



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

hampshirehospitalscareers.co.uk



Welcome from *Chief Executive Officer* Alex Whitfield

Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

We expect the post holder to uphold the trust's CARE values:

COMPASSION caring about our patients and our staff

ACCOUNTABLE and responsible, always improving

RESPECT for all colleagues, patients and their families

ENCOURAGING and challenging each other to always do our best

We are really excited to hear from you and look forward to receiving your application.

Yours sincerely



Alex Whitfield, chief executive

Job Description

Job Title	Airways/Interstitial Lung Disease Clinical Nurse Specialist
Department	Respiratory Medicine
Division	Medicine
Salary Band	Band 6
Accountable To	Operational Services Manager
JOB SUMMARY	
<p>The airways and interstitial lung disease (ILD) CNS role is an exciting new opportunity for a successful applicant to develop their respiratory expertise. This role involves both inpatient and outpatient care and you will provide expert, holistic person-centred specialist nursing care for patients with ILD, COPD and asthma.</p> <p>The post holder will have excellent communication skills. The role will include assessment of patients with respiratory disease, the development of individualised management plans in conjunction with the respiratory team and promote health education to patients and their carers. The successful applicant will be expected to advise ward staff regarding the respiratory care of the patient and aim to reduce length of stay by working in partnership with community respiratory services.</p>	
KEY RESULT AREAS/RESPONSIBILITIES	
<ul style="list-style-type: none"> To perform clinical assessment of airways and ILD respiratory patients with chronic complex presentations, and support with completion of individualised treatment plans To hold a significant clinical caseload to a high professional standard as an autonomous practitioner, using specialist knowledge and skills from theoretical and practical experience, and managing clinical risks without direct supervision Maintain high standards of professional practice to ensure quality safe patient care To be professionally and legally responsible and accountable for all aspects of your own work, including the management of patients under your care Ensuring that clinical services are delivered to a high quality of care and that all compliance requirements such as CQC and contractual requirements are achieved Act as a role model Demonstrate effective leadership To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating of clinical policies as deemed necessary The post holder will need to form good working relationships and excellent communication with other members of the respiratory Team, GP's, Consultants, Patients, Carers and all members of the multidisciplinary team The Post holder will need to be able to discuss the diagnosis and management of ILD, COPD and Asthma with patients including, medication, lifestyle changes and end of life care 	

- The Post Holder may be required to deliver presentations and educational sessions to both small and large groups
- To provide advice and intervention to prevent unnecessary hospital admissions and support timely discharges by working in partnership with community respiratory services where necessary
- Liaise with medical colleagues to facilitate onward referral to other specialists as required
- Liaise with internal and external teams to facilitate the patient pathway and ongoing care
- To facilitate referrals to appropriate agencies to ensure timely assessment, treatment, and discharge
- To assess, plan, implement and evaluate patient care with supervision as appropriate
- To act as an expert resource
- To take responsibility for the development, implementation and monitoring of respiratory pathways
- To maintain accurate records, compile reports as required for Trust, ICB and NHS England
- To provide health promotion to patients and their families/carers, to include self-management advice
- Demonstrate excellent communication skills with patients, carers and members of MDT, ensuring that information is appropriate, timely, delivered sensitively and based on individual need
- To participate in the collection of audit data and outcome measures in order to monitor workload and contribute to ongoing research
- Actively participate in the planning of education and training programmes for all groups of staff involved in the care of patients with respiratory disease
- Demonstrate an on-going awareness of current developments within respiratory medicine and the implications these may have on patient care
- Attend daily board rounds with the respiratory consultants
- Respond appropriately to referrals to ensure effective care for respiratory patients
- To assess patient understanding of treatment proposals, gain informed consent and have the capacity to work within a legal framework with patients who lack capacity to consent to treatment
- To act as a co-ordinator for patients with newly diagnosed airways disease/ILD from point of admission through to discharge
- Attend and contribute to respiratory MDT meeting
- Complete Asthma/COPD care bundle for appropriate patients and ensure copy is sent to GP
- Complete Asthma/COPD audit for all appropriate patients and ensure data is submitted to national respiratory audit programme
- Have in-depth knowledge of the referral process, assessment and criteria for patients requiring home oxygen
- Have an in-depth knowledge of the referral process, assessment and criteria for patients requiring pulmonary rehabilitation
- Liaise with relevant hospital and community teams for end-of-life care
- Supporting patients requiring nebulised antibiotics
- To provide input in the management of COPD and asthma admissions, including inhaler training and treatment optimisation
- Initiate biologic therapy for severe asthma patients as recommended by the severe asthma service, support with education, provide ongoing monitoring and work in partnership with relevant services.
- Promote tobacco dependency service across trust and work towards a smoke free site by attending relevant meetings, support data collection/entry to NHS England
- Line management of tobacco dependency advisors

