

## Job Description

### 1. Job Details

**Job Title:** Health Protection Unit Lead Nurse/Occupational Therapist

**Reports to:** Health Protection Unit Project Lead

**Accountable to:** Health Protection Unit Clinical Lead

**Band:** 6 (AFC)

**Contract:** Fixed term for 12 months, secondment can be considered.

**Base:** Flexible/Trust Headquarters, Kingsway House Derby; Community, Hospital hub, satellite services and partner agencies within Derbyshire.

**Working Pattern:** Full time and part time considered.

### Our vision

**To make a positive difference in people's lives by improving health and wellbeing.**

### Our Values

**People first** – We focus on our colleagues, in the knowledge that a well-supported, engaged and empowered workforce results in good patient care

**Respect** – We respect and value the diversity of our patients, colleagues and partners and support a respectful and inclusive environment

**Honesty** – We are open and transparent in all we do

**Do your best** – We work closely with our partners to achieve the best possible outcomes for people.



## 2. Job Summary

The Health Protection Unit (HPU) strives to improve standards of care and create a sense of physical health awareness amongst service users in a holistic manner.

An exciting opportunity has arisen within the team for well-motivated Lead nurses and Occupational Therapists to engage with the SMI cohort of patients and support them in accessing their annual physical health checks and vaccinations. This project, Health Positive, will be over the course of 12 months and will collaborate with stakeholders such as the Integrated Care Board, GPs, and various other community services. The post holder will be part of a larger team made up of various health care roles such as a Project Manager and Physical Health in Mental Health Practitioners all aiming to improve the standards of physical health care amongst our service users.

- As a registered practitioner you are personally accountable for your professional practice and have a legal/professional responsibility to contribute to the delivery of a high-quality, cost-effective service for DHCFT inpatients and community patients by providing strong clinical leadership.
- The post holder will be responsible for establishing operational and clinical service mechanisms that support the delivery of quality health protection and promotion services including vaccination programmes and health promotion initiatives.
- Work collaboratively with colleagues, key partners and those within the local community to develop services to support the mental health and physical health needs of the community.
- Demonstrate up to date evidence-based knowledge and understanding of a variety of health protection and health promotion services, disseminating to DCHFT patients where appropriate.
- To engage with service users and have meaningful conversations about their physical health.
- Facilitate compliance with the LESTER tool for people with a severe and enduring mental health problem.
- To have a special interest and experience in physical health, substance misuse and/or smoking cessation.
- Inform and demonstrate quality improvement within the Trust, promoting a culture of continuous improvement.
- To adhere to and provide guidance and direction to colleagues regarding care planning and recording standards linked to advice given by the team.
- To deputise for the project manager if required.

### **Job Outcomes:**

**As a result of the post-holder being effective in their role, The Trust would expect to see the following outcomes for the Trust, our people, our patients and the wider community:**

