

RECRUITMENT INFORMATION PACK



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Job particulars

Job Title	Biologics Switch Nurse (Specialist Medicine Division)
Pay Band	6
Location	RLH/MEH
Reports to	Debbie chagadama
Responsible to	ADON

Job purpose

- In partnership with members of the multidisciplinary team the post holder will be involved in the Biosimilar switch Service within the Specialist Medicine Division.
- They will ensure patients receive the highest standard of clinical care through a patient-focused initiation programme.
- As a nursing expert the post holder will demonstrate a high level of expertise within the specialities, providing advice, education and support to staff, patients, their families and carers.
- They will have an understanding of the use of biologics in Inflammatory conditions.
- The post holder will have the ability to run a biosimilar monitoring systems
- The post holder will measure and monitor the Biosimilar implementation pathway.
- The post holder will actively undertake and participate in clinical audit and service evaluation within the Specialist Medicine Division as required.
- The post holder is responsible for contributing to the ongoing development of clinical practice, standards of care within the Biosimilar



service including the development of policies, procedures, protocols and guidelines.

- He / she will contribute to service developments in collaboration with multidisciplinary colleagues.
- The post holder is accountable for their safe, effective clinical practice and working as part of a defined team and supporting team
- performance, ensuring efficient and effective use of physical and human resources.
- He/she will provide a range of educational and training packages for health care staff and patients.

