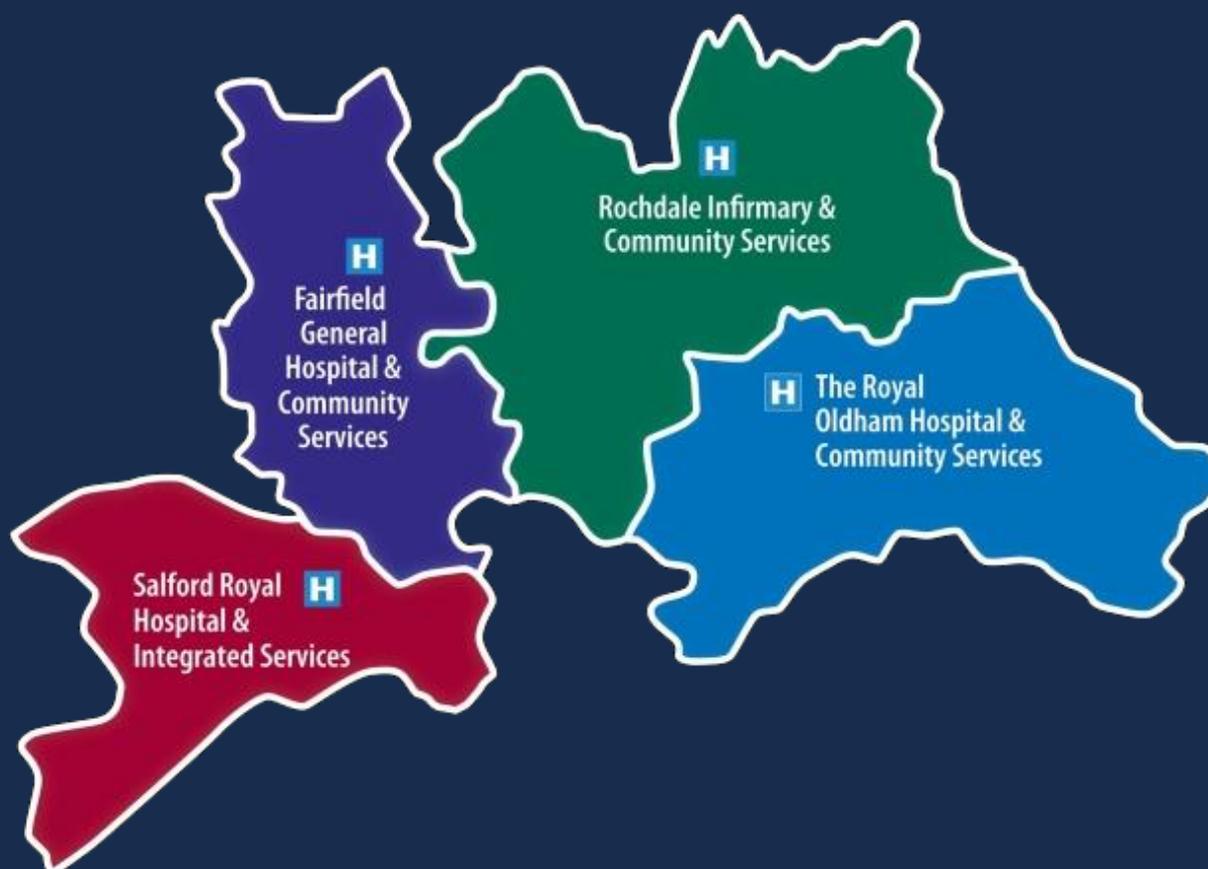


Saving *lives*,
Improving *lives*

Rochdale Care Organisation

Job Description & Person Specification



We're thrilled you're thinking of joining us!

The Northern Care Alliance NHS Foundation Trust (NCA) brings together staff and services from Salford Royal NHS Foundation Trust (SRFT) and The Pennine Acute Hospitals NHS Trust (PAT). Our dedicated team of around 20,000 staff – our NCA Family – provide a range of community and hospital services to over one million people across Bury, Oldham, Rochdale and Salford, as well as providing more specialist care services to patients across Greater Manchester and beyond.

Our Care Organisations are designed to operate within a group arrangement of hospitals, community, and healthcare services. Together they manage and are responsible for the day-to-day running of their hospital and community services, ensuring the safe delivery of high-quality care at scale.

Rochdale is the birthplace of cooperation, when in 1844; a group of 28 artisans working in the cotton mills in Rochdale established the first modern cooperative business.

Since then, Rochdale has gone on to put cooperation and co-design at the forefront of its health and social care.

Our Rochdale Care Organisation has community based integrated care at its heart. Comprising Rochdale Infirmary and the Integrated Neighbourhood Teams in Rochdale (consisting of professionals from health, social and voluntary sectors), they are leading the way in integrated care in Greater Manchester and helping keep people well in their own homes.