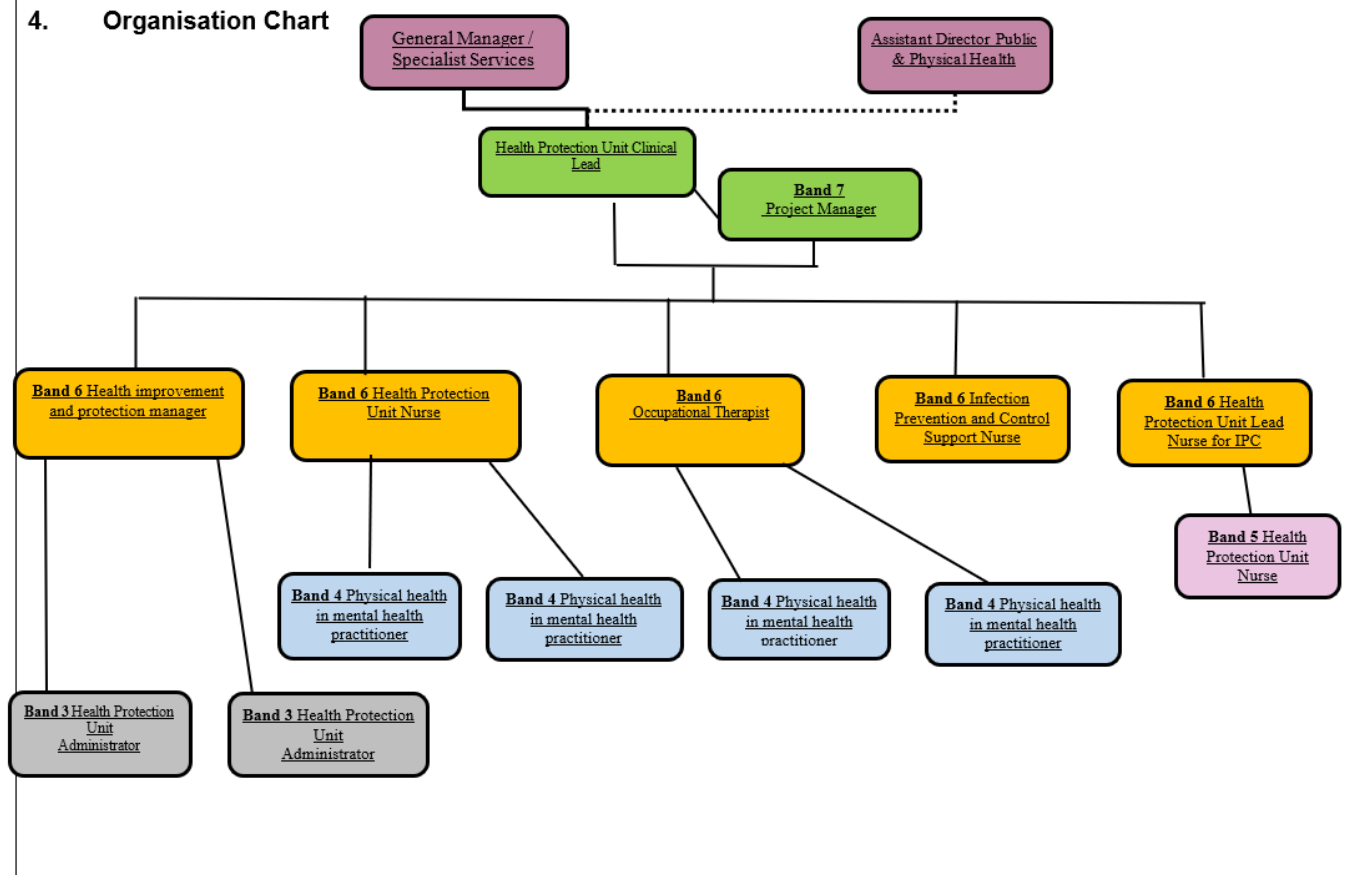
- Derbyshire Healthcare NHS Foundation Trust as a leading provider of community services, mental health care, physical health, addiction services and learning disability care.
- Service users receiving a high-quality service and one which is free from stigma, discrimination and harm and is clinically safe from harm in any of our settings.
- Staff engaged with the delivery, innovation and continuous improvement of services to benefit service users to ensure safe care delivery and safe working environments
- Visible and responsive clinician, setting the standard for others and role-modelling throughout the Trust for all colleagues.
- The Trust values of Continuous Improvement, Accountability, Respectfulness, Enthusiasm and Support will be embedded across the division for all staff and evident to service users.
- Colleagues will ensure the best possible clinical outcomes by using up-to-date skills and adhering to evidence-based policies and procedures

### **3. Dimensions (Financial responsibility)**

The post holder will not manage any budgetary responsibilities but will contribute towards financial management by ensuring own practice and use of stationary, equipment and Trust property is appropriate and efficiently used.

Liaison and advice on use of PPE, consumables and aspects of care connected with cleaning, preventative environments, safe spaces and inoculations. Supporting Pharmacy colleagues to ensure that Cold-chain management and governance are maintained to minimise wastage and ensure effective delivery of vaccination programmes.

