

# Job Description

<b>Job title</b>	<b>Clinical Nurse Specialist, Hepatology</b>
<b>Grade</b>	<b>Band 7</b>
<b>Reports to</b>	<b>Matron for Surgery, Gastroenterology and Endoscopy</b>
<b>Accountable to</b>	<b>Divisional Head of Nursing and Quality for Family Services and Surgical Division</b>
<b>Directorate</b>	<b>Family Services and Surgical Directorate. Care Group 1B.</b>
<b>Department</b>	<b>Gastroenterology Department</b>

## **JOB PURPOSE**

- To provide specialist nursing expertise, facilitating evidence-based patient centred care for patients within Hepatology
- To work with the Gastroenterology consultants to lead and manage the Hepatology nursing service in Dorset County Hospital
- To facilitate patient empowerment by enabling Hepatology patients to manage their condition effectively and independently preventing complications and improving quality of life.
- To be a resource to other health care personnel and to plan, deliver and evaluate programmes of education and development for Hepatology care, including ascites management and hepatocellular carcinoma screening.
- To carry out specific physical examination, using clinical skills developed through specialist training.
- To carry out fibroscanning, using clinical skills developed through specialist training. If legally authorised, independently prescribes medication based on efficacy, safety, and cost effectiveness.
- To contribute to safe and effective patient care by incorporating the use of non-Medical prescribing competencies in relation to the specific patient cohort and scope of this role in accordance with national guidelines, evidence-based practice and local Trust policies
- To secure blood samples from difficult to bleed patient and to undertake femoral blood tests as required (with appropriate training)
- To deliver ascitic sampling and paracentesis for inpatients and outpatients

## **1 DIMENSIONS / PERSONAL ATTRIBUTES**

- The post holder will be a Registered Nurse, working within broad operational and clinical policies and procedures across clinical boundaries.
- The post holder will be...
  - Highly motivated.
  - Flexible to the needs of the service
  - Have a professional approach
  - Exhibit self-awareness
  - Recognise stress in self and others
  - Have an ability to work under pressure and with frequent interruptions
  - Have situational awareness and management of self and others
  - Display problem solving and decision-making skills

## 2. ORGANISATION CHART



## 3. Key Duties and Responsibilities

- To care for patients with chronic liver disease and those with drug and alcohol addiction problems
- To manage the patient caseload, in collaboration with the multi-disciplinary team, including the transfer of patients between providers
- To deliver all care within services care pathways and organise all appropriate investigations and tests and review results as required.

## 4. Communication and Working Relationships

- To act as an expert in providing psychological support to Hepatology patients and their family/carers
- To provide, receive, interpret, and communicate complex information with a range of health care personnel.
- To provide highly complex information to patients and their families/carers, to empower them to manage their condition effectively and to make long-term health care choices.
- To provide Hepatology healthcare advice and support using a range of communication tools, such as written patient information, telephone support line, emails
- To actively seek to resolve concerns and complaints to support the patients experience and quality agenda and also support other members of the team to do so.

## 5 Key Result Areas

- To be responsible for and participate in the full range of Hepatology clinics (face-to-face and virtual / telephone) in secondary care and in the community.
- To oversee ascites management in the community, including ascitic sampling and paracentesis
- To review inpatients as required in the ward setting.
- To maintain accurate and confidential patient health care records and to submit statistical returns for the purpose of auditing and monitoring.
- To assess the need for specific investigations to aid diagnosis, such as CT, Abdominal Ultrasound, Chest X-ray, Gastroscopy, Blood Tests, ascitic sampling and Elastography/Fibroscan

## 6 Responsibility for Patients

### **Acute Ambulatory and Pre-assessment Service**

- To execute management plans for such patient as agreed by the multidisciplinary team.
- To provide early review of ambulatory patients judged fit for expedited discharge from hospital by the Gastroenterology consultant team.
- To provide access to ambulatory ascites management service

