

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Children's Community Asthma & Allergy Nurse Specialist
BAND	6
RESPONSIBLE TO	Modern Matron for the Integrated Children's Community Nursing Team
ACCOUNTABLE TO	Assistant Director Community Specialist Children's Health Services SEE
BASE	Rayleigh Clinic
HOURS OF WORK	22.5hrs

ROLE SUMMARY

- The Children's Community Asthma & Allergy Nurses (CCAAN) are members of the Children's Community Integrated Nursing Team and are responsible for the provision of evidence-based specialised skilled nursing care for children with respiratory conditions/exacerbations and allergic conditions in the community.
- The CCAAN will be required to work closely with the Modern Matron and the Service Manager to ensure there is a consistent model of delivery to include further training and development to facilitate high quality service provision. To develop and promote effective working relationships with Primary and Secondary care and Educational settings. To develop patient specific care and reduce hospital attendance, promote educational attendance by the provision of health education and support in partnership with the child, family, carers and other professionals.

KEY RESPONSIBILITIES CLINICAL

- The CCAAN will provide evidence-based nursing care and support to children and young people and their families with asthma, eczema, rhinitis or anaphylaxis. The PCAAN will manage a caseload of children across South East Essex and the Collaborative Alliance to include NELFT and PROVIDE who require specialist nursing interventions in the community. The PCAAN are responsible for the assessment, development, implementation and evaluation of programmes of care plans and will be required to teach other registered and non- registered nursing staff, educational professionals, parents/families/carers.

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- The CCAAN will contribute to the clinical direction and future development of the Asthma & Allergy Service.
- To provide professional advice and support to the colleagues within Primary Care, Universal Services, Education, Local Authority, Matron and Service Manager accordingly.
- To facilitate clinical audit and actively participate in the development of clinical governance relevant to the Children's Asthma & Allergy service.
- To facilitate innovation and development of the provision of health care within the Asthma & Allergy service.
- Ensure guidance and direction for development of the Asthma & Allergy service is in line with the Trust strategies i.e. Trust Strategic Direction and Nursing Strategy.
- To collaborate and interact with other Modern Matrons, Clinical Leads, Specialist Nurses and Service Managers from other localities and CCG's to ensure cohesion.
- Facilitate the placements of students and their training and education programmes as part of the rotation through integrated targeted services.

Key Responsibilities

- To develop and promote effective working relationships within Primary and Secondary Care and Education to facilitate appropriate referral of children with respiratory conditions/exacerbations and allergic conditions.
- To promote hospital avoidance, educational attendance and provide specialist nursing education and support in partnership with the child, family, carers and other professionals.
- To promote the Asthma friendly initiative within Primary and Secondary Education to ensure compliance with the Nice Guidance quality standard to promote Asthma control and management.

Operational Responsibilities

- To manage complaints and action learning plans. Respond to incidents and ensure learning throughout and beyond the Children's Asthma & Allergy service.
- To co-ordinate and manage the day to day functioning of the Children's Asthma & Allergy service.
- Implement Trust and develop nursing policies and procedures and provide specialist advice on Children's Asthma & Allergy nursing care.
- To ensure the timely and accurate completion of staff records, clinical activity and other data required by the Trust to maintain administrative efficiency.
- To ensure compliance of the Trust's Health & Safety and Fire policies.

- To be aware of the particular hazards of the home environment.
- To ensure the safe custody of drugs in the home setting according to the community medicine management policy.
- To be responsible for working in a safe manner in line with the Trust Health & Safety policies and for bringing any health and safety issues/hazards to the attention of the Modern Matron, Service Manager or Assistant Director accordingly.
- To ensure implementation of local and national policies for Health & Safety, Risk Management and professional issues including the NMC Professional Code of Conduct and Trust policies and procedures.

