

Saving *lives*,  
Improving *lives*



Northern Care Alliance  
NHS Foundation Trust

# Northern Care Alliance

## Job Description & Person Specification



## Choose to make a Difference

Be developed • Be supported • Be inspired • Be empowered • Be rewarded • Make a difference

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

Our new Northern Care Alliance NHS Group unites five local hospitals to deliver high quality care across the North East of Greater Manchester.

The Alliance provides the benefits of scale but delivers this locally through multiple hospital sites which make up four new Care Organisations – Bury/Rochdale, North Manchester, Oldham and Salford. Using our mantra of 'Saving lives, Improving lives', the aim is for our Care Organisations to work closely with the communities they serve to deliver safe, high quality and reliable care, which are trusted, connected and pioneering.

Our Care Organisations are designed to operate within our group arrangement of hospitals, community and healthcare services which bring together over 17,000 staff and the services of The Pennine Acute Hospitals NHS Trust and Salford Royal NHS Foundation Trust. Our size and geographical reach means we are creating an environment each individual will be inspired and empowered by to be the best they can be. This is a really exciting time to join our new team.

Salford Royal NHS Foundation Trust was rated an 'Outstanding Trust' for the second time by the Care Quality Commission (CQC) in 2018. This achievement marked Salford Royal as the only NHS acute and community Trust in the UK to be rated as

Outstanding on two consecutive occasions.

The Trust is consistently rated as one of the best places to work in the NHS and here are just a few of the reasons why:

- Major teaching hospital for the Universities of Salford & Manchester.
- Recent investment of £200 million to develop our main hospital site.
- Leading Major Trauma Centre for Greater Manchester, largest Dermatology Centre in Europe, leading UK centre for Neurosciences, leading centre for clinical trials and other studies.
- Identified as a Global Digital Exemplar, a key part of the NHS Driving Digital Maturity programme.

The Trust has many nationally and internationally renowned clinicians who are pioneering the latest techniques and treatments. The Trust has an excellent reputation for quality and innovative clinical services, teaching and research.

In Salford the NCA was proud to be able to develop one of the country's first integrated health and social care services. This joins up the best of health, social care and support within the integrated care division of Salford Care Organisation. Focussing on person centred approaches for better outcomes, improved service user experience and utilising local resources to support people to live independently and with the highest possible quality of life.

## 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 and service users. 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 & People Focus

This value enables us to place the patient and service user first with everything we do.

All staff are required to demonstrate that they:

- Communicate effectively with patients, service users, families and colleagues
- Pro-actively personalise the service, connecting with patients and carers
- Adopt and practice the 'safe, clean, personal' ethos.

### 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:

- Are supportive and empower staff involvement
- Are consistent and understanding of others and their needs

# Job Description

**Job Title: High Specialist Nurse Gastroenterology**

**Band: 6**

**Reports to: Catherine Stansfield. Consultant Nurse**

**Responsible to: Catherine Stansfield, Consultant Nurse**

**Base/Department: Gastroenterology**

**Main purpose of the job:**

1. Assess, plan and implement care for patients with IBD, providing specialist advice and maintaining associated records
2. Provides specialist education and training to other staff and students on all aspects of IBD.
3. Provides specialist education and training to patients and their families/carers across Primary and Secondary care.
4. Undertakes research and leads clinical audit in own specialist area
5. Accountable for own professional actions, not directly supervised.

**This post is a development post. The post holder will be a band 6 whilst in training, and on completion of training, non-medical prescribing course and inflammatory Bowel Disease Module will progress to a band 7.**

## Main Tasks & Overview of Responsibilities

1. Establish and maintain effective communication with patients and their families around IBD across primary and secondary care.
2. Assess, develop, implement and evaluate specialist nurse interventions for inflammatory bowel disorders .
3. Monitor and maintain health, safety and security of self and others in own work area.
4. Promote people's equality, diversity and rights.
5. Develop own highly specialist gastroenterology knowledge and others and practice across professional and organizational boundaries
6. Assess and address people's health and well-being needs when those needs are highly complex and change

7. Lead others in the development of gastroenterology knowledge, ideas and work practice.
8. To lead on a specific aspect of gastroenterology research and development projects.

