



Imperial College Healthcare NHS Trust and Chelsea and Westminster Hospital NHS Foundation Trust

West London Children's Healthcare

Paediatric Allergy Clinical Nurse Specialist

JOB DESCRIPTION

TITLE OF POST:	Paediatric Allergy Clinical Nurse Specialist
SALARY BAND:	7
LOCATION:	St Mary's Hospital, Hammersmith Hospital, Chelsea & Westminster Hospital, West Middlesex Hospital,
REPORTS TO:	Matron for Paediatric Allergy
ACCOUNTABLE TO:	Head of Nursing for Children and Young People
TYPE OF CONTRACT:	12 Months Fixed-Term
HOURS PER WEEK:	37.5 hours

WEST LONDON CHILDREN'S HEALTHCARE: WHO WE ARE

In 2018, Chelsea & Westminster NHS Foundation Trust, Imperial College Healthcare NHS Trust and Imperial College London stated their intent to collaborate on the development of an integrated care system for paediatric services spanning West London.

West London Children's Healthcare will unite paediatric services from across West London together into hubs that link closely together to support clinical care provision, research, education and training. The hubs will be networked with referral hospitals and primary care networks to optimise local care wherever possible for children whatever complex healthcare needs they have and to facilitate a population health approach.

Over 1500 staff across 4 hospital sites with a bed base of 296 will come together to deliver £100m+ paediatric services providing over 115,000 outpatient attendances and 16,000 elective procedures annually, with the aim of improving the health and well-being of the almost half a million children and young people who live in west London.

OUR HOSPITALS AND SERVICES

West London Children's Healthcare runs paediatric services from four sites (detailed below). In addition, we have formed an alliance, working in partnership with other acute providers in NWL and with our partners in community, mental health, local borough and voluntary sector services.

Chelsea & Westminster Hospital

Chelsea & Westminster Hospital is the lead centre for specialist paediatric and neonatal surgery in north-west London, carrying out the most complex surgeries on babies and children. The site has undergone major redevelopment to improve the children's wards, including the recent development of a brand new Neonatal Intensive Care Unit. It also benefits from state of the art children's operating theatres and has put in place new premises for the hospital school. A new, dedicated paediatric dental theatre will open towards the end of 2021. The Cheyne Child Development Centre based at Chelsea & Westminster is dedicated to supporting children with special educational and development needs.

Hammersmith Hospital

Hammersmith Hospital is a specialist hospital and hosts the David Harvey Paediatric Ambulatory unit and a paediatric outpatient department. Neonatal intensive care is provided from the Queen Charlottes and Chelsea Hospital (QCCH) on the Hammersmith Hospital site.

St Mary's Hospital

St Mary's Hospital is a large, acute hospital and hosts one of the two major trauma centres for paediatrics in London, alongside a 24-hour specialist children's A&E department. St Mary's is the lead centre for paediatric intensive care in north-west London and provides specialist oncology, haematology, bone marrow treatment and infectious diseases care. With one of the most renowned paediatric services in the country, St Mary's is also home to Imperial Private Healthcare's Lindo Wing.

West Middlesex

The paediatric department at West Middlesex is a busy local service providing high quality paediatric care for the local population. The unit comprises a general paediatric ward (Starlight), a dedicated paediatric short stay unit (PSSU), a day case unit (Sunshine), a Special Care Baby Unit (SCBU) and paediatric outpatient facilities. The paediatric emergency department provides assessment and care for acutely unwell children.

AIM OF THE ROLE

On 1st April 2022, paediatric and child health services across Chelsea & Westminster NHS Foundation Trust and Imperial College Healthcare NHS Trust came together under a single and integrated governance and leadership structure accountable to the Trust Board's for both organisations.

Together we have an ambitious vision to improve the health and wellbeing of children and young people across West London. We will do this by supporting our two previously quite separate clinical teams to come together to work collaboratively on common care pathways and to build stronger, shared links with research and education colleagues at Imperial College.