Staff Management

- To ensure the Asthma & Allergy service is co-ordinated to include the co-ordination of annual leave and study leave arrangements, sickness/absence/maternity cover.
- To participate in staff appraisals and identify training and development needs as appropriate.
- Introduce and develop personal development plans for nursing staff colleagues to ensure they understand what the service requires and continuously develop professionally in relation to this.
- To participate in a personal development programme identified following an individual performance review in accordance with the revalidation process. To undertake specific training requirements for specialist role to include Asthma and Allergy Modules, advanced holistic skills course and the non-medical prescribing V300 course as well as other additional continued professional development.
- To act as a mentor to students during placement within the targeted services rotation programme.
- To participate in programmes for students seconded for community experience and other health service personnel with specific regard to the role and responsibilities of the Children's Community Asthma & Allergy nurse specialist role.

Financial Management

- To ensure resources are adequately monitored and utilised by the Children's Community Asthma & Allergy service.
- To provide accurate statistical information appropriate to policy e.g. hours worked, visits made, mileage travelled and telephone calls and plan the workload for a designated area or clinic being economical in time and mileage whilst meeting the priorities of patient care.
- To provide specialist advice, lead and participate in service development including care pathways, Alliance work streams and clinical policies in order to optimise service delivery within allocated resources and planned future service provision.

Communication and Working Relationships

- To keep up to date with current acute and community nursing practice, ensuring regular updating of own professional needs and to participate in relevant conference and study sessions appropriate to specialist role.
- To act as always in accordance with Trust policies and the NMC Professional Code of Conduct.
- To develop understanding and co-operation between primary and secondary care as well as other interlinked agencies including voluntary organisations.
- To liaise with secondary care and primary healthcare teams, with paediatricians and GPs, to attend and participate in internal and external meetings.
- To maintain high professional standards in all aspects of nursing practice at all times, to keep abreast of development within the profession and to keep professionally updated by attendance at study days, in-service training and educational courses as necessary appropriate to role.
- To be aware of the relevant research findings and to apply these to clinical practice where appropriate and to participate in research programmes as and when necessary to utilise and promote evidence based practice.
- To act as a resource for other professional staff and participate in the education of student nurses and other health service personnel with specific regard to the roles and responsibilities of the Children's Community Asthma & Allergy service.
- To provide accurate electronic records via SystmOne of all children in order to promote continuity of care.

Information Systems

- To monitor and evaluate activity levels and standards of performance, collating relevant statistics and information as per KPI's.
- Provide evidence to support commissioning quality measures/targets as necessary and contribute to service evaluation and review to assess the clinical caseload and develop initiatives to enhance service efficiency and productivity.

Responsibility for Patient/Client Care

- To be responsible for the development of nursing policies and care strategies that will allow children to be nursed at home as an alternative to hospitalisation and to support and enable parents as partners in care.
- To plan and implementing programmes of care for specialist management of children with respiratory conditions/exacerbations and allergic conditions in the community and to monitor its effectiveness at regular intervals commencing with weekly review graduating to an annual review.
- To provide specialist training and education to support other health care

professionals/non health care professionals in planning care by telephone or joint consultation for children with respiratory conditions/exacerbations and allergic conditions and to act as a point of contact for specialist advice, information and support to health care professionals/non health care professionals.

- To establish effective and efficient working relationships with Primary and Secondary
- Care and Education and other professionals to provide a cohesive, seamless service provision to improve service user compliance and reduced morbidity.
- To actively pursue evidenced based nursing care practices that reduce the likelihood of admission to hospital and promote educational attendance of children whose health care needs might be more appropriately managed in the community.
- To ensure medical instructions are understood and carried out in accordance with the NMC Code of Administration of Medicines.
- To implement evidence based changes in clinical practice that improves standards of care and health outcomes for children with respiratory conditions/exacerbations and allergic conditions.
- To refer children onto paediatricians within secondary care as required.
- To work in nurse-led clinics and joint clinics with secondary care accepting referrals from all members of the multidisciplinary team including educational establishments and other associated agencies.
- To assess and identify individual needs, plan care as appropriate and evaluate outcomes.
- To advise, encourage support and monitor care at home and within school, educating parents/school staff in the care of the child/young person as appropriate and also to teach children/young people self-care when appropriate.
- To assess the need and initiate where applicable requirements for medical aids/equipment and continually evaluate their use and suitability and ensure relatives are properly trained and competent.
- To assist in the development of nursing procedures, guidelines, protocols and care pathways that enable children to be cared for within the community accessing all services as appropriate.
- To be aware of and be responsible for the escalation and reporting of safeguarding issues as they arise and in a timely manner directly in line with the Trusts safeguarding policy.

