

# Agenda for Change

## Respiratory Nurse/Physiotherapist



Dear Candidate,

Thank you for your interest in this post and for taking the time to read this information pack. We hope that this exciting and rewarding opportunity catches your imagination and you are encouraged to apply.

North Tees and Hartlepool NHS Foundation Trust (NTHFT) is an ambitious organisation with a focus on excellent patient care. Our teams operate across two acute hospital sites, a community hospital in Peterlee and a number of other community-based hubs employing 5,500 staff who provide integrated hospital and community based services.

We have an income of around £360m and serve a population of c.400,000 living within Hartlepool, Stockton-on-Tees, East Durham and surrounding areas including Sedgefield, Easington and Peterlee and wider population for our NHS England commissioned services on bowel, breast and cervical cancer.

Our population experiences significant health inequalities and one of our prime aims is to not only provide the best health care but to raise the health aspirations of the communities we serve. Treating illness is only part of our work.

Patient safety is our absolute, number one priority and is reflected in everything we do. We expect every colleague, clinical or non-clinical, to always put our patients first.

We are an aspiring organisation with a focus on innovation in healthcare, reflecting the ambitions of the NHS Long Term Plan. Working to facilitate care closer to home, with a drive for prevention and control over own health – the Trust is dedicated to collaborative ways of working to drive aspirational outcomes for patients and the wider community at large.

We work in close partnership with a range of local and national organisations for the benefit of our patients. Currently we are developing a hugely ambitious [Clinical Diagnostic Centre](#) in Stockton town centre in partnership with Stockton-on-Tees Borough Council, North East and North Cumbria Integrated Care System and South Tees Hospitals NHS Foundation Trust.

Staff members enjoy significant benefits such as access to unique NHS discount services (including retail, insurance and travel) and we pride ourselves on our commitment to the health and wellbeing of our colleagues.

We are seen as a valued local health 'voice' and a vocal advocate for our community. Our colleagues are often featured in local and national news stories and, on occasions, even international reporters have shown an interest in our work.

The Trust operates a progressive pathway management model, with the establishment of three care groups focused on: Healthy Lives, Responsive Care and Collaborative Care.

Our vision is to be a consistently high performing and financially sustainable Trust. We are well on the way to achieving this and by joining us now, you can contribute to our continued journey.

**We are looking for people to join us at NTHFT who are aligned with our values: Collaborative Aspirational, Respectful, Empathetic.**

You can learn more about our work on our website <https://www.nth.nhs.uk/> and on our active social media accounts.

Thank you on behalf of the Trust Board for your interest in working for North Tees and Hartlepool NHS Foundation Trust and wish you every success in your application.



