



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**

Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

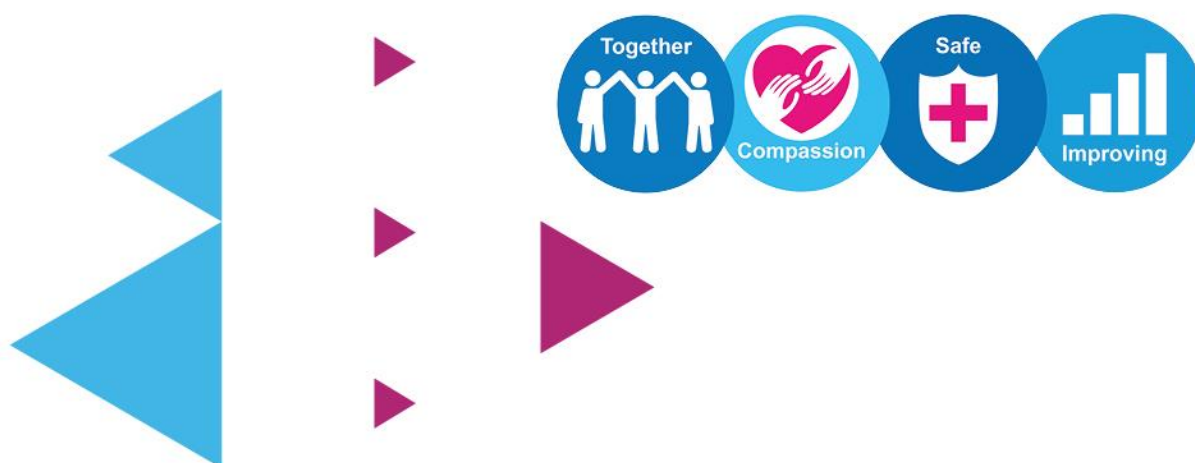
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine Division

Job Title: Nutrition Clinical Nurse Specialist

Band: 6

Location: University Hospitals of North Midlands

Hours: 37.5 hours 12 MONTHS SECONDMENT TO COVER MATERNITY LEAVE

Managerially accountable to: Lead Nutrition Nurse Specialist, Divisional Director of Nursing

Professionally accountable to: Matron, Divisional Director of Nursing

Role Summary

This post is to promote, enhance and work with the Nutrition Nurse Specialist team to deliver a specialist nursing service to patients and families within the University Hospital of North Midlands NHS Trust. This will involve the management and care of inpatients and outpatients who are receiving enteral or total parenteral nutrition (TPN) ensuring the safe delivery of care and treatment to this patient group.

This post supports patients with various complex medical needs and conditions therefore requires a candidate with passion and empathy who strives to deliver excellent patient care. The post requires a person with excellent communication skills and works well with various professional multi-disciplinary teams.

Main Duties & Responsibilities

Clinical/Professional

- Assessing patients for a variety of feeding tubes.
- Liaising with endoscopy and managing percutaneous endoscopic gastrostomy (PEG) lists.
- Supporting wards and patients with difficult insertions of Nasogastric tube (NGT) when required.
- Supporting wards and patients around issues with Nasojejunal tubes (NJT).
- Supporting patients and families when a patient is required to go home with NGT/NJT.
- Supporting wards with insertion's of nasal bridles.
- Assessing outpatients on an ad-hoc basis.
- To run Nurse led clinics for patients with enteral feeding.
- Changing routine/emergency feeding tubes.
- Assessing feeding tubes and identifying root causes of any issues.
- Conduct daily TPN ward rounds.
- Supporting/educating staff with patients requiring TPN.

- Accessing Central Venous catheters (CVC)
- Attending, supporting and contributing to different multi-disciplinary meetings.
- Working closely with in various multi-disciplinary teams
- Advising and supporting patients, GP's, nurses. Etc. remotely
- Work within a clinical team to deliver a specialist nutritional service and to enhance the quality of patient care.
- To provide psychological support, advice and information to patients and families
- Support the Lead Nutrition Nurse as appropriate and provide a credible source of specialist knowledge and advice.

Knowledge, Training & Experience

- Registered Nurse
- Diploma, or degree in Nursing
- Minimum of 3 years post graduate experience
- Experience of working with patients who receive enteral/ parental feeding
- Experience using CVC lines

Analytical & Judgement Skills

- The post holder will need to assess patients for a variety of nutritional issues and will need to determine a plan of care in the patients best interest.

Planning and Organisation skills

- The post holder will prioritise, plan and organise their own work load.
- The post holder will need to work alongside the Lead Nutrition Nurse and work within different MDT's as required.

Physical skills

- To have digital dexterity to manage fine movements regarding treatment and equipment such as cannulation, medication administration and clinical procedures.
- The post holder will be expected to assess patients whilst standing without restrictions and will be expected to assist patients with their manual handling in accordance with trust policy.
- There is a requirement for sitting for frequent periods at a desk whilst using a computer.