WEST LONDON CHILDREN'S HEALTHCARE: CONTRACTUAL EMPLOYMENT ARRANGEMENTS

Whilst employment for this role is hosted by Imperial College Healthcare NHS Trust, the post-holder will work equally across Imperial College Healthcare NHS Trust and Chelsea and Westminster NHS Foundation Trust. Services will be transformed and integrated around the needs of children and young people and not institutions. The post holder will be bound by the terms and conditions of employment of ICHT.

OUR VALUES

We are absolutely committed to ensuring that our patients have the best possible experience within our hospitals. We are looking for people who are committed to delivering excellent patient care, whatever their

role, and who take pride in what they do. We place a high value on treating all patients, customers and colleagues with respect and dignity, and seek people who strive for excellence and innovation in all that they do.

We value all of our staff and aim to provide rewarding careers and benefits, fulfilling work environments and exciting opportunities.

All WLCH post holders will be expected to follow the values of both organisations (detailed below) and in addition to follow the WLCH guiding principle; *that everything we do is in the best interests of children and young people.*

Imperial College Healthcare NHS Trust Values;

- ☐ **Kind** - We are considerate and thoughtful, so you feel respected and included.
- ☐ **Collaborative** - We actively seek others' views and ideas, so we achieve more together.
- ☐ **Expert** - We draw on our diverse skills, knowledge and experience, so we provide the best possible care.
- ☐ **Aspirational** - We are receptive and responsive to new thinking, so we never stop learning, discovering and improving.

Chelsea & Westminster NHS Foundation Trust Values;

These values form the mnemonic PROUD:

Putting patients first

Responsive to, and supportive of, patients and staff

Open, welcoming and honest

Unfailingly kind, treating everyone with respect, compassion and dignity

Determined to develop our skills and continuously improve the quality of care

KEY WORKING RELATIONSHIPS

Internal
<ul style="list-style-type: none">• Lead Paediatric Allergy CNS – Responsible to• Head of Nursing Children – Professionally accountable to• Lead Nurses and Matrons for children's wards and outpatient departments• Clinical Nurse Educators and university link tutors• Research and Audit Nurse• Children's Discharge Planning Nurse• Children's Family Liaison Nurse• Consultant Nurse for safeguarding children and the safeguarding children team• Band 5 and 6 Nurses• Lead Clinicians, Paediatric consultants• Children's ward and ambulatory care managers and senior nurses• Children's ward and ambulatory care nurses – support• PCCS senior nurse and nurses• Multidisciplinary teams• Support staff• Clinical Nurse Specialist teams• Student nurses• Infection Prevention and Control team• Risk Management team• Patient Advisory Liaison/Patient and public Involvement team

- Play specialists
- Patients, their families and visitors

External

- Risk and Governance Teams across the West London Children's Healthcare
- Clinical and Non-Clinical Teams across West London Children's Healthcare
- External partners including REED Bank, Social Services and Transport Services
- North Thames Paediatric Network

Job Summary

- To deliver efficient, compassionate and excellent nursing care to patients and their families which is evidence based.
- The post holder will work with the Allergy Lead Clinical nurse specialist and multi-disciplinary team members in monitoring and maintaining policies, standards of nursing care and staff development, as part of the allergy team. In addition he/she will provide specialist allergy nursing care and/or support and deputise for the Matron and Lead Nurse in the management of the clinical area. This will involve dealing with complex situations and having to take appropriate action in emergency or unforeseen situations.
- To co-ordinate the unit on a regular basis and act as a senior clinical resource to staff.
- To minimise risk and maintain safety of patients and staff; supporting the ward manager in investigating incidents and identifying ways to improve practice.
- To actively promote the safeguarding of children and young people.
- To use evidence based practice and actively participate in the progression of nursing within Imperial Healthcare Trust and West London Children's Healthcare.
- To be flexible in working practices to meet the needs of the service. Assist the Band 8a/b in managing human resources.
- To endorse, facilitate and support senior management in achieving national targets.
- Following progression through the foundation gateway, the post holder will be supported to develop the skills and knowledge to progress through the second gateway when they will be expected to carry out all relevant duties without supervision, as delegated by line manager; incl. nurse-led clinics.
- Provide specialist nursing advice to support and facilitate high quality, individualised care to patients/clients and relatives/carers without supervision in collaboration with the multi-disciplinary team.
- To be flexible in the approach to the clinical area and comply with the departments **08h00-18h00** working hours; and provide cover for any area specified in Children Services.