## Communications and Relationships

1. To provide highly specialised advice to effectively communicate with a wide range of people in a manner consistent with their level of understanding, culture and background to explore highly complex issues and to make complex decisions related to managing IBD.
2. Participates in MDT meetings, responsible for presenting own cases.
3. Supports patients requiring biologics, maintaining database and arranging onward referral.
4. To be empathetic and reassuring when communication highly sensitive information and advice to patients, carers and relatives.
5. To agree the arrangements with the patient/family/carer, and to document these in accordance with trust policy and the patients right to confidentiality.
6. To influence and prioritise the development of gastroenterology knowledge, ideas and work practice in self and others.
7. To inspire and encourage others through ones own values, mentorship, supervision and on a day to day basis to seek solutions to problems
8. To competently receive highly sensitive gastroenterology information concerning patients medical condition
9. To use a range of specialist skills to adapt the delivery of information through changing the environment ,methods of communication or delivery of content using persuasive, reassuring skills as required e.g. breaking bad news/special needs/dealing with anxious patients and relatives.
10. To identify and manage challenging behaviours both on a 1:1 and group basis.
11. To ensure that essential information on the patient's condition and progress is recorded by self and team members appropriately according to NMC guidelines.
12. To identify the wider benefits, and influence and prioritise the development of

knowledge, ideas and work practice in self and others.

13. Recognise and reflect on barriers to effective communication (e. g language barriers, hearing or speech problems environment).
14. Challenge those whose views and actions are not consistent with developing knowledge, ideas and work practice.
15. Accept joint responsibility for any arising problems and tensions and using these to inform

### **Analytical and Judgmental Skills**

1. To accurately record all assessments and interventions in relevant documentation in line with Trust policy
2. To record and submit clinical and professional activity using manual and electronic means.
3. To recognise, assess and interpret specialist gastroenterology conditions and advise on the appropriate course of action e.g. IBD
4. To be able to assess and interpret specialist physiological information in order to prescribe individualised exercise programmes for patients.
5. To utilise the appropriate judgmental skills when assessing and advising patients and relatives in crisis/non crisis situations.
6. To use relevant IT system(s) to accurately record activity an agreed time frame.

### **Planning and Organisational Skills**

1. Prioritising and managing own caseload/workload and to organise this efficiently and effectively with regard to clinical priorities and use of time.
2. To allocate, organise and oversee the work of more junior and support staff, as appropriate to meet service priorities on a daily basis assessing performance and providing clear constructive feedback where appropriate.
3. To work autonomously on own initiative in clients home/community/hospital setting or in a group session.
4. To attend team meetings and participate/lead in discussions concerning the development of the IBD service.
5. To participate in the development, planning and achievement of the IBD service objectives

6. To develop, plan, organise and deliver programmes of care, which need to be flexible to meet the needs of patients with IBD.
7. To lead in the development of a range of educational resources, both electronic and paper, which have a clear evidence base and are acceptable to users of the service, their carers and staff.
8. Have a flexible approach to working practice.
9. Ensure mentoring systems run smoothly with targets achieved by agreed dates.

### **Physical Skills**

1. To demonstrate an awareness and understanding of the factors that contribute to good health and the importance of promoting these in line with the trusts public health aims.

### **Responsibility for Patient Care**

1. Assess, develop, implement and evaluate specialist programmes of care across Primary and secondary care.
2. To exercise autonomy and critical judgement in highly complex situations in the hospital setting e.g. assessment of patients with unstable IBD, suspected IBD.
3. To use highly specialist knowledge in the assessment and/or diagnosis and/or treatment of IBD. This includes ordering and acting on test reports.
4. To develop and exercise independent/supplementary prescribing rights to benefit patient care.
5. Discuss and agree with colleagues the assessment and care delivery process incorporating current practice, evidence base, future trends and developments in care, timeliness of interventions and their related risks
6. To be professionally and legally responsible and accountable for all aspects of own work including the management of patients in your care. To maintain all relevant and associated records as an autonomous practitioner
7. To use clinical outcome measures in performing a comprehensive holistic assessment of patients including those with a highly complex presentation.
8. To undertake specialist interventions consistent with evidence based practice, transferring and applying highly specialist knowledge and skills to meet patient needs.
9. To maintain accurate and legible patient notes (written and electronic) in

