

Paediatric Respiratory & Allergy Clinical Nurse Specialist

Planned Care Women's Services

JOB DESCRIPTION



1. About the Trust

Our organisation

The Hillingdon Hospitals NHS Foundation Trust is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services. The Trust's services at Mount Vernon Hospital include routine day surgery, delivered at a modern treatment centre, a minor injuries unit and outpatient clinics.



The safety and well-being of our patients and of our staff is paramount and we are making urgent improvements to address this – particularly in infection prevention and control. We are making progress and going forward by working in partnership with local GPs, charities, community services, academic partners, our local authority, neighbouring hospitals and the wider North West London Integrated care system, and ensuring that we listen and work in partnership with our local population. We are absolutely focused on ensuring that our hospitals provide high quality, safe and compassionate care, while drive forward the building of the new Hillingdon Hospital.

We have over 3,500 members of staff that are proud to care for nearly half a million people, with a vision to be an outstanding provider of healthcare through leading health and academic partnerships, transforming services, to provide the best care where needed.

Our staff are real superstars; how they have responded to the challenge of the COVID-19 pandemic was amazing and reflects our values - which guide our decisions, our teamwork, how we support our people and how we deliver our patient care. The values form the mnemonic CARES:

Communication

Attitude

Responsibility

Equity



Safety

Our patients are at the heart of everything we do and our mission is to provide high quality, safe and compassionate care, improving the health and wellbeing of all the people we serve. In addition to our Estates, Clinical, Workforce, Digital, Communications and Engagement strategies, our strategic objectives this year are focused on Quality, Workforce, Performance, Money, Well-Led and Partnership Working.

2. Role profile: Job description & Person specification

Job title	Paediatric Respiratory & Allergy Clinical Nurse Specialist
Salary scale	NHS AFC Band 6 / 7 Depending on Experience
Division	Planned Care Women's services
Responsible to	Paediatric Respiratory & Allergy Consultant Nurse Specialist
Accountable to	Paediatric Nursing Services Manager
Type of contract	Fixed Term 12 months
Hours per week	37.5 hrs a week (Monday – Friday)
Location	Hillingdon Hospital

Job Summary

This post is based in the acute hospital and is essential to support and facilitate the integrated asthma and allergy service throughout Hillingdon borough. The post holder will be expected to work flexibly across community, primary and secondary care to provide a comprehensive nursing service.

The post holder, with support from the existing team, will be responsible for the following:

- Working with the project team to support the local asthma network and pathway
- To continue to deliver primary care based, nurse led asthma clinics each week
- Delivering the discharge care bundle for children presenting acutely with preschool wheeze/ asthma to Hillingdon Hospital, ensuring all national standards of asthma care are met. This will include developing appropriate guidelines and written materials, and delivering the established training package for ward staff.
- Participating in the weekly Hillingdon MDT allergy clinic (Wednesday mornings).
- Measuring baseline and end of project key performance indicators to support the business case for developing the service

Teaching, educating and supporting parents, carers, children and young people to understand and manage asthma and other allergic conditions in hospital and community settings will be central to this role.

The post holder will work collaboratively and flexibly with the community and hospital multidisciplinary team to develop and deliver the service. We are a cohesive team and aim to provide a fluid and flexible service that is best for both patients, and for staff development.

Key Relationships:

Bumblebee Ward Team; Tinkerbell Out Patients Team, Rainbow Children's Day Care, Nursing Staff, Paediatric Consultants, Schools, and External Agencies, Patients and visitors.

Direct reports:

Paediatric Respiratory & Allergy Nurse Consultant and Paediatric Nursing Services Manager

OUTLINE OF THE POST

The Paediatric Respiratory and Allergy Nurse Specialist is a supportive role to provide a cohesive service within the hospital, primary care and community setting.

The post holder will

- Support the development of other nurses and professionals in order to benefit patient care
- Work in a collaborative approach across hospital, primary and community settings, and within multi-disciplinary and multi-agency teams, to provide a comprehensive patient focused service
- Be responsible for providing and supporting the nurse led clinic service
- Be responsible for monitoring, auditing and evaluating the cost effectiveness and quality of services provided in conjunction with the Paediatric Nurse Consultant, in order to achieve the best services and outcomes for clients
- Be responsible for safe, cost-effective prescribing

Communication

- Liaise and communicate with community paediatric nurses, asthma link nurses, school nurses, health visitors, practices nurses, general practitioners, identified school asthma lead and Paediatric Nurse Consultant, to facilitate the provision of holistic care across primary / secondary care
- To implement and man an advisory help line for parents and act as a resource and facilitator to professionals
- Communicate sensitively to parents and children, information regarding lifelong diagnosis and consequence, disease management, and prognosis
- Listen to children and families giving verbal, emotional and physical support as appropriate
- Provide advice and guidance in relation to areas of expertise across the Trust & CCG
- To be involved in projects and team meetings as requested and delivers on projects within time-scales
- To ensure that all staff are aware of the importance of accurate and legible patient documentation and of the legal implications of these documents
- Monitor and maintain close links with other disciplines and agencies within the hospital and community, maximising co-ordination and efficiency

