

# CARDIFF AND VALE UNIVERSITY HEALTH BOARD

## JOB DESCRIPTION

### JOB DETAILS

<b>Job Title:</b>	Venous Thromboembolism Clinical Nurse Specialist
<b>Band:</b>	6
<b>Department/Directorate:</b>	Haematology and Clinical Immunology
<b>Base:</b>	UHW
<b>Clinical Board:</b>	Specialist Services Clinical Board

### ORGANISATIONAL ARRANGEMENTS

Accountable to:

1.	<b>Lead Nurse Haematology and Clinical Immunology</b>	(Managerially)
2.	<b>Lead Nurse Haematology and Clinical Immunology</b>	(Reporting)
3.	<b>Lead Nurse Haematology and Clinical Immunology</b>	(Professionally)

### Our Values ‘ **CARING FOR PEOPLE; KEEPING PEOPLE WELL** ’

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

We care about the people we serve <i>and</i> the people we work with	Treat people as you would like to be treated and always with <b>compassion</b>
We trust and respect one another	Look for <b>feedback</b> from others on how you are doing and strive for <b>better</b> ways of doing things
We take personal responsibility	Be <b>enthusiastic</b> and take responsibility for what you do.
We treat people with kindness	<b>Thank</b> people, celebrate success and when things go wrong ask ‘what can I learn’?
We act with integrity	Never let structures get in the way of doing the <b>right thing</b> .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

## **JOB SUMMARY AND PURPOSE**

The post holder will be an individual who is able to work autonomously as well as in collaboration with medical and nursing colleagues to develop a culture of safe and effective assessment and management of patients with a suspected DVT.

They will work with the clinical lead for thrombosis in the development and running of the DVT clinical service, assessing and managing patients with suspected and confirmed DVT.

This is an excellent opportunity to develop advanced clinical skills in the management of anticoagulation and the diagnosis and treatment of DVT, while working in a friendly, supportive and progressive environment.

The post holder will develop as a clinical expert within the field of VTE management who will ensure the provision of effective and efficient care through the management of available resources.

This is a developing and evolving service and the successful candidate will need to be flexible and be able to adapt to the changing requirements and demands of the role.

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

#### **DVT management**

- Assess patients referred by general practitioners and other health care professionals with possible deep vein thrombosis (DVT).
- Perform and requests appropriate investigations according to an established protocol, for example carrying out clinical assessment incorporating appropriate blood tests and further investigations as individual cases require.
- Counsel patients commencing anticoagulation using agreed C & V UHB counselling documentation.
- Prescribe parenteral and oral anticoagulation for patients with confirmed DVT in line with scope of practice and governance procedure for non-medical prescribers.
- Be able to manage an unpredictable work load effectively and safely
- Participate in the multidisciplinary team meeting weekly
- Act as an expert resource on DVT management, dealing with enquiries from patients and service partners, signposting where necessary
- Recognise limitations within own professional knowledge and practice, and seek advice and support as appropriate from other multi-disciplinary colleagues.
- Offer and develop appropriate health promotion strategies.

## **Managerial**

- Work alongside local and national networks and partnerships promoting and disseminating evidence of service development.
- Liaise with other health organisations directly and attend national meetings to ensure that all new developments in the field are implemented in a timely fashion within the UHB.
- Work in partnership across the primary and secondary sectors to identify ways of improving services using integrated care pathways and educational packages as appropriate.
- Demonstrate the ability to maintain effective relations and communication networks with internal and external agencies.
- Initiation and implementation of change where necessary.
- Assess and manage risks associated with health and safety issues.
- Participates in the review of complaints and clinical incidents.

## **Education/Training**

- Deliver educational programmes for staff and students within the UHB/University; provide signposting to existing on-line and other relevant learning resources.
- Act as a mentor to junior medical and nursing staff
- Participate in the induction of medical/nursing staff.
- Ensure, through the processes of appraisal and continuing professional development, the possession of the necessary clinical and academic competencies to carry out this highly specialised role.
- Critically analyse research and incorporate evidence-based practice into patient care.
- Publish novel work in the world literature and at national/international meetings.
- Collaborate with other members of the multidisciplinary team on relevant research development

## **Professional**

- Be aware of and abide by all UHB policies, procedures and guidelines relevant to the speciality.
- Abide by the legal requirements and statutory rules relating to practice.
- Maintain standard of conduct to sustain public confidence in accordance with the NMC “Code for Standards of conduct, performance and ethics for nurses and midwives” 2015.

- Maintain and submit where appropriate, and as contemporaneously as is possible, the following records:
  - Documentation of consultation and treatment outcomes
  - Medications administered
  - Observations
  - MDT decision outcomes

## Competence

- Recognise the limits of your professional competence and be responsible for limiting your actions to those which, you feel competent to undertake and identify areas where further training is required.

## GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998 and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the required level of safeguarding children and adults training.

- **Infection Control:** The UHB is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures/policies for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the UHB.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Code of Conduct:** All staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations e.g. GMC, NMC, HCPC etc. or the All Wales Health Care Support Worker (HCSW) Code of Conduct if you are not covered by a specific code through professional registration. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy. Cardiff and Vale UHB is a Smoke Free Health Board. Smoking is banned across all of the UHB sites. Staff are therefore not able to smoke in the hospital grounds or on any other UHB premises. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for any one who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.
- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

**Date Prepared: March 2023**

**Prepared By:**

**Date Reviewed:**

**Reviewed By:**



**GIG**  
CYMRU  
**NHS**  
WALES

Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

## Specialist Services Clinical Board

### Directorate of Haematology, Clinical Immunology and Medical Genetics

#### PERSON SPECIFICATION

**Job Title:** Venous Thromboembolism Clinical Nurse Specialist

**Band:** 6

**Base:** UHW

**Position Number:**

**Department:** Haematology

**Clinical Board:** Specialist Services

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Registered Nurse/RN (Adult)</li> <li>NMC current registration</li> <li>BSc (nursing)</li> </ul>	<ul style="list-style-type: none"> <li>MSc (or working towards)</li> <li>Non-medical prescribing qualification</li> </ul>	Application form Certificate check Registration card
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Substantial post registration experience</li> <li>Knowledge of VTE treatment in the acute setting</li> <li>Knowledge of research and audit</li> <li>Experience of teaching and assessing in the clinical area.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to provide highly specialised advice concerning care of patients with VTE</li> <li>Ability to speak welsh</li> </ul>	Application form Interview References
<b>PROFESSIONAL KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to prioritise workload</li> <li>Ability to work as part of a multi-disciplinary team</li> <li>Commitment to developing clinical practice</li> <li>Excellent interpersonal skills</li> <li>Excellent teaching skills</li> <li>Ability to respond to change</li> <li>Knowledge of NMC Codes of Practice</li> <li>Maintain their personal and organisational development</li> <li>IT literate with competence in Microsoft packages Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience in clinical audit</li> <li>Ability to critically analyse research and apply to practice setting</li> <li>Excellent counselling skills</li> <li>Leadership skills</li> <li>Proven ability to develop &amp; move services forward</li> <li>Evidence of service improvement</li> <li>Evidence of change management</li> </ul>	Application form Interview References
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Effective communication skills</li> <li>Motivated, proactive and innovative</li> <li>Able to maintain confidentiality</li> </ul>		Application form Interview References

	<ul style="list-style-type: none"> <li>• Caring attitude to patients and relatives</li> <li>• Shows respect to team members</li> <li>• Professional attitude to work</li> </ul>		
<b>OTHER</b> <i>(please specify)</i>			Interview