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***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

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| **JOB DETAILS** | |
| **Job Title** | Consultant Nurse / Allied Health Professional in Specialist Palliative Care (Eastern Services) |
| **Reports to** | Professionally: Director of Nursing and Clinical Medical Lead for Specialist Palliative  Managerially: Lead Cancer Nurse & Joint Lead End of Life (EOL) |
| **Band** | 8B |
| **National Job Profile used** | Nurse Consultant |
| **Department/Directorate** | Corporate Role – hosted by Specialist Division Cancer Cluster |

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| **JOB PURPOSE** | |
| Working in close collaboration with the Consultant(s) in Palliative Medicine for Eastern Services and the Clinical Lead for Specialist Palliative Care, the post holder will provide strategic direction and leadership for the specialist palliative care service to develop excellence in clinical care. This will involve working across professional and organisational boundaries; in partnership and in collaboration with others including, Acute and Primary Care Clinicians, Specialist Nurses, local Hospice teams, individuals, carers, Higher Education Institutions, Voluntary, Independent and Third Sector Organisations.  The focus will be on the Eastern location in the first instance, scoping and building to support specialist palliative care provision across the organisation footprint.  The Eastern location has a well-established Specialist Palliative Care Team, supported by Consultants who are based at Hospiscare. This newly created post will provide opportunity for the service to enjoy enhanced internal Consultant support, both clinically and in supporting professional activities, e.g. education    The post holder will have responsibility in five main areas:   1. Professional Leadership – providing highly specialist expert advice and knowledge in relation to Nursing / AHP and Specialist Palliative Care across the Eastern location, Royal Devon University Healthcare NHS Foundation Trust. Over time, the scope of this post is likely to expand to be involved in the Northern Service 2. Expert Practice - demonstrating expert practice and knowledge in relation to Specialist Palliative Care. 3. Strategic Planning/Policy Development – working closely with the team members, locality operational management team and Palliative Care Strategy to provide strategic vision for the development, improvement and delivery of services within the Eastern location Royal Devon University Healthcare NHS Foundation Trust, and Health and Social Care Partnerships and further afield, as appropriate. This includes a lead role in policy and standards development, implementation and evaluation in relation to Specialist Palliative Care, determining care delivery in both acute, primary & community care settings. 4. Education and Training – develop and deliver specialist educational programmes to meet the needs of practitioners and other relevant stakeholders. This shall be achieved by leading in the identification of educational needs; undertaking investment planning and developing strategy to meet these educational requirements within the area of responsibility. 5. Research and Development - developing and working with relevant stakeholders to undertake research, develop research proposals, and evaluate research. The prime driver shall be the attainment of excellence in clinical practice, provide expert leadership in implementation of local Palliative Care strategy, participating in local and national audits, evaluation and leadership in relation to specialist palliative care. Monitor and progress audits as part of Research Steering Group. | |
| **KEY WORKING RELATIONSHIPS** |  |
| Chief Executive  Medical Director  Chief Nurse  Associate Medical Director for Specialist Services Eastern Division  Director of Nursing Eastern location  Lead Cancer Nurse & Joint EOL lead, Eastern Location  Medical EOL, lead Eastern Location  Associate Directors of Nursing  Consultant Nurses and AHP’s  Consultants in Palliative Medicine  Specialist Palliative Care Teams across both Northern and Eastern services  Voluntary sectors, Hospiscare & Marie Curie  Consultant medical and surgical staff  Lead AHPs  Professional development team, medical and nursing  Trust wide senior nursing staff  GP’s, junior medical staff, pharmacists, AHPs, nurses at all levels  Regional/national colleagues | |
| **ORGANISATIONAL CHART** | |