Clinical Responsibilities

- To act as a role model in expert practice facilitating and supporting the delivery of direct specialist patient care to all members of the multidisciplinary team, for example nurses, doctors, teachers, school and community nurses
- To deliver specialist nurse led asthma clinics
- To assist nursing colleagues in establishing individualised plans of care for patients' with respiratory and allergic conditions
- Collaboratively identify areas of nursing practice developments in specialist areas
- To work collaboratively when required with the paediatric consultant in both the allergy and respiratory specialist clinics
- On occasions to assess and manage children within their home environment, who are experiencing respiratory and allergy management problems
- Liaise with specialist tertiary centres and local consultant/ senior respiratory and allergy clinical nurse specialist regarding care of specific children, initiating and implementing their care package locally
- Work in partnership with multidisciplinary colleagues, for example education, pharmacy and physiotherapy
- In conjunction with Paediatric Nurse Consultant, to monitor the treatment and care of all respiratory and allergy inpatients in conjunction with nursing and medical staff advising as

necessary

- To order, store, administer and document drugs used in the hospital and community in accordance with the drug administration policy.
- Act in a professional manner when dealing with patients and relatives
- To undertake skin prick allergy testing, formal lung function, spirometry and reversibility testing
- To ensure that waste products and body fluids such as blood and sputum is disposed of in accordance with the hospital infection control policy

Non-medical Independent / Supplementary Prescribing

- Have or will complete the Non-Medical Prescribing course at a higher education institution and gain the recognised qualification.
- Provide a Scope of Practice statement and work within their scope of professional practice.
- Undertake independent and supplementary prescribing according to the Trust policy and governance framework.
- Ensure their competence is maintained via active participation in Continuous Professional Development.
- Provide evidence of competence in the form of a Professional Portfolio with annual review via the PDR process.

Managerial Responsibilities

- Provide expert advice and support to colleagues and other members of the multidisciplinary team
- Act as a clinical supervisor, coach and mentor to other nursing colleagues
- Actively promote and markets the role as a resource for the development of nursing and patient care
- Provide vision for nursing within the service and leads by example
- Support, enables and develops other staff
- Critically reflect on own performance through clinical supervision
- To be aware of the National Guidelines in relation to the management of asthma in school
- To be involved in the multi-agency asthma team
- To control and monitor the use of respiratory equipment in hospital and on loan in the community, organising the continuing maintenance and service of such equipment
- To be involved in the development of protocols of care for respiratory and allergy patients in conjunction with medical colleagues
- To order specialist supplies and equipment for the respiratory allergy service when required

Educational Responsibilities

- Work as part of the team facilitating the education and support of nursing and medical staff in the accident and emergency department, the ward and children's outpatient department aiming to achieve continuity of treatment care and advice to children and families
- To provide education support and practical teaching for respiratory and allergic conditions, for example Emerade and inhaler training etc., for nursing, medical, teaching staff, parents, children and carers
- Provide opportunities for others to learn by being an education role model
- To be involved with the delivery of training programmes for multi-agency and voluntary teams
- Provide effective teaching to individual patients and their families related to their health care needs, including preventative health care measures
- Teach and develop knowledge and skills of others both formally and informally
- To be involved with the delivery of relevant study programmes

- Contribute to the development of educational materials
- To set, implement and monitor standards, and educate ward-based staff in respiratory and allergy care developments
- Pursue personal professional development through a spirit of continuing enquiry
- Work within the guidelines established by the UKCC including the Code of Professional Conduct and Scope of Professional Practice and all Trust guidelines
- Complete professional portfolio and Revalidation requirements
- Attend formal in service training sessions and external courses as allocated ensuring that any new skills or information obtained is shared and disseminated to all staff

Research & Development

- Document practice and incorporates both audit and the setting and monitoring and evaluation of standards of care
- Interpret and critically evaluate relevant research finding and utilises it with own client group
- Promote the use of research in practice and research-mindedness
- Ensure appropriate audit of services and role from user and provider perspective and responds to audit findings
- To be involved in research if required
- Carry out and facilitate unit's involvement in national and local audit
- Encourage innovation and develop new approaches to patient care
- Ensure that nursing care relating to patients in the speciality is evidence based.

Welfare & Safety

- To ensure all staff are aware of the Health and safety Rules governing the paediatric unit, & community / GP clinics especially those dealing with fire, moving and handling of patients and equipment and other emergency situations
- Maintain a safe environment, reporting any faulty equipment or hazards to the appropriate department or senior sister / clinical manager
- To counsel staff referring to senior sister / clinical manager / GP / practice manager as necessary
- Report any unsafe practice appropriately
- Maintain an environment that is conducive to minimizing the psychological effects of the health delivery environment on the child and family

Policy & Service Development

- Develop guidelines and procedures to support delivery and practice related to speciality
- To be involved with the continuous development of the children's allergy team and service
- Participate in the development of multi-professional guidelines / policies for patient care
- Initiate and influence policy development within the service and the Trust
- Participate in the development of collaborative clinic / services

OTHER

Confidentiality

The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the Trust for any

unauthorised purpose or disclose such data to a third party. You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trusts, unless expressly authorised to do so by the Trust.

