

# Candidate Pack

For

Job Title



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North Middlesex University Hospital NHS Trust is a medium sized District General Hospital based in Edmonton in Enfield, North London. We serve a diverse multicultural population largely from the London boroughs of Enfield and Haringey. Many of our patients live in wards that are within the 5% most deprived in the UK and a large proportion of our patients were born abroad. This makes it both a fascinating and a challenging hospital to work in.

Over the last decade we have rebuilt almost all of the hospital and now have facilities that we are proud to work in. We employ over 3,500 staff, more than half of whom live locally. We encourage apprenticeships from the local community and work closely with our local Health Watch.

We are primarily an emergency led hospital with more than 90% of our bed days being used for patients admitted via our emergency and ambulatory units. As well as offering everything you would expect from a major acute hospital we have a number of tertiary services treating patients with HIV and Sickle Cell Disease and a large cancer and radiotherapy service. We also run our local community Sexual Health Clinics.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our priorities:

### 1. **Providing Outstanding Care**

We will provide:

- Excellent outcomes for patients
- Excellent experiences for patients and staff
- Excellent value for money

### 2. **Partnering with Others**

We will work closely with our system partners to integrate health and care and broader public services, and guide you towards the best services for you.

### 3. **Keeping Healthy**

We will use every opportunity we have to promote wellbeing, providing information and education for our community.

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## Additional Information

### Location

Situated in Edmonton, North London with a multi-cultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

### Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

### Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust,
- our values and our services

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- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity
- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support

## Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work
- A equality and diversity staff network providing support to all staff
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

## Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term time contracts, part-time working etc.
- One of the best pension schemes in the UK

## Road Access and Public Transport

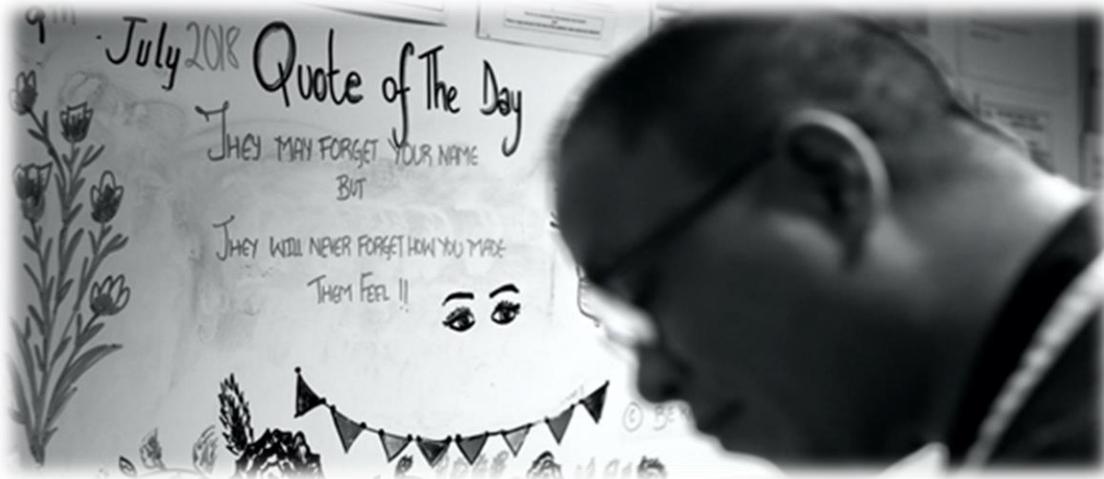
Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

## Follow us on social media



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## Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 3,500 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

### We are caring:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We are compassionate and take time out to check on colleagues and patients</li> <li>We are understanding and recognise each other as individuals</li> <li>We are committed to improving our community for colleagues, patients and carers</li> </ul>	<ul style="list-style-type: none"> <li>Showing empathy</li> <li>Being curious</li> <li>Showing humility</li> <li>Listening to others</li> </ul>

### We are fair:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We respect and understand each other's differences and backgrounds</li> <li>We are consistent with providing realistic, clear expectations and constructive feedback</li> </ul> <p>We are always looking for opportunities to develop all our staff and our services</p>	<ul style="list-style-type: none"> <li>Being consistent</li> <li>Listening to others</li> <li>Supporting each other</li> </ul>

### We are open:

What it means	Our behaviours
<ul style="list-style-type: none"> <li>We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement</li> <li>We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge</li> <li>We actively look for new ways of working and explore new partnerships across teams, divisions and organisations</li> </ul>	<ul style="list-style-type: none"> <li>Speaking up</li> <li>Being curious</li> <li>Learning from mistakes</li> </ul>

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These values are extremely important to us and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust’s values is available on our website.

### Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



### Job Description

The CNS for anticoagulation services will be required to provide specialist advice, education and nursing care for patients, carers and their families. To advise members of the multidisciplinary team, community nurses and GP’s with regards to the management of anticoagulation therapy treatment.

Provide thrombosis and anticoagulation nurse led clinics in conjunction with specialist nurses and the lead nurse. To undertake administration of specialist medicines within ‘Patient Group Directions’ framework. To safely, monitor and evaluate the effectiveness of the specialised treatment and act upon findings.

