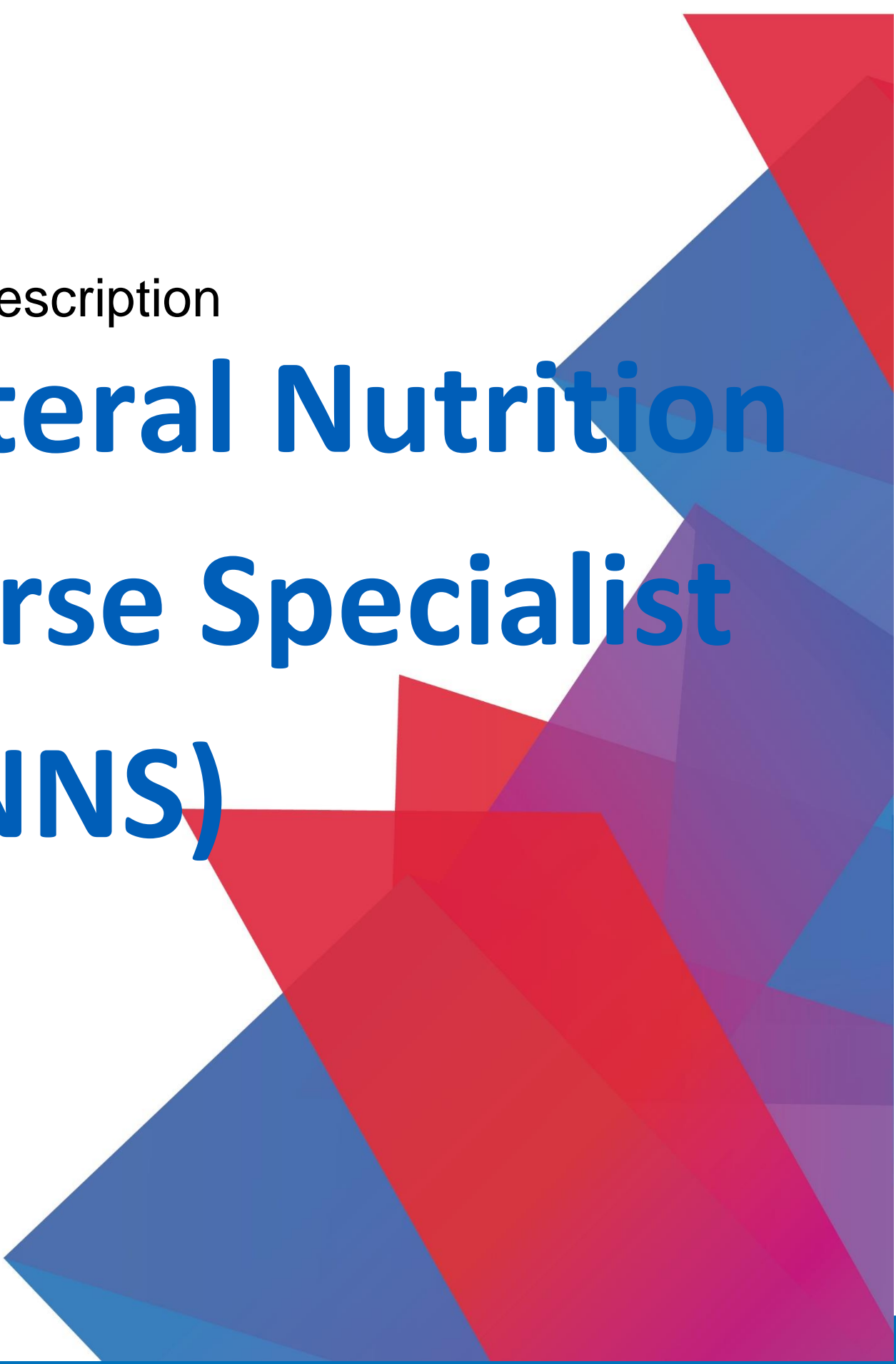


Job Description

# Enteral Nutrition Nurse Specialist (ENNS)

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# Job Description

**At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.**

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.