Health & Safety

The post holder must co-operate with management in discharging responsibilities under the Health & safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors

Equal Opportunities

The post holder is required at all times to carry out responsibilities with due regard to the Trust's Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the Trust.

Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in the Trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff (HSG 93/5) required you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position, which may give rise to a conflict between your private patient's interest and your NHS duties.

Code of Conduct for Professional Group

All staff are required to work in accordance with their professional group's code of conduct (e.g. NMC, GMC, DoH Code of Conduct for Senior Managers).

For Posts with Substantial Access to Children

This post has substantial access to children under the provision of Joint Circular No: HC (88) 9, HOC 8/88, WHC (88) 10. Therefore, any offer of employment will be subject to a satisfactory Criminal Records Bureau check having been completed.

Job title	Paediatric Respiratory & Allergy Clinical Nurse Specialist
Salary scale	Band 6/7 AFC Depending on Experience
Division	Planned Care Women's Services

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

Essential: E Desirable: D

Education and Qualifications	
Educated to Degree Level	E
RSCN / RN Child	E
Diploma in Paediatric Asthma	D
Diploma in Paediatric Allergy	D
Post basic qualification in relevant area to practice	E
Mentorship in Practice or other teaching qualification	D

Experience	
Experience at band 6 in general paediatrics.	E
Experience of working in paediatric inpatient / ambulatory/ community or ED settings	E
Experience of nursing children with acute asthma / allergies in hospital / community setting	E
Able to demonstrate ability to work as a team and independently.	E
Able to demonstrate process for instigating a change in practice.	E
Good team building and people skills	E
Evidence of involvement in clinical audit or patient experience data collection.	D
Independent or supplementary nurse prescriber.	D
Understanding of dynamics and complexities of the NHS environment	D
Demonstrable track record of dealing effectively with multidisciplinary teams	E
Wider experience within the NHS	D
Experience of working in a regulatory industry/organisation	D
Able to demonstrate teaching skills	E
Proven ability to manage own workload and that of others.	E
Able to use relevant PC software such as word and excel.	E
Demonstrates ability to meet set deadlines.	E

Personal qualities	
Displays 'Cares' Values	E
Ability to work effectively in a complex and changing environment under pressure to demanding timetables	E
Excellent Communication Skills	E
Highly developed interpersonal and facilitation skills	E
Demonstrates high levels of personal integrity	E
Ability to 'broad scan' to keep abreast of developments in the Health Care sector	D
Prepared to work flexibly	E
Can demonstrate enthusiasm for paediatric respiratory / allergy care	E
Can demonstrate holistic approach to care	E
Willingness to participate in Asthma UK activities and family fun day activities promoting family peer support.	D
Willingness to lead and embrace change	E
Able to demonstrate problem solving and innovation.	E

3. Advertisement

PAEDIATRIC RESPIRATORY & ALLERGY NURSE SPECIALIST PAEDIATRIC UNIT

BAND 6 / 7 (Depending on qualification and experience)

Diploma in Paediatric Asthma Management desirable.

Diploma in Allergy Management desirable; Non-Medical Prescriber desirable;

Part Time 37.5 hours per week

Two shifts per week Monday – Friday

Fixed Term – 12 Months Maternity Cover

Salary:

We are seeking to recruit a highly motivated, skilled and innovative Specialist Nurse with a wide range of experience in asthma & allergy to join our passionate and enthusiastic team. This post offers a unique opportunity to work alongside medical and specialist nursing colleagues in both the hospital and the community. You will need to act as a resource on the management and treatment of asthma & allergies in childhood for patients, carers and healthcare professionals and develop strong relationships with both children and their families.

Although managed from the hospital our integrated approach to paediatric asthma and allergy management means that the post holder will work within the secondary and primary care settings. Our aim is to ensure a seamless service for all children and young people with asthma and allergies.

The successful applicant will need to have excellent communication and interpersonal skills, a detailed knowledge of paediatric asthma, a proven interest in education and training and be able to work both independently and within a team.

Our Paediatric Respiratory & Allergy team currently consists of 3 Paediatric Consultants, one Nurse Consultant and four existing Specialist Nurses.

As a team we have integrated pathways in place to ensure there is seamless care for children with respiratory conditions and allergies.

For an informal discussion or visit, please contact:-

Alison Summerfield on telephone number 07825 423513

To ensure that our workforce is representative of the population we serve, we welcome applications from all section of the community. People with disabilities who meet the minimum criteria for the post will be interviewed.

Application packs are available from the Human Resources Department on:-

01895 279643 (24 hour answer phone), quoting the appropriate reference number.

Alternatively e-mail: recruitment@thh.nhs.uk

Closing Date: