

JOB DESCRIPTION

.

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Paediatric Respiratory & Allergy Nurse Specialist |
| **Reports to** | **Band 7 Senior CF & Respiratory CNS, Band 7 Senior Allergy CNS.**  **Clinical Matron for Paediatrics and Neonatal Services** |
| **Band** | Band 6 |
| **Department/Directorate** | Paediatrics, Bramble Ward.  Women and Childrens Health Care Group |

|  |
| --- |
| **JOB PURPOSE** |
| The postholder is required to:   * provide an expert, specialist role to meet all the needs of children, young people and their families with Respiratory and Allergic disease. The service is to ensure that each child and young person continues to reach their full potential throughout their childhood and into adulthood, minimising the impact of Respiratory and Allergic diseases and Respiratory Infectious diseases. * The post holder will work as a member of the Paediatric Respiratory & Allergy Nursing service and be responsible for an efficient and proactive Nursing Service the aim of which is to provide the highest standard of care to children and adolescents with Respiratory and Allergic Diseases and Respiratory Infectious diseases, their families and carers. * The Post holder will have skills in excellent decision making and clinical judgement, and provide expertise in provision of care for all aspects of Respiratory & Allergy, Respiratory Infectious diseases care and service planning. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Clinical Responsibilities:**   * To advise as required on in-patient clinical management following appropriate protocols and with consultant support. * To undertake Nurse led clinics and work alongside the Band 7 Senior Nurses for the delivery of clinics and the review of Asthma cases, Allergy cases, TB screening and BCG Vaccination * To provide the specialist, expert link between hospital and home for children & young people with respiratory & allergic disease, to ensure they receive an integrated service relevant to their needs and those of their family. * To act as an expert resource for all personnel involved in the child’s well-being including hospital staff and staff from all relevant statutory and voluntary agencies. * To schedule and oversee paediatric sleep studies, including TcCO2, HR and SaO2. * To empower each child and family to become as independent as possible in the management of their respiratory and allergic disease and to learn how to live with it with minimal impact on their family life. * To ensure the psychosocial impact of respiratory & allergic disease is recognised and effectively managed working in partnership with Child Mental Health colleagues and facilitate conjunct working with families. * To actively participate at case conferences, clinical meetings, core group meetings when appropriate. * To prescribe and provide expert advice on the preparation, adjustment and use of appropriate medication and equipment according to Trust policies and protocols both for in-patients, children and young people living with respiratory and allergic disease in the community via extended formulary and supplementary nurse prescribing. * To provide an effective transition service of care from paediatric respiratory and allergy services to the appropriate adult services whether hospital or community based.      * To actively promote user involvement and feedback on quality of service. * To arrange appropriate on-going management, individualised to meet each family’s needs, at Out-Patients and through home visits and telephone support. * Responsible for developing specialised programmes of care within the Paediatric Respiratory & Allergy service   **K** |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: As a specialist nurse within the Paediatric Respiratory & Allergy team you will work as an autonomous practitioner, within agreed protocols, as well as a key worker within the Paediatric Respiratory & Allergy Team.  The post holder will work as a specialist in a defined area of nursing care working within a multi-professional team.    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. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.    Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Consultants in Paediatric Respiratory Medicine * Paediatric Multidisciplinary Team * Clinical Matron, Paediatrics and Neonates * Respiratory & Allergy Clinical Nurse Specialists * Secretarial staff * General Practitioners * Nursing staff | * Patients, Relatives and Carers * Secretarial staff * General Practitioners * Health Visitors * School Nurses * District Nurses * Nursing staff | |
| **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** |
| * Act as a role model, employ professional behaviour that encourages and wherever possible coaches other team members to challenge their current competencies. * Proactively seek feedback from patients and their families during their stay of care on the standard of care they have received. * Provide and receive complex and sensitive information, in accordance with information governance procedures, and in a professional and competent manner. * The post holder will need to demonstrate excellent communication skills such as empathetic, motivational and persuasive skills - especially when dealing with patients who find it difficult to accept or understand their diagnosis. * To demonstrate politeness, courtesy and sensitivity in dealing with patients, clients, visitors, relatives and colleagues, maintaining good customer relations. * Develop communications networks to enhance and support the patient experience. * Upholding Trust’s shared values; promoting the corporate image of the Trust to all individuals, groups and organisations both within the Trust and to the community at large. * The postholder will provide and receive sensitive / highly sensitive, complex or contentious information to/from patients, their relatives and members of the public with empathy and reassurance * Be able to adept your communication styles to meet the needs of patients and their families. * Frequently apply advanced skills in communicating complex, sensitive and emotive information to patients and carers. * Attend and present at relevant clinical / professional meetings, seminars and conferences. * With the support of the Matron/Consultants, makes representation as appropriate at various meetings, providing feedback to the organisation on clinical and professional issues which have an impact on care and standards of practice within their sphere of responsibility. * Be able to relay or translate complex information to staff, patients, carers into a clear and understandable format. * Prepare and deliver presentations, clinical audits and research information to individuals, groups and organisations both within the trust and those in Primary Care. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Make operational judgements, manages conflicting views, reconciles inter and intra-professional differences of opinion and escalates for senior clinician review when required. * Identify own personal development needs to work as a specialist nurse, in accordance with the Trust Framework for specialist nurses, and take appropriate action to ensure these needs are met to maintain skills and knowledge. * Use advanced analytical and judgemental clinical skills within a diagnostic process, and with reference to evidence-based practice and local protocols, to ensure the delivery of appropriate care. * Apply theory to practice through appropriate clinical decision-making models and be able to justify their decision making. * Identify strategies to motivate patients who are complex, have cognitive impairment or have limited communication to comply with their treatment plan |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Respond rapidly to changing priorities based on service need to meet patient requirements. * Participate in operational and strategic planning for the development and delivery of the service, including the development of evidence based clinical guidelines to promote good practice. * Accepts referrals and discharges patients from the service in line with operational protocols. * Assist in the development and co-ordination of the Paediatric Allergy service, including the engagement of user involvement |
| **PATIENT/CLIENT CARE** |
| * To advise as required on in-patient clinical management following appropriate protocols and with consultant support. * To arrange appropriate on-going management, individualised to meet each family’s needs, at Out-Patients and through home visits and telephone support. * To provide the specialist, expert link between hospital and home for children & young people with respiratory & allergic disease, to ensure they receive an integrated service relevant to their needs and those of their family. * To act as an expert resource for all personnel involved in the child’s well-being including hospital staff and staff from all relevant statutory and voluntary agencies. * To schedule and oversee paediatric sleep studies, including TcCO2, HR and SaO2. * To empower each child and family to become as independent as possible in the management of their respiratory and allergic disease and to learn how to live with it with minimal impact on their family life. * To ensure the psychosocial impact of respiratory & allergic disease is recognised and effectively managed working in partnership with Child Mental Health colleagues and facilitate conjunct working with families. * To actively participate at case conferences, clinical meetings, core group meetings when appropriate. * To prescribe and provide expert advice on the preparation, adjustment and use of appropriate medication and equipment according to Trust policies and protocols both for in-patients, children and young people living with respiratory and allergic disease in the community via extended formulary and supplementary nurse prescribing. * To provide an effective transition service of care from paediatric respiratory and allergy services to the appropriate adult services whether hospital or community based.      * To actively promote user involvement and feedback on quality of service. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Support and conduct on the quality improvement to ensure delivery of a safe high-quality service according to national guidance and best practice Trust policies, protocols and service strategy. * Support clinical risk assessments, commence secondary prevention, provide health promotion advice and plan post-hospital interventions for patients in accordance with service protocols and Trust policies. * Support the service to develop protocols for specialist area considering impact on other services and develop policies as required * Demonstrate compliance with professional policies and procedures at all times, working to local and national evidence-based guidelines. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Maximise the efficient use of resources and alert budget holders/ Line Managers where treatment regimens change * Be responsible for ordering/ overseeing stock control that necessary for their role. |
| **HUMAN RESOURCES** |
| * Demonstrates leadership and management skills to lead specific practice and service developments or evaluations within a service strategy to which they also actively contribute as a specialist Nurse. * On-going responsibility to deliver formal and informal specialist teaching initiatives as part of the education strategy in collaboration with the Senior CNS & Clinical leads to ensure practice development and improved care for patients. * Provides specialist education and training to other staff, students, patients and their families. * Develop knowledge and skills and scope of practice in a structured and supported process, supported by assessment and ongoing learning with an educational/clinical supervisor. * Act in a manner of professionalism to members of the team and ward based staff * Assist in the co-ordinating of mentorship for any new learner nurses. |