West London Children's Hospital

In November 2018, Imperial College Healthcare NHS Trust (ICHT), Chelsea & Westminster NHS Foundation Trust (C&W) and Imperial College London (ICL) set out, as part of 'Healthier Hearts and Lungs', their joint commitment to develop an integrated children's hospital network for north- west London and a new academic centre for child health. Following the transition period full integration, with a single governance structure will take place on the 1st April 2022.

MAIN TASKS AND RESPONSIBILITIES

General responsibilities

Communication and relationship skills

- To demonstrate politeness, courtesy and sensitivity in dealing with patients/clients, visitors/relatives and colleagues, maintaining good customer relations.
- Contribute towards sharing good practice within the ward/department and Trust wide.
- To promote a positive image of West London Children's Healthcare at all times.
- To work cohesively with all members of the ward team in ensuring that the very best services to patients are provided at all times.
- Be involved in West London Children's Healthcare organisational development plans to transform the hospital to meet the needs of future, this will include upholding shared values.
- Work towards provision of support mechanisms for sharing good practice within the Allergy Department and Trust wide. Assist in the programme and provide clinical supervision, as required for all registered nurses working in the Ward / Department.
- Work towards maintaining and promoting effective communication with all members of the multi-disciplinary team and other Wards / Departments, including developing your formal presentation skills.

Responsibility- Patient/ client care

- To assess, plan, implement and evaluate programmes of care, actively seeking evidence based practice which will improve the quality of care and meet the needs of the patient. A holistic approach to caring should be planned that will include the appropriate level of physiological; pathological; spiritual, socio-economical and cultural aspects which influence the care of clients within your specific speciality.
- Using specialised knowledge to take charge of the clinical needs of a group of defined patients and/or to take charge regularly of the clinical area and/or to take charge of the clinical area in the absence of the Ward / Department Manager, prioritising workload according to changing clinical needs. Utilising appropriate support as necessary to ensure safe staffing levels are maintained.
- In conjunction with the Ward / Department Manager provide a suitable and safe environment for the physical and psychological well-being of staff, patients/clients and their relatives/carers. Identify clinical risks and ensure that appropriate action is implemented in accordance with the Trust Risk Management policy.
- Ensure that nursing documentations are maintained to the Trust standard (including electronic records).
- In the absence or as delegated Allergy Nurse Manager initiate investigations of untoward incidents, accidents, complaints and other relevant information.
- To delegate tasks and activities to a range of team members in relation to patient care. (for example when taking charge or as link nurse)
- In conjunction with the staff team, to assist in developing and maintaining a Ward/Department philosophy and model of care.

- To comply with and participate in the WLCH framework of clinical governance within the ward or department area, seeking advice or guidance where necessary.
- To demonstrate awareness and compliance with WLCH policies, procedures, guidelines and standards. This will include identification of risk (clinical, health, safety and security). To work towards promoting this to others.
- Record and report all incidents/complaints involving staff, patients and visitors in accordance with WLCH policies and assist in any investigations as required.
- Ensure through good practice that customer care initiatives are improved and sustained.
- Act as a resource for advice to patients, relatives/carers and staff.
- To promote actively a healthy lifestyle for patients and staff appreciating national strategy requirements.

Responsibility – Policy and service

- To work on delegated projects relating to local policy and service development. To work towards leading the same.
- To be aware of service delivery plans
- To be involved actively in the development of Trust policies and procedures at ward / department level, their implementation and reinforce their use.

Responsibility- Financial and physical

- To assist the ward/unit manager in the effective and efficient use of resources & adequate stock levels, adhering to procedures for the use of supplies.
- To participate in the business planning process, helping to identify areas for service development.