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Promote evidence based practice and educational support to nursing colleagues. Participate in audit and contribute to research studies where applicable. To develop and maintain skills in the appropriate clinical area through education and training.

To be responsible for Medicines management used within the speciality with regard to commencing treatment and review of patients receiving treatment and compliance with NICE Guidelines.

To support the anticoagulation and Thrombosis team in providing high standard, safe and effective service.

The post holder will cross over both the anticoagulant and VTE monitoring service and will support with the collection of VTE data required for NHS England, to ensure information is collected in a timely manner.

The CNS will support the anticoagulation clinic nurse for anticoagulation services within the outpatient clinics. Ensure the Trust maintains the 95% of all patients risk assessed target set by NHS London.

Position: Anticoagulation/VTE CNS

Salary/Band: AfC Band 6

Location: NNUH NHS Trust

Hours: 37.5

Responsible to: Lead nurse

Accountable to: Associate Director of Nursing

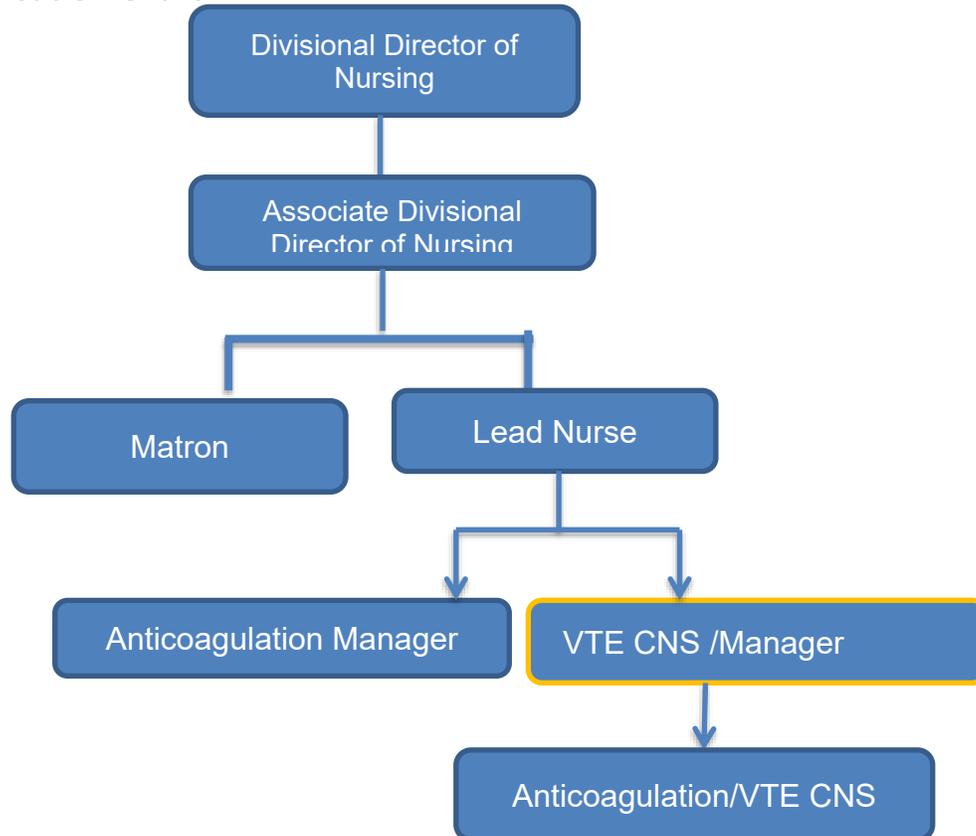
### Key Working Relationships

Chief Pharmacist, and Pharmacy	Patients and relatives	IT
All the Pharmacy Department	Secretaries	Interpreting Services
Clinical /Service Managers	Receptionists	Head of Nursing
Medical Colleagues	Appointments	Ward Managers
Nurses	Finance Managers Funding	Bed Managers
Staff in general	High cost Drugs	
Community and practice nurses	Pathology	GP's
	Anticoagulation /DVT departments and staff within other Trusts	

## Introduction to the Department

Brief description

### Organisation Chart



### Duties and Responsibilities:

To provide a holistic, autonomous nursing service by attending to physical, psychological and social needs of patients and where necessary implementation an agreed management plan for optimum care and treatment of their complex problems or potential problems.

To effectively run nurse led outpatient's clinics alongside the specialist nurse.

To initiate and follow up patients with DOACs and discharge safely to GP care.

To health promote prevention of VTE and treatment. (Root cause analysis, HAT and safety thermometer)

Supported by a consultant nurse or independently in the absence of a consultant nurse within clinical competency.

To work alongside specialist nurses and consultant nurse to undertake rescue work through direct access to patients to provide advise with regards to side effects and symptom

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management to prevent admissions.

To provide patient centered care supporting adherence to treatment.

To undertake teaching of patient's (carers if appropriate) in the treatment and management of the anticoagulation therapy medicines.

Assist nurse in developing effective links with GP's and Practice.

Nurse's to support the continuing care and treatment of patients, including monitoring and sharing of information.