Our Values

We have four core values which are a focus for how our staff and volunteers work with each other to provide care for our patients. We think of our values as a set of guiding principles to refer to when making decisions and interacting with people and they help us to work together to continuously improve the organisation and ourselves.

These core values form part of the Organisations Performance Framework which regularly reviews how staff are performing.

Patient & Customer Focus

This value enables us to place the patient first we everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, families and colleagues

- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.
- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

Continuous Improvement

This value ensures that the organisation including individual staff are always moving forwards and improving the ways things are done.

All staff are required to demonstrate that they:

- Look at ways of measuring and auditing improvements
- Pro-actively develop goals and objectives in support of the Trust's vision
- Identify opportunities to reduce waste and inefficiency.

Accountability

This value enables us all to recognise our own part in keeping our organisation 'safe, clean and personal' in the way we care for people.

All staff are required to demonstrate that they:

- Are transparent and results focused
- Display personal accountability towards problem-solving
- Recognise and accept accountability beyond job role.

Respect

This value is about respecting patients and colleagues alike, and also the on-going reputation of the organisation.

All staff are required to demonstrate that they:

Job Description

Job Title: Senior Specialist Practitioner

Band: Agenda for Change Band 6

Reports to: Team Leader

Responsible to: Theatres

Base/Department: Theatres Rochdale Infirmary

Main purpose of the job:

- Contribute towards the management of the department.
- Deputise for the team leader as and when required.
- Provide professional leadership and support in the critical care area
- Actively promote practice and educational development at departmental level.
- Act in accordance with the NMC/HCP Professional Code of Conduct.
- Have a responsibility and legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential and secure in line with the Data Protection Act (1998) and the Security and Confidentiality Policy.
- Assist in budgetary management

Main Tasks & Overview of Responsibilities

(a) MANAGEMENT RESPONSIBILITY

The post holder will

1. Provide effective managerial and clinical leadership of the departmental staff in conjunction with or in the absence of the Team Leader.
2. Responsibility for team in the absence of the team leader.
3. Responsibility for the emergency theatre during unsocial hours.
4. Contribute towards the effective use and deployment of departmental staff.
5. Organise the effective management of the daily operating list to ensure full utilisation of the session
6. Undertake individual performance review and the identification and implementation of personal development plans for junior staff both registered and unregistered.
7. Assist the theatre manager in the effective management of the budget specific to specialist area
8. Monitor the compliance of all Trust Policies and National Guidelines.
9. Represent the department at meetings as and when required.
10. Lead specialist team meetings.
11. Facilitate open and effective communication within the multi-disciplinary team
12. Act as the co-ordinator of the shift in rotation with other nurses in the team.
13. Provide leadership and supervision for junior nurses & ODP's and unregistered staff
14. Compile and complete duty rotas reflecting skill mix and patient workload as and when necessary.
15. Demonstrate responsibility for reporting all accidents/untoward incidents and ensuring relevant documentation is completed.
16. Participate in the investigation of complaints and incidents. Dealing with patient's families, patients and staff.

17. Undertake delegated responsibilities from the Team Leader /Theatre Manager.
18. Participate in the promotion of safety, wellbeing and interests of the patients, staff and all visitors to the clinical area.
19. Participate in and monitor the implementation of the Development of the PDP Framework within each team.
20. Participate in the selection, recruitment and appointment of staff
21. Assist the theatre manager in ensuring that national guidelines relating to decontamination and traceability of medical devices are adhered to.
22. Undertake back to work / sickness interviews.

(b) **PROFESSIONAL**

The post holder will:

1. Maintain his/her own professional status and will ensure that the NMC/HPC requirements for registration are met adhered to.
2. Maintain a Personal Professional Profile.
3. Maintain good relationships, communications with all disciplines within the theatres, the hospital and Trust and externally. Often relating to and dealing with highly complex and sensitive information
4. Maintain good relationships and effective communication with clients, relatives and carers.
5. Act as an advocate for the patient/client and/or carer when necessary.
6. Act as a role model at all times and contribute towards the provision of nursing expertise and specialist knowledge within the area of practice.
7. Contribute towards and act in accordance with the implementation of the Pennine Acute Hospitals NHS Trust Nursing Strategy for Patient Care.
8. Keep up to date with current issues and developments in nursing, healthcare and theatre practice.
9. Assist and actively participate in the development and delivery of Preceptorship/mentorship programmes
10. Assist and actively participate as appropriate in the development and delivery of Clinical Supervision Programmes
11. Ensure that information processed for both patients and staff is kept accurate, confidential and secure in line with the Data Protection Act (1998) and the Security and Confidentiality Policy.
12. Actively participate in professional / multidisciplinary group meetings

(c) **EDUCATION & TRAINING**

The post holder will:

