

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Nurse Specialist (Generic Acute) |
| **Reports to**  | Lead CNS/Nurse Consultant Head and Neck |
| **Band**  | Band 6 |
| **Department/Directorate**  | Specialist Surgery |

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| **JOB PURPOSE**  |
| To work with the Clinical nurse Specialist and medical and nursing teams to provide expert advice and support for speciality patients within the trust. 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. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To be a member of, actively participate in, and work within the guidelines of the relevant MDT, as a key worker and the organiserTo co-ordinate the care throughout the patient’s pathway whilst under the care of the MDT, from diagnosis through treatment and follow-up careTo provide appropriate written information for patients, relatives and hospital staff covering relevant condition, its treatment.To provide psychological, social and cultural support to patients diagnosed with relevant speciality diagnosis.The **Nurse specialist** will be based in the **acute** hospital.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 |
| **KEY WORKING RELATIONSHIPS**  |
| The post holder will work as a key member of a dedicated and motivated Specialist Nursing Team contributing to the delivery of a specialist nursing service across both primary and secondary care settings. Key aspects of the role include supporting patients on the Head Neck and Thyroid Cancer Pathways, specifically through surgery, radiotherapy and palliative care. The successful candidate will be expected to take responsibility for a set caseload of patients from the point of diagnosis and will include the assessment, planning and implementation of specialist nursing care, providing specialist advice and maintaining accurate and up to date records. The post holder will be an integral member of a number of wider multidisciplinary team and must aim to become proficient in certain specialist nursing procedures such as tracheostomy and airway management. However training will be provided in order for the post holder to reach the required competency levels if required. Other key elements of the role include teaching and participating in Trustwide training days where relevant, the provision of clinical supervision to other staff/students, encouraging health promotion strategies to prevent ill health and undertaking clinical audits in own specialist area**Clinical Practice** * Provides specialist advice within own sphere of knowledge and competence, to patients and their families/carers, staff and students
* Takes responsibility for an identified patient caseload/workload within the designated clinical areas and for the assessment and treatment of patients on a day to day basis, without direct supervision. However, support and advice will be available for clinical scenarios which sit outside of the post holders sphere of clinical competence.
* Works alongside senior nursing colleagues in developing the Cancer, Airway Services, keeping up to date with any relevant and essential learning requirements to support this role
* Understands and recognises own limitations in skills and knowledge and refers to a more experienced specialist when required.
* Develops the skills to assess and interpret specialist information and conditions and takes appropriate action
* Attends and contributes to the weekly Head, neck, thyroid and skin multidisciplinary team meetings. Tracks patients along each stage of their clinical pathway, checking and collating clinical investigations for presentation to the MDT. Helps to co-ordinate patient pathways from diagnosis through to investigations, treatment planning and subsequent rehabilitation
* Independently undertakes clinical procedures that require dexterity and accuracy via independent nurse led clinics.
* Develops the skills to provide specialist care and management of complex and long term tracheostomies, laryngectomy management, enteral feeding tubes, complex wound care and tracheoesophageal valves.
* Supports consultant led clinics in a specialist nursing capacity, particularly during breaking bad news consultations
* Contributes to the provision of specialist protocols and policies.
* Is responsible for organising own workload within the requirements of the specialist team activities and work plan.
* Produces and presents reports as required.
* Provide representation on committees/working groups as required.
* Be aware of budgetary limitations and provide highest quality nursing service within those confines.
* Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.

 Of particular importance are working relationships with:

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| **Internal to the Trust**  | **External to the Trust**  |
| * Nursing Staff
* Managers
* Medical Staff
* Students from a range of clinical backgrounds
* Allied Health Professionals
* Learning and Development teams
* Admin staff
* Clinical Audit
* Restorative Dentist
* Hospice
* FORCE
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| **ORGANISATIONAL CHART**  |
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| **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.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 |
| **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, this may include non-medical prescribing.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. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustmentPlan 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 receive direct referrals within the speciality and to provide assessment of patient’s needsTo 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 settingPlan & organise day-to-day service provision |
| **PATIENT/CLIENT CARE**  |
| To support patients in meeting their own health and wellbeing through providing expert information, advice and supportTo 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 professionalsTo 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 |
| **POLICY/SERVICE DEVELOPMENT**  |
| To support the development of specialist nurse led care where appropriate, in line with National guidanceTo 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 reportAct 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 thisTo employ effective decision-making skills to address complex issues and use effective change management skills to implement theseTo use effective prioritisation, problem solving and delegation skills to manage time effectivelyTo establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertiseTo maintain a peer network of support, information and learning with other nurse specialists within the organisation |
| **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 supervision of the Support NurseTo 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 carersTo 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 |
| **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 serviceThe post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations |
| **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 practiceTo 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.  |
| **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 |
| **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 symptomsActively participate in strategic service planning & development The post holder will require resilience to deliver specialist nursing care in at time, 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 basisWork 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 |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical settingOccasional aggressive behaviour when dealing with 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 HandlingContribute 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 infectionAs 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 (DSE) if appropriate to role.
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| **APPLICABLE TO MANAGERS ONLY**  |
| * 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.
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| **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 minimising 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

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| **Job Title** | Nurse Specialist band 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**Registered Nurse Post-registration qualification in relevant specialist nursing or equivalent experienceFormal qualification in teaching of adultsAdvanced Communication course, or willing to participate in training Degree in relevant discipline or working towardCompetent in the physical examination of patients including assessment, history taking, venepuncture and cannulation Formal qualification in non-medical prescribing or willing to work towards | EEEEE | DD |
| **KNOWLEDGE/SKILLS**Demonstrable nursing experience in the acute setting. Demonstrable experience in care of patients with relevant Diagnosis.Experience of managing service provision and the supervision and managing of staffAbility to represent the department at meetings of internal, local, regional and national bodies and institutions Competent in the delivery of medications both orally and IV  | EEEE | D |
| **EXPERIENCE** Able to manage and conduct nurse-led clinicsCounselling skillsIT competence in the usual applications – database, spread sheet and presentation software etcConfident in delivering presentations and experience of public speaking | EE | DD |
| **PERSONAL ATTRIBUTES** Good interpersonal skills, Good communication skills, Ability to be empathetic, Ability to handle difficult or emotional situations, Excellent organisational skills MotivationAbility to adapt and change to meet the needs of the serviceAble to work as a team member | EEEEEEEE |  |
| **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 | EE |  |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | Y |  | X |  |  |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | X |  |  |
| Laboratory specimens | Y |  | X |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| 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 | Y |  | XX |  |  |
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| **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 |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  |  | X |  |
| Mental Effort  | Y |  |  |  | X |
| Emotional Effort  | Y |  |  |  | X |
| Working in isolation | Y |  | X |  |  |
| Challenging behaviour | Y |  | X |  |  |