| Deputy Chief Nurse/Midwife  Lead Cancer Nurse & Joint EOL lead    Associate Medical Director &  ADoN Specialist Division    Post Holder Clinical Lead for SPC  Direct management  Reporting structure | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| The Consultant Nurse/AHP role is service driven and structured around the Department of Health guidance for the four domains of Consultant practice;   1. Expert practice function. 2. Professional leadership and consultancy function. 3. Education, training and development function. 4. Practice and service development, research, and evaluation function. 5. **Expert Practice Function**   The Consultant Nurse/AHP will:   * Act as an expert advanced clinical practitioner, demonstrating advanced knowledge and skills, including the integration of research evidence into practice by expert clinical reasoning and decision-making * Work independently and autonomously in the diagnosis and management of symptoms. This will involve dealing with highly complex, competing facts and situations within their sphere of competence and with appropriate medical support for advice and support * Assess, examine, investigate, diagnose and treat patients, resulting in safe management and appropriate admission, referral and/or discharge * Exercise a high degree of personal professional autonomy as an expert practitioner in the specialty, providing specialist expert advice and clinical opinion to colleagues * Within sphere of competence make independent clinical decisions and initiate invasive/non-invasive investigations care/treatments and technological interventions to aid diagnosis. Referring to senior clinicians for support and advice as required * Plan, order, interpret and act upon the results of tests and investigations * Interpret and act upon other clinical and non-clinical information * Use expert theoretical and practical knowledge to refer to other departments/colleagues within or outside the Trust as necessary. * Work across organisational and professional boundaries in the interest of effective safe patient care * Receive and make direct referrals from/to departments/colleagues, relying on own interpretation of clinical information, and expert clinical decision-making * Undertake independent non-medical prescribing * Will take referrals from the acute and community as appropriate * Ensures that accurate documentation and records of patients are maintained * Work for a minimum of 50% protected time in clinical practice, providing specialist expert advice and clinical opinion to colleagues * Challenge non-evidence-based practice and lead change. * As an expert advanced clinical practitioner act as a resource point for colleagues * Advise and support AHP and nursing staff in building on standards of care for EOL and specialist palliative care across the Trust. * Support and inspire colleagues to attain their competencies to improve standards and quality of care and develop professional practice. * Promote autonomy in practice and empower multi-disciplinary staff to become confident in decision-making and further development of skills, which will improve the delivery of care and optimising living until death. * Build and use an evidence base to support and inform EOL care including upstream specialist input, working collaboratively with the ward teams and other specialist clinicians. * Spearhead practice developments in the speciality, developing care pathways, standards and policies which can be shared with wards caring for patients across the Trust. * Act as a role model to help colleagues develop advanced knowledge and skills relating to speciality care. * Work alongside those in advanced clinical practice roles to provide opportunities for development and supervision   **2. Professional Leadership and Consultancy Function**  The Consultant Nurse/AHP will:   * Lead / work alongside the specialist palliative care consultants on EOL & SPC services for people with life limiting conditions across the Eastern Location. * Take a lead role in formulating strategic plans for advancing the development of services locally and regionally * Work with multi-disciplinary teams as appropriate to develop effective supportive care services for patients within speciality in line with national and local agendas, and within a clinical governance framework. * Lead practice developments in the speciality care and have a key role in implementing policy initiatives to improve the care and experiences of patients and loved ones. * Work across boundaries and in partnership with senior medical colleagues and senior staff to develop co-ordinated and comprehensive links throughout the Eastern location and wider Trust to provide advice on specialist care to wards / departments / teams. * Work collectively and strategically with colleagues to develop standards, guidelines and share good practice in speciality care. * Develop initiatives that will be applicable across the disease spectrum and multi-professional groups. * Share knowledge of developments and initiatives to improve and influence at the level of the local health economy, as well as regionally and nationally. * Strengthen professional leadership by contributing to strategic planning of the department. * Be an excellent role model and provide leadership, demonstrates expert knowledge and high standards of clinical practice. * Act as a ‘Change Agent’ by influencing and motivating colleagues to fulfil their potential. * Create practice and career opportunities that will attract and retain nursing, AHP practitioners, in a dynamic environment. * Participates in the recruitment of all staff at all grades, both within and outside own clinical area * Deal with any issues of professional behaviour, attitudes or safety in the moment * Provide speciality specific advice and recommendations to the Matrons and Clinical Service Managers enabling service changes and developments to be implemented. * Promote cross-boundary working practices and inter-agency working, to provide seamless care across the service. * Develop and contribute to specialty specific policy / strategy documents locally, at Trust-level and nationally. * Provide written reports / evidence to managers outlining recommendations for best practice. * Contribute to clinical decision making and effectiveness, through involvement in clinical audit, Risk Management and Clinical Governance. * Represent the Trust at local and national events as a senior lead in advanced clinical practice to deliver national and local strategies * Attend senior forums to represent the needs of people with life limiting conditions including loved ones * Maintain competence and knowledge within all areas * Shares best practice through publication and attendance/presentation opportunities * Participates in developing professional practice nationally through membership of relevant professional associations and other forums  1. **Education, Training and Development Function**   The Consultant Nurse/AHP will:   * Lead and take an active role in developing and implementing education initiatives for all staff groups relating to the care of people with stroke * Develop collaborative links with educational providers to review and enhance the supportive care focus within local curricula and play a key role in helping to integrate theory with practice. * Advise the Trust on education and training needs regarding speciality care. * Develop effective links with community services in relation to the needs of speciality care. * Demonstrate evidence of extensive networking and publications. * Provide supervision, mentoring and coaching, during pre-planned sessions, ensuring nurses, AHPs medical students / junior doctors attain their clinical competencies.   **4. Practice service development, research and evaluation:**  The Consultant Nurse/AHP will:   * Be at the forefront of innovative practice, inspiring colleagues and service developments and encourage others to think of innovative practices. * Initiate visionary developments, which must be evidence-based and evaluated. * Lead speciality specific AHPs / nurse research particularly associated with care methodologies, facilitating nurses and AHPs to undertake their own research. * Lead clinical and service audit, disseminating results locally, nationally and internationally, as appropriate. * Advise and collaborate with clinical researchers on speciality nursing and therapy issues. * Raise the profile of speciality care locally, nationally and internationally via publications, study days, and conferences. * Participate in business and service development processes by providing a speciality care focus. * Attend relevant Trust, Directorate, Network and Regional meetings, ensuring that speciality nursing and supportive care issues are represented and communicated effectively.   **Clinical Governance**  The Consultant Nurse/AHP will:   * Provide expert advice about EOL care, promoting living until death for people with life limiting conditions within the clinical governance framework. Contributing to relevant policies and strategies as required. * Where appropriate lead clinical governance issues within the speciality. * In accordance with Trust policy, identify clinical risks and act to ensure that the risk is minimised. * Compliance with regulatory bodies, e.g. CQC   **Professional Development**   * Demonstrate self-direction in facilitating continuing personal and professional development. * Ensure personal and professional knowledge and skills meet the requirement of the post and they are in line with current practice. | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| • The post holder will develop and maintain communication with a wide range of senior clinical and non-clinical colleagues across Royal Devon University Healthcare NHS Foundation Trust, Health and Social Care Partnerships, the wider NHS England and beyond.  • The post holder will utilise excellent communication and negotiation skills in order to influence and persuade others, engender cooperation in relation to service improvements and the implementation of change  • Strong presentation skills are required, as is the ability to influence views convincingly and coherently by using a variety of media  • The post holder will actively listen and seek out patient and public views in all aspects of care delivery, while maintaining patient and staff confidentiality  • The post holder will communicate highly emotional and complex information to both patients, families and carers, particularly in relation to end of life care  • The post holder will prepare and write reports on a regular basis for submission to relevant stakeholders  • The post holder will provide expert advice to managers and clinicians where required  The following are the key working relationships, which the post holder will require to develop and maintain:  • Senior management team in both locations Royal Devon University Healthcare NHS Foundation Trust.  