**Prof Derek Bell**  
**Chair**



**Stacey Hunter**  
**Group Chief Executive Officer**

## Job Description

**Job Title** Respiratory Nurse/Physiotherapist

**Division** Community Respiratory Service

**Care Group 1:** Healthy Lives

**Contracted Hours**

**Base** Billingham Health Centre

**Pay Band** 5

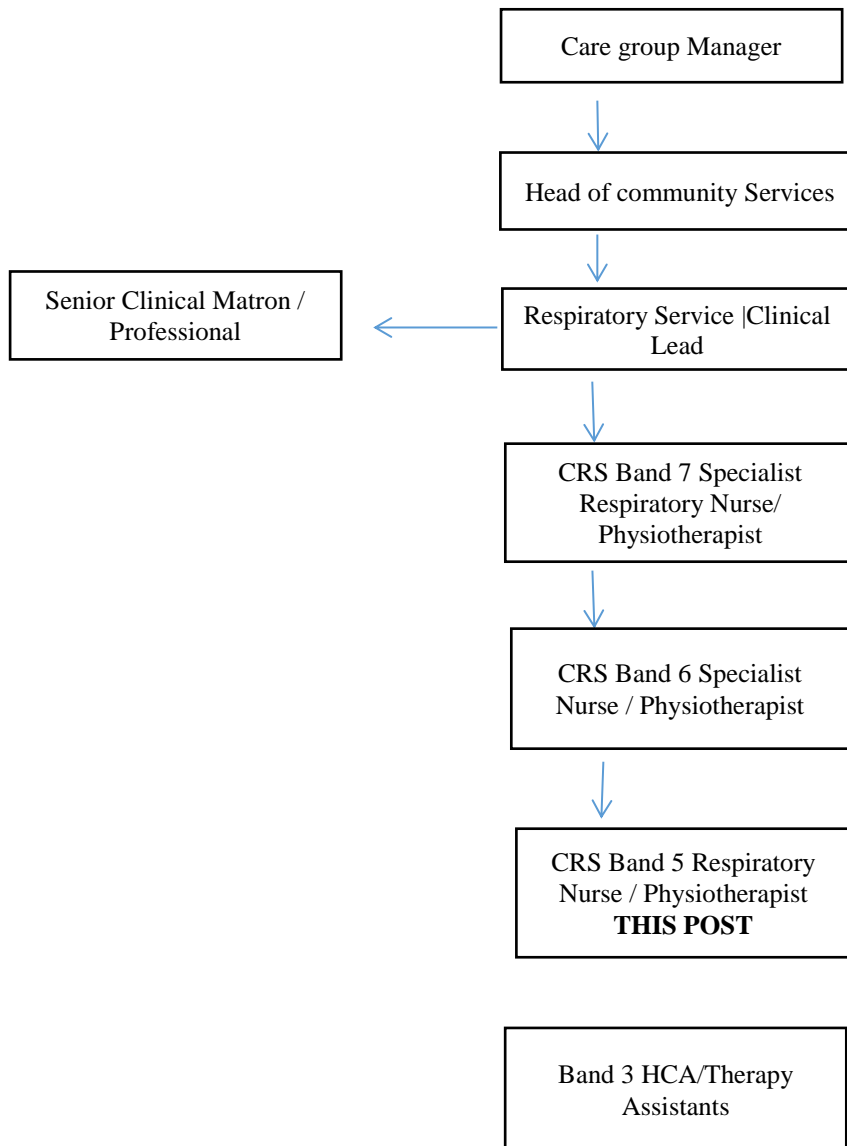
## Main Purpose of the Job

The post holder will be an active member of the Multi-Disciplinary Team, using professional judgement and assuming responsibility and accountability for assessing, implementing and evaluating clinical care for patients, to meet their needs in a safe caring environment.

The post holder will participate in supporting an 8am to 8pm, 7 days a week, Trustwide service which will involve the delivery of a comprehensive, skills and evidence based respiratory service to patients in the community (including patients' own homes) and supporting the aims of the pathways in secondary care settings.

This role will facilitate timely and safe hospital discharges working collaboratively with a range of other professionals including Local Authorities, Community Nursing Services, GPs, Urgent Care Team, Acute Trust, Discharge Liaison Teams and supporting the Community Intervention strategy

## Organisational Chart



## Communications and Relationships

To support and foster positive relations with all stake holders promoting self-care and linking with self- help groups e.g. Breathe Easy Group.

To provide support and mentoring to all staff groups.

Communicate effectively with patients, relatives, carers and staff.



### Analytical and Judgement Skills

- To carry out formal and informal assessments, clinical observations and to analyse and interpret the results in order to provide the best possible patient care as part of a multi disciplinary team
- Attend multi disciplinary meetings to plan for continuing patient care. Liaise when required with members of multi disciplinary team to ensure the patient has the most appropriate care plan in place
- To use knowledge and experience to make sound clinical judgements and to adapt practice to meet individual circumstances
- To deliver patient and carer education programmes to optimise self management
- Assessment planning and implementation of holistic care to patients in their own home
- Work independently in patients' homes and other community settings
- To undertake assessments of patients in all clinical settings, including patients referred for "hospital at home", under the direction of a Specialist Respiratory Practitioner. This may include those who may have complex presentations or multiple pathologies
- Responsible for the planning, implementation and evaluation of care programmes under the direction of a Specialist Respiratory Practitioner
- To support early discharge from hospital back to the patient's own home with an appropriate management plan and link in with other appropriate Community Services
- Teach appropriate skills to patients and their carers, to facilitate a degree of independence
- To signpost and refer to appropriate services e.g. Pulmonary Rehabilitation, Palliative Care services and Stop Smoking services