Responsibility- Staff/ HR/ leadership, training

- Actively manage own annual leave in line with Trust Policy and Procedure.
- Maintain, update and develop personal and professional knowledge and skills by participating in the Trust's 1:1 process and PDP development.
- Participate in the programme for clinical supervision as required.
- Maintain a personal, professional profile, identifying role and skill developments in line with the Scope of Professional Practice.
- Assist in the recruitment, retention and selection of staff. Ensure on a daily basis that sufficient staff levels are maintained to provide the service and rosters are formulated in keeping with the European Working Time Directive.
- Work towards delegation of tasks and activities to a range of team members and evaluate outcomes in conjunction with the Ward / Department Manager.

- Work towards assisting in the management of staff attendance, poor performance, disciplinary and grievance issues in the clinical area.
- Work towards being responsible for the 1:1's and PDP's of named staff as appropriate.
- Maintain, update and develop personal and professional knowledge and skills, using the Trust's Performance Review System, enabling standards of patient care to be monitored constantly and improved.
- Participate fully as a team member, sharing knowledge and information and supporting colleagues, including support staff to promote a cohesive ward team and the achievement of team objectives
- To engage actively with self rostering in clinical ward or departments
- To participate in planning the duty rota taking into consideration the needs of the service and in conjunction with the parameters set by the Ward / Department manager.
- To contribute to the development and maintenance of a positive learning environment for colleagues, patients and visitors.
- To participate in staff education and development, including utilising appropriate learning opportunities and to act as a mentor and resource for student nurses, adaptation and unqualified members of the nursing team.

Information resource responsibility

- Be actively involved in maintaining data quality on Cerner or similar system in the future.
- Undertake all relevant training for electronic information systems in place or under development.
- To have an active e-mail account.

Research and Development responsibility

- Demonstrate through a holistic approach to nursing care an understanding of evidence based practice.
- Participate in the collection of audit and research data as required. Identify areas where local audit is needed, conduct the audit and analyse the data with support.
- Fully participate in the research agenda of the unit.

General

Covid-19 vaccination is a condition of employment for this role, unless an exemption applies. The successful applicant may have contact with vulnerable service users and we will therefore seek proof of being fully vaccinated during the recruitment process.

This job description may be subject to change according to the varying needs of the service. Such changes will be made after discussion between the post holder and his/her manager.

All duties must be carried out under supervision or within Trust policy and procedure. You must never undertake any duties that are outside your area of skill or knowledge level. If you are unsure you must seek clarification from a more senior member of staff.

KEY RESULT AREAS

- Provision of support and drive to the WLCH transformation and integration work
- Partnership working
- Patient and public involvement
- Strategy and policy

General Responsibilities

This might include, for example, responsibility towards NHS policy development, team leadership, research support or leadership, project management.

Scope and Purpose of Job Description

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust, and WLCH within it, is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post-holder.

ADDITIONAL INFORMATION

It is important to note that whilst the post-holder will work jointly for ICHT and CWFT, they will be hosted by ICHT and as such, bound by the conditions of employment stated in the policies and procedures of ICHT.

Medical Examinations

All appointments are conditional upon prior health clearance. Failure to provide continuing satisfactory evidence if required, e.g. of immunization, will be regarded as a breach of contract

Equal Opportunities

The Trust aims to promote equal opportunities. A copy of our Equality Opportunities Policy is available from the Human Resources department. Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role.

Disclosure & Barring Service/Safeguarding Children & Vulnerable Adults

Applicants for many posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. Applicants who are offered employment for such posts will be subject to a criminal record check from the Disclosure & Barring Service before appointment is confirmed. This includes details of cautions, reprimands and final warnings, as well as convictions. Further information can be found via: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of specific duties relating to their role. Staff are obliged to disclose to the Trust during employment any pending criminal convictions, including cautions, and any other information relevant to the safeguarding of children or vulnerable adults.

Professional Registration

Staff undertaking work which requires professional registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and at any time subsequently on request.