### **Immunosuppressant Monitoring:**

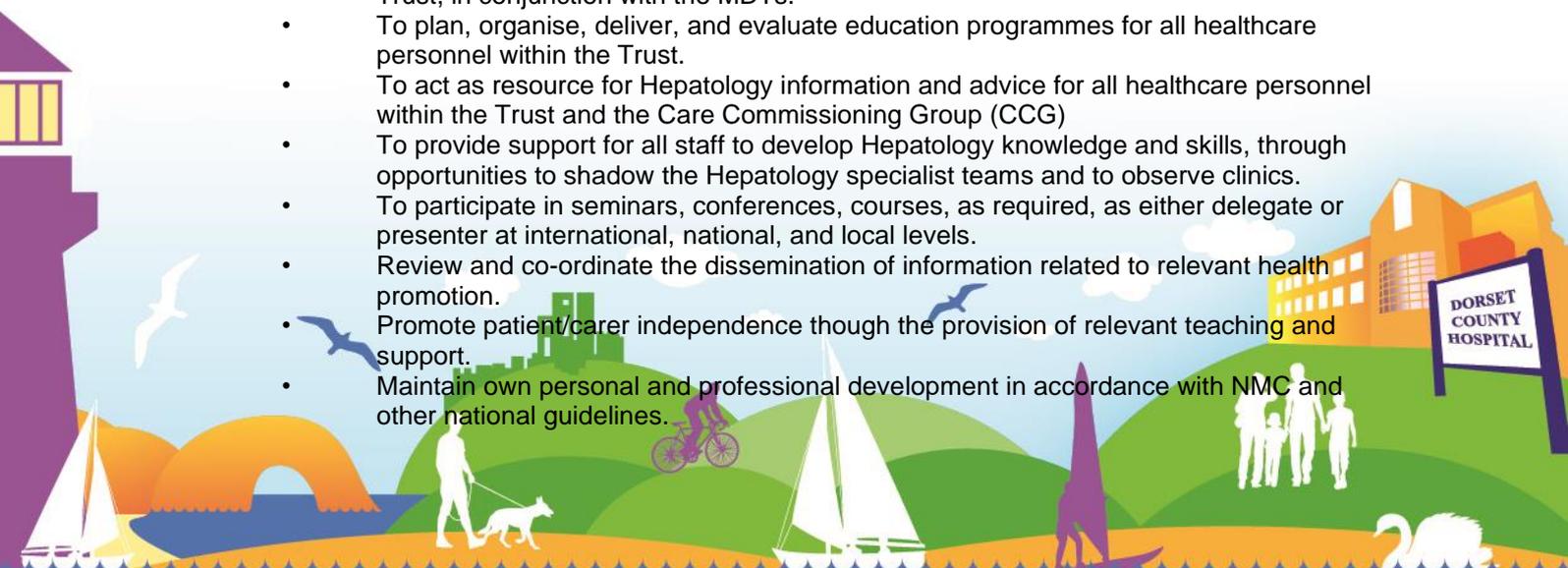
- To ensure all required tests are undertaken within the timescale specified for each patient.
- To ensure secondary care prescriptions are provided in a timely manner

### **Outpatient Management:**

- To oversee the care of patients with Haemochromatosis and arrange appropriate venesection
- To ensure patients with compensated cirrhosis have appropriate follow up and ongoing screening for complications and associated diseases

## 7 Education

- To plan, organise, deliver, and evaluate patient education programmes, within the Trust, in conjunction with the MDTs.
- To plan, organise, deliver, and evaluate education programmes for all healthcare personnel within the Trust.
- To act as resource for Hepatology information and advice for all healthcare personnel within the Trust and the Care Commissioning Group (CCG)
- To provide support for all staff to develop Hepatology knowledge and skills, through opportunities to shadow the Hepatology specialist teams and to observe clinics.
- To participate in seminars, conferences, courses, as required, as either delegate or presenter at international, national, and local levels.
- Review and co-ordinate the dissemination of information related to relevant health promotion.
- Promote patient/carer independence through the provision of relevant teaching and support.
- Maintain own personal and professional development in accordance with NMC and other national guidelines.



