

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Specialist Nurse |
| **Reports to** | Clinical Team Lead |
| **Band** | Band 6 |
| **Department/Directorate** | Bladder and Bowel Care Service – Community Care Group (Planned) |

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| **JOB PURPOSE** |
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| **KEY WORKING RELATIONSHIPS** |
| Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | |  | | --- | | * Specialist Nurses * Specialist Physiotherapists * Consultant Urologists * Gynaecologists * Paediatricians * Geriatricians * Colorectal Surgeons * District and Community Nurses * Learning Disability Nurses * Mental Health Nurses * Care Homes * Gastroenterologists * Child Development Centre * Occupational Therapists * Health Visitors * School Nurses & Community Children’s Nurses * Social services | | * Staff Organisation representatives * Managed Clinical Network * Peripheral Hospital Managers * Neighbouring Hospital colleagues * Medical School representatives * Patients/representatives * Public | |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Work is managed rather than directly supervised. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| |  | | --- | | * Communicating and building therapeutic relationships with clients and professional partners to ensure patient care is focal and managed effectively. * Act at all times in a manner which illustrates respect for privacy, dignity and confidentiality. * This role requires excellent communication skills, verbal, written and use of IT. As per KSF outline. | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Judgements on complex facts requiring interpretation and comparing options. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Reviewing caseloads. * Overseeing the planning, implementing and evaluation of programmes of care for individual clients. |
| **PATIENT/CLIENT CARE** |
| * To always work within the standards set out in the N.M.C.Code of Professional Conduct. * To demonstrate clinical competence developed through continual professional development, reflective practice and maintain a skills portfolio relevant to the service specification. * Undertake training to develop a range of knowledge and skills in order to deliver high quality clinical practice. * Assessment of patients with complex health care needs and developing appropriate care plans. * Monitoring and maintaining standards of care. * Recognising and appropriately addressing risk factors to clients and carers within their healthcare setting. * Promotion of health and wellbeing and prevention of adverse effects on health and wellbeing. * Ensure appropriate delegation and use of resources. |
| **POLICY/SERVICE DEVELOPMENT** |
| * To work to Royal Devon University Healthcare policies. * To maintain Royal Devon University Healthcare standards of clinical governance. * To maintain professional standards of practice. * To monitor nursing/physiotherapy teams standards of practice.   **Overall Trust Management**   * Compliance with the Health & Safety at Work Act 1974 – the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions * Compliance with the Trust policies and procedures including code of conduct. * Responsibility for all records (including patient health, financial, personal and administrative) that they gather or use as part of their work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes and x-ray images. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| |  | | --- | | * To carry out prescribing as appropriate. | |
| **HUMAN RESOURCES** |
| * Training, supervising and supporting new staff including induction programmes, pre and post registration students, NVQ candidates, work experience students, support workers, formal and informal carers. * Support the role of link nurses according to service need i.e. infection control, hospice, wound care etc. * Participate in clinical supervision. * To complete appropriate staff appraisals and personal development plans. * To assist the Team Manager in the recruitment and selection of staff. * To support the Team Manager in taking appropriate action to deal with poor work performance and initiating any appropriate initial investigation regarding complaints. * To assist in the management of absence according to policy. * To ensure lone working policies are adhered to and that there is a staff tracking system in place. * Individual responsibility and overseeing team to ensure attendance at mandatory training updates. |
| **INFORMATION RESOURCES** |
| * Inputting, storing and providing information as per KSF outline. |
| **RESEARCH AND DEVELOPMENT** |
| * Demonstrates commitment and works regularly with senior colleagues to develop further expertise in developing own and team research skills and future evidence-based nursing practice, contribute towards to audit process and policy formation. Make recommendations for, acts and supports change within the service. |
| **PHYSICAL EFFORT** |
| * Daily work involves frequent driving, sitting/standing, walking, moving equipment, manual handling in restricted positions. * Working hours negotiated according to service need. |
| **MENTAL EFFORT** |
| * + Understanding of a range of procedures which are evidence based:- * Community procedures * Clinical observations * Basic life support * Assessing, planning, implementing and evaluating patient care * Infection control.   + Instigate emergency procedures i.e. finding a collapsed patient and commencing basic life support.   + Accurately completing and maintaining effective patient records including addressing confidentiality issues.   + Work pattern is unpredictable and subject to interruption i.e. calls being prioritised, other work colleagues, family/patient/carers needs.   + Capacity to balance the clinical and the day to day management aspects of the role. |
| **EMOTIONAL EFFORT** |
| * Caring for patients with terminal illness, chronic conditions and their families, carers and friends. This includes having to break bad news or give distressing news to patients/relatives/carers and dealing with emotional circumstances. * Working with patients with mental health issues, learning disabilities and challenging behaviour. * Ability to cope with and deal with areas of conflict. |
| **WORKING CONDITIONS** |
| * Frequent daily contact with: * Body fluids e.g. faeces, vomit * Smells * Infections * Dust * Occasional exposure to unpleasant working environment * Driving hazards * Transportation of samples in own vehicle |
| **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 (DSE) 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.  We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.  If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Disability Discrimination Act.  **Note:** To meet the needs of the service and minimise clinical risk the post holder may be required to work in other areas as appropriate and as directed by their Line Manager / General Manager.  We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.  We recruit competent staff whom 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.  The Trust operates a 'non-smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.  All employees must demonstrate a positive attitude to Royal Devon University Healthcare’s equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.  Royal Devon University Healthcare continues to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Bladder and Bowel Care Specialist Nurse/Physiotherapist |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING** |  |  |
| Registered Nurse/Physiotherapist | E |  |
| Degree or equivalent knowledge | E |  |
| Post graduate continence or urology qualification or willingness to undertake this | E |  |
| Recognised teaching qualification |  | D |
| Independent Non-Medical Prescriber or willingness to undertake course |  | D |
| **KNOWLEDGE/SKILLS** |  |  |
| Broad general and/or clinical knowledge base | E |  |
| Excellent communication skills | E |  |
| Any relevant post graduate courses in Bladder and Bowel Care |  | D |
| **EXPERIENCE** |  |  |
| Significant post registration experience | E |  |
| Experience of working in Primary Care environment |  | D |
| Experience of working in satellite clinic environment |  | D |
| **PERSONAL ATTRIBUTES** |  |  |
| Able to work as a team member | E |  |
| Supervisory skills – elementary level | E |  |
| Motivated towards development of others | E |  |
| Able to work in isolation | E |  |
| Post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by RDUH | E |  |
| Clinical Audit – hold an interest | E |  |
| Willingness to teach others | E |  |
| **Other Requirements** |  |  |
| Ability to drive and access to transport | E |  |
| Willing to travel to community hospitals | E |  |

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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 | N |  |  |  |  |
| Contact with patients | Y |  |  |  | x |
| Exposure Prone Procedures | Y |  |  | x |  |
| Blood/body fluids | Y |  |  | x |  |
| Laboratory specimens | N |  |  |  |  |
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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 | N |  |  |  |  |
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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 |
| Manual handling | Y |  | x |  |  |
| Driving | Y |  |  | x |  |
| 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 |  |  |