

JOB DESCRIPTION

JOB DETAILS	
Job Title	Nurse Specialist (AHAH)
Reports to	Clinical Nurse Manager
Band	Band 6
Department/Directorate	Acute Medicine

JOB PURPOSE
<ul style="list-style-type: none"> The post holder will work across a range of specialty Acute Medicine functions, primarily this will be Acute Hospital at Home (AHAH) and Outpatient Parenteral Antimicrobial Therapy (OPAT) but will also include Triage and Same Day Emergency Care. Applicants will need to be able to assess patients in a structured manner over different modalities including face to face and telephone. Within the AHAH role they will lead in the delivery of a seamless transition between the acute trust and the community, ensuring patients are kept safe and the best possible care is delivered. Current patient streams managed by this service are OPAT, AF, COVID, AKI, Heart Failure, NSTEMI, Syncope and Frailty. We will continue to introduce new work streams. They will proactively seek new patients to recruit from AMU, SDEC and wards across the hospital, assessing these patients and driving their safe discharge into AHAH. They will work to improve and maintain the AHAH service based on best practice and current national guidelines. They will work closely with the AMU nursing team to provide support and clinical advice to triage nurses, including streaming patients directly to agreed rapid treatment protocols within SDEC. The post holder will be expected to have a solid understanding of the triage process and role model good practice. This post is based in Eastern, the post holder will be expected to work in partnership with the Northern branch of the Virtual Ward to deliver seamless service as one team. The post holder will be expected to complete ongoing learning and obtain advanced practice modules relevant to their role, including history taking and clinical examination. They will also be expected to play a proactive role in quality and service improvement and working closely with the Clinical Nurse Manager and multidisciplinary team.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Clinical Practice</p> <ul style="list-style-type: none"> Communicate with a range of patients, health professionals and relatives and impart and receive information which may be sensitive and difficult. Ensure effective lines of communication within the multidisciplinary team, medical team and primary and tertiary care services to achieve an optimal level of service. Awareness of other cultures/religions as working with diverse patient group. Liaise effectively with community services to ensure a smooth transition between the Trust and community. Provides specialist advice to patients and their families/carers, staff and students across the Trust. Takes responsibility for their own patient caseload/workload within the designated clinical area and for the assessment and treatment of patients on a day to day basis, without direct guidance from line manager. Understands and recognises own limitations and refers to a more experienced colleague when required, this could be an Acute Medical Consultant, ACP or other. Develops the skills to assess and interpret specialist information and conditions and takes appropriate action. Utilise communication skills to facilitate the understanding and concordance of medicines management with patients, staff and carers.

Leadership and Management

- Provides a positive, professional role model to the AMU and SDEC team and maintains this standard when conducting them-selves across the Trust.
- Contributes to the provision of specialist protocols and policies.
- Responsible for organising own workload within the requirements of the specialist team activities and work plan.
- Provide representation on committees/working groups as required.
- Be aware of budgetary limitations and provide highest quality nursing service within those confines.
- Contribute to the evaluation of the effectiveness of new pieces of equipment.
- Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.

Education

- Provides teaching in practice to other staff and students through clinical supervision and mentoring.
- Facilitate the development of other nurses within the speciality by providing clinically based teaching sessions within own clinical area as requested.
- Provide clinical and academic support for nurses undertaking a specialist programme of study.
- Ensure they keep themselves up to date with relevant legislation, policies and procedures and support other staff with this.

