

## SPECIALIST RESPIRATORY PRACTITIONER JOB DESCRIPTION

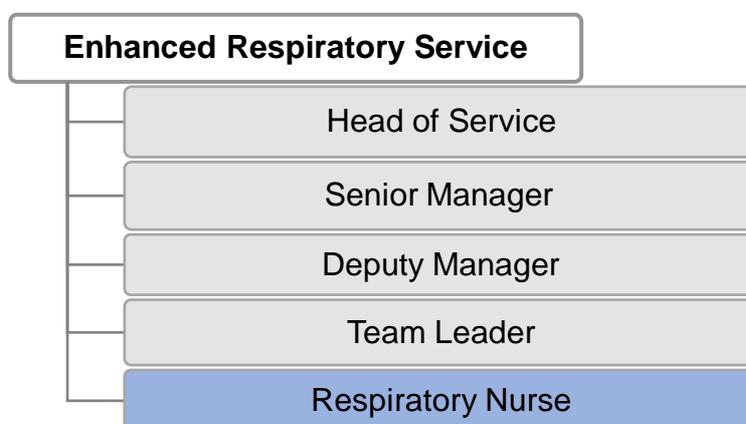
<b>Job Title:</b>	Specialist Respiratory Nurse
<b>AfC Band:</b>	6
<b>Directorate/Service:</b>	HMR Community Hub
<b>Accountable To:</b>	Service Lead, Boroughwide Teams
<b>Responsible To:</b>	Team Lead, Enhanced Respiratory Service
<b>Base Location:</b>	HMR Community Hub, Rochdale Infirmary
<b>On-Call Requirement:</b>	7 day working on a rota basis, no on call requirements
<b>AfC Job Code:</b>	n/a

### Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

### Structure Chart



### Job Summary

The post holder will provide support to patients during exacerbation of their existing respiratory condition, avoiding hospital admission where possible. The post holder will also provide chronic disease management and support delivery of pulmonary rehabilitation as required.

The post holder will ensure the safe, supported discharge of patients who have presented at secondary care with an exacerbation of their existing respiratory condition e.g. chronic obstructive pulmonary disease; bronchiectasis. The role also requires support to patients in the community, referred due to exacerbation, from community and primary care staff or self-referral where the patient is already known to the service.

The post holder will also undertake chronic disease management and support the pulmonary rehabilitation service as required.

Posts within this enhanced respiratory service will work within the commitment of the Integrated and Community services and the Intermediate Tier of services, to reduce hospital admissions and optimise patient self-care.

Post holders will be responsible for ensuring compliance with professional Guidelines and with Trust policies/procedures/protocols.

### Key Role and Responsibilities

#### Communications and Relationships

1. Promote good communication systems within the team and the whole health and social system.
2. Promote and maintain effective liaison with other services to maintain adequate support as required to meet patient needs.
3. Promote and maintain ongoing liaison with GPs and relevant primary and secondary care services.
4. To participate in multi-disciplinary clinics to ensure complex or palliative presenting patients receive optimum care planning.
5. Promote and maintain communication links with the Consultant Respiratory Physician and the MDT regarding patient and service progress.

#### Analytical and Judgmental Skills

1. Maintain an awareness of current developments in the management of patients with respiratory disease.
2. Facilitate the timely review of all patients identified as appropriate to respiratory supported discharge and or deflection.

3. Ensure patients are discharged home with the appropriate treatment package according to operational guidelines.
4. Ensure appropriate outpatient follow-up arrangements including referral to pulmonary rehabilitation service if required. Refer to other statutory and voluntary agencies as appropriate.

#### Planning and Organisational Skills

1. Maintain accurate, current records and other documentation relating to patient's treatment whilst being supported by the service, including electronic patient record and any computerised database or system.
2. Facilitate safe and timely discharge from the service including generation of a discharge summary to GPs and other appropriate agencies.

#### Physical Skills

1. Provide home visits and deliver programmes of care according to clinical needs within agreed protocols.

#### Responsibility for Patient Care

1. Ensure provision of holistic and rapid assessment of patients referred.
2. Ensure that assessments, programmes of care and evaluations comply with the Trust's agreed clinical standards.
3. Provide education to patients and families about their illness in order to improve their quality of life and assist them in the self-management of their condition.
4. Ensure patients are supported to contact the service as the first point of care, when appropriate ongoing
5. To support the functions of the pulmonary rehabilitation service as required.

#### Responsibility for Policy/Service Development

1. Be responsible for safeguarding the confidentiality of all information to which there is access, working within the policy and guidelines of Pennine Acute Hospitals NHS trust and professional standards. All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.
2. Contribute to the development and review of the service's protocols, policies and guidelines.
3. Promote health and safety of staff and patients in accordance with the Health and Safety policy and participate in risk assessments.
4. Uphold all aspects of the Trust clinical governance strategy.

#### Responsibilities for Financial and Physical Resources

1. Promote optimum service usage.
2. Assist in the maintenance of adequate stock and equipment while promoting cost effective use of resources.

#### Responsibilities for Human Resources

1. Provide clinical expertise to healthcare personnel by being a resource for advice and information.

#### Responsibility for Information Resources

1. Maintain accurate, current records and other documentation relating to patient's treatment whilst being supported by the service, including electronic patient record and any computerised database or system.