### Planning and Organisational Skills

- Responsible for the planning, implementation and evaluation of care programmes under the direction of a Specialist Respiratory Practitioner
- To be able to manage clinical and non-clinical priorities on a day to day basis
- To assess and manage clinical risk within own caseload

### **Physical Skills**

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- Performs clinical procedures appropriate to the history and physical examination of the patient, including testing and treatments requiring highly developed skills and precision, including (but not limited to) auscultation, palpation, cannulation, venepuncture, capillary blood gas sampling, spirometry. Once established within the service there will be opportunities to develop further skills
- Produces accurate and complete documentation and patient records consistent with legislation, policies and procedures.
- Must hold full driving licence.
- Possesses proficient typing, IT and computer skills. Uses audio/visual equipment to record and impart information and research.

### **Patient/Client care**

- Deliver direct patient care by carrying out assessments and following treatment plans for patients with respiratory conditions across the service, based on available clinical information under indirect supervision of a specialist practitioner
- Undertakes physical examination as indicated by the patient's condition
- Supports the delivery of high quality care to patients with respiratory conditions, both within an acute episode or long-term condition management.
- Works autonomously within the scope of practice

### **Policy and Service Development**

- Participate in the development of the service including new initiatives such as virtual wards.
- Works alongside the existing senior medical, nursing and AHP teams in supporting departmental development and change.
- To participate in, implementing and monitoring policies, procedures and protocols as well as promoting and implementing the use of assistive technology such as Telemedicine within Respiratory care.
- Involved in Quality Improvement projects

### **Financial and Physical Resources**

- Maintains awareness of budgetary constraints within the department manages resources appropriately and encourages others to do likewise
- Responsible for own 'kit' including Laptop and equipment for monitoring observations

### **Management and Leadership**

- Joint responsible for supporting students and junior staff members
- Involved in team meetings and Band 5 meetings
- Ensure statutory and mandatory training are kept up to date.

- Be responsible for the maintenance of professional standards within the department, ensuring standards are regularly monitored and where appropriate corrective action taken including escalation to senior staff
- Abide by all legal requirements, statutory rules and local policies and procedures relating to good practice
- Demonstrate commitment to Improving Working Lives principles and flexible working patterns to meet the needs of the service and staff
- To adhere to appropriate professional standards of competence

### Information Resources

Produces accurate and complete documentation and patient records consistent with local legislation, policies and procedures

### Research and Development

Awareness of local and national audits in relation to respiratory care.

Involved in local audits: for example infection control, health care records

### Freedom to Act

The individual will be expected to manage their own caseload in the community with remote contact where required with a senior practitioner

Undertakes physical examination as indicated by the patient's condition

Responsible for requesting investigations ie sputum C and S, AFB to help direct patient care

### Personal

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Participate in review of own performance regularly and development of personal development plan at least every 12 months
- Take responsibility for own actions
- Recognise own personal strengths and weaknesses and identify appropriate strategies to enhance the strengths and overcome or minimise the weaknesses
- Apply personal effectiveness skills in terms of time management, prioritisation, resource management, self-motivation and team work



## General Requirements:

Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff

Tackle discrimination and harassment, and promote equality and diversity in the workplace

Reduce sickness absence; work place accidents; and promote zero tolerance on violence against staff

Take responsibility for personal development and education and the development of a Personal Development Plan.

### 1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

Support the Making Every Contact Count approach to behaviour change in the promotion of health and wellbeing of individuals and communities <https://www.meccgateway.co.uk/nenc>

### 2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Speaking Up Policy (RM 36) in order that these can be brought to the Trust's attention immediately.

### 3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### 4. Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy

### 5. Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

### 6. No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smoke Free Policy (EF12)

### 7. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the

termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

## **8. Equal Opportunities**

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

## **9. Conflict of Interest**

The Trust is responsible for ensuring that the service provided to patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties

## **10. Infection Control**

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.

To be accountable for implementation of The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance (2015) within own department/area of responsibility.

Prepare for and undertake the protective interventions that he/she is responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.