Members of Divisional Management Teams, Senior Managers, Senior Clinical Staff and staff side representation  • Clinical Director, Consultants and Clinical team within Specialist Palliative Care service  • Hosted locality operational management team  • Members of relevant care groups to include, local hospice provision social care, education, patients and carers  • Further and Higher Educational Institutes  • Regional Clinical Networks  • Practice Development Centre  • Human Resources  • Research and Development Institutes  • Financial services  • NHS Education  • Relevant statutory and voluntary organisations / groups  • Regional and National Groups and Forums  • NHS Quality Improvement | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| • The post holder is required to be flexible and to balance, prioritise and make complex decisions regarding the five main areas of the role often where conflicting agendas exist to ensure all key responsibilities are met.  • The post holder has a high degree of autonomy and responsibility for interpreting / implementing organisational policies, anticipating problems for which there is no precedent and for proposing solutions to these. Strategic priorities and objectives will be agreed with the Director of Nursing, Lead Cancer Nurse & joint EOL Lead but day to day prioritisation and planning of work will be largely self-directed in line with agreed objectives.  • The post holder will have a high degree of autonomy and expertise to exercise judgement and act on issues, working closely with and providing expert advice where relevant, to senior managers, professional leads and the local, regional and national forums.  • The post holder will be required to analyse conflicting information and will have a high degree of autonomy in applying appropriate judgements in relation to professional issues affecting nurses and staff.  • The post holder will be required to advise the Director of Nursing, Lead Cancer Nurse & Joint EOL lead, Associate Nurse Directors and Senior Managers on professional issues within Specialist Palliative Care & EOL. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| The post holder will be required to plan and organise their own time, acting independently and with autonomy, whilst also directing the work of others  The post holder will be involved in Trust wide strategic initiatives and lead on these as required  Take a lead role in formulating strategic plans for advancing the development of SPC & EOL locally and nationally as required. | |
| **PATIENT/CLIENT CARE** | |
| The post holder will:   * Provide and demonstrate expert knowledge and skills in relation to area of responsibility, ensuring and promoting credibility amongst relevant stakeholders * Function at an advanced expert level of clinical theory and practice having a breadth of knowledge and skills relevant to Specialist Palliative Care & EOL * Provide expert nursing practice in relation to direct and indirect patient care. This shall be achieved by ensuring that 50% of practice is directly related to the provision of patient care activity within the clinical environment e.g. Specialist Nurses across primary and secondary care, multidisciplinary and community teams. * Develop highly specialist care models / pathways and care delivery for individual patients across primary and secondary care in support of referring clinicians * Utilise and promote recognised evidence based proactive care in the development and delivery of safe, effective and person-centred care, ensuring that excellence in clinical standards are in place * Provide expert advice and support colleagues in relation to patient assessment, goal setting, care planning and evaluation to influence treatment and care and improve clinical outcomes in all settings e.g. promoting advance care planning, working with clinicians across care settings in order to achieve preferred place of care / death and avoid inappropriate hospital admission, facilitate rapid discharge, etc. * Demonstrate effective problem-solving skills, which shall be based on risk assessment and stakeholder requirements * Identify and ensure that appropriate support and education are in place for staff groups to support, sustain and develop practice * Provide clinical supervision for staff in area of responsibility * Develop formal links with local, regional and national groups at a strategic level to ensure excellence in clinical care * Provide professional expertise, guidance and mentorship, as necessary, to relevant staff | |
| **POLICY/SERVICE DEVELOPMENT** | |