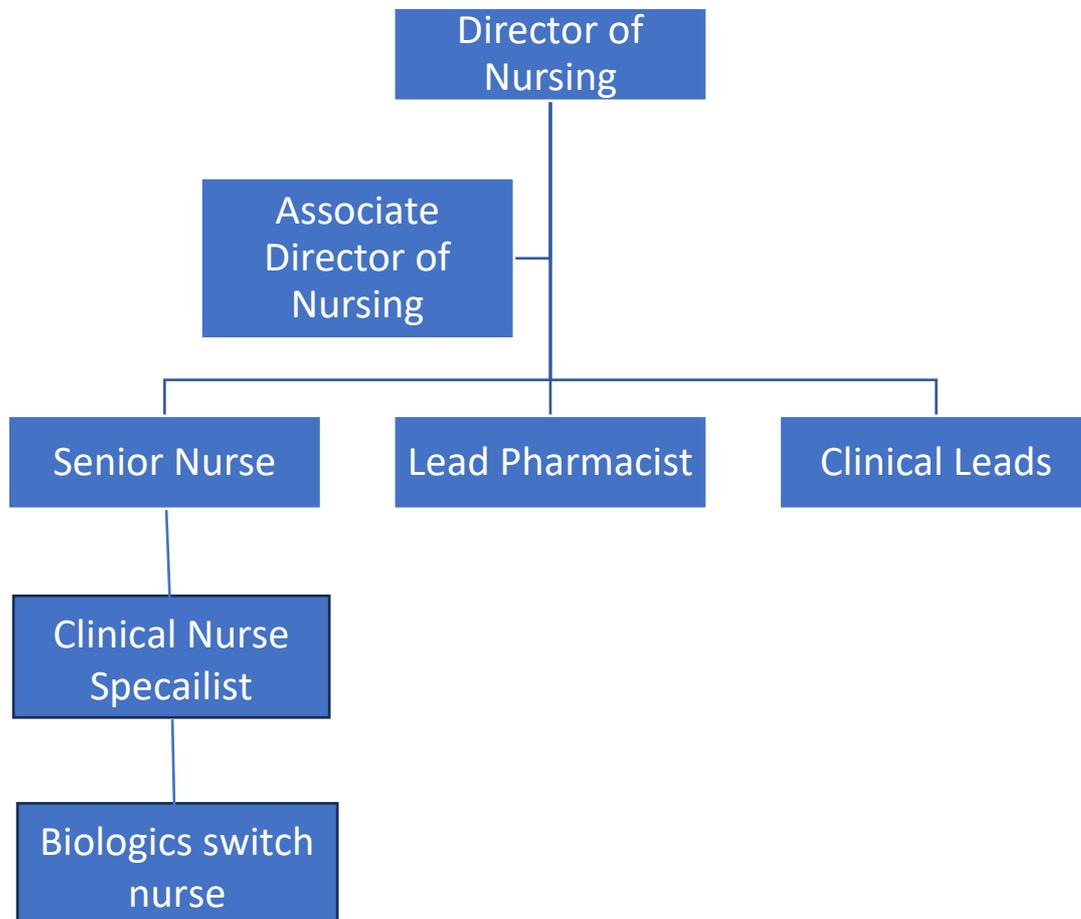
Key working relationships

Professional relationships with key partners, employees and boards.

Internal	External
Clinical Nurse Specialists / Clinical Leads	Primary Care teams
Pharmacy teams	Homecare teams
Biosimilar working group	Patients & relatives/ Support groups
Admin Staff	ICBs
Research Teams	
Specialist Medicine Divisional Teams	

Structure chart





Main duties, responsibilities, and results areas

- Co-ordinating the Biologics biosimilar switch activities between the specialties within the Specialist Medical Division.
- Agreeing with the teams, preparatory work required to safeguard patient safety.
- Develop skills to Assess/Screen patients who are switching Biologic treatments
- Provides support and education regarding biosimilar switches as appropriate.



- Assists with organizing the switch processes in conjunction with nursing and pharmacy teams.
- Keeps accurate and complete records of switches and communications consistent with Trust policies and procedures and current legislation.
- Monitors practices and ensure that they are safe and free from hazards, conform to health safety and security legislation, policies, procedures and guidelines.
- Identifies deteriorating patients and takes the appropriate action to manage the situation, liaising with multidisciplinary team as appropriate.
- Takes care to monitor patients on subcutaneous and intravenous biologic therapy according to Local Policies (departmental, Trust) and National Guidelines
- Manages biosimilar switches of the patients within the homecare system.
- Responsible for renewing/updating switching homecare scripts as required within protocols and forwarding to NIP/IP/pharmacist (nurse independent prescribers or doctors for signing)
- With the support of clinical teams, pharmacy and admin teams and through the Trust's appraisal process and development of personal development plan, identifies their educational and professional needs.
- Develop skills in accordance with the role. Manages caseload promotes health, independence and self-care of patients switching biologics.
- Participates in meeting the health education and health promotion needs of patients and their carers.
- Recognize limitations of own practice and seek expert help / advice as appropriate.
- Ensures that techniques and knowledge learned is adapted appropriately and used in the workplace
- Maintain safe practices in accordance with IPC guidelines (Infection Prevention and Control)

Clinical Practice

- Work with patients in order to support concordance with and adherence to prescribed treatments, provide information and advice on prescribed



or over-the-counter medication on medication regimens, side-effects and interactions.

- Prioritise the health needs of patients and intervene appropriately including effective management of flares in their condition
- Provide education on biosimilars to patients and their families
- Assess, identify and refer patients presenting with complex disease to senior colleagues in the specialties
- Interpret the findings of blood tests according to competence and escalate any abnormalities
- Clinically examine and assess patient's needs from a psychological and physiological perspective and plan clinical care accordingly

Communication

- Use and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
- Communicate with and support patients and their families throughout their journey with biosimilars.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- Anticipate barriers to communication and take action to improve communication
- Maintain effective communication within the a MDT environment and with external stakeholders
- Act as an advocate for patients and colleagues
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
- Offer support through referrals to local patient support groups.
- Use of appropriate IT services to record patient information and communicate with MDT members



Delivering a quality Service

- Recognise and work within own competence and professional code of conduct as regulated by the appropriate professional body
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality under supervision from senior colleagues
- Deliver care according to local and national guidelines
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- Participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
- Evaluate patients' response to health care provision and the effectiveness of care
- Plan, deliver and review interventions to enable all levels of medical and nursing staff to learn and develop, supporting and participating in shared learning within the Services
- Have an awareness of how to deal with patient complaints, clinical incidents and near-miss events.
- Assess the impact of policy implementation on care delivery
- Understand and apply legal issues that support the identification of vulnerable adults, and be aware of statutory vulnerable patients health procedures and local guidance
- Support the Specialty teams in providing support and knowledge regarding, vulnerable adults. Provide guidance and support to ensure appropriate referral if required



Management of Risk

- Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines
- Apply infection-control measures within the practice according to Trust, local and National guidelines
- Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.
- Interpret strategies and policies into local implementation strategies that are aligned to the values and culture of the Trust.

