belief		
Atheism Buddhism Christianity Islam	Jainism Sikhism Hinduism Judaism	Other I do not wish to disclose this

Do you consider yourself to have a disability?	Yes No I do not wish to disclose this information
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