

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 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 few 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.
- An 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 several 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

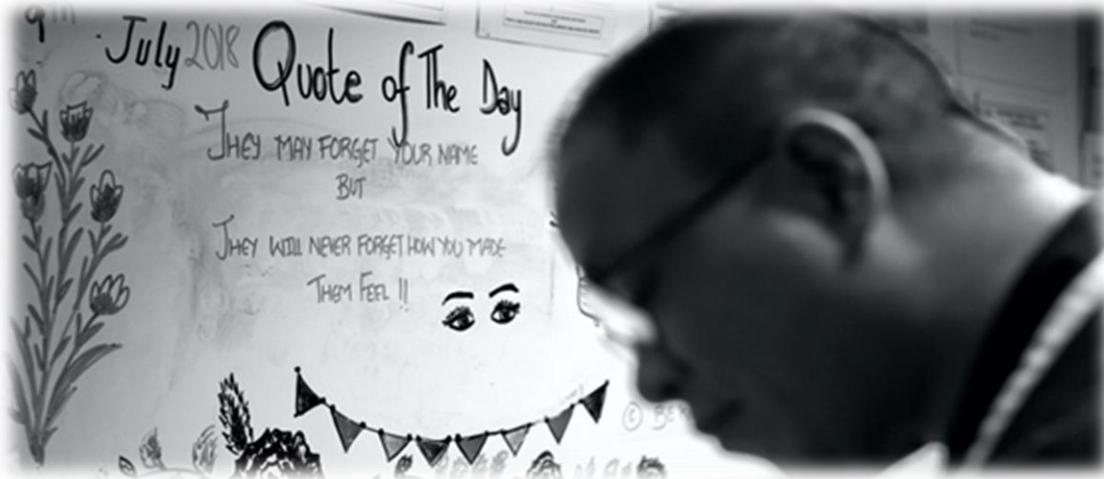
Situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools.

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

We are fair:

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

We are open:

| What it means | Our behaviours |
|---|--|
| <ul style="list-style-type: none"> We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement. We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge. | <ul style="list-style-type: none"> Speaking up Being curious Learning from mistakes |

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| <ul style="list-style-type: none"> • We actively look for new ways of working and explore new partnerships across teams, divisions and organisations | |
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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 Manager/CNS for anticoagulation services will be required to provide a VTE/anticoagulation monitoring service for patients who are undergoing anticoagulation therapy within the Trust. This will involve the Manager/CNS supporting the Lead Nurse with the implementation of VTE/anticoagulation monitoring across the various clinical business units. The role will involve support to the VTE nurse in undertaking root cause analysis, ensuring effective communication of the process to the multidisciplinary staff, embedding VTE/anticoagulation standard in the care delivered to the patients and monitoring of the effectiveness of service delivered.

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The Manager/CNS will predominantly lead and support the anticoagulation clinic nurses for anticoagulation services within the outpatient clinics. Ensure the Trust maintains the 95% CQUIN target set by NHS London. Be responsible for education and training of staff and patients in all aspects of anticoagulation care within the trust.

Support with the collection of VTE data required for the CQUIN target, to ensure information is collected in a timely manner.

The post holder will cross cover both the VTE and Anticoagulation monitoring service and will manage the Anticoagulant clinic three days a week in the OPD setting to enhance the anticoagulation service.

Position: Manager/CNS Anticoagulation Services

Salary/Band: AfC Band7

Location: NNUH NHS Trust

Hours: 22.5

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 | |

Job Summary

The Manager/CNS will be expected to attend the Nurse lead anticoagulation clinic on a weekly basis. The post holder will be the initial point of contact for clinical staff, patients, OPD clinic and A+E for clinical advice on VTE prophylaxis/anticoagulation queries.

The Nurse Manager/CNS will be an independent nurse prescriber for anticoagulation medication.

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The post holder will need to support and ensure policies and processes are in place for identifying all new admissions with a diagnosis of Deep Vein Thrombosis / Pulmonary.

Embolism can be identified with the support of Informatics Department the post holder will need to ensure all patients have the necessary checklist activated, to ensure safe deliver of the anticoagulation care. The post holder will also be responsible for the patients educated and to support the medical staff in completing documentation relating the anticoagulation monitoring and VTE for each patient.

Introduction to the Department

Brief description

Organisation Chart



Duties and Responsibilities:

- Ensure all clinical staff are trained in recognizing the “at risk patient” for VTE ensuring appropriate and timely interventions.
- Reduce the number of complications to prevent DVT/PE
- Enhance ward-based staff’s knowledge and skills in relation to preventative treatment thereby improving standards of care across the Trust.
- Facilitates the development of effective partnerships and communication with patients.
- Facilitates accurate and timely information for anticoagulation of patients with PE/DVT and ensure patients are given information as appropriate.
- Facilitates the introduction of new clinical practices and technology.
- Daily completion of DOH risk assessment checklist for DVT and PE patients. Counseling of identified patients using the Trust proforma.
- Organization and leading in Root Cause Analysis meeting.