# Job Description

**Dear candidate,**

*I am delighted you are interested in a position here at Gloucestershire Hospitals NHS Foundation Trust.*

*Gloucestershire Hospitals is one of the largest hospital trusts in England serving a diverse population of almost 620,000 people. We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital.*

*Our people are at the heart of what we do. Our workforce is almost 8,000 strong and our caring and dedicated staff are recognised as providing good and outstanding patient-centred care across a range of clinical areas. We also have exceptional teams of professional services staff underpinning our vision every step of the way.*

*We are committed to recruiting the best people to work with us to achieve our vision of providing Best Care for Everyone and our success depends on the commitment and dedication of our staff.*

*We are committed to diversity, inclusion and equality of opportunity for everyone, valuing and celebrating differences and encouraging a workplace and culture where all can thrive. We endeavour to ensure each and every person working in our organisation feel respected and valued. Respecting and valuing differences will help to ensure that our policies and services reflect the needs and experiences of the people and community we serve.*

*In return, we offer the opportunity to work at a trust that is on a truly exciting Journey to Outstanding and to make a real difference to the lives of our patients, their families and the wider community. We are also committed to training and developing you to be the best you can be and offer you a rewarding career, whatever your role.*

*I wish you every success with your application to join our team.*

*Best wishes*

*Claire Radley*  
**Director of People & OD**

# Job Description

## Overview

Gloucestershire Hospitals NHS Foundation Trust operates hospitals on our two main sites in Cheltenham and Gloucester, and we're one of the largest NHS trusts in the country.

Our workforce of almost 8,000 staff provide high quality emergency, elective and specialist care across a range of clinical areas

### Our Values:

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families and carers and between each other. We have the following three values:

**1. Caring**

Patients said: *"Show me that you care about me as an individual. Talk to me, not about me. Look at me when you talk to me."*

**2. Listening**

Patients said: *"Please acknowledge me, even if you can't help me right now. Show me that you know that I'm here."*

**3. Excelling**

Patients said: *"Don't just do what you have to, take the next step and go the extra mile."*

# Job Description

## Job Details

Job Title:	Enteral Nutrition Nurse Specialist (ENNS)
Division	Diagnostics and Specialities
Department:	Department of Nutrition and Dietetics, Home Enteral Feeding Team (HEFT)
Responsible and accountable to:	Enteral Nutrition Nurse Specialist Team Lead - Home Enteral Feeding Team
Band:	6
Location:	Countywide but based at Gloucestershire Royal Hospital

## Job Purpose

The post holder will work within the Home Enteral Feed Team (HEFT) to exercise clinical expertise to support and participate in the assessment, planning, implementation and evaluation of high-quality nursing care for patients requiring enteral nutrition. To work effectively as a member of a countywide multidisciplinary team.