#### 4. Organisation Chart



#### 5. Knowledge, Skills and Experience

- Current registered health professional.
- Able to administer vaccinations (Flu and COVID 19)
- Knowledge of Infection control procedures.
- Clinical experience of community outreach work/ assertive outreach.
- Experience of working with patients with severe mental illness, learning disabilities or other vulnerable patients.
- Ability to manage a project and coordinate and supervise others in the project.

- Ability to engage, communicate and enhance the knowledge of others on communicable diseases, their transmission and interventions to limit spread, physical health of mental health patients, health promotion such as smoking cessation.
- Demonstrable experience of working in a clinical setting.
- Commitment to practice improvement related to clinical intervention and oversight
- Knowledge of Microsoft Office applications and IT literate.
- Self-motivated

### **Key result areas (main duties/responsibilities)**

- The post holder will be a professional role model for the delivery of high-quality nursing care.
- To provide a caring and compassionate service with clear boundaries and expectations.
- Engage with service users and have meaningful conversations about their physical health.
- Ensure that a multi professional / agency approach to care is maintained, valuing the interface of roles and responsibilities and through multi-disciplinary team working
- Take a senior role in the development of the collaborative and patient centred health promotion programme, Health Positive.
- Utilise evidence-based practice and NICE guidance to demonstrate the knowledge and skills required to support a patients mental social and physical wellbeing in a community setting
- Contribute to the identification of an individual's need of further support
- To support in improving the uptake rate for vaccination programmes and physical health monitoring within Derbyshire, screening clients to ensure their inclusion for programmes meets the required criteria
- The post holder will ensure that the physical health needs of individuals within their caseload are screened, monitored and appropriately responded to
- The post holder will promote health education in accordance with the trust making every contact count and based upon individuals' holistic assessments.
- To participate in the clinical governance agenda to ensure the provision of high-quality evidence-based care.
- Experience in obtaining informed consent and the ability to act on clinical judgement formed from complex information.

- Compliance with the medicines management standards throughout the immunisation process, adhering to cold chain governance and an awareness of contraindications to vaccination.
- Respond to clinical emergencies (anaphylaxis) initiating basic life support to ensure emergency procedures are executed and reported in accordance with national and local policy. Report adverse drug reactions through the MHRA system.
- Support client's sensitivity to ensure their inclusion complies with equal opportunities and diversity
- The postholder will be aware of and work within all legislative requirements (Mental Health Act, Code of Practice, Human Rights Act, and Disability Discrimination Act.
- Ensure good practice is maintained by taking the lead in challenging practice that requires change or development or that does not meet required practice standards.
- Demonstrate knowledge of Immunisation and Vaccination Programmes, the impact on public health and the national and local agenda.
- Demonstrate knowledge and application of Infection Prevention and Control principles and techniques.
- Organise, undertake and record physical health assessments and provide advice, signposting and referrals into other services that will help improve the service user's wellbeing and health outcomes.
- Ensure trust professional guidelines are maintained for Electronic Records and are in line with PDGR legislative practices inclusive of information governance
- Contribute to the Team management of the Duty system
- Provide clinical supervision and line management as designated by the Clinical Lead
- Contribute to the workplace induction of new staff and support the continuous professional and practise development of staff, pre-and post-registered students to support and enhance the learning environment.
- The post holder will be responsible for ensuring that their mandatory and statutory training is up to date
- The post holder will report incidents and ensure that the trust DATX system is used in accordance with trust reporting processes

### **Strategy and Service Development**

- Contribute to improving and maintaining vaccination uptake rates in conjunction with Chief Medical Officer's, GP's and NHS England.

- Contribute to the planning and development of both influenza and the COVID-19 vaccine(s).
- Contribute to the development of health promotion initiatives
- To respond to local and national public health urgent programmes
- To comply with the organisational policies and procedures and participate in regular clinical supervision.
- To contribute to improving the health outcomes and reducing health inequalities within the communities we serve.
- To support the delivery of the Derbyshire Healthcare NHS Foundation Trust strategy and be part of a team committed to embodying trust values.
- Contribute to service evaluation and research in relation to the project delivery

#### **Information Resources/Information Systems**

- Undertake any training deemed necessary to meet the duties of the post. This will include any clinical training that may be required to maintain registration.
- Support the recording and monitoring of clinical incidents utilising the trust clinical incident reporting system.
- Take an active part in appraising own work against agreed priorities and targets
- To ensure that relevant data is kept up to date whilst maintaining confidentiality and observing data protection guidelines.
- Follow guidance and policies around use of electronic record keeping and mobile working hardware to protect sensitive data and patient information.
- Be aware of clinical governance guidelines and support/ training
- Support the generation of data for reporting governance and assurance purposes.
- Provide data for service evaluation.

