***“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** | Nurse Specialist Community Lower Limb Therapy Service |
| **Reports to** | Community Services Manager |
| **Band** | AfC Pay scale 7 |
| **Department/Directorate** | Community Care Group |

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| **JOB PURPOSE** | |
| * Give direction, leadership and overall management to the Community Lower Limb Therapy Service (LLTS) and Well Leg Service team, ensuring that the service is in line with the service specification and delivers its local defined outcomes within allocated resources. * Work closely with the Nurse Team Manager Community, Nurse Specialist Community, and Community Nursing team, using their community clinical expertise. * The post will be 50% managerial and 50% clinical activity and patient contact. * Undertake holistic nursing assessments, to facilitate a nursing diagnosis, plan of care, and ongoing evaluation. Providing specialist advice and information to patients, relatives, Nurses and Health Care Assistants within the clinic setting. * Work closely with the Community Services Managers, Clinical Matrons, Clinical Matron –Tissue Viability and other members of the Community Care Group to deliver safe, effective care across Northern and Eastern Devon. * Provides specialist education and training to staff. * Undertakes research activities and leads clinical audits in Community Lower Limb Therapy Service and Well Leg Service team. * To support the organisation the post-holder will participate in the senior clinician on-call rota and will be remunerated in line with the Trust's Single On-call Remuneration Agreement. | |
| **KEY WORKING RELATIONSHIPS** |  |
| Patients Relatives and Carers  Community Nursing Teams  Assistant Director of Nursing- Community Services  Clinical Matron  Tissue Viability Service  Community Services Managers  Community Matron  Multi Disciplinary Teams  General Practitioners and other members of the Primary Health Care Team  Community and Acute Hospitals  Specialist Nurses  Diabetes Team  Podiatrist | |
| **ORGANISATIONAL CHART** | |
| Clinical Matron  Operational Services Manager    **Advance Nurse Specialist**    Nurse Specialist  Clinical Support Worker Higher Level  Direct Line Management  Key Working Relationship | |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** | |
| For each of the following give examples: | |
| **COMMUNICATION/RELATIONSHIP SKILLS** | |
| Able to effectively communicate at all levels in the organisation, to a variety of health professionals, patients, relatives and carers, to ensure patient care is holistic and managed effectively.  Effectively communicates complex and sensitive information relating to patient’s health and nursing care. Utilises higher levels of interpersonal skills to resolve conflict and support patients, relatives and carers in the decision making process regarding their nursing care.  Acts at all times in a manner which illustrates care, compassion, courage, competence, communication and commitment.  .  To liaise with and foster effective partnerships with a wide range of individuals and organisations in the statutory, voluntary and private sectors, in relation to the delivery of health and social care within the cluster.  Act as a positive role model to portray a consistent professional image of the Community Care Group.  Leadership and management of Community Lower Limb Therapy Service and Well Leg Service team including innovation and change management skills to meet national and local objectives for service delivery.  Understand the implications of the Mental Capacity Act and acts to assess capacity as appropriate.  Keeps accurate contemporaneous documentation using the organisation’s documentation, both written and electronic. | |
| **ANALYTICAL/JUDGEMENTAL SKILLS** | |
| The Advanced Nurse Specialist is expected to;   * Make judgements on complex facts requiring interpretation and comparing options. * Analyse and act appropriately in complex situations and escalate where required eg to Safeguarding Lead. * Use their higher level skills for assessment, nursing diagnosis, and interpretation of patient conditions to determine the appropriate course of action/plan of care. * Manages incidents and complaints, assessing risk and initiating further investigation/escalation as appropriate. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| Overseeing the Community Lower Limb Therapy and Well Leg Service team’s caseload ensuring that the team delivers high quality, safe and effective nursing care.  Leadership, management of the Community Lower Limb Therapy and Well Leg Service team, ensuring that the service delivers within allocated resources.  Ensure safe staffing levels in line with organisational policy. | |
| **PHYSICAL SKILLS** | |
| A range of clinical skills including manual dexterity in the use and application of the different products and compression therapies. This is not an exhaustive list.  Daily work includes frequent driving, sitting/standing and walking, moving equipment, frequent manual handling and treatment of patients in restricted positions. | |
| **PATIENT/CLIENT CARE** | |
| The Advanced Nurse Specialist will;   * Ensure that self and team members are aware of and work within the Nursing and Midwifery Council (NMC) Code, standards of practice and behaviour for nurses and midwives or the standards set out in the Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England. * Monitor standards of care through supervised practice and supervision of team members. * Support staff training and development to ensure delivery of high quality evidence based nursing care and clinical competence. * Demonstrate own clinical competence developed through continual professional development, reflective practice and maintenance of a skills portfolio. * Able to work flexibly to support rescheduled patient visits that require frequent concentration for developing care plans, treating and interacting with patients/carers etc. The workload is deadline driven, unpredictable and subject to change and interruption i.e. calls being re-prioritised, interactions with work colleagues, family/patients/carers needs. * Undertake holistic assessments of patients, including those with complex health needs, make a nursing diagnosis, and develop appropriate plans of care with clear timelines for evaluation. * Recognise and appropriately addresses risk factors to staff, patients and carers within the community healthcare setting; undertake risk assessments and escalate as appropriate. * Report and manage any untoward incidents, complaints and clinical emergencies to the appropriate professional within the appropriate times. * Promotion of health and wellbeing. * Give assurance regarding the quality of service delivery through organisational data. * Give assurance regarding the quality control/competency/maintenance of any medical devices used to deliver nursing care/interventions. | |