#### Responsibilities for Research and Development

1. Maintain an awareness of current developments in the management of patients with respiratory disease.
2. Facilitate and participate in training programmes relevant to the specialist service.
3. Demonstrate a continued commitment to own professional development, including mandatory training updates.
4. Promote research-based practice.
5. Participate in research studies as appropriate.
6. Maintain awareness of current developments in the field of management of patients with COPD and other respiratory conditions.

#### Infection Prevention

Protection of patients from healthcare associated infection (such as MRSA and Clostridium Difficile) is everyone's business. All healthcare workers have a duty to provide clean, safe care by observing basic hygiene i.e., washing hands (soap & water; alcohol gel) before and after contact with the patient and the clinical environment. Clinical staff additionally must practice Aseptic No Touch Techniques for invasive procedures and aftercare.

#### Equality and Diversity

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect, irrespective of their background.

#### Health & Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

### Risk Management

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### Records Management / Data Protection Act

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work. Misuse of or failure to properly safeguard confidential data will be regarded as a disciplinary offence.

### Safeguarding

All employees have a responsibility to protect and safeguard vulnerable people (children and adults). They must be aware of child and adult protection procedures and who to contact within the Trust for further guidance. All employees are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

DBS Disclosure checks are carried out for all new appointments who have access to children or vulnerable adults or other positions of trust which are exempt from the Rehabilitation of Offenders Act 1974. Disclosures are also requested for existing staff who voluntarily apply for a different job within the Trust, which is subject to DBS checks, and are successful.

### Complaints

The Northern Care Alliance offers an accessible and impartial complaints service, which is accountable, confidential and effective. The service will be responsive, simple and speedy, whilst remaining thorough. All staff should regard complaints as natural, positive suggestions on services that the Trust provides. Staff should be sensitive to the wishes, hopes and anxieties of patients, relatives, friends and the community generally. Where staff find it is not possible to provide the required information, explanation or reassurance, then the issue may be passed to the Patient Advice and Liaison (PALS) Officer.

#### Code of Conduct

Those staff who are in professions where registration with one of the regulatory bodies is mandatory in order to practice, have a responsibility to abide by their professional code of conduct. Failure to do so may result in disciplinary action being taken which may result in the termination of your contract of employment.

#### Sustainable Development

As an employee of Pennine Acute Hospitals NHS Trust, you are part of our pledge committed to the reduction of the Trust's carbon footprint. Every employee can play a vital part and contribute to our social responsibility to use resources in a more sustainable way. You have a duty to ensure you participate in the Trust's recycling programmes, energy saving plans, travel reduction strategies and new green initiatives that will be introduced to work towards a sustainable future.

#### General Competency on Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust's Information Quality and Clinical Record Keeping policies.

#### Trust Policies/Trust Values

The Trust operates a range of policies, e.g., Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

As a trust employee you are expected to work in accordance with the Trust's values.

#### Research

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

## PERSON SPECIFICATION

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	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Registration with NMC</li> <li>• Nursing Degree</li> </ul>	<ul style="list-style-type: none"> <li>• Respiratory Diploma/Degree</li> <li>• Qualification in: COPD District Nursing Teaching and Assessing</li> </ul>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>• RGN 1<sup>st</sup> level Registration</li> </ul>	
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Substantial post registration experience</li> <li>• Experience of working both acute and chronic respiratory patients</li> <li>• Responsibility for an area of care including assessment, planning and implementation of care. Supervision of junior members of staff</li> <li>• Knowledge of management of change, research and audit Demonstrate research-based practise and up to date knowledge of clinical issues</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical experience in primary/community care</li> <li>• Management of change</li> <li>• Knowledge of community/primary care services, support and networks</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Good Written skills</li> <li>• Experience of initiating and participating change</li> <li>• Good Organisational skills</li> <li>• Ability to link with other services and disciplines. Ability to teach/educate patients, carers and other disciplines.</li> <li>• Self- motivated</li> </ul>	<ul style="list-style-type: none"> <li>• IT/Word processing</li> <li>• Full UK driving license with willingness to use own car for work purposes</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to health promoting activity.</li> <li>• Open and approachable</li> <li>• Able to work flexible hours to meet service needs (as required)</li> <li>• Ability to travel to different geographical locations across the Trust footprint in line with service needs Work Health Assessment if required.</li> <li>• Attendance in line with Trust Sickness and Absence Policy</li> <li>• DBS Check</li> </ul>	
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**Physical and Mental Requirements**

Physical effort: Ability to travel around the trust and deliver care in a variety of settings.

Emotional effort: Managing patients with long term conditions.

Mental effort: Ability to respond to patient need, providing assessment of acute symptoms on a regular basis.

Working conditions: Variety of pre-planned diary commitments and a need to provide same day response. Regular car travel and assessment/treatment in a variety of settings.

## Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
<b>Confidentiality and Data Protection</b>
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
<b>Equality and Diversity</b>
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.
Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by: <ul style="list-style-type: none"> <li>• eliminating discrimination, harassment and victimisation</li> </ul>

- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services and practice on people with different protected characteristics

**Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

**Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.