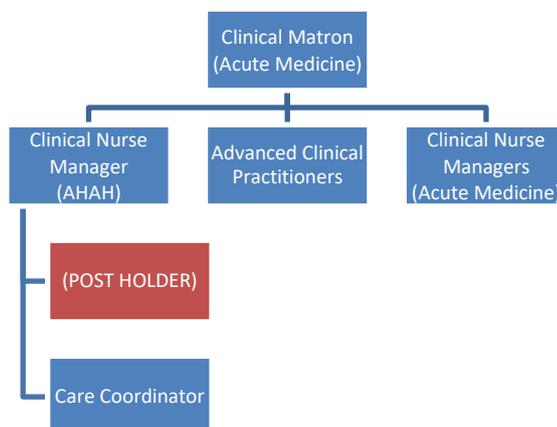
KEY WORKING RELATIONSHIPS

Areas of Responsibility: AHAH, Eastern Services

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • AHAH Clinical Nurse Manager. • Nursing staff across AMU, MTU and SDEC. • Secretarial staff in AMU and SDEC. • Acute Medical Consultants and other medical staff, including ACPs. • All members of the multi-disciplinary team across the Trust. • Pharmacists. • AMU and SDEC Clinical Matron. • SDEC Clinical Nurse Manager • AMU Clinical Nurse Managers. 	<ul style="list-style-type: none"> • Patients, carers and relatives. • ICB. • Other Trusts.

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.
- 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 adjustment.
- Plan, implement and evaluate appropriate programmes of 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 needs.
- To work with the CNM 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 and organise day-to-day service provision.

PATIENT/CLIENT CARE

- As a member of the AHAAH team provide a clinical service to the staff, patients and their families and carers in the Trust.
- Provide specialist assessment, advice and education to patients requiring support with their acute medical condition within the parameters of AHAAH. This will include communicating highly sensitive information about diagnosis and treatment options.
- To support patients in meeting their own health and wellbeing through providing expert information, advice and support.
- 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.

POLICY/SERVICE DEVELOPMENT

- To support the development of specialist nurse led care where appropriate, in line with National guidance.
- 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.
- Encourage the team to develop constructive suggestions for service improvement ensuring that the Clinical Nurse Manager is aware of any impact that such initiatives may have on patient care provision.
- 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.

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

- 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.

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.

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.
- Review and disseminate new information to relevant staff.

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.
- To be able to learn and complete more specialist skills, for example able to make nurse filled elastomeric pumps for antibiotics and educate patients to self administer IVs.

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 symptoms.
- Actively participate in strategic service planning and 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 in the aftermath of bad news.
- Work with patients 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.
- 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 setting.
- Occasional aggressive behaviour when dealing with face to face complaints.
- Regular use of VDU.

OTHER RESPONSIBILITIES

- To be able to work both autonomously and within a specialist team in identifying and managing their workload of patients.
- The post holder will carry a bleep/mobile to ensure they can be easily contacted.
- 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 yourself 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 and 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

Job Title	Nurse Specialist (AHAH)
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING <ul style="list-style-type: none"> Registered nurse. Bachelor’s degree in nursing or health related subject or equivalent experience. Post graduate modules in advanced clinical practice. Teaching and mentoring qualification or equivalent experience. 	✓ ✓	✓ ✓
KNOWLEDGE/SKILLS <ul style="list-style-type: none"> Clinical knowledge of acute medicine Competent in IV therapy, venepuncture and cannulation Established teaching skills. Ability to represent the department at meetings of internal, local, regional and national bodies and institutions. Confident in delivering presentations and experience of public speaking. IT competence in the usual applications – word, spreadsheet and presentation software etc. 	✓ ✓ ✓ ✓ ✓	✓
EXPERIENCE <ul style="list-style-type: none"> Ability to manage own case/workload. Clinical knowledge and at least 2 years recent experience in acute medicine. Demonstrable experience in care of patients with relevant diagnosis. Experience of managing service provision and the supervision and managing of staff. 	✓ ✓ ✓	✓
PERSONAL ATTRIBUTES <ul style="list-style-type: none"> Good interpersonal skills. Excellent verbal and written communication skills Ability to be empathetic. Ability to handle difficult or emotional situations. Excellent organisational skills. Motivation. Ability to adapt and change to meet the needs of the service. Able to work as a team member. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
OTHER REQUIREMENTS <ul style="list-style-type: none"> 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. Ability to work flexibly over 7 days as required. In conjunction with the Clinical Nurse Manager, deliver an efficient effective service with budgetary constraints. 	✓ ✓ ✓	✓

		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	N				
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)	N				
Animals	N				
Cytotoxic drugs	Y		✓		
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)	Y		✓		
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		✓		