#### **Autonomy/Scope within Role**

- Carry out any reasonable duties within the overall function commensurate with the grading and levels of responsibilities of the post.
- To be accountable for own professional action and recognise professional boundaries, seeking advice as appropriate.



- To work within service guidelines, Trust policy, code of conduct and national guidance/evidence.
- To work autonomously within the HPU team to provide advice, guidance and support and to seek advice where required.
- To work independently accessing appraisal, supervision and one to one support within an Individual Performance Framework at pre-determined intervals.

#### **Generic Responsibilities for all staff:**

- Commit to the vision of supporting Derbyshire Healthcare in becoming a leading organisation in the provision of, Children's care, mental health care, substance misuse services and learning disability care, and in doing so fully utilise their skills and experience to support the objectives of the Trust.
- Challenge the stigma associated with mental health and learning difficulties.
- Work across professional and organisational boundaries to improve services for all.
- Maintain their specific knowledge base and develop new skills.
- Value the contribution of the patient / service user voice.
- Operate within any organisational codes of practice or those from a relevant professional body.
- Respect equality and diversity across all areas of working practice and communications with staff, service users and other stakeholders.
- Take responsibility for the accurate and timely collection and recording of data and ensuring all personally identifiable information is protected and used only for the purposes for which it was intended.
- Comply with all health and safety legislation and local policies and procedures.
- Adhere to all organisational policies.
- Have knowledge and understanding of technology in the workplace which is sufficient to maintain their efficiency and also how technology can empower service users in a digital environment.
- Comply with the NHS Constitution in relation to the staff responsibilities that it sets out for NHS employees.

**The information supplied above is intended to summarise the key responsibilities and duties of the role. The post holder may be required from time to time to carry out other reasonable requests and duties as required, consistent with the responsibilities of their Banding and development as agreed between employee and manager.**

#### **Information Governance**

The Derbyshire Healthcare NHS Foundation Trust requires its staff to comply with Information Governance related standards and policies at all times when dealing with confidential information, which includes any information relating to the business of the Trust and it's service users and employees.



All NHS employees are bound by a duty of confidentiality and must conduct their duties in line with the NHS Confidentiality Code of Practice, Data Protection Act and Freedom of information Act.

Post-holders must maintain high standards of quality in corporate and clinical record keeping ensuring information is always recorded accurately and kept up to date. The post-holder must only access information, whether paper, electronic or in other media, which is authorised to them as part of their duties.

All Information obtained or held during the post-holder's period of employment that relates to the business of the Trust and its service users and employees will remain the property of the Trust. Information may be subject to disclosure under legislation at the Trust's discretion and in line with national rules on exemption.

Any breach of confidentiality or computer misuse could lead to disciplinary action, and in serious cases could result in dismissal. Breaches after the post-holder's employment has ended could result in the Trust taking legal action against them.

Post-holders must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

### **Infection Control**

All staff have a responsibility to appraise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of Trust policies and procedures in relation to infection prevention and control, and ensure that they comply with them in fulfilling their role.

### **Safeguarding – The action we take to promote the welfare of children and vulnerable adults and protect them from harm**

#### **SAFEGUARDING CHILDREN & VULNERABLE ADULTS IS EVERYONE'S RESPONSIBILITY**

All staff working within Derbyshire Healthcare NHS Foundation Trust who come into contact with children, young people and/or their families/carers, including those who are non-clinical and those who work predominantly with adults has a duty within their role and responsibility to ensure that they understand what is required of them as an individual and as part of the wider organisation in order to keep children and vulnerable adults safe.