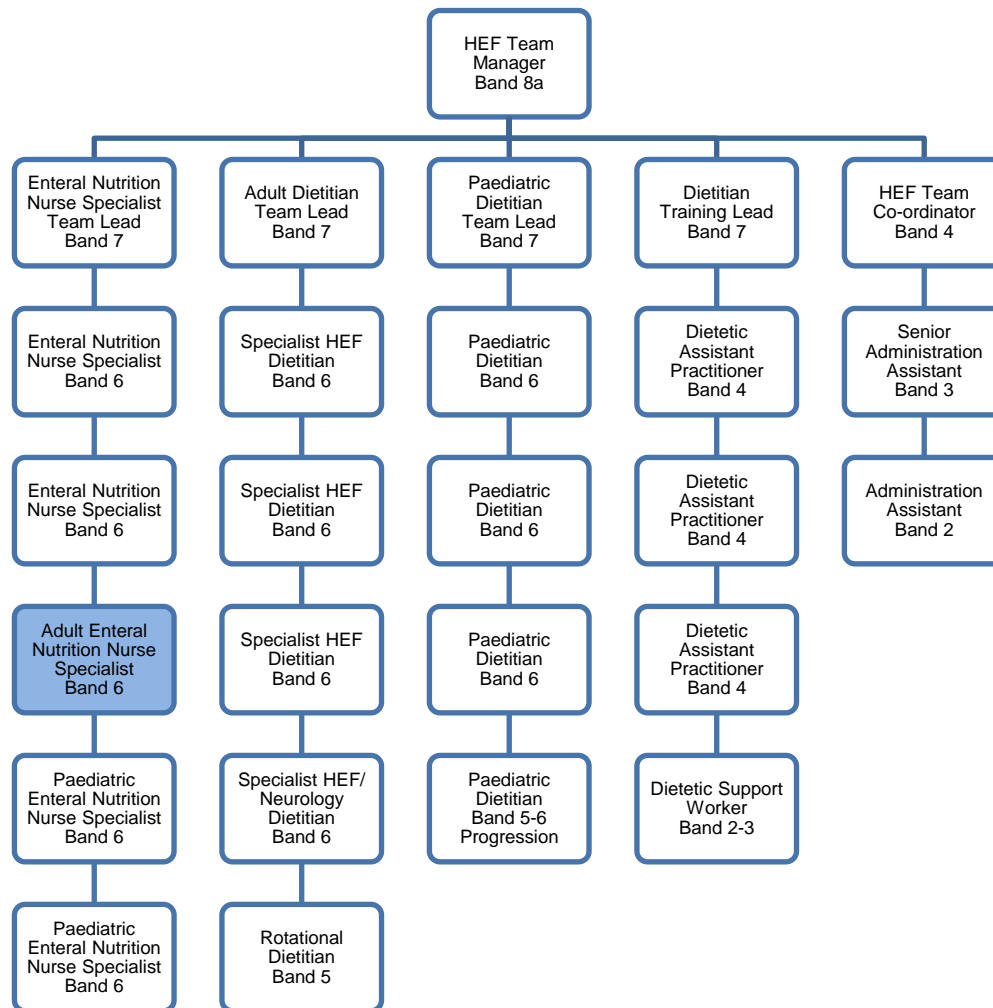
## Dimensions

The post holder will be part of the multidisciplinary HEFT comprising of Enteral Nutrition Nurse Specialists (ENNS), Specialist Dietitians, Dietetic Support Workers, Dietetic Assistant Practitioners and Admin & Clerical (A&C) staff, based within the Nutrition & Dietetic Department. The post holder will:

- Be a specialist resource for enteral nutrition support
- Be responsible for planning own diary
- Work countywide
- The post holder will have no managerial or budgetary responsibilities

# Job Description

## Organisational Chart



## Knowledge, Skills, Experience and Aptitude Required

- NMC Registered Nurse
- Relevant post registration experience with substantial years' experience of working in a related area e.g. nutrition support, gastroenterology, endoscopy, community
- Post graduate level education or equivalent level of experience
- Level 2 Paediatric and Adult Safeguarding training and experience of raising concerns and multi-agency working
- Ability to work within own level of experience and recognise when further support is required

# Job Description

- Knowledge and experience of multi-agency meetings
- Demonstrate an enhanced level of competence relating to dexterity and accuracy pertaining to clinical skills i.e. replacing or repairing enteral feeding tubes
- Previous experience of managing an enteral nutrition support caseload within acute and community environments would be desirable
- Experience of visiting patients in a variety of community settings (i.e. home, schools, respite centres)
- Recognised teaching and assessing qualification with experience of multi professional/ interprofessional teaching
- Demonstrate understanding and implementation of audit, research and evidence-based practice in liaison with multidisciplinary professionals
- Complete a recognised leadership course (or have a willingness to work towards) or have equivalent experience, demonstrating change management skills
- Effective communication, interpersonal, organisational and planning skills
- Demonstrate ability to act as a resource for all staff disseminating enhanced clinical skills and knowledge in relation to tubes and equipment used in enteral nutrition support
- Have a proficient level of competence in a range of IT programs including MS Office: PowerPoint, Excel, Outlook and Word
- Portfolio of evidence showing excellent clinical records including achievements in enteral nutrition support and associated areas
- Ensure personal and professional development is progressed through appraisal and NMC guidelines and evidenced within professional portfolio
- Able to articulate personal development needs at appraisal
- Full driving licence
- To keep accurate and timely records of any care given as per Professional and Trust guidance
- Excellent time management and organisational skills, ability to show initiative
- Manage own workload
- Demonstrate an awareness of equality and diversity
- Understand the importance of maintaining one's own health
- Have the ability to work flexibly in order to meet the demands of the service.

## Main Duties of Post

### Clinical Duties

- Undertake nurse led assessment of patients' needs regarding enteral nutrition support and stoma site care
- Provide specialist advice to carers, NHS and other staff concerning routine care, equipment and the management of complications for all patients receiving enteral nutrition support in the county
- To support all staff to maintain high quality patient care when assessing, delivering and monitoring appropriate enteral nutrition to patients

# Job Description

- Provide specialist countywide triage service for patients referred to the HEFT with blocked/ broken feeding tubes during working hours
- To deliver safe care within a challenging and changing environment, using equipment and resources safely and as appropriate

## General Duties

### Quality/Clinical Governance

- To participate in the development of Trust wide / countywide policies and procedures for enteral nutrition support, ensuring that they are current and evidence based and contributing to other department areas
- To ensure that all policies and procedures are implemented countywide, including negotiating and influencing changes in clinical practice
- Responsible for, inclusion in and undertake national and local research and audit relevant to area of practice and implement change as appropriate
- To input and retrieve patient information from computer-based systems
- Evaluate clinical practice through audit of service and develop and manage strategies to address any shortfalls
- Demonstrate knowledge of current research in all aspects of their work and advise others on the implementation of relevant research findings