Work Visa/ Permits/Leave To Remain

If you are a non-resident of the UK or EEA you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

NHS Constitution

The NHS Constitution establishes the principles and values of the NHS in England. You should aim to maintain the highest standards of care and service, treat every individual with compassion and respect, take responsibility for the care you provide and your wider contribution, take up training and development opportunities provided, raise any genuine concern you may have about a risk, malpractice or wrongdoing at work, involve patients, their families and carers fully in decisions, be open if anything goes wrong and contribute to a climate where the reporting of, and learning from, errors is encouraged. You should view the services you provide from a patient's standpoint and contribute to providing fair and equitable services for all. The above is a brief summary; you are encouraged to access the full document at: <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

Dignity & Respect

The Trust requires that you treat others with dignity and respect and that you do not harass or otherwise discriminate against any other member of staff, patient or visitor to the Trust or employees of any associated employers or contractors of the Trust on the grounds of race, colour, sex, age, disabilities, religious beliefs or sexual orientation.

Confidentiality/Information Quality Assurance/Freedom of Information

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990). As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions. Nonetheless the post-holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

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.

Health, Safety and Security

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974, take reasonable care of themselves and others, and ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors. The Trust has adopted a Security Policy in order to help protect patients, visitors and staff and to safeguard their property; all employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible. The Trust operates a strict Non-Smoking Policy.

Conflict of Interests

You may not without the consent of the Trust engage in any outside employment and in particular you are disqualified from an appointment as a chair or Non-Executive Director of another NHS Trust whilst you are employed by this Trust. In accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust. The NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently.

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

Clinical staff – on entering and leaving clinical areas, and between contacts with patients, staff should ensure that they apply alcohol gel to their hands and wash their hands frequently with soap

and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staffs are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

Non clinical staff and sub-contracted staff – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staffs have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

Clinical Governance and Risk management

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust policies, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

No Smoking

The Trust operates a smoke free policy.

Professional Association/Trade Union Membership

The Trust is committed to working in partnership with Trades Unions and actively encourages staff to join any Trade Union of their choice, subject to any rules for membership that the Trade Union may apply.

WEST LONDON CHILDREN'S HEALTHCARE
PERSON SPECIFICATION

POST: Paediatric Allergy Clinical Nurse Specialist
BAND: 7

Evidence for suitability in the role will be measured via a mixture of application form, testing and interview.

ATTRIBUTE/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education & Qualifications	<p>RSCN/RN/RN (child)</p> <p>Educated to degree level in relevant subject area or equivalent experience</p> <p>Teaching/mentorship qualification or experience</p> <p>Evidence of Continued professional development</p> <p>APLS/EPLS Certification</p>	<p>Advanced nursing practice qualification or working towards</p> <p>Non-medical prescribing qualification or working towards</p> <p>Allergy/Asthma Diploma</p> <p>Spirometry Course</p>	Application Form/ Interview
Experience & Knowledge	<p>Experience working within the Allergy/Asthma speciality</p> <p>Possess the Capital Nursing Intravenous Passport or Equivalent</p> <p>Advanced clinical skills and knowledge of patients clinical care.</p> <p>Organisational and people management skills</p> <p>Proven ability to effectively manage change</p>	<p>Experience in the management of paediatric allergy/ asthma</p> <p>Has experience in autonomous nurse-led clinics or willing to engage in training</p> <p>Experience of change management – positive change agent</p> <p>Research and audit experience</p> <p>Able to take charge of an acute setting</p>	Application Form/ Assessment/ Interview

Skills & Abilities	<p>Sound knowledge and understanding of current issues in patient safety and experience</p> <p>Experience and knowledge of quality. Standard setting and audit.</p> <p>Experience in complaints and quality assurance.</p>	<p>Sound IT skills (incl email and office packages)</p> <p>Excellent presentation skills</p> <p>Word and EXCELL</p>	Interview/Assessment
Qualities	<p>Ability to work within a team and independently</p> <p>Flexible</p> <p>Able to work under pressure</p> <p>Punctual</p> <p>Enthusiastic</p> <p>Assertive attitude</p> <p>Positive change agent</p> <p>Ability to work flexibly in line with the 7 day NHS working plan.</p>	<p>Ability to facilitate and participate in research/benchmark and audit programmes</p>	Interview/Assessment
Values	<ul style="list-style-type: none"> • Demonstrable ability to meet Trust values 		Interview/Assessment