

Job Description

Job Title:	Respiratory Clinical Nurse Specialist
Base:	Respiratory, Medicine
Band:	7
Reporting to:	Lead Respiratory Clinical Nurse Specialist

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

Responsive

We will be action oriented, and respond positively to feedback.

Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

Main Purpose of the Job

As the B7 Clinical Nurse Specialist (CNS) you will be responsible for your own clinics within the working week, you will be expected to work autonomously to provide an excellent service to our patients and the community we serve. The Respiratory Out-patients is a busy department which provides a service for patients with, Chronic Obstructive Pulmonary Disease, Asthma, Bronchiectasis, Tuberculosis, Interstitial lung disease, Lung Cancer, and Obstructive sleep apnoea. The MDT comprises of 6 Respiratory Consultants, 6 Respiratory CNS's, 2 Lung CNS's, 2 TTD advisors, 2 Physiologist and a Physio.

The successful candidate will manage a case load of patients, ordering diagnostic test, reviewing the results of those investigations, making, and receiving referrals and initiating treatment plans. You will be a resource for patients, carers, and other health professionals. You will liaise with all members of the MDT, including the inpatient service and wards and Primary Health Care colleagues to share knowledge and expertise on all aspects of Respiratory care. You will demonstrate effective leadership and support the Lead CNS in the management of the department, mentor juniors, promote education within the team and to our patients. You will be expected to lead and support change within the department.

To be responsible for some clinical audits within the department, be able to produce and update policies and SOP's



Main Responsibilities and Duties

Communication and Relationship Skills

- Excellent communication skills: verbal, non-verbal and written.
- To promote and maintain effective communication between patients and their carer's, primary care and all members of the MDT
- To promote good communication between the Respiratory Inpatient ward and Outpatients

Analytical and judgement skills

- Undertake and document a comprehensive, systematic, and accurate nursing assessment of the physical, psychological, social and spiritual needs of your patients, clients and communities.
- Formulate and document a plan of nursing care, where possible in partnership with your patients, client, their carers and family and friends, within a framework of informed consent.
- To support the development and updating of written information for patients and health care professionals.
- Maintain own professional registration and NMC re-validation.
- Maintains accurate work-related records.

Planning and Organisational skills

- To be responsible for developing and sustaining own knowledge and guide juniors with their professional development
- To organise Team meetings and assist with planning the departmental Education sessions.
- Manage your own caseload of patients ensuring all clinics are run to time with the appropriate equipment available.

Leadership

- To supervise junior colleagues in the delivery of care, through effective monitoring, mentoring, clinical supervision and reflective practice.
- Promote the development of clinically effective care that is seamless between secondary and primary care settings.
- To educate other colleagues within the trust in understanding the care requirements for our Respiratory patients
- Follows policies and makes comments on proposed or changes to policies within the department and wider Trust when required.
- Actively participates in multi-professional meetings, acting as patient advocate and representing nursing views.
- To act up as and when required in the absence of the Lead Respiratory Nurse
- To promote and encourage change that will improve the service and the care our patients receive.



Key Working Relationships

You will be required to communicate effectively with:

- Patients/ Carer's
- Colleagues, Primary/Secondary Care
- SLT/Matrons
- ICB
- Wards
- Tertiary Centres
- Oxygen company and other service providers

Patient/Client Care

- To work at an enhanced level to plan and provide clinical care and psychological support to patients with long term Respiratory conditions who have complex needs.
- To provide holistic care for our respiratory patients, delivering a high standard of person-centred care, supporting a culture of supported self- management.
- Provide complex and sensitive information to patients and their families where required and signpost/refer to other services when the need arises.
- Undertake and document clinical assessment and findings, escalating any deterioration/concerns appropriately.
- To maintain patient safety through rigorous and consistent compliance with Trust policies.
- You will ensure confidentiality, patient dignity and privacy are always maintained.
- Provide timely, relevant, accurate and concise information to other Health Care Professionals, both internal and external to the organisation where and when required.

Budget Responsibilities

You will observe a personal duty of care in relation to equipment and resources used in the course of your work and ensure efficient use of resources.

Responsibilities for People or Training

- To assist in promoting and maintaining an effective learning environment, acting as a facilitator in the supervision and teaching of colleagues
- To work within own nursing team and alongside the Education Department in developing and implementing nursing practice.
- To support colleagues in the development of knowledge and skills by acting as an assessor, teacher and facilitator.

Research and Audit

- To promote nursing practice in line with current research.
- To participate in reviewing and implementing evidence-based practice.
- To collaborate with other members of the healthcare team in relevant research and audit activities relevant to the speciality.



- To be familiar with national, professional, and local quality issues relevant to the delivery of nursing services e.g., Clinical Governance and Quality Surveillance Programme.
- To uphold quality initiatives that improve patient care and enhances the interface between colleagues, patients, and visitors.
- To lead/assist in the audit process for monitoring and reviewing nursing quality.