Managing information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- Understand responsibility of self and others to the Rheumatology Service and Trust regarding the Freedom and Information Act Learning and development
- Undertake mentorship for junior staff, assessing competence against set standards
- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g. courses and conferences)
- Assess own learning needs and undertake learning as appropriate
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Actively and regularly participate in the teaching of nursing and medical staff within the Division

Equality and Diversity



- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Monitor and evaluate adherence to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care
- Assist patients from marginalised groups to access quality care

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the postholder.

The post holder might be required to work across the Trust at any time throughout the duration of his/her contract, which may entail travel and working at different hospital.

Working conditions

Criteria	Description
Physical	The post holder is frequently exposed to episodes of light exertion e.g. whilst moving and handling patients with physical limitations. The post holder will be required to manually handle patients after appropriate training. They may be required to move patients to and from chairs and trolleys. There is a high degree of movement around the department. Across sites between areas in the department, varying levels of physical effort will be required dependent upon patient care needs, which will vary hour by hour.
Emotional	The post holder will frequently be required to support patients during the consultation and decision making process. The post holder has to be able to work successfully under pressure. They may have to deal with patients and relatives who are angry/tearful/upset.



Working Conditions	Exposure to VDU screens whilst documenting patient consultations/ordering investigations. Occasional aggressive behaviour of patients, relatives or carers. Occasional distressed patients, relatives or carers. Exposure to bodily fluids.
Mental	The post holder requires a high level of concentration at all times as they deal with heavy demands from a variety of sources.

Code of Conduct for NHS Managers

As an NHS Manager, you are expected to follow the Code of Conduct for NHS Managers (October 2002). www.nhsemployers.org/. This supports us to develop a sustainable workforce and bring the very best out in people.

Safeguarding adults and children

Employees must be aware of their responsibility to maintain the wellbeing and protection of vulnerable children and adults. If employees have reason for concern that a patient is 'at risk' they should escalate this to an appropriate person i.e. line manager, safeguarding children's lead, matron, ward sister/change nurse, site manager or consultant (October 2002). www.nmc-uk.org/

Person specification

Domain	Essential Criteria- Essential = E Desirable = D	Desirable Criteria
Qualifications	Registered Nurse Prep for Mentorship course or equivalent Specialist Clinical Course relevant to area (Dermatology/Gastroenterology/Rheumatology) Fulfil KSF outline for Staff Nurse (Band 5) BSc Nursing or working towards	E E D E D



Experience	<p>Knowledge of the use of biologics in Inflammatory conditions</p> <p>Experience of caring for patients with long term conditions</p>	<p>E</p> <p>E</p> <p>E</p>
Knowledge	<p>Can prove a basic computer literacy in Windows and IT systems</p> <p>Ability to store data/ information safely and correctly</p> <p>Cannulation and phlebotomy skill</p> <p>Good communication skills</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Skills	<p>Ability to plan allocate and supervise the work of a team</p> <p>Ability to assess the work of the team, provide clear constructive feedback to the team in order to maintain and improve performance</p> <p>Ability to work towards and achieve goal within set timelines</p>	<p>E</p> <p>E</p> <p>E</p>
Other= Communication	<p>Ability to work as part of a multidisciplinary team</p> <p>Ability to communicate effectively at all levels across the Department and Directorate</p> <p>The ability to communicate with patients in an empathetic manner regarding their treatment and procedures.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



	<p>Can demonstrate an enthusiastic, approachable and friendly manner Ability communicate effectively, both written and oral</p>	
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