accordance with the Trust and national professional policies and guidelines

10. To assess patient understanding of treatment proposals, gain valid informed consent and discuss with them the implications of the programmes of care.
11. To liaise with members of the multidisciplinary team and other specialist services that may help people maintain their health needs and maintain continuity of care.
12. To deliver specialist gastroenterology education using a range of teaching methods on an individual and group basis suitable for the patient's medical, social, psychological and cultural factors, which are evidence, based
13. To monitor and review care plans against outcome measures and adjust care plans to facilitate achievement of goals
14. To act as an advocate for the patient/family in order to ensure the patient receives an individualised package of care.
15. To support patients/carers and encourage them to promote their own health and well-being and to express their interests and concerns.
16. To provide support and care for patients and their families respecting their needs for privacy and dignity.
17. To utilise highly specialist knowledge to enable colleagues to develop their competencies in using different interventions

### **Responsibility for Policy/Service Development**

1. Adhere to trust policies, procedures and current legislation which relate to IBD.
2. To develop the multidisciplinary team particularly with respect to nursing skills to enable them to provide specialist gastroenterology care.
3. To develop specialist protocols, standards and guidelines in own specialist area.
4. Contributes to the evaluation of current IBD provision and how these have improved services.
5. Contributes to future service development and re-design from identification to implementation of service development projects.
6. Participates in local/regional groups related to own specialist area.

### **Responsibilities for Financial and Physical Resources**

1. To monitor and maintain physical resources essential in the delivery of the IBD service e.g. Multimedia projector and laptops.
2. To ensure material resources /supplies are used efficiently.
3. To order specialist supplies and maintain accurate records of resource use

## **Responsibilities for Human Resources**

1. To undertake annual mandatory training updates and other relevant courses in line with Trust and service policy.
2. Support the development of a learning organisation alerting managers to resource issues which may affect this.
3. To assess identify and evaluate own highly specialist knowledge and practice needs in relation to knowledge and skills required to meet the demands of the job.
4. To understand their own role and scope, identify own development needs and take responsibility for their continuing professional development and performance whilst maintaining a personal development plan.
5. Identify when local developments and thinking in gastroenterology care, may benefit the practice of others and publicises local developments in wider forums acknowledging everyone involved and evaluating the feedback (e.g. conference presentations, publications)
6. Responsible for management and professional updating/clinical supervision to other staff and /or learners
7. To identify, report and address poor performance issues
8. To lead the appraisal process for themselves and others
9. To provide specialist gastroenterology education and training programmes to other staff and learners.
10. To provide specialist advice at a strategic level to develop specialist practice across professional and organisational boundaries e.g. regional/national working groups, informing national policy.
11. To diffuse challenging behaviour ,ensuring that the situation is managed in a sensitive way
12. To support/lead in the recruitment and selection process

13. To support/lead in the identification of future workforce requirements
14. To support/lead in disciplinary and grievance procedures if required

### **Responsibility for Information Resources**

1. To accurately record all assessments and interventions in relevant documentation in line with Trust policy
2. To record and submit clinical and professional activity using manual and electronic means
3. To use relevant IT system(s) to accurately record activity within an agreed time frame.

### **Responsibilities for Research and Development**

1. To identify and investigate poor quality and performance promptly, identify contributing factors and agree methods for addressing them.
2. To act as a role model ensuring own actions promote quality and identify and manage any risks.
3. To lead in the development of effective evaluation studies
4. To lead in the promotion and implementation of evidence based nursing care ensuring that good practice within SRFT is disseminated locally and nationally.
5. To lead in developing and conducting of audit and research projects in gastroenterology education as part of the multidisciplinary team.
6. To undertake and benchmark current clinical practice against national best practice to ensure clinically effective best value services for patients. This will be achieved through the review of evidence based best practice, audit, research and outcome measures and can be done individually or working across health professionals or organisational boundaries.
7. To initiate or undertake as directed the collection of data for use in service audit and research projects ;to participate in research into specific areas of clinical practice and service delivery using a range of methodologies as part of multidisciplinary audit and service research initiatives.
8. To contribute and adhere to the Trust Clinical Governance agenda.