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- Ensure pathways are implemented for repatriation of patients undertaking anticoagulation therapy are repatriated back into a community setting.
- Ensure all protocols and guidelines are in place for all aspects of the anticoagulation services.

Expert Clinical Practitioner

To lead on the development and implementation of the anticoagulation service and provide a local yearly strategy on the development and implementation of the standards of care for patients requiring anticoagulation therapy, and to communicate this to staff ensuring that your expectations are clear.

To underpin practice with the development of robust clinical policies, procedures, and guidelines within the anticoagulant services

To be at the forefront of knowledge, maintaining own clinical expert knowledge through appropriate professional development and networking with external and internal forums relating to anticoagulation, and particularly VTE.

To input data into the appropriate database as agreed and ensure treatment plans are updated on a regular basis.

Educator

To identify gaps in the service in the anticoagulation/VTE service and ensure that measure is implemented and evaluated to achieve identified standards of clinical practice.

To provide effective teaching to patients their families, friends and carers relating to the patients' health care needs have up to date knowledge of new technology available within this field which will assist the patient in retaining their independence in relation to self-testing of INR/VTE/Community provision.

Leader

To provide the vision for the anticoagulation service for the attainment of high-quality patient focused care

As a senior nurse to initiate, participate and contribute at a senior management level to service developments and initiatives. To lead projects and chair meetings where requested, successfully bringing about the required change.

To encourage innovation and develop new approaches to the delivery of patient focus care.

Consultant

To act as a clinical supervisor, coach and mentor where appropriate

To actively promote the consultative role as a resource for the development of nursing and patient care for VTE across the Trust and at national and professional forums

Collaborator

Be the initial point of contact for patients on the ward and in clinic/A+E following PE/VTE in support of the anticoagulation pharmacist.

Work effectively and successfully with Multidisciplinary Team colleagues

In conjunction with the MDT ensure that a robust interface with the local PCT/Trust's and other relevant agencies is achieved in order that VTE care is seamless

To participate in the development of multi professional guidelines / policies in order to achieve high quality patient focused care for VTE/anticoagulation patients.

To provide Annual Leave cover for the Clinic Nurse at the NMUHT

Auditor / Researcher

To undertake research in line with local and or Trust need and support research projects being undertaken locally within the framework of the needs of the VTE/ anticoagulation service

Where possible to present at national and local forums relating to your work within the trust for VTE/anticoagulation or your professional role

To keep up to date with, interpret and critically evaluate current literature in anticoagulation/VTE and within Professional arena. To communicate and update staff re findings and to initiate any changes to practice required.

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

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both 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

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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. To meet this aim, all our staff are always required to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their 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

Staff 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

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 -

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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 | <p>Registered Nurse</p> <p>Anticoagulation course/ recognized evidence of education</p> <p>Nursing Qualification at Level 6 or equivalent</p> <p>Evidence of level 6 qualification or working towards a level 6 qualification in Health Care Teaching Qualification or equivalent</p> | Completed and attained the Nonmedical prescriber course | |
| Skills and abilities | <p>Record keeping, data collection, collation of statistics and audit</p> <p>Proven ability to work within a multidisciplinary team.</p> <p>Proven teaching skills Calm and professional mannerism</p> <p>Venipuncture</p> | | |

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| | <p>IT skills</p> <p>Ability to use own initiative and make decisions.</p> <p>Advances communication and liaison skills</p> <p>Proven team leadership skills</p> <p>Good written and verbal communication skills</p> <p>Be able to communicate complex information.</p> <p>Ability to handle both sensitive and contentious situations.</p> <p>Computer and database experience</p> <p>Audit Skills</p> <p>Evidence of managing staff and training staff</p> <p>Good presentation skills</p> <p>Analytical skills</p> | | |
| <p>Experience</p> | <p>Substantial experience as an Anticoagulation Nurse with proven abilities</p> <p>Substantial experience as Nursing Level Band 6 or above</p> <p>Clinical skills and able to deliver patient focused care.</p> <p>Initiation of patients on DOAC</p> <p>Risk Management skills</p> <p>Complaints management knowledge</p> <p>Experience of working in a team environment</p> | <p>Experience of working with Helicon anticoagulation software</p> | |

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| Personal qualities | <p>Personable and able to work with various patients and professional groups.</p> <p>Be able to value and promote diversity and inclusion.</p> <p>Can work unsupervised.</p> | | |
| Values | Demonstrable ability to meet Trust values | | Interview/assessment |
| Other requirements | | | |

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Our
values



Last reviewed:



**North Middlesex
University Hospital**
NHS Trust

Our
values