## **11. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

## **12. Disclosure and Barring Service**

The appropriate level of DBS check will be undertaken for this role. Further information on the Disclosure Service is available from [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

## **13. Other duties**

To undertake other duties to meet the changing needs and priorities of the Trust, the service and the clients, as determined by your manager and in accordance with the grade of the post.

## PERSON SPECIFICATION

**Job Title** Respiratory Nurse/Physiotherapist

**Pay band** 5

**Department** Community Respiratory Service

**Care Group** 1: Healthy Lives

Attribute	Essential	Desirable	Assessment
Qualifications & Training	<p>Professional Nurse or Physiotherapy Registration</p> <p>Educated to degree level or equivalent.</p>	<p>Educated to degree level or evidence of working to degree level</p> <p>Teaching Certificate Relevant respiratory qualifications or willing to work towards Prescribing qualification</p> <p>Clinical skills</p>	AF/I
Experience	Experience of working within an acute or community environment	<p>Experience of working with respiratory patients</p> <p>Experience of supervision or mentoring</p>	AF/I
Knowledge	<p>Understanding of the respiratory system and common conditions</p> <p>Understanding of the community respiratory service model</p>	<p>Use of Systm1</p> <p>Use of Trakcare system</p> <p>Understands national and local guidance re respiratory care .</p>	AF//P
Skills and attributes	Organisational/time management skills Assessment, interpretation and analysis skills		AF//P
Management/Supervision	Participate and support clinical supervision.	Experience of managing own caseload	AF/I/P

Communication	Ability to communicate effectively, both verbally and in writing  Ability to demonstrate excellent communication and interpersonal skills		AF/I/P
Finance and Physical Resources	Awareness of finance constraints within healthcare		AF/I
Other	Able to travelx between home visits independently		I

Essential criteria are those attributes required of the post holder without which an appointment cannot be made.

Desirable criteria are those attributes of the post holder, which would be useful, but not essential for the post holder to perform the role.

How tested:    AF    -    Application Form  
                       I    -    Interview  
                       P    -    Presentation

*I confirm that this Person Specification has been discussed and agreed with me.*

Name: .....

Signature: .....

Date: ...../...../.....

## Profile Supplement:

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos	x		x			Carrying equipment between locations ie Kit bags, scales. nebulisers
Lifting weights/objectives above 15 kilos		x				
Using equipment to lift, push or pull patients/objects	x		x			Movement of patients in a clinical area ie wheelchair, hoists
Lifting heavy containers or equipment		x				
Running in an emergency	x		x			Maybe required to obtain equipment in a medical emergency IE defibx
Driving alone/with passengers/with goods	x				x	Home visits
Invasive surgical procedures		x				
Working at height or in a confined space	x		x			May have to carry out assessment in confined space in own home



Concentration to assess patients/analyse information	x				x	Concentration required for clinical assessment and
Response to emergency situations	x		x			Patient may present clinically unwell when arrive at visit
To change plans and appointments/meetings depending on the needs of this role	x			x		H@H element of service is reactive: caseload may vary through day due to changes in clinical demand
Clinical interventions	x				x	Patient facing role delivering direct patient care
Informing patients/family/carers of unwelcome news		x				
Caring for terminally ill patients	x				x	End stage respiratory conditions managed under the service
Dealing with difficult family situations	x				x	Home visits: can experience safeguarding incidences, bereavements
Caring for/working with patients with severely challenging behaviour	x		x			Some patients with challenging behaviours have respiratory conditions also
Typing up of formal minutes/case conferences		x				

Clinical/hands on patient/client care	x				x	Clinical role
Contacts with uncontained blood/bodily fluids	x			x		Sputum samples obtained: however should be in enclosed pots
Exposure to verbal aggression	x		x			On occasion patients/ family can be aggressive
Exposure to physical aggression		x				
Exposure to unpleasant working conditions dust/dirt/fleas	x				x	Home visits often in unpleasant environments
Exposure to harmful chemicals/radiation		x				
Attending the scene of an emergency	x		x			On occasion maybe first in scene or asked to support colleague to an unwell patient
Food preparation and handling	x		x			On occasion may make a beverage or snack for a patient if no other means of doing so
Working on a computer for majority of work	x				x	Clinical records documented on laptop/ desktop
Use of road transport	x				x	Use of own transport to attend home visits