| **POLICY/SERVICE DEVELOPMENT** | |
| To work within the Trust’s Policies, Procedures and Standard Operating Procedures (SOP).  To maintain the Trust’s Standards of Clinical Governance  To implement and audit policies, protocols and pathways, facilitating change in practice which will improve clinical outcomes and meet the needs to patients, relatives and carers.  Provide assurance of the implementation of procedural documents to Community Service Manager/Clinical Matron.  Support and take an active lead in service development within the Community Lower Limb Therapy and Well Leg Service to facilitate proactive timely, patient centred nursing care. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| Work with Community Services Manager and Clinical Matron to monitor and review staff resources ensuring appropriate skill mix to meet service delivery.  Ensure the efficient use of resources i.e. appropriate wound dressing choice that is evidence-based and use of agreed formularies.  Authorised signatory for expense claims and supplies; oversees the maintaining of stocks and supplies.  As a nurse prescriber, hold accountability for the efficient use of resources.  Higher level skills in assessing and authorising of equipment to support patients within the home setting.  Utilises strength based approach when assessing formal care needs. | |
| **HUMAN RESOURCES** | |
| Supports with induction, training and supervising of new staff, including multi professional pre and post registration students, work experience students, and support workers.  Undertakes appraisals and supervision for the Nurse Specialist  Ensures own and registered members of the team comply with revalidation and ongoing registration with the NMC.  To manage capability and initiate any appropriate initial investigation with support from the Clinical Matron and/or Community Service Manager.  Management of absence in accordance with the Trust’s policy.  Ensure implementation and adherence to safe lone working practices and staff tracking systems.  Participate in supervision and appraisal with Community Services Manager and Clinical Matron to support professional development and ongoing service delivery.  Individual responsibility as well as ensuring all team members complete mandatory training in line with electronic staff record requirements.  Individual responsibility to maintain prescribing competence and registration as per the trust policy.  Supports and may lead Health and Wellbeing activities in the team e.g. peer vaccination for influenza vaccines. | |
| **INFORMATION RESOURCES** | |
| Inputting, storing and providing information in relation to patient records following GDPR guidance.  Accurately completing and maintaining effective patient’s records, both written and electronically.  Completing electronic patient activity effectively to facilitate data collection.  Inputting and storing information on relevant IT systems.  Analyse audit reports and organisational performance data to evidence quality care. | |
| **RESEARCH AND DEVELOPMENT** | |
| Support and develop own and teams research skills to facilitate evidence based nursing practice.  To regularly review the Community Lower Limb Therapy and Well Leg Service performance by the completion of audits, ensuring that outcomes are acted upon.  Support workforce development in line with organisational requirements.  To promote patients, relatives and carer feedback of the Community Lower Limb Therapy and Well Leg Service, to help facilitate learning and improvement. | |
| **FREEDOM TO ACT** | |
| Work autonomously without direct supervision and will be an advanced specialist within Community Lower Limb Therapy and Well Leg Service, managing the teams.  Work will be prioritised work according to time scales required taking into account any clinical risks.  Work within codes of practice and professional guidelines.  Work within organisational Policies, Procedures and Standard Operational Procedures (SOP).  Is responsible for taking decisions alone.  Participates in the senior clinician on-call rota, escalating any risk as required.  Decide when appropriate to refer to specialist services, adult health and social care team or other providers. | |
| **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. | |
| **APPLICABLE TO MANAGERS ONLY** | |
| 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. | |
| **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:  Honesty, Openness & Integrity  Fairness,  Inclusion & Collaboration  Respect & Dignity  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 RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call: 01392 207462. | |

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| **POST** | Nurse Specialist |
| **BAND** | 7 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Adult Nurse.  Post graduate Degree/Masters Degree modules relating to role  Specialist Practice Qualification in District Nursing.  Specialist knowledge and experience of leg ulcer management  And Tissue Viability  V100/V300 Non-Medical prescribing Qualification  Highly numerate and literate, at least Level 2  Leadership/Management qualification or commitment to work towards  Practice Assessor and/or Supervisor for post registration students/Apprentice District Nurses | X  X  X  X  X | X  X  X |
| **KNOWLEDGE/SKILLS**  Leadership skills and excellent decision making skills  Significant clinical knowledge relating to nursing practice.  Evidence of continual professional development  Specialist knowledge and understanding of current issues relating to community nursing, social care, integration and the wider national agenda.  Advanced clinical assessment skills  Intermediate IT skills  Working knowledge of clinical audit and governance agenda | X  X  X  X  X  X  X |  |
| **EXPERIENCE**  Significant and proven Tissue Viability experience at leadership level | X |  |
| **PERSONAL ATTRIBUTES**  Professional role model  Excellent communication and interpersonal skills, both written and oral  Higher level organisational skills  Self-reliant, ability to demonstrate resilience  Ability to motivate and support the development of teams  Patient and quality focused  Flexible approach to change  Sensitive and empathetic  Prepared to work flexibly | X  X  X  X  X  X  X  X  X  X |  |
| **OTHER REQUIRMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust  Be willing to work throughout the Cluster, Division and Trust according to service need.  Flexible working re working in a range of clinical settings, environments and shift patterns.  Participation in Community