## **Freedom to Act**

1. The ability to form own clinical judgements working autonomously, often in isolation within professional guidelines and Trust policies.
2. Accountable for own professional actions undertaking 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.
3. To practice competently, you must possess the knowledge, skills and abilities required for lawful safe and effective practice without direct supervision. You must acknowledge the limits of your professional competence and only undertake practice and accept responsibilities for those activities in which you are competent (see Trust Competency Policy 2004). This includes the use of medical equipment.
4. Ability to self-manage, plan, adjust priorities to meet the dynamic demands of the gastroenterology service.

## **Partnership Working**

1. To work collaboratively across agencies and organizational boundaries and ensure delivery of an integrated service through effective communication
2. To be involved in the development of the multidisciplinary district wide gastroenterology education strategy.
3. Supporting patients and their carer's, encouraging them to promote their own health and well-being and to express their interests and concerns.
4. To work as an integral part of the multidisciplinary gastroenterology team in order to achieve the objectives of the service.
5. To work alongside medical, nursing, social care agencies and allied health care professional colleagues to ensure where possible that appropriate services are coordinated and combined, including joint assessment.
6. To promote patient and public involvement in the IBD.

## **Equality and Diversity**

1. To promote and support equality and values diversity. This responsibility includes your actions in relation to service users, carers, work colleagues, people in other organisations and members of the public.
2. To carry out your duties in a way that supports equality and values diversity. This responsibility includes your actions in relation to service users, carers, work

colleagues, people in other organisations and members of the public.

## **Making Every Contact Count**

Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing

Staff should use their interactions with the public to give them additional advice on health and wellbeing

Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

## **Health & Safety**

*As well as the general duty of care, any specific responsibilities relating to staff or patients on health & safety and any hazards associated in the normal course of the role.*

## **All people (including consultants) who manage others**

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.

## **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**

Salford Royal 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 Salford Royal 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	Criteria		Evidence
		Essential	Desirable	
<b>Registration</b>	Current NMC Registration Part 1	✓		

<b>Essential Qualifications</b>	First degree in nursing or an equivalent portfolio of evidence	✓		A
	Evidence of post-registration experience in gastroenterology	✓		A
	Evidence of professional/clinical knowledge in area supplemented by specialist clinical, managerial training and CPD	✓		A/I
	Supplementary/extended prescribing qualification		✓	A

<b>Knowledge, Skills, Training and Experience</b>	Demonstrates highly specialist knowledge of IBD disorders current legislation and the management of patients	✓		A/I
	Evidence of ability to analyse complex situations using judgmental skills to recommend best course of action	✓		A/I
	Experience of working autonomously and as a member of a MDT	✓		A/I
	Can demonstrate assertiveness, tact and diplomacy appropriately	✓		A/I
	Evidence of involvement and leadership in teaching and mentoring learners	✓		A/I
	Evidence of involvement in the development of programmes of care, protocols and clinical audit	✓		A/I
	Effective communicator/negotiator able to communicate complex and sensitive information	✓		A/I
	Computer literate	✓		A/I

## Physical & Mental Requirements

<p><b>Physical effort:</b></p> <p>Physical effort: The post holder will be required to exert light to moderate physical activity on a daily basis</p>	<p><b>Emotional effort:</b></p> <p>Emotional Effort: the post holder at times will be exposed to distressing and occasional highly distressing and emotional circumstances.</p>
<p><b>Mental effort:</b></p> <p>The post holder will be required to exert frequent concentration on a daily basis</p>	<p><b>Working conditions:</b></p> <p>The post holder will be predominately based at Salford Royal Hospital NHS Trust.</p>