### **Health & Safety**

In addition to the responsibilities of the Trust under Health and Safety legislation you are reminded of your responsibilities for health and safety at work under the Health and Safety At Work Act 1974 as amended and associated legislation. These include the duty to take reasonable care for the health and safety of yourself and of others in your work activities or omissions, and to co-operate with your employer in the discharge of its statutory duties.

You must adhere strictly to the policies and procedures on health and safety, and report all accidents, dangerous occurrences, unsafe practices or damage to your manager promptly using the Trust's incident reporting system.

You must make use of appropriate training, safety equipment, protective clothing and footwear and attend training. Failure to comply with these requirements may result in disciplinary action.

## 7. Communications and Working Relationships

### INTERNAL

- Pharmacy department
- Infection prevention and control link practitioners
- Head of Nursing staff
- Other staff in specialist services
- Patients/service users across the trust
- Community Mental Health Services

### EXTERNAL

- Regional Vaccine group
- Integrated Care Board
- Other key stakeholders
- Police and other emergency services
- Patients/service users across the trust

## 8. Most Challenging Part of your Job

- Exposure to the potential for verbal and or on occasions physical aggressions.
- Working potentially in areas of social deprivation
- Working with patients who are hard to reach, often extremely vulnerable and have severe mental illness.
- Potential exposure to body fluids.
- Mental and or physical effort at times.

## 9. Job Description Agreement

Job Holder's Signature..... Date.....

Senior Officer/Head of Department

Signature..... Date.....



Title:.....

## Job Description Additional Information Appendix A

<b>Job Title:</b>	Health Protection Unit Lead Nurse/Occupational Therapist
<b>Location:</b>	Kingsway Site, Kingsway Hospital, Derby and Community across Derby and Derbyshire
<b>Reports to:</b>	Health Protection Unit Project Lead
<b>Accountable to:</b>	Health Protection Unit Clinical Lead
<b>Physical Effort</b> <ul style="list-style-type: none"> <li>To have due regard for own personal safety and that of service users, in particular to have regard to moving and handling regulations. This applies to carrying vaccination and other equipment.</li> <li>Regularly be able to work and adapt to working in difficult environments e.g. managing IPC in challenging conditions.</li> <li>Working within the community setting</li> <li>Regular use of keyboard to record information and to access data.</li> </ul>	
<b>Mental Effort</b> <ul style="list-style-type: none"> <li>To work with a challenging patient cohort which at times can be distressing</li> <li>To employ excellent communication skills to promote multi-disciplinary and interagency collaborative practice to a broad range of audiences including other professionals and service users.</li> <li>To have good time management and planning skills to prepare and deliver vaccination services to a range of people.</li> <li>Accurate collection and recording of data to form vaccination return requirements.</li> <li>To demonstrate empathy with service users and their families ensuring that effective communication is achieved especially where barriers exist.</li> </ul>	
<b>Emotional Effort</b> <ul style="list-style-type: none"> <li>Working with a challenging patient cohort can be distressing.</li> <li>To employ excellent communication skills to promote multi-disciplinary and interagency collaborative practice to a broad range of audiences including other professionals and service users.</li> <li>To have good time management and planning skills to prepare and deliver vaccination services to a range of people.</li> <li>Accurate collection and recording of data to form vaccination return requirements.</li> </ul>	

- To demonstrate empathy with service users and their families ensuring that effective communication is achieved especially where barriers exist.
- Managing people's anxiety around vaccination.
- Managing the expectations of consent

**Working Conditions**

- Working across community in some potentially challenging areas.
- To be flexible to the demands of the environment, including unpredictable change in work focus, deadlines and managing interruptions.
- Some VDU use.
- Exposure at times to challenging environments with service users and their carers, representatives from other agencies, staff and occasionally colleagues.
- To work within infection control and health and safety guidelines in order to deal appropriately with unpleasant conditions as they arise. For example, exposure to bodily fluid or infectious conditions

Job Appendix Agreed

Job Holders Signature ----- Date-----

Senior Officer/  
Head of Department Signature ----- Date-----

Name of policy document:	Job Evaluation Policy
Issue No:	3