

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>CONTINENCE ADVISOR</b>
<b>BAND:</b>	Band 6
<b>LOCATION:</b>	West Dorset Locality based at Forston Dorchester
<b>ACCOUNTABLE TO:</b>	Specialist Service Manager
<b>LINE MANAGER:</b>	Dorset Bladder & Bowel Continence Service Team Lead
<b>KEY RELATIONSHIPS:</b>	<p>Specialist Service Manager DB&amp;BCS Clinical Team leader and Nursing staff DB&amp;BCS Clerical staff Community core service staff [DNS and others] General practitioners / Nursing staff / AHP Consultants – Uro-gynaecology / Urology / Neurology and others Social Services Voluntary agencies Private Sector agencies Universities Product supply company</p>
<b>HOURS OF WORK:</b>	32 hours per week 12 month fixed term To cover Maternity Leave
<b>JOB PURPOSE:</b>	<p>To provide specialist assessment, treatment and management for patients with complex bladder and or bowel dysfunction. To develop and deliver specialist training and advice to health care professionals in the promotion of continence and management of incontinence particularly within primary healthcare/community settings. To provide advice to the general public on continence issues.</p> <p>To support the Continence Advisory Service Team Lead in developing and managing all aspects of the service to ensure high quality delivery, patient satisfaction and continual improvements in patient reported outcomes.</p>

## **MAIN DUTIES AND RESPONSIBILITIES:**

### **1. CLINICAL**

- 1.1 Work independently as an autonomous practitioner with responsibility for carrying out specialist assessment, planning, implementation and evaluation of individuals with bladder and or bowel problems, in the community / clinic / home environments
- 1.2 Undertake specific investigative and treatment procedures including urinalysis, bladder scanning, neuromuscular electrical stimulation and biofeedback using specialist equipment when necessary.
- 1.3 Interpret and analyse complex factors when assessing patients with bladder and bowel dysfunction
- 1.4 Plan and organise own workload, working in accordance with agreed protocols and service guidelines
- 1.5 Assist and advise nursing staff and other health care professionals in the assessment, treatment and management of patients
- 1.6 Undertake joint assessments as required to support complaints investigations
- 1.7 Keep up-to-date with current evidence based practice and research, particularly in relationship to the Continence Advisory Service (CAS) and actively promote awareness of continence in all environments and at every opportunity.
- 1.8 Act as a resource in advising and supporting multi-disciplinary colleagues and members of the general public
- 1.9 Possess a good working knowledge of catheter related care

## 2. **MANAGERIAL**

- 2.1 Contribute to the management of change within area of responsibility and with other agencies.
- 2.2 Responsible for day to day decision making of enquiries into the CAS. E.g. clinical referrals and product information in line with service criteria
- 2.3 Work closely with CAS and community staff to ensure appropriate efficient and effective use of continence resources and products
- 2.4 Work as a team member within the Continence Advisory Service Team in developing continence services within the department and in the wider community.
- 2.5 To adhere to and promote Trust policies, procedures and guidelines related to employment and professional practice.

- 2.6 Demonstrate ability to identify priorities and effective time and personal management

### 3. **ADMINISTRATIVE**

- 3.1 Contribute to clinical governance and risk management by maintaining accurate contemporaneous records.
- 3.2 Maintain databases in use by the service, System 1 and that of the chosen product delivery company.

### 4. **HUMAN RESOURCES/WORKFORCE**

- 4.1 Identify those skills required to achieve own competencies needed for the job and pursue educational and professional development in line with the National Health Service Knowledge and Skills Framework

### 5. **FINANCE/RESOURCES**

- 5.1 The post holder will be responsible for ensuring all the equipment they use is maintained, in date and fit for purpose and to report any defects or loss
- 5.2 The post holder will ensure all continence assessments leading to the supply of Products are within the criteria of supply.
- 5.3 Support Service Manager in the provision of efficient and cost effective care within financial service development targets, by ensuring efficient use of resources.

### 6. **RESEARCH & DEVELOPMENT**

- 6.1 Participate in appropriate research / audit within continence care.
- 6.2 To keep up-to-date with research conducted into bladder and bowel care, by reading journals seeing company representatives, attending study days and conferences.

### 7. **POLICY & SERVICE DEVELOPMENT**

- 7.1 Contribute to the development of protocols and guidelines for the delivery of evidence based continence care.
- 7.2 Contribute to the continuous evaluation of continence services, through audit and benchmarking of the service and the sharing of good practice.

## 8. INFORMATION / DATA RESPONSIBILITIES

- 8.1 You will be expected to comply with all Trust policy requirements in relation to Information Governance, including the Freedom of Information Act 2000, the Data Protection Act 1988 and local Trust standards and guidance relating to electronic records management.
- 8.2 As an employee of this Trust you may gain privileged knowledge of highly confidential nature relating to private affairs, diagnosis and treatment of patients, information affecting members of the public, personal matters concerning staff, commercial confidences of third parties and details of items under consideration by this trust. Such information should not be divulged or passed to any unauthorised person or persons.

## 9. PROFESSIONAL RESPONSIBILITIES

- 9.1 Ensure continual professional self-development in relation to continence care, and P.R.E.P
- 9.2 Provide a high standard of care at all times in accordance with the Nursing and Midwifery Council [N.M.C.]
- 9.3 Maintain current membership of relevant professional bodies
- 9.4 Contribute to the professional debate through appropriate interest groups at local and regional levels
- 9.5 Engage in Clinical Supervision with peers
- 9.6 Agree and develop personal and service objectives through participation in Annual individual performance review process.
- 9.7 Document and report incidents and accidents that occur during the course of Work in line with Trust Policy

## 10. EDUCATIONAL

- 10.1 Develop and deliver education and training to registered nurses and other health and social care staff working within the public and private sector, within the remit of the education strategy for continence.

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- 10.2 Provide specialist education, advice and practical support, to the families and carers of those with continence needs within the remit of current service guidelines.
- 10.3 Support students on placements within the team and act as a role model when working with junior staff

## 11. **ENVIRONMENTAL**

- 11.1 The post holder will be required to transport teaching resources & equipment between Trust premises and other venues in their own vehicle.
- 11.2 The post holder will be expected to work in a variety of locations within the Trust Locality

## 12. **CHANGES**

This document represents a description of the job at the date of issue. The Trust will periodically review this job description to ensure that it continues to meet service needs and will involve the post holder in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, the Trust reserves the right to insist on reasonable changes following consultation with the post holder.