1. Take responsibility for pursuing his/her own professional development in accordance with an agreed personal development plan.
2. Actively participate in the teaching and supervision of basic/post basic learners and junior members of staff within speciality
3. Following appropriate training, act as a mentor/associate mentor/assessor for all learners.
4. Create an environment conducive to the acquisition of further knowledge and skills.
5. Participate in the orientation of new staff.
6. Develop his/her managerial skills in accordance with an agreed personal development plan
7. Liaise with the multidisciplinary team and contribute to patient education and health promotion
8. Liaise with all colleagues in a teaching capacity to ensure an over-all co-ordinated approach to staff development.
9. Take responsibility for ensuring attendance at all mandatory training/update sessions.
10. Participate in the on-going training in relation to relevant medical devices.
11. Maintain advanced theoretical and practical knowledge in specialist area

12. Organise in service training to support and improve specialist knowledge and skills for individuals and teams.

(d) **CLINICAL**

The post holder will:

1. Be responsible for and positively influence the assessment, planning, delivery and evaluation of patient care.
2. Create, develop and support a safe environment to deliver and promote patient care.
3. Maintain a high clinical profile and facilitate application of theory to practice.
4. Contribute towards the writing of policies, procedures, guidelines and protocols.
5. Be responsible for and assist in the effective utilisation of resources to achieve a high standard of patient care.
6. Maintain accurate, legible and timely written, electronic and verbal reports, which inform other members of the multi-disciplinary team and patients and their carers.
7. Carry out clinical duties in accordance with The Pennine Acute Hospitals NHS Trust local and national standards and policies, which often require specialist knowledge during complex procedure.
8. Take responsibility for the correct preparation, use and maintenance of equipment specific to theatre, some of which is complex, in accordance with the Controls Assurance Standards.
9. Assist in the monitoring of standards of care within the Trust's Clinical Governance Framework and agreed priorities, contributing to and leading audit where appropriate.
10. Participate and implementation of clinical trials in relation to research based practise. Audit, review and change as appropriate following communication with the multidisciplinary team to develop service.
11. Take a pro-active role within a multidisciplinary team in service development acting as a change agent in accordance with governance initiatives.
12. Carryout a variety of clinical procedures, which occasionally involves maintaining intensive concentration and intricate manipulation of medical devices
13. Be responsible for and involvement in the frequent safe moving, handling and positioning of co patients, in accordance with trust Policy
14. Be responsible for the safety of self and theatre team when dealing with the frequent exposure of body fluids.
15. Contribute to the implementation of policy & service changes which impact beyond on own area.
16. Have a positive influence on new product / purchasing for clinical speciality

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post holder.

Communications and service development

1. Establish and maintain effective communication with patient/carers and families about complex matters providing a warm welcoming and enabling environment to support therapeutic relationships
2. Develop specialist knowledge, in area of practise, underpinned by theory
3. Assess, plan, implement and evaluate the effectiveness of nursing care and adjust the programmes of care where indicated along with maintaining the health, safety and security of self and others in own work area
4. Contribute to the development of services
5. Contribute to quality improvement
6. Support patients, carers and staffs equality, diversity and rights

7. Lead others in the development of knowledge, ideas and work practice
8. Plan, allocate, assess and provide feedback to team members
9. Maintain and support the efficient use of physical and /or financial resources
10. You will practice in accordance with the professional, ethical and legal framework for nursing
11. Ability to work flexibly and unsocial hours to meet the demands of the service

Responsibilities for Financial and Physical Resources

1. To ensure efficient and effective use of material resources/supplies within the theatre department
2. To act as authorised signatory for small financial payments and timesheets
3. To ensure patients valuables and belongings are documented and managed according to trust policy
4. To monitor, control and store resources/supplies according to the requirements and specifications of the clinical environment
5. To identify any problems with resource use/availability and make recommendations for corrective action
6. To maintain accurate records of resource use

Responsibilities for Human Resources

1. Responsible for day to day supervision, allocation and co-ordination of clinically based teams making the best use of their abilities
2. To lead a theatre team whilst assuming responsibility and control of the theatre department management in the absence of the manager
3. To participate in the clinical supervision of staff and providing relevant training and assessment
4. To participate in the CF2 process for themselves and others
5. To identify, report and address poor performance issues, where required
6. To diffuse challenging behaviour, ensuring that the situation is managed in a sensitive way
7. To participate in the recruitment and selection process
8. To participate in the identification of future workforce requirements
9. To contribute to the development of a learning environment
10. To implement disciplinary and grievance procedures where required

Responsibility for Information Resources

1. To record data accurately using the agreed systems i.e. Patient Administration System (PAS) and the Electronic Patient Record system (EPR) and paper documentation

Responsibilities for Research and Development Quality

1. To ensure own actions promote quality and identify and manage any risks
2. To lead in setting and maintaining optimal standards of care in own work area
3. To keep up to date and act consistently with quality standards and guidelines within their own clinical area and associated areas

