

# JOB DESCRIPTION

JOB DETAILS	
Job Title	Nurse Specialist
Reports to	Clinical Matron (ICU)
Band	Band 6
Department/Directorate	Intensive care Unit

JOB PURPOSE
<p>To work with the Clinical nurse Specialist and medical and nursing teams to provide expert advice and support for speciality patients within the trust.</p> <p>To develop and sustain partnership working with individual groups, communities and agencies. Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service.</p>

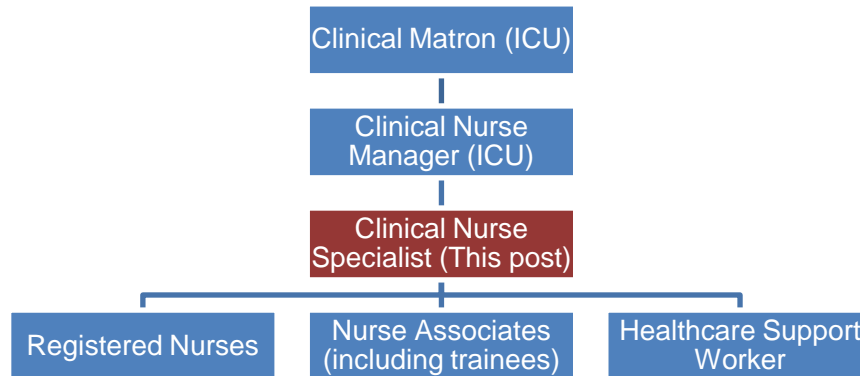
KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiser</p> <p>To co-ordinate the care throughout the patient's pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up care</p> <p>To provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment.</p> <p>To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis.</p> <p>The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.</p> <p>Ongoing professional and clinical leadership to the Care team, and deliver evidence based care are part of the wider MDT.</p>

KEY WORKING RELATIONSHIPS				
<p>The Post holder will be expected to provide clinical and managerial leadership and advice to the nursing and multi professional team and external agencies in the provision of optimal care for critically ill adult and paediatric patients in the Intensive care Unit</p> <p>The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis</p> <p>This will include verbal, written and electronic media Of particular importance are working relationships with:</p> <table border="1"> <thead> <tr> <th>Internal to the Trust</th> <th>External to the Trust</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>Band 5 Registered Nurses</li> <li>Nursing associates</li> <li>Healthcare assistants</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Retrieval /WaTCH Teams</li> </ul> </td> </tr> </tbody> </table>	Internal to the Trust	External to the Trust	<ul style="list-style-type: none"> <li>Band 5 Registered Nurses</li> <li>Nursing associates</li> <li>Healthcare assistants</li> </ul>	<ul style="list-style-type: none"> <li>Retrieval /WaTCH Teams</li> </ul>
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- Ward clerk
- CNM
- CM
- Site Practitioners
- ICU Consultants /ACCP /Consultant Nurse

- Senior staff from other Critical care units

## ORGANISATIONAL CHART



## FREEDOM TO ACT

To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.

Be professionally accountable for all aspects of own work, including the management of patients in your care.

To work autonomously and be able to provide expert advice to patient and families in relation to patient condition and specialist treatments and services in line with the Trust and service policy.

## COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance. This is on a daily basis.

To communicate effectively between departments and Trusts to ensure patients journey is seamless.

To work in partnership with nurses and other health professionals to address people's health needs through planning and delivering interventions which are based on best practice and clinical judgement. Act as a role model, employing professional behaviour to encourage and coach team members.

Ensure effective communication between Directorate and all ward teams on a daily basis.

Participate in regular unit meetings in an atmosphere which encourages staff to put forward information and suggestions for improvement.

Ensure all incidents, complaints and grievances are reported and responded to in accordance with Trust policy.

Liaising with the MDT on a daily basis, without supervision.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions.

To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care.

Take responsibility for demands for allocated shifts, receiving and giving handover, assess skill mix when allocating staff appropriately.

## **PLANNING/ORGANISATIONAL SKILLS**

Plan, organise complex activities, programmes requiring formulation and adjustment

Plan patients care, managing an individual caseload of complex patients effectively and efficiently.

To co-ordinate the management of outpatients presenting with symptoms of their disease or family history.

To provide assessment of patient's needs.

To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting

Plan & organise day-to-day service provision.

Organise and deploy staff according to clinical need, experience and workload.

Formally review and evaluate the effectiveness for the clinical care of area of responsibility, and deliver concise records and handovers.

Effectively manage own time and that of the team to respond to unexpected demands.

Lead unit based safety briefings (daily) and debrief sessions (as required).

In conjunction with other members of the team, support staff completing national competency framework for Registered Nurses in Adult Critical Care.

## **PATIENT/CLIENT CARE**

To support patients in meeting their own health and wellbeing through providing expert information, advice and support.

To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.

To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals.

To recognise ethical dilemmas relating to care and act as the patient/relative's advocate when required.

To support the development of care pathways for patients with relevant specialist conditions.

Manage the flow of patients within the clinical area, ensuring effective use of the MDT.

Ensure that personal clinical skills and knowledge are maintained to a high standard to be able to support the ICU team.