| The post holder will:   * Have a lead role in influencing policy and developing standards to support specialist palliative care & EOL service development * Represent Royal Devon University Healthcare NHS Foundation Trust on local, regional and national groups as required, working closely with other stakeholders to provide the strategic vision for the development of relevant clinical and social care services within the Trust and further afield * Provide expert leadership in the development of policies, guidelines and standards in relation to area of responsibility across Royal Devon University Healthcare NHS Foundation Trust that may have a wider impact on Health and Social Care Partnerships * Implement policies, guidelines and standards which have been developed at a local, regional and national level in relation to providing the highest quality safe, effective and person-centred care and services * Contribute to and influence the development and implementation of the local and regional plans, as considered appropriate * Develop and provide support as necessary, demonstrating and evidencing service monitoring, service development and supporting action plans * Develop relevant business cases to support the development of services within area of responsibility. These shall be in line with the strategic direction of Royal Devon University Healthcare NHS Foundation Trust, Corporate Objectives and the commissioning plans within SPC and EOL * Demonstrate the ability to work effectively within times of change to ensure that clinical excellence is a key service driver for the population of Royal Devon University Healthcare NHS Foundation Trust * Establish and develop links with relevant teams and stakeholders to ensure excellence in standards support, care and services for patients, their families and carers | |
| **HUMAN RESOURCES** | |
| To undertake any training required in order to maintain competency including mandatory training  Use appropriate strategies and opportunities to impart specialist knowledge to staff, patients and their families / carers  Provide clinically based teaching sessions within own clinical areas as requested  Formulate, plan and teach specialist knowledge to trust members, primary care team, medical and nursing students  Teach specialist subject to a variety of multi-professional staff  Attend relevant clinical, professional, multi professional meetings, seminars and conferences  Facilitate visits to the department by all disciplines | |
| **INFORMATION RESOURCES** | |
| The post holder will be required to record and interpret the clinical and research data relating to their work. This will be quantitative and qualitative data which they will be expected to interpret and present as appropriate. | |
| **RESEARCH AND DEVELOPMENT** | |
| The post holder will:   * Develop working relationships with relevant groups and higher educational institutes, undertake evaluation and research proposals and projects, with the main emphasis being on influencing and improving the quality of support, care and clinical practice * Evaluate research and audit, with a view to disseminating research and audit findings * Promote the use of evidence-based practice to improve the quality of care and services within area of responsibility across Royal Devon University Healthcare NHS Foundation Trust * Contribute to the development, implementation and monitoring of local, regional and national standards within the appropriate governance frameworks to ensure that these are being achieved * Participate in research and audit to evaluate effectiveness of the services provided, as well as undertaking a commitment to explore new and effective practice * Provide support and supervision to nursing staff in development and participation in research programmes * Lead the development of a research agenda within the areas of responsibility in Specialist Palliative Care * Disseminate findings of research at local national and international level through participation in conference and writing publication for academic journals * Engender a culture of audit and research within area of responsibility, ensuring that outcomes are published within relevant professional publications | |
| **OTHER RESPONSIBILITIES** | |
| To take part in regular performance appraisal.  To undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  To contribute to and work within a safe working environment  The post holder is 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. | |
| **THE TRUST- VISION AND VALUES** | |
| Our vision is to provide safe, high quality seamless services delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust values. Our Trust values are:  Compassion  Integrity  Inclusion  Empowerment  We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.  We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.  We are committed to recruiting and supporting a diverse workforce and welcome applications from all sections of the community, regardless of age, disability, gender, race, religion, sexual orientation, maternity/pregnancy, marriage/civil partnership or transgender status. We expect all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards. | |
| **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.  The Royal Devon University Healthcare NHS Foundation Trust is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. | |

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| **POST** | Nurse Consultant / AHP Specialist in Palliative Care |
| **BAND** | 8B |

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| **Requirements** | **Essential** | **Desirable** |