| **INFORMATION RESOURCES** |
| * Records personally generated information, maintains patient / client records to high information governance standards at all times. * Records and processes research results and disseminate effectively at appropriate levels. * Uses appropriate computer software to support information analysis in relation to research data. * Ensures effective documentation in the reporting of incidents using the approved channel. * Perform periodical reports and feedback the results as per divisional requirements |
| **RESEARCH AND DEVELOPMENT** |
| * Seeks out new knowledge by reading, enquiring and participating in continuing education and attend relevant clinical / professional meetings, seminars and conferences. * Review and disseminate new information to relevant staff. * Evaluate clinical practice in relation to its evidence base and clinical effectiveness. * Use audit skills to enable the specialist team and other health professionals to improve quality of care by undertaking audits of clinical practice and actively contribute to the implementation of the findings/recommendations. |
| **PHYSICAL SKILLS** |
| * To demonstrate advanced computer skills to maintain patient records, prepare reports, prepare and deliver presentations, clinical audit, research and EPR. * Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients. |
| **PHYSICAL EFFORT** |
| * Dexterity and accuracy required in relation to clinical practice including: manual handling and treatment of patients with complex and specialist needs, on an occasional basis. This would require moderate physical effort over short periods. * Highly developed dexterity, co-ordination and palpatory skills for assessment, manual handling and treatment of patients. This would require occasional moderate physical effort over short periods and frequent light physical effort. |
| **MENTAL EFFORT** |
| * Be flexible to the demands of the work including unpredictable work patterns. * Occasional prolonged concentration particularly when using a VDU. |
| **EMOTIONAL EFFORT** |
| * Be able to make calm, rational decisions under stressful situations. * The post holder will be able to provide support and work with patients in the aftermath of sensitive news. * Work with patients and families with mental health problems or occasional challenging behaviour. * 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. * Dealing with complaints and patient feedback * Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| * Working with patients with a wide range of complex conditions which may involve occasional exposure including contact with bodily fluids such as blood, sputum, urine, vomit. Depending on speciality but every clinical shift could be exposed to these bodily fluids * There may be occasional exposure to significantly distressed and challenging patients with occasional exposure to verbal and physical aggression. * Ability to work in shared space with often noisy and frequent interruptions. * Regular VDU user. |
| **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. |
| **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.  At the Royal Devon, we are committed to reducing our carbon emissions and minimizing the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles. |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Paediatric Respiratory & Allergy Nurse Specialist |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  RSCN / RN (Child)  Evidence of post registration CPD/ Post registration qualification in Paediatric Respiratory/ Allergy care or professional knowledge supplemented by specialist experience and short courses to degree level  Willingness to undertake training and education to support the role of Nonmedical prescriber.  Evidence of a Post-Graduate Degree or equivalent experience  Teaching Certificate or equivalent experience  PLS certified  Paediatric Immunisation Training | **E**  **E**  **E**  **E** | **D**  **D**  **D** |
| **KNOWLEDGE/SKILLS**  Evidence of a sound specialist knowledge base of respiratory & allergic conditions and the impact on the child and their family  Effective communication skills.  Knowledge of interagency working to ensure optimum service to child and family  Teaching, mentoring, supervisory & presentation skills.  Knowledge and skills to initiate and evaluate research-based practice.  Understanding of effective resource management | **E**  **E**  **E**  **E**  **E**  **E** | **D** |
| **EXPERIENCE**  Recent relevant clinical experience in paediatric nursing including evidence of caring for children with respiratory/ allergy conditions  Experience of leading, developing and promoting excellence in clinical nursing practice.  Experience of audit work | **E**  **E** | **D** |
| **PERSONAL ATTRIBUTES**  Committed to service development  Ability to work in a Multidisciplinary team  Committed to developing the service  Flexible working practice  Recognition of personal and professional boundaries within the nurse/patient relationship  Effective organisational skills | **E**  **E**  **E**  **E**  **E**  **E** |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | **E**  **D** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  |  |
| Blood/body fluids | Y |  |  |  |  |
| Laboratory specimens | Y |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  |  |  |
| Animals | Y |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  |  |
| Heavy manual handling (>10kg) | N |  |  |  |  |
| Driving | Y |  |  |  |  |
| Food handling | Y |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  |  |  |
| Mental Effort | Y |  |  |  |  |
| Emotional Effort | Y |  |  |  |  |
| Working in isolation | Y |  |  |  |  |
| Challenging behaviour | Y |  |  |  |  |