Responsibility for Patient/Client Care

- Be responsible for the assessment of needs, development, implementation and evaluation of programmes of patient care in line with the Nursing and Midwifery Council (NMC) code of professional conduct and reflect the trusts policies, procedures, standards and guidelines.
- To facilitate the admission and discharge of patients liaising with other agencies to ensure continuity of care between hospital and community.
- Ensure the delivery of holistic patient care recognising the individual needs of patients and their relatives.

Responsibility for Policy/Service Development

- To have a working knowledge of the policies and procedures of the University Hospitals of North Midlands, and have the ability to perform and act in accordance with those policies.

- The ability to write and update policies and procedures within the Nutrition team.
- To follow agreed Divisional University Hospital of North Midlands NHS Trust and procedures and policies.

Responsibility for Financial and Physical Resources

- Responsibility for the security, proper and safe use of the Trust equipment.
- To work alongside company representatives to provide the best equipment available for the use by the Nutrition Nurse team.
- Assist with the raising of low stock levels of equipment and disposables and ensuring any stock with shelf life is within date.

Responsibility for Human Resources

- Participate in clinical supervision and reflective practice.
- Participate in teaching and supervision of student nurses, medical students, nurses and doctors.
- Act as team lead and point of contact in the absence of the Lead Nutrition Nurse.

Responsibility for Information Resources

- Maintain accurate records relating to patient conditions, procedures, reviews and blood monitoring.
- Ensuring that Nutrition Nurse team databases are kept up to date.

Responsibility for Research and Development

- Undertake surveys as necessary to own work and complex surveys relating to projects.
- Ensuring nursing activities are evidence based.
- To participate in maintaining and monitoring standards of care to optimum levels.
- Undertaking audits.

Freedom to Act

- Work autonomously
- Required to act independently within appropriate guidelines, deciding when it is necessary to refer to their manager

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process

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Health and Safety

To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.

To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.

To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Confidentiality

To ensure that confidentiality is maintained at all times and that data belonging to the Trust is protected and recorded accurately.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users.

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy.

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet.

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate.

Sustainability



Sustainability and Corporate Social Responsibility are fundamental to the way the University Hospitals of North Midlands NHS Trust (UHNH) work. The Trust has developed a Sustainable Development Management Plan (SDMP): 'Our 2020 Vision: Our Sustainable Future' with a vision to become the most sustainable NHS Trust by 2020. In order to achieve this, we need the support of all staff. As a member of staff, it is your responsibility to minimise the Trust's environmental impact and to ensure that Trust resources are used efficiently with minimum wastage throughout daily activities. This will include minimising waste production through printing and photocopying less, reducing water waste and when waste is produced, it is your responsibility to segregate all clinical waste correctly and recycle. Switch off lights and equipment when not in use, report all faults and heating / cooling concerns promptly to the Estates Helpdesk and where possible minimise business travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

SWITCH to a Sustainable UHNH is a campaign that focuses on the sustainability of the Trust and how we can use resources more effectively to provide better patient care, improve our health and work place. SWITCH is looking to recruit as many Champions as possible to help to bring the campaign to colleagues in their departments / wards and bring SWITCH to life. If you are interested in becoming a SWITCH Champion please contact switch@uhns.nhs.uk

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Signed Employee _____ Print _____ Date _____

Signed Manager _____ Print _____ Date _____

Job Title:- Nutrition Clinical Nurse Specialist

Person Specification

| Requirements | Essential | Desirable |
|--------------------------------------|---|---|
| Education and qualifications | Registered Nurse on NMC Register Diploma in Nursing Evidence of degree level study in health/nursing related studies or evidence of continuing academic progression in combination with equivalent experience | On-going person and professional development Recognised qualification in teaching and assessing Evidence of Degree level study |
| Experience | Knowledge of enteral and parenteral nutrition. Insertion of NGT and bridges Be able to effectively manage enteral and parenteral nutrition Able to use own initiative. Management/leadership experience Ability to work well as part of a small team Effective communication skills Able to work as part of a multidisciplinary team | Formal teaching to groups of staff Using CVC lines Connecting and disconnecting TPN Knowledge of various feeding tubes. |
| Skills, ability and knowledge | Mentorship qualification or experience of teaching the clinical areas Reliability Knowledge of neurological conditions. Effective interpersonal skills Clinical reasoning | Evidence of writing policies and procedures. Eager to expand role Knowledge of various conditions Knowledge of surgical procedures |

| | | |
|---------------------------|--|--|
| | <p>Problem solving and independent decision making</p> <p>Excellent communication skills</p> <p>Evidence of good organisational skills</p> <p>Expanded nurse roles, venepuncture, cannulation, care of the acutely unwell patient, assessing/recognising the unwell patient</p> <p>Ability to adapt to changing situations</p> <p>Computer literacy</p> | |
| Personal Qualities | <p>Able to work as part of a multidisciplinary team and autonomously</p> <p>Working well within a small team on a day to day basis</p> <p>Able to prioritise workload</p> <p>Keen to assist in developing the Nutrition Nurse team service.</p> <p>Takes responsibility for own learning and development</p> <p>Has a passion for caring for people with complex conditions and needs.</p> | |