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS
<ul style="list-style-type: none"> • Bring high standards of professional practice to ensure quality and safety of care, and to optimise the patient journey • To be accountable, professionally and legally responsible for all aspects of your own work, including the management of patients under your care • Ensure that clinical services are delivered to a high quality of care and that all compliance requirements such as CQC and contractual requirements are achieved • To develop and deliver effective, programmes of care, documenting, and maintaining these within trust policies • Ensure all care delivered, empowers patients to recover their independence at the earliest opportunity • Effective leadership to ensure quality and safety of patient care and experience • Be able to manage potentially stressful, upsetting, or emotional situations in an empathetic and professional manner
COMMUNICATION
<ul style="list-style-type: none"> • Form good working relationships with primary and secondary care colleagues to promote and improve the respiratory health of our population • Offer holistic care in a sensitive and compassionate manner • Demonstrate effective communication skills with own staff, the wider MDT team, and other agencies • To empower and motivate those around you to constantly strive to improve care and experience for patients and staff • Actively engage with emerging technologies and smarter ways of working.
PLANNING AND ORGANISATION
<ul style="list-style-type: none"> • To support the training and development by way of a training needs analysis • Note and refer concerns, seeking to resolve quickly and effectively using trust guidance for performance, attendance, or conduct • To ensure that you maintain timely and accurate patient records with clinically reasoned action plans • A willingness to promote change and adapt the service to cope with increasing demands • Ensure audit requirements are met in a timely manner
BUDGETARY AND RESOURCE MANAGEMENT
<ul style="list-style-type: none"> • To make recommendations for improved resource (pay and non-pay) utilisation.
TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES
<ul style="list-style-type: none"> • To have a specialist knowledge across a range of work practices • To be aware of the evidence base, current national developments within the speciality and to utilise this knowledge and best practice in supporting the development of clinical services • Maintain a broad, clinical skill set within the team to ensure high quality and compassionate care for all patients presenting to the clinical area • To be competent to support the development of competencies within the team • To support the delivery of appropriate aspects of the trust wide clinical skills training, working

collaboratively with specialist colleagues, supported by the Education team as required

- To participate in local training needs analysis
- To support the maintenance of an effective learning environment for all staff, students and the wider multi-professional team, including lead specialist nurses and doctors
- To assist in the effective induction and orientation of new staff, to meet specific needs e.g. preceptorship and staff on probationary contracts

- **Responsibility for Research and Development**
- To support the achievement of clinical standards and to regularly audit and implement actions to maintain and improve quality and safety.
- To understand the methodology of critically reviewing evidence, participate in research, conduct surveys and audits.
- To maintain own clinical professional development (CPD) by keeping abreast of any new research and developments and incorporating them as necessary into your clinical practice.
- To maintain a portfolio which demonstrates personal development and shows evidence of reflective practice, peer review, mentoring and attendance at external courses.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