As a senior member of the nursing team, participate in the safe transport of critically ill patients when necessary.

### **POLICY/SERVICE DEVELOPMENT**

To support the development of specialist nurse led care where appropriate, in line with National guidance

To supervise/instruct unqualified members of the nursing team as appropriate

To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.

To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.

To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report

Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards.

To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this

To employ effective decision-making skills to address complex issues and use effective change management skills to implement these

To use effective prioritisation, problem solving and delegation skills to manage time effectively

To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise

To maintain a peer network of support, information and learning with other nurse specialists within the organisation

Proactively seek feedback from patients and families on the standard of care.

As part of the MDT, be responsible for actively reporting areas of risk.

### **FINANCIAL/PHYSICAL RESOURCES**

The post holder has a personal duty of care in relation to equipment and resources.

The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner.

### **HUMAN RESOURCES**

Day to day support of the MDT.

To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.

To provide specialist input to post-registration courses and professional development programmes as required by the organisation.

To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others

To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers

To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care.

Proactively manage sickness and unauthorised absence in line with Trust policy.

Have an awareness of Trust People policies, including disciplinary and grievance policies.

To complete PDRs with mentor group.

Participate in the recruitment, induction and development review of junior staff.

### **INFORMATION RESOURCES**

To document all patient contacts and maintain patients records as per Trust Documentation Policy.

To be involved in the Audit Programme relevant to the service

The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations.

Working with the Clinical Nurse Manager and Clinical Matron to ensure that all staff have access to all training to achieve training compliance.

Support the investigation of incidents and complaints that feed into the Trust-wide governance structure.

### **RESEARCH AND DEVELOPMENT**

To maintain own and others' awareness of relevant research evidence related to the speciality and work with others in applying this to practice

To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.

To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.

### **PHYSICAL SKILLS**

High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, and taking blood.

This role requires the post holder to operate highly specialised equipment.

### **PHYSICAL EFFORT**

High degree of competence and dexterity in practical nursing skills, providing a supporting role.

The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time.

Undertake all aspects of clinical care, requiring manual handling of patients.

### **MENTAL EFFORT**

The work pattern is unpredictable and subject to frequent interruption.

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms

Actively participate in strategic service planning & development

The post holder will require resilience to deliver specialist nursing care in at times, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people.

### **EMOTIONAL EFFORT**

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis.

Work with patients in the aftermath of bad news.

Work with patients with mental health problems or occasional challenging behaviour.

Talk to relatives following a death.

The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment.

Ability to adapt to an unpredictable workload.

Frequent exposure to distressing or emotional circumstances.

Frequently provides support and leadership to the team when dealing with critically ill patients.

### **WORKING CONDITIONS**

Regular exposure to highly unpleasant working conditions and hazardous substances (drugs, bodily waste and fluids).

Occasional aggressive behaviour when dealing with confused patients, patients with mental illness, and face to face complaints.

Regular use of VDU.

### **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

### **APPLICABLE TO MANAGERS ONLY**

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

### **DISCLOSURE AND BARRING SERVICE CHECKS**

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

### **GENERAL**

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Nurse Specialist band 6
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered Nurse	E	
Post-registration qualification in critical care nursing	E	
Post-registration qualification in care of the critically ill child in an adult ICU (or prepared to work towards a funded course within 12 months)	E	
Advanced Communication course, or willing to participate in training		D
Degree in relevant discipline or working toward		D
Competent in the physical examination of patients including assessment, history nursing taking	E	
Formal qualification in non-medical prescribing or willing to work towards	E	
<b>KNOWLEDGE/SKILLS</b>		
Demonstrable current nursing experience in critical care.	E	
Experience of managing service provision and the supervision and managing of staff		D
Ability to represent the department at meetings of internal, local, regional and national bodies and institutions	E	
Competent in the delivery of medications both orally and IV	E	
Excellent verbal and written communication skills	E	
Working with Clinical Nurse Managers and Clinical Matron to ensure compliance with internal and external governance and best practice		D
Ability to deliver an efficient and effective service within budgetary constraints	E	
Safely manage and perform inter- and intra-hospital transfers	E	
<b>EXPERIENCE</b>		
IT competence in the usual applications – database, spread sheet and presentation software etc		D
Confident in delivering presentations and experience of speaking with the public	E	



Commitment to improving patient experience	E	
Mentoring and assessing experience of team members	E	
Evidence of changing clinical practice in setting		D
<b>PERSONAL ATTRIBUTES</b>		
Good interpersonal skills,	E	
Good communication skills,	E	
Ability to be empathetic, resilient and calm under pressure	E	
Ability to handle difficult or emotional situations,	E	
Excellent organisational skills	E	
Motivation	E	
Ability to adapt and change to meet the needs of the service	E	
Able to work as a team member	E	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y				X
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y				X
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	X			
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				X
Animals	Y		X		
Cytotoxic drugs	Y		X		
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	Y				X
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m <sup>3</sup> )	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s <sup>2</sup> )	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y				X
Driving	N				
Food handling	N				
Night working	Y				X
Electrical work	N				
Physical Effort	Y				X
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	Y			X	
Challenging behaviour	Y			X	