

Job title:	Infection Outpatient Nurse
Division:	Infection Division
Board/corporate function:	Medicine
Salary band:	6
Responsible to:	Sister/Charge Nurse
Accountable to:	Chief Nurse
Hours per week:	30 hours per week over 4 days, working Friday to Monday inclusive of Bank holidays and 22.5 hours per week over 3 days working on Saturday to Monday inclusive of Banks holidays
Location:	<b>Hospital for Tropical Diseases (HTD) Mortimer Market on Weekdays and CMDU ground floor Main Building on the weekend</b>

### University College London Hospitals NHS Foundation Trust

University College London Hospitals NHS Foundation Trust (UCLH) is one of the most complex NHS trusts in the UK, serving a large and diverse population.

We provide academically-led acute and specialist services, to people from the local area, from throughout the United Kingdom and overseas.

Our vision is to deliver top-quality patient care, excellent education and world-class research. We provide first-class acute and specialist services across eight sites:

- University College Hospital (incorporating the Elizabeth Garrett Anderson Wing)
- National Hospital for Neurology and Neurosurgery
- Royal National Throat, Nose and Ear Hospital
- Eastman Dental Hospital
- Royal London Hospital for Integrated Medicine
- University College Hospital Macmillan Cancer Centre
- The Hospital for Tropical Diseases
- University College Hospitals at Westmoreland Street

We are dedicated to the diagnosis and treatment of many complex illnesses. UCLH specialises in women's health and the treatment of cancer, infection, neurological, gastrointestinal and oral disease. It has world class support services including critical care, imaging, nuclear medicine and pathology.

## Job Purpose

The part time Weekday/Weekend Infection Outpatient nurse will work in the CMDU clinic at the main building on weekends and in HTD outpatient during weekdays. The post holder will provide nurse led Outpatient Antibiotic Therapy Service, teaching and a covid medicine service.

The standard working hours (09.00-17.00). The 0.8 WTE Outpatient Nurse will work from Friday to Monday and the 0.6 WTE Outpatient Nurse will work from Saturday to Monday, inclusive of Bank holidays.

## Key Working Relationships

The post holder will report directly to the HTD sister/charge nurse who in turn reports directly to the Divisional Matron.

Key working relationships are with the other Band 6 CNS, Band 3 HCA, medical team, divisional manager, and other departments in the division.

## Key Results Areas

### CLINICAL PRACTICE

- Maintain health, safety and security of self and others in own work area through ensuring own and others' knowledge of relevant local / national policies and procedures, and that these are adhered to
- Work according to the NMC Code of Professional Conduct and relevant professional standards and guidelines
- Contribute to the development of services
- Assess peoples' health and wellbeing needs with support and supervision
- Plan and deliver programmes to address peoples' complex and changing health and well-being needs with support and supervision
- Receive direct referrals within a defined speciality, and to provide assessment of the patient's needs with support of other practitioners
- Promote peoples' equity, diversity and rights, through ensuring that own and others' practice is in the best interests of patients
- Plan and deliver research / evidence based care and treatment with guidance and supervision from other health professionals
- Refer to other health professionals when this will improve health outcomes or when risks and needs are beyond own competence and scope of practice
- Develop own knowledge and expertise within the speciality related to patient treatment, care pathways and health promotion

- Work with other practitioners in supporting patients' information needs, promoting their wishes and beliefs, and addressing their concerns
- Monitor and review the effectiveness of interventions with the patient and colleagues, agreeing changes to meet needs and established goals

## **EDUCATION AND RESEARCH**

- Develop own knowledge and skills and contribute to the development of others
- Assist with research and development
- Ensure own actions promote quality and alert others to quality issues
- Identify developmental needs with others and establish objectives for personal development
- Support junior staff in their learning and application of theory to practice through teaching and facilitation
- Participate in clinical supervision
- Develop and maintain knowledge of relevant research evidence relating to the speciality and apply this to practice
- Participate in the development of evidence based standards, policies and guidelines at a local level
- Collaborate with other members of the healthcare team in research and audit activities.
- Identify areas of risk / poor quality and raise awareness of these through local governance structures

## **CONSULTATION/COLLABORATION**

- Contribute to the development of the service
- Participate in partnership working with other individuals and groups
- Develop and maintain others' awareness of role within the speciality, maintaining mechanisms for contact and referral
- Offer advice and support to colleagues within the speciality
- Attend multidisciplinary team meetings and appropriate forums in order to gain and disseminate appropriate information to others in the speciality
- Work collaboratively and in partnership with other practitioners

- Participate in the implementation of the UCLH Nursing and Midwifery Strategy and UCLH top 10 objectives

## **LEADERSHIP**

- Establish and maintain communication with people about routine and daily activities, overcoming any differences in communication between the people involved
- Develop appropriate channels and styles of communication to meet the needs of patients, relatives, carers, managers, peers and other professions.
- Develop effective prioritisation, problem solving and delegation skills to manage time.
- Develop an understanding of Trust and Board organisational structures, and how to communicate within them.