## 8 Responsibility for Organising and Planning

- To act as a resource for information and advice for with Chronic Liver Disease and Chronic Viral Hepatitis
- Responsibility for managing own workload to ensure all inpatient emergency patients are regularly reviewed.

## 9 Responsibility for Staff

- Required to act as educator and mentor to staff.
- Participate in the development of the service, sharing information and ideas that promote quality and value.
- Demonstrate flexibility to provide for the needs of the service and to balance personal and professional life.
- Provide psychological support for team members, patients and their families to create a caring environment.

## 10 Responsibility for Information Resources

- To maintain patient records.
- Retrieve information from computer systems and medical records and interpret accurately.
- Ability to access information from trust intranet system.
- Ensure data is recorded in database accurately and in a timely manner.

## 11 Responsibility for Research, Development and Finance

- To develop and participate in both clinical and organisational audit to continually evaluate the effectiveness of the service
- To identify and participate in research and audit activities that enhance, evaluate and influence patient care
- To feedback to appropriate stakeholders on the results/trends of audits and research undertaken including to Trust committees, CCG, national and international conferences
- To lead on the development of patient pathways, policies and protocols, to enable changes in practice to be achieved, implemented, evaluated and disseminated
- To work with the Gastroenterology team to develop the Hepatology nursing service, in collaboration with the MDTs within the Trust, to meet patient and service needs
- To build effective working relationships with the MDTs within the Trust, to meet patient and service needs
- To ensure equipment is stored and transported safely and maintained as per maintenance schedules
- To advise and educate patients and their families/carers and staff in the use of specialist Hepatology equipment

- To ensure that all areas of work give consideration to the financial impact and to keep this to a minimum
- Personal duty of care to ensure any equipment used is used appropriately

## 12 **Freedom to Act**

- To be accountable for own professional practice and responsible for acquiring, developing and maintaining necessary competencies and skills
- To work within departmental procedures but work autonomously in meeting the requirements of the job description.
- Has discretion and autonomy to use their skills, knowledge and experience within the realms of policy and code of conduct to facilitate learning of individuals.
- To be responsible for managing the day-to-day clinical workload, in collaboration with the multi-disciplinary team
- Deliver specialised care in keeping with the needs and wishes of patients and their families.
- Ensures patient care is delivered in accordance with established policies and protocols and to the agreed standard.
- Analyse complex situations and to make an objective interpretation and rationale to achieve the best solution.
- To be able to maintain accurate electronic and written patient records for users or services provided.
- The post holder is expected to manage own workload within broad operational policies.
- They are accountable for own professional actions.
- Clinical work is largely self-directed following period of supervision and training.
- Accountable for own professional actions. Expected results are defined, and results / outcomes are assessed at agreed intervals, but post holder discusses how they are best achieved.
- Ability to work flexibly as required within an agreed number of hours to maintain the most appropriate level of service provision. This may include evening and weekend working.
- To provide and receive clinical supervision in accordance with Dorset County Hospital NHS Foundation Trust, maintain a current knowledge of appropriate interventions regarding alcohol/drug misusing clients.
- To work flexibly within an agreed number of hours of work to maintain the most appropriate level of service provision, including contributing to out of hours service provision to meet client need.
- Demonstrate reflective practice skills and establish clinical supervision and support with peers.
- Maintain own personal and professional development in accordance with NMC and other national guidelines.

## 13 **Environment and Effort**

### **Physical Effort**

- To manage frequent moderate effort for several short periods throughout working day
- To manage frequent need to concentration for moderate periods throughout working day with work pattern mainly being predictable but also with some unpredictability at times and need for flexibility.
- Occasional distressing or emotional circumstances when caring for patients with chronic illness/conditions, terminally ill and deaths.
- To prioritise personal physical and mental health and wellbeing and seek advice and support from colleagues, line manager, HR and occupational health as required

### Mental Effort

- Concentration required performing mentally challenging tasks and patient assessments whilst being constantly interrupted by outside influences.
- The post requires concentration and the work pattern is sometimes unpredictable.