### Professional and Managerial

- Ensure all care is given in accordance with agreed protocols
- Provide support and guidance to others so that they are able to deliver a customer focused service
- Ensure involvement in cross-department processes and planning
- Contribute to strategies designed to promote and improve enteral nutritional health in individuals and groups by identifying and selecting from a range of health and social agencies, those that will assist and improve nutritional enteral care
- Actively contribute to and support colleagues in clinical risk management activities within the clinical setting
- Ensure the formal reporting and recording of adverse incidents in line with Trust Policy via the Datix system
- Utilise and maintain information systems to aid audit and to provide regular active analysis reports
- Ensure the best use of available resources within agreed budget to provide a cost-effective service
- Recognise ethical and legal issues which have implication for nursing practice and take appropriate action
- To forge effective links within primary, secondary and tertiary care to ensure effective communication
- Recognise and act as an advocate for patients, carers, service and the organisation
- The post holder has an important responsibility for and contribution to infection control and must be familiar with the infection control and hygiene requirements of this role
- To observe and maintain strict confidentiality of personal information relating to patients and staff
- To observe the rules, policies, procedures and standards of Gloucestershire Hospitals NHS Foundation Trust together with all relevant statutory and professional obligations
- Maintain a professional portfolio to demonstrate competency in line with Trust competency framework
- To maintain specialist knowledge base with current literature and research in enteral nutrition support



# Job Description

- Maintain their personal and professional standards of conduct and behaviour consistent with Trust and NMC guidelines
- To have an annual appraisal with team lead to review individual performance and progress with set objectives and agree objectives for the next year. Also, to agree a personal development plan to allow maintenance of professional registration and practice. To provide evidence that all mandatory training has been undertaken
- Participate in the implementation and delivery of the standards set within the Trust's Nursing & Midwifery Strategy

## **Training and Education**

- To participate in the planning, development, delivery, review and evaluation of enteral training and education of staff in the county
- To support, train and delegate to the HEFT DA team
- To act as a specialist resource for best practice within the county
- Work in partnership with all members of the multidisciplinary team to enable effective admission and discharge planning of patients from Secondary to Primary or Primary to Secondary care
- Liaise with contracted enteral feed company nursing team to ensure that patients and carers receive sufficient training and supervision to become competent and confident in safely meeting their continuing care needs after transfer out of hospital
- Act as a clinical expert and advise on educational opportunities that will facilitate the development of others to ensure they develop their clinical practice
- To provide specialist training in enteral nutrition support for staff in the County, to enable them to routinely provide safe and timely care for enteral patients and ensuring guidelines on placement and management of enteral feeding tubes are followed, and practices are audited accordingly
- Attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Trust and within the specialist services locally and nationally, and use the opportunities provided to liaise with nutrition nurse specialists from other healthcare areas nationally
- Maintain knowledge of current issues within nursing and demonstrate their application in practice
- Ensure appropriate information and educational literature is available to help patients make informed choices as to their treatment plan and continuing management
- NNNG and BAPEN membership

## **Use of Technology**

- To use available IT for the organisation of all relevant data including Electronic Patient Notes, patient databases and Microsoft Office programmes (Word, Excel, Outlook, PowerPoint).
- Appropriately use Information and Communication Technology (ICT) to communicate with colleagues and service users (maintaining ethical practice)

# Job Description

## Communications and Working Relationships

- Patients/Families/Carers
  - Multidisciplinary teams
  - Divisional Matrons
  - Divisional Nursing Director and Director for AHP's
  - Consultant medical staff and GP's
  - Ward and Department clinical teams
  - Research and Development Department
  - Clinical Audit
  - Industry representatives
  - Training and Education Department
  - Specialist peer support groups
  - Health and Safety
- 
- Ability to disseminate contentious and delicate information appropriately
  - To communicate effectively with patients of all ages, especially when the patient's ability to do so is compromised
  - To communicate effectively within team and staff across agencies and organisations
  - Network with clinical nurse specialist teams within the Trust to evaluate, develop and promote the specialist nursing role
  - Modifying style/form of communication to suit the individual or situation
  - Present a positive and professional image of him/herself and the HEF service
  - To work with clients/carers and colleagues from diverse cultural and ethnic groups, and respect personal beliefs and identity of individuals
  - Promote individual rights and choice
  - Promote anti-discriminatory practice
  - Be aware of the Data Protection Act and follow all trust codes of practice and policies to safeguard confidential information
  - Communicate and work with a wide range of people in a face to face, email or telephone capacity.