## **GENERAL**

- Adhere to the UCLH Service Commitment "Putting Patients First" and adopt a professional approach to customer care at all times
- Comply with the Trust's Equal Opportunities Policy and treat staff, patients, colleagues and potential employees with dignity and respect at all times
- Take personal responsibility for promoting a safe environment and safe patient care by identifying areas of risk and following the Incident, Serious Incidents and Near Misses reporting policy and procedure
- Take personal responsibility for ensuring that UCLH resources are used efficiently and with minimum wastage, and to comply with the Trust's Standing Financial Instructions (SFIs)
- 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
- In accordance with the Trust's responsibilities under the Civil Contingencies Act 2004 to undertake work and alternative duties as reasonably directed at variable locations in the event of and for the duration of a significant internal incident, major incident or pandemic
- Be aware of and adhere to all Trust policies and procedures, the Health and Safety at Work Act and the Data Protection Act
- Maintain confidentiality at all times

## **Other**

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract. The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

All staff will be regularly assessed on their knowledge, skills and behaviour, and application of all aspects of the job description, in line with the Trust's Personal Development Review (PDR) process.

Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

## Our Vision and Values

The Trust is committed to delivering top quality patient care, excellent education and world-class research.

We deliver our vision through [values](#) to describe how we serve patients, their families and how we are with colleagues in the Trust and beyond.

### We put your **safety** and wellbeing above everything

Deliver the best outcomes	Keep people safe	Reassuringly professional	Take personal responsibility
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### We offer you the **kindness** we would want for a loved one

Respect individuals	Friendly and courteous	Attentive and helpful	Protect your dignity
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### We achieve through **teamwork**

Listen and hear	Explain and involve	Work in partnership	Respect everyone's time
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### We strive to keep **improving**

Courage to give and receive feedback	Efficient and simplified	Develop through learning	Innovate and research
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**Post: Nurse Band 6 HTD/OPAT**

**Candidate's Name:**

**HOW WILL CRITERIA BE ASSESSED?  
(A)APPLICATION / (T) TEST / (I) INTERVIEW / (R) REFERENCES**

\* Subset Outline - (SO)

\*\* Full Outline - (FO)

\*\*Essential / Desirable – E/D

REQUIREMENTS	**E/ D	How assessed	Met	Not Met	EVIDENCE TO SUPPORT ASSESSMENT
<b>1. Knowledge &amp; Qualifications</b>					
a. Registered Nurse Part 1, 2 or relevant section of the register	E	A			
b. Teaching/Assessment programme	D	A			
c. Relevant post-registration programme	D	A			
<b>2. Experience</b>					
a. Significant or relevant experience in same specialty (SO)*	E	A			
b. Completed/completing first degree (SO/FO)* *	D	A			
<b>3. Communication</b>					
a. Demonstrates awareness of the importance of working in a multi-disciplinary team	E	I			
b. Communicates effectively verbally, in writing and in electronic formats	E	A / I			
c. Communicates with patients and carers in an empathetic manner	E	I			
d. Demonstrates understanding of good practice in Customer Care	E	I			
<b>4. Personal And People Development</b>					
a. Demonstrates evidence of professional development in line with KSF, maintains updated Portfolio	E	A/I			
b. Demonstrates an awareness of the role of preceptor/facilitator	E	A/I			
c. Reflective in Practice	E	A/I			
d. Demonstrates evidence of ability to educate others	E	A/I			
e. Demonstrates up to date knowledge and expertise in the specialty	E	A/I			
<b>5. Health, Safety And Security</b>					
a. Monitors and maintains health, safety and security of self and others	E	I			
b. Promotes, monitors and maintains best practice in health, safety and security	E	I			
<b>6. Service Improvement</b>					
a. Demonstrates awareness of research and evidence-based practice	E	I			
b. Willing to provide support to other clinical areas within the division	E	I			
c. Demonstrates awareness of resource	D	I			

management issues within boundaries of role d. Previous experience in audit and evaluation	D	I			
<b><u>7. Quality</u></b> a. Demonstrates understanding of principles of Clinical Governance, e.g. risk management, audit b. Commitment to quality initiatives, e.g. Nursing & Midwifery strategy, Trust top 10 objectives, CNO 10 key roles and relevant NSFs	E E	A/I A/I			
<b><u>8. Equality and Diversity</u></b> a. Respects the privacy and dignity of the individual b. Understands the implications of Equal Opportunities in practice	E E	I I			
<b><u>9. Promotion of health</u></b> a. Demonstrates understanding of relevant national strategy / policy and how this relates to the service	E	I			
<b><u>10. Assessment and treatment planning</u></b> a. Prioritises own workload b. Prioritises workload of others c. Acts on own initiative and problem-solves utilising resources available	E E E	I I I			
<b><u>11. Provision of care to meet health and wellbeing needs</u></b> a. Articulates reasons for desire to work in this clinical area b. Committed to providing safe, effective and timely patient-centred care in accordance with NMC Code of Conduct and Trust Core standards	E E	A/I I			
<b><u>12. Information collection and analysis</u></b> a. Willingness to work with electronic patient records (EPR)	E	I			
<b><u>13. Learning and development</u></b> a. Practical experience in teaching patients & staff b. Presentation skills	E E	I I			
<b><u>14. Specific requirements</u></b> a. Flexible approach to shift patterns b. Competent in IV drug administration. c. Phlebotomy and cannulation skills and willingness to undertake training	E E D	I I I			