4. To evaluate the quality of their own and others work, and where necessary make the appropriate improvements
5. To have an understanding of the quality agenda and how standards of care can be maintained
6. To monitor the quality of work in own area, raise quality issues and related risks and bring to the attention of others
7. To lead others in understanding how their practice should change to improve quality
8. To re-evaluate following any change to ensure that improvements have been made

Audit

1. To lead in audit/benchmarking within the clinical area supporting the introduction of a change in practice if indicated
2. To contribute effectively to evaluation studies (e.g. patient satisfaction surveys)

Freedom to Act

1. Work is managed rather than supervised and can act independently within appropriate occupational guidelines
2. Leads specialist area or team and may manage a case load in the community
3. To undertake all duties having regard to the NMC 'Code of Professional Conduct' for the nurse, midwife and health visitor and their professional contribution to Clinical Governance
4. Is guided by trust protocols and codes of conduct

Partnership Working

1. The requirement to interact with others in order to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working.

Equality and Diversity

1. To recognise the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies and legislation
2. To challenge behaviour that infringes the rights of others
3. To identify and take action where necessary to address discrimination and oppression

Making Every Contact Count

1. Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
2. Staff should engage with patients, relatives, carers and the public to give them additional advice on health and wellbeing
3. Staff will be given support to help them to signpost people to other services which may improve their health and wellbeing

Health & Safety

1. To monitor and maintain health, safety and security of self and others in own work area
2. To identify and assess potential risks in work activities and how to manage these risks appropriately
3. To work within legislation and trust procedures on risk management
4. To take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system.
5. You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection.
6. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager
7. You are accountable for the effective deployment of activities that ensure that your department/ward/clinical team is reducing hospital acquired infection. You will ensure that you and your staff comply with the Trust's policies on infection, prevention and control. You will ensure that you and your staff receive the training required to maintain competence to execute the Trusts policies on infection, prevention and control. You have a responsibility to bring deficiencies in the deployment of such policies to the attention of your line manager

General Staff

You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Alliance's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

The Trust 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. You will be expected to fulfill your mandatory safeguarding training at the level applicable to this role

Electronic Patient Record

The Northern Care Alliance uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.

The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.

Access to this comprehensive EPR is via a unique login and password. All

Clinicians working at the Northern Care Alliance must receive EPR training.

Code of Conduct

Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Person Specification

	Specification	Essential / Desirable	Evidence
Registration	Registration with NMC/HCP Recognised teaching qualification Post-basic qualification to minimum diploma standard or equivalent level gained by experience		Nursing Registration
Essential Qualifications	Evidence of having undertaken relevant further study or training as required for the post Health-related degree Recognised management or leadership qualification	E	Certificate
	Evidence of continuous professional development (CPD)	E	Application Form / Interview
	Evidence of involvement in teaching	D	Application Form / Interview
	Evidence of mentorship qualification	D	Certificate
	Specialist Practitioner Qualification	D	Certificate

Person Specification	Specification	Essential / Desirable	Evidence
Knowledge, Skills and Experience	Demonstrates evidence based clinical knowledge	E	Application Form / Interview
	IT Skills	E	Application Form / Interview
	Communicates succinctly, clearly and accurately both verbally and in writing	E	Application Form / Interview
	Be an effective team member who is able to relate to colleagues at all levels of the Trust with tact and diplomacy	E	Application Form / Interview
	Ability to coordinate your workload and supervise members of the team, ensuring high quality, safe and effective patient care	E	Application Form / Interview
	Experience of the use of clinical systems	D	Application Form / Interview
	Demonstrate initiative to proactively problem solve with a solution focus	D	Application Form / Interview
	Ability to use reflective practice, to continuously improve the standard of patient care	D	Application Form / Interview

Physical & Mental Requirements

<p>Physical effort:</p> <p>The post holder will be required to exert frequent moderate physical effort for several short periods during a shift e.g. moving patients over 15 kilos with aids.</p>	<p>Emotional effort:</p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances e.g. imparts unwelcome news, care of terminally ill, safeguarding issues</p>
<p>Mental effort:</p> <p>To exert frequent concentration responding to frequent changing needs in the clinical area.</p>	<p>Working conditions:</p> <p>Frequent exposure to unpleasant working conditions/hazards</p>

Interview Criteria

	Importance <i>(High, medium, or low)</i>
Able to demonstrate the Trust Values	H
Able to deliver a high standard of evidence based individual patient care	H
Basic IT skills	H
Committed to own personal continuing professional development (CPD)	H
Effective communicator with good interpersonal skills and initiative	H
Effective team member who is able to relate to colleagues at all levels of the Trust with tact and diplomacy	H
Evidence of involvement in teaching and mentoring learners	M