### Emotional Effort

- Witness highly emotional and distressing scenes i.e.: major trauma, critically ill.
- Deal with highly emotive situations such as child protection issues.
- The post involves frequent exposure to sensitive, distressing and emotional circumstances, involving both patients and staff.
- The post holder may meet patients whose behaviour may be antisocial and requires modification.

### Working Conditions

- Expected to deal with direct exposure to dirt, dust, smell, noise, controlled chemicals, verbal and /or physical aggression, body fluids, foul linen, fleas, lice, noxious fumes and infectious diseases.
- Exposure to spills of harmful chemicals.
- The conditions of work require tolerance of a variety of environments such as ward environment, clinic rooms, office space and treatment rooms.

<b>12 OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</b> (Please tick as appropriate)				
Patient contact	<input checked="" type="checkbox"/>	Lone working	<input checked="" type="checkbox"/>	Working in isolation
Passenger / Client Transport		Exposure prone procedures	<input checked="" type="checkbox"/>	Patient Handling
Strenuous Physical Activity		DSE user (defined in DSERegs)		Confined Spaces
Night working		Food Handling / Preparation		Working at heights
Working with vibratory tools		Noisy Environment Working	<input checked="" type="checkbox"/>	Safety Critical Work
Working with respiratory irritants (including latex)		<b>Please specify Gloves</b>		
Working with substances hazardous to health		<b>Please specify COSHH</b>		
Other		<b>Please specify</b>		

### 14 Health and safety

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

### 15 Equal Opportunities

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

## **16 Infection and prevention Control**

All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning and contamination of equipment, in order to protect their own health and that of other employees, visitors and patients.

Any employee who wilfully disregards Trust and Departmental infection prevention policies may be liable to serious disciplinary action, which could result in dismissal.

## **17 Confidentiality**

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



## PERSON SPECIFICATION

### POST: Advanced Clinical Nurse Specialist, Hepatology – Band 7

CATEGORY	CRITERIA	Score per criteria	HOW ASSESSED THROUGH SELECTION PROCESS
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  <b>Essential</b>	NMC registered Nurse	3	
	Recognised teaching qualification.	3	
	Master's level degree or equivalent experience	3	
	Physical examination Course	3	
	CPD / Specialist course in Hepatology	3	
<b>EDUCATION, QUALIFICATIONS &amp; TRAINING</b>  <b>Desirable</b>	Non-medical prescribing	2	
	Leadership and management programme	2	
	Further qualification in a relevant field	2	
<b>E, Q &amp; T total score:</b>			
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Demonstrable experience of Hepatology	2	
	Teaching Practice and developing staff	2	
	Leading and managing staff	2	
	Research and audit	2	
	Managing specified patient caseload	2	
	Conversant with developments related to Hepatology and at national and local levels	2	
<b>K &amp; E Total Score</b>			

<b>SKILLS &amp; ABILITIES</b>	Computer literacy particularly working with e.g., excel spreadsheets and access databases.	2	
	Project and change management skills	2	
	Presentation skills	2	
	Proven leadership ability	2	
	Effective communication skills using a range of methods.	2	
	Extended role skills, eg. femoral blood taking, ascitic sampling, paracentesis.	2	
	Ability to work unsupervised and on own initiative and as part of multi-disciplinary team.	2	
	Organisation and planning skills	2	
	Ability to prioritise effectively.	2	
	Good time management	2	
	Influencing and negotiating skills	2	
	Flexible working pattern	2	
	Adaptive to unpredictable workloads	2	
	Ability to work under pressure and with frequent interruptions.	2	
Hold a valid driving license and have access to a vehicle to travel between work locations	2		
<b>S &amp; A Total Score</b>			
<b>Total shortlisting score:</b>			

### Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important  
**SHORTLISTING CRITERIA**

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria



**Outstanding Care, Outstanding Careers**