ADDITIONAL INFORMATION

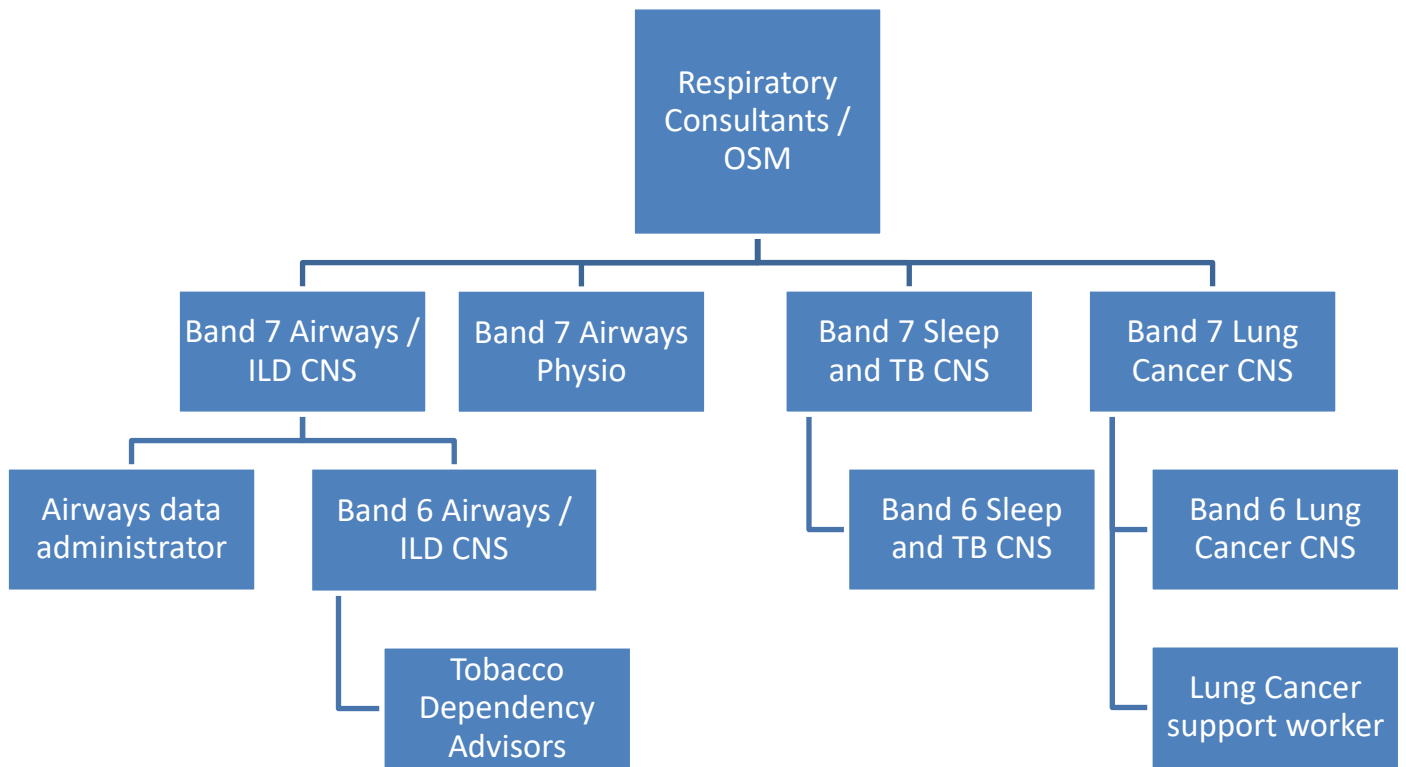
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description, but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

Job Title: Airways/Interstitial Lung Disease Clinical Nurse Specialist	
Training & Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> Registered Nurse Diploma or Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience. 	<ul style="list-style-type: none"> Additional post graduate learning in specialist field. Spirometry qualification.
Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Significant post registration experience of managing patients with respiratory conditions Experience of teaching and mentorship for learners and peers Experience of planning/implementing or evaluating change within healthcare Working knowledge of the NHS and of the role of the band 6 nurse within it Evidence of implementing significant changes or service developments that promote good practice 	<ul style="list-style-type: none"> Management of own caseload Involvement in project team for developing and implementing departmental business plans and/or organisation wide developments
Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> Ability to motivate self and others Able to demonstrate a good command of the English language both written and verbal Excellent communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise and negotiate effectively; to understand and disseminate multifaceted information to manage barriers to information. 	<ul style="list-style-type: none"> Critical appraisal skills Relevant specialist clinical skills

Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> • Professionally presented and calm approach • Ability to work within a rapidly changing environment • Ability to manage conflicting and constantly changing priorities • Positive, optimistic attitude • Keen to learn and take on opportunities for personal and departmental development • Enthusiastic and self-motivated. • Able to present and interpret audit data for quality improvement. 	<ul style="list-style-type: none"> • Full driving licence • Access to own vehicle which can be insured for business use

Post holders signature: Date:

Managers' signature: Date:

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

MCA

All employees are required to have regard for the Mental Capacity Act code of Practice, regardless of their role within the organisation. Employees are responsible for ensuring that they use the Act as appropriate in the course of their day to day duties. Training is available to staff, as are materials to help support employees to embed the provisions of the Act.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.