To provide a telephone help line within working hours, to provide direct access for patients and outside agencies including GP's.

Responsible for patient's safety and high standard of specialist care for all patients on anticoagulation therapy within the service.

Be responsible for appropriate action and medical referral for patients in the management of thrombosis and anticoagulation therapy.

To liaise closely with specialist nurses and consultant nurses to ensure the effective triage of referrals to enable patients to access the appropriate element of the anticoagulation service.

To assist specialist nurses and be responsible for making appropriate referrals to hematologist, respiratory consultant, vascular surgeon and other specialist teams as required.

To assist anticoagulation specialist nurse and consultant nurse in the ongoing specialist care of patients both in hospital and outpatient settings, acting as a central point of contact.

Participate in national benchmarking of the anticoagulation service, carry out audits in line with NPSA alert, NICE in conjunction with the Clinical Lead and Pharmacist.

### **Responsibility for policy and service Development**

In conjunction with consultant and various members of the multidisciplinary team, responsible for development of protocols for investigations, treatment for the management of patients with thrombosis and anticoagulation therapy.

Responsible for contributing to specialty clinical governance group.

Able to act independently within agreed protocols in collaboration with consultant colleagues.

Being a resource to patients, relatives, GP practice and colleagues on aspects of thrombosis and anticoagulation therapy management.

### **Responsibility for Financial and Physical Resources**

To manage physical resources ordering stock, non-stock and specialist medication and equipment and consumables.

To implement strategies to facilitate succession planning and retention of motivated staff.

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To set up clinics, maintain equipment and be responsible for clients and staff as laid down by Health and Safety regulations.

### **Responsibility for leading and managing**

Act as a role model for junior members of staff.  
Involving in helping in initiating DOACs and prevention of VTE (HAT).  
Work as part of the team.

### **Responsibility for Information Resources**

To be competent in the anticoagulation therapy software Helicon maintain accurate records of all patient encounters in line trust record keeping policy NMC.

To initiate and maintain up to date spreadsheet (computerized) of all patient encounters in line with the NPSA alert audit.

To be a resource to GP practices and staff with detailed and monitoring information.

To ensure information leaflets are available to patients and GP practices as needed.

### **Responsibility for Research and Development.**

Promote and create a climate of clinical enquiry through practice.

Liaise with company representatives to keep abreast of current treatments and products. To act as a resource for providing advice on choice and use of specialist products to the MDT.

Inputting data onto an appropriate database to ensure quality data records.

Undertake research projects in line with research skills and knowledge with view to presentation and publication.

## **Probation**

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

## **Equality, Diversity and Inclusion**

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **Health & Safety**

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Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

### **Data Protection and Caldicott**

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

### **Customer Care**

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understands the principles of customer care and the effects on their particular post and service, full training will be given.

### **Infection Control**

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

### **Smoking Policy**

The Trust provides a smoke free work environment.

### **Confidentiality**

Under no circumstances, either during or after the end of your employment (however it is terminated), May you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

### **Clinical Governance**

Staffs are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

### **Rehabilitation of Offenders Act**

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This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed? This will include details of cautions, reprimands, final warnings, as well as convictions.

### Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

### Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

### Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder

### PERSON SPECIFICATION

**Post: Nurse Manager/CNS VTE Anticoagulation Services**

**Department: Anticoagulant Clinic**

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	Registered First Level Nurse  Evidence of ongoing professional development  qualification in Health Care Teaching Qualification or equivalent  Degree level in related specialty or nursing degree	Anticoagulation Therapy course qualification or willingness to undertake this within 12 months of appointment	
Skills and abilities	Flexible  Clear, concise written English skills.  Good Numeracy skills.		Application form and interview

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	<p>Punctual</p> <p>Self-motivated</p> <p>Ability to work effectively under pressure.</p> <p>Ability to problem solve and demonstrate critical thinking skills.</p> <p>Ability to perform clinical activities specific to anticoagulation.</p> <p>Presentation skills</p> <p>Full driving licence/ to be able to travel between sites in a timely manner.</p> <p>Effective communicator both verbally and non-verbally as well as demonstrating good written and listening skills.</p> <p>Effective motivator.</p> <p>Ability to manage own workload.</p> <p>Computer Literacy</p>		
Experience	<p>Experience teaching colleagues and patients.</p> <p>Experience of establishing and using audit processes.</p> <p>Experience of working within a ward environment as a qualified nurse.</p> <p>Experience with access databases.</p> <p>Experience with Excel spreadsheets and patient database systems.</p> <p>Knowledge and experience of clinical governance and risk management within an acute trust.</p>	<p>Experience of working with Helicon anticoagulation software</p> <p>Previous post registration experience within anticoagulation</p> <p>Experience of Anticoagulation Nursing within an outpatient environment.</p>	Application form and interview
Personal qualities	Ability to reflect on practice.		Application form

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	<p>Ability to demonstrate awareness of cultural and organisational issues.</p> <p>Ability to develop and utilise teaching materials in the development of both staff internally and externally.</p> <p>Understand their responsibilities when delegating tasks to others.</p>		and interview
Values	Demonstrable ability to meet Trust values		Interview/assessment
Other requirements			

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