Other Factors

- To promote nursing practice in line with current research.
- To participate in reviewing and implementing evidence-based practice.
- To collaborate with other members of the healthcare team in relevant research and audit activities relevant to the speciality.
- To be familiar with national, professional, and local quality issues relevant to the delivery of nursing services e.g., Clinical Governance and Quality Surveillance Programme.
- To uphold quality initiatives that improve patient care and enhances the interface between colleagues, patients and visitors.

Emotional and Physical effort

- Able to sensitively inform service users and their families on emotional complex issues such as patient death, diagnosis, and treatment.
- Sensitively handle complaints, investigations, and resolution.
- Ability to deal with conflict in the team and service users.
- Dealing with frequent interruptions throughout the day from telephone, email, colleagues, and other health care professionals.
- Involves risk of verbal aggression from patients and relatives.
- To move patients using appropriate aids.
- Ability to move around hospital site to visit patients and attend meetings.
- Working in a shared office resulting in distractions as a result of frequent conversions and telephone interruptions.
- Daily use of computer systems.
- Involves direct exposure to bodily fluids.
- Ability to work flexibly in different environments including the potential to work remotely or from home.

Additional Information

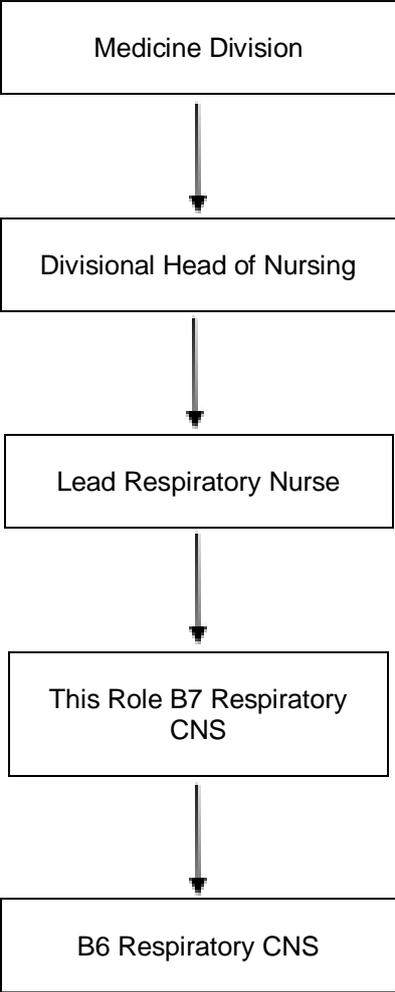
The Trust may ask you to undertake other duties, as required, which are not necessarily specified in the job description, but which are commensurate with the grade of the post. If this results in significant changes to the job description, it may be subject to a banding review, in line with the Trust's Control of Banding policy.

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 of this Job Description and Person specification details key information you should be aware of.



Structure



Person Specification

Job Title:	B7 Respiratory Clinical Nurse Specialist
Base:	Respiratory Outpatients

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
Trust Values	We will expect your values and behaviours to reflect the Values of the organisation: Person Centred and Safe Professional Responsive Friendly Progressive	
Education, Qualifications and Training	<ul style="list-style-type: none"> First level registered nurse with active NMC registration Degree level qualification Evidence of continuing professional development History and Physical Examination course Non-medical Prescribing Teaching or mentorship qualification 	<ul style="list-style-type: none"> Post registration in respiratory care Coaching Advanced communication skills
Experience	<ul style="list-style-type: none"> Significant B6 experience in Respiratory Care (minimum of 5 years' experience) Leadership and management experience evidence of well-developed clinical skills Long term condition experience in primary or secondary care Involvement in developing guidelines/ policies 	<ul style="list-style-type: none"> Demonstrate the ability to use Audit to improve quality of care. Mentoring and developing juniors Health Coaching
Knowledge and Skills	<ul style="list-style-type: none"> Good analytical skills for assessing and interpreting complex patient conditions. Able to prioritise own workload and work effectively under pressure. Demonstrate and up to date knowledge of Respiratory conditions, pathways, and guidelines. Good organisation and time management Ability to think creatively and contribute to service improvement. Able to demonstrate a working knowledge of commonly used IT 	



	<p>systems within the organisation.</p> <ul style="list-style-type: none"> • Able to actively take part in MDT sessions. • Able to work within the boundaries of the role. • Able to act as advocate to all service users. • Thorough up to date knowledge of nursing theory and best practice particularly within the speciality service • Ability to work autonomously but also as part of a team. • Committed to the speciality and able to motivate others 	
<p>Other Job-Related Requirements</p>	<ul style="list-style-type: none"> • Ability to work flexibly to cover the needs of the service. • Ability to think creatively and contribute to service improvement initiatives 	



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 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. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

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 and Safety

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. 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 and 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 offence 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 prosecutions.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

Government and Risk

Adhere to 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.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

Safeguarding

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

COVID Vaccination

During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. In order to comply with our duty of care, we continue to encourage and support our staff to have the COVID vaccine in order to protect themselves, colleagues and their patients as this is the best line of defence against COVID-19.

Training and Personal Development – continuous professional development

There is a requirement for all Trust employees to take part in an annual appraisal; 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.

Flexible Working

We support flexible working and will consider requests taking into account the needs of the service.