| QUALIFICATION/SPECIAL TRAINING   * Registered nurse or Allied Health Professional (AHP) * Speciality specific qualification in Specialist Palliative Care * Educated to Masters level and appropriate post graduate qualification in specialist palliative care * Evidence of advanced clinical assessment & non-medical prescribing * Formal leadership development * Research methodology course and experience * Developed analytical and numeracy skills | E  E  E  E  D  D  D |  |
| KNOWLEDGE/SKILLS   * Robust understanding of the current Specialist Palliative Care assessment, management, and provision by Multi-Disciplinary Teams working across all sectors service by the Trust. * Excellent communication skills highly developed interpersonal skills, including negotiation, facilitation influencing and presentation skills and evidence of ability to engage with staff and * Stakeholders at all levels. * Management knowledge gained through experience and continuous professional development * Extensive knowledge of clinical guidelines and standards in the Health Care Agenda * Knowledge and experience of needs assessment and analysis/interpretation of related data | E  E  E  E  E  E |  |
| EXPERIENCE   * Experienced nurse /AHP with significant experience in a senior clinical/management role * Professional, leadership and managerial experience within speciality that demonstrates the required breadth of knowledge required to lead safety, effectively and efficiently * Experience of assessing training needs * Experience of resource management i.e. financial; human; capital * Experience in Service planning, project management and performance monitoring/reporting | E  E  D  D  E |  |
| PERSONAL ATTRIBUTES   * Proven track record in sound and effective leadership * Ability to think strategically, corporately and act as a team player * Evidence in developing innovative solutions to meet organisational requirements and motivating staff to affect change * A proven track record in developing teams, services and integrated solutions to address complex and challenging problems * Working knowledge of basic information technology | E  E  E  E  E |  |
| OTHER REQUIRMENTS   * Full UK driver licence * Flexible working hours (no OOH initially but this will form part of the service development) | E  E |  |

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|  | | | | | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | | | | | **R** | **O** | **M** | **F** |
|  | | | | | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | | | | | |  |  |  |  |
| Laboratory specimens | | | | | N |  |  |  |  |
| Contact with patients | | | | | Y |  |  |  |  |
| Exposure Prone Procedures | | | | | N |  |  |  |  |
| Blood/body fluids | | | | | Y |  |  |  |  |
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| **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) | | | | | N |  |  |  |  |
| Animals | | | | | N |  |  |  |  |
| 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 | | | | | N |  |  |  |  |
| Night working | | | | | N |  |  |  |  |
| Electrical work | | | | | N |  |  |  |  |
| Physical Effort | | | | | Y |  |  |  |  |
| Mental Effort | | | | | Y |  |  |  |  |
| Emotional Effort | | | | | Y |  |  |  |  |
| Working in isolation | | | | | Y |  |  |  |  |
| Challenging behaviour | | | | | Y |  |  |  |  |

**COMPETENCY REQUIREMENTS**

To be completed for all new positions

Please tick which of these essential learning s is applicable to this role

(**NB** those that are mandatory for all staff with no variation on frequency are pre-populated with a tick)

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| Safeguarding Children | Group 1 | | 🗹 | Blood Transfusion | BDS18 collection | | 🞏 | Consent Training | 🞏 |
|  | Group 2 | | 🞏 |  | BDS 19 & 20  Preparing & Administering | | 🞏 | VTE Training | 🞏 |
|  | Group 3 | | 🞏 |  | BDS 17 Receipting | | 🞏 | Record management and the nhs code of practice | 🞏 |
|  | Group 4 | | 🞏 |  | Obtaining a blood sample for transfusion | | 🞏 | The importance of good clinical record keeping | 🞏 |
|  |
|  | Group 5 | | 🞏 |  | Annual Update | | 🗹 | Antimicrobial Prudent Prescribing | 🞏 |
|  | Group 6 | | 🞏 |  |  | |  | Control & Restraint Annual | 🞏 |
| Not mapped this one |  | | 🞏 | Safeguarding Adults Awareness | Clinical Staff | | 🞏 | Mental Capacity/DOL’s | 🗹 |
|  | Group 8 | | 🞏 | Non Clinical Staff | | 🞏 | Infection Control | 🗹 |
| Manual Handling – Two Year | | | 🗹 | Falls, slips, trips & falls | Patients | | 🞏 | Fire training | 🗹 |
| Equality & Diversity – One-Off requirement | | | 🗹 |  | Staff/Others | | 🞏 |  |  |
| Fire | | Annual | 🞏 | Investigations of incidents, complaints and claims | | | 🞏 |  |  |
|  | | Two Yearly | 🞏 | Conflict Resolution – 3 yearly | | | 🞏 |  |  |
| Infection Control/Hand Hygiene | | Annual requirement | 🞏 | Waterlow | | | 🞏 |  |  |
|  | | One-Off requirement | 🞏 | PUCLAS | | | 🞏 |  |  |
| Information Governance | | | 🗹 | Clinical Waste Management | | Application principles for clinical staff | 🗹 |  |
| Harassment & Bullying (Self Declaration – One off requirement) | | | 🗹 | Application principles for housekeeping | 🞏 |  |  |
|  | | |  | Application principles for portering and waste | 🞏 |  |  |