## Continued Professional Development (CPD)

- Able to look for potential risks to self and others at work in activities and process e.g. to undertake training including infection control, risk management, manual handling and safeguarding. Be able to complete risk assessments
- Partake in team & department meetings and CPD updates
- Keep a Professional CPD portfolio of progress against competencies and frameworks

# Job Description

- Support education and guidance to others e.g. actively contribute in taking work experience students, Dietetic students, apprentices and Dietetic Support Worker's

## Mental and Emotional Effort

- Working with patients that can be distressed, angry, anxious and resistant to change
- Working with palliative patients and their families
- Communicating with a range of patients that may have communication difficulties

## Most Challenging Part of the Job

- The continuing development of the role of ENNS and HEFT Service
- The responsibilities associated with the role of autonomous practitioner including undertaking patient assessment and diagnosis in relation to the speciality
- The ability to work under pressure whilst effectively managing own time within a specialist environment whilst maintaining excellent standards of patient care
- Effectively managing change and development within clinical areas, while maintaining highly specialised knowledge and competences
- Having the responsibility to investigate and implement changes in accordance with changes to clinical governance and National Safety Alerts
- To manage staff, patient and public expectations of the home enteral feeding team service
- Acting as a lone worker countywide
- The exposure to highly distressing situations involving patients, relatives and MDT staff
- The challenges of working with multidisciplinary and /or multi agency teams

## Physical Effort and Working Conditions

- To review patients in a variety of healthcare settings e.g. own homes, nursing homes
- To drive between a number of locations on a daily basis
- Ability to move and handle weighing equipment, height measures and training mannequins
- Will have frequent exposure to unpleasant working conditions and will be required to follow policies and procedures pertaining to bodily fluids, infection control and COSHH regulations
- May be required to work within confined spaces
- To manage own time effectively countywide
- Ability to work where the work pattern may be unpredictable and where there is also a requirement for concentration
- Will be required to work using computer systems on a daily basis

# Job Description

- To work in a busy office environment or ability to work remotely and use available IT resources (laptop, mobile phone etc) when desks or desktop computers are not available
- Manual handling of bulk and/or heavy equipment whilst travelling within Gloucestershire to visit patients in their setting
- Lone working
- Driving around the county to different clinical settings and patient homes

# Job Description

## General Conditions

### Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

### Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

### Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

### Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

### No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

### NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

# Job Description

## Job Description Agreement

<b>Job holder's signature:</b>	Date: DD / MM / YYYY
<b>Head of department signature:</b>	Date: DD / MM / YYYY

# Job Description

## Person Specification

### JOB DETAILS

**Job Title:** Enteral Nutrition Nurse Specialist

**Pay Band:** Band 6

**Location:** Countywide but based at Gloucestershire Royal Hospital

Recruitment Criteria	Essential	Desirable	Method of Assessment
<b>QUALIFICATIONS / EDUCATION</b>			
Nursing and Midwifery Council Registered Nurse	X		Application form
Information Technology literate, capable with MS Office and Internet-based applications	X		Application form and interview
Post graduate level education or equivalent level of experience		X	Application form and interview
Teaching and assessing qualification with experience of multi-professional / inter-professional teaching	X		Application form and interview
Awareness of safeguarding procedures (Level 2 Safeguarding training or above)	X		Application form and interview
Awareness of safeguarding procedures (Level 3 Safeguarding training or above)		X	Application form and interview
<b>EXPERIENCE, SKILLS &amp; KNOWLEDGE</b>			
Knowledge of methods of enteral artificial feeding	X		Application form and interview
Knowledge of how to set up and to care for all forms of enteral artificial nutrition	X		Application form and interview

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Competence in understanding the needs of service users	X		Application form and interview
Relevant post registration experience with substantial years' experience of working in a related area e.g. nutrition support / gastroenterology/ endoscopy	X		Application form and interview
Experience of audit/research		X	Application form and interview
Experience of working in the community setting		X	Application form and interview
Enhanced levels of dexterity and accuracy pertaining to clinical skills	X		Application form and interview
Has the ability to communicate through a variety of methods, including the use of interpersonal, written and verbal and non-verbal skills.	X		Application form and interview
Understanding of information governance and confidentiality	X		Application form and interview
Food hygiene certificate		X	Application form and interview
Ability to work in stressful environment with distress, emotional or aggressive patients /carers	X		Application form and interview
Demonstrate behaviours of care, compassion, kindness and respect for others	X		Application form and interview
Hold a full drivers licence and have access to a roadworthy vehicle during working hours	X		Application form and interview