PRACTICE ASSESSORS AND PRACTICE SUPERVISORS

As a band 5 and band 6 Nurse you will be responsible and applicable for the following:

- As a minimum requirement all clinical band 6's will be expected to undertake the duties of a Practice Assessor for students placed within the trust, and will be able to act as Practice supervisors for students placed within their area of work.

- As a minimum requirement all clinical band 5's will be expected to act as Practice supervisors for students placed within their area of work. With the opportunity to also be trained to act as a Practice Assessor for students placed within the trust.

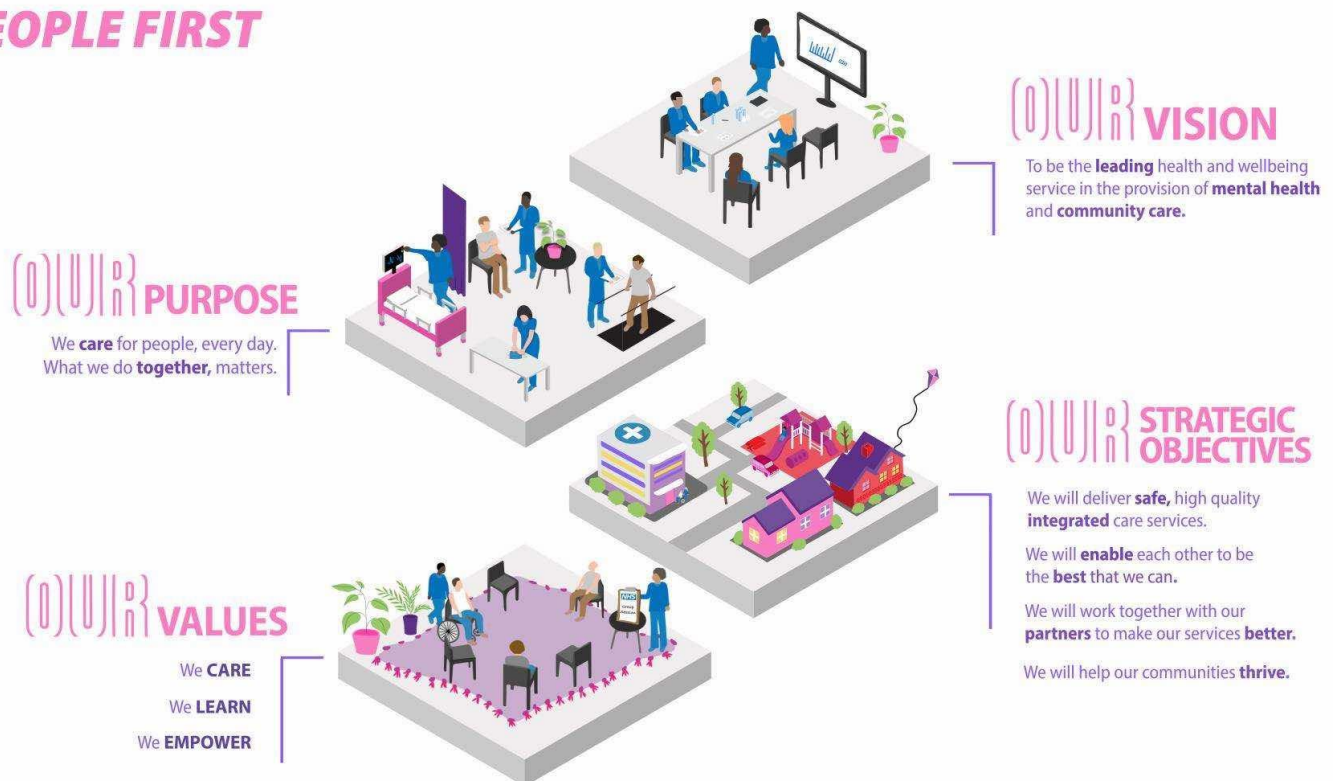
ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role:

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST



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ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be:

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;

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- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO, you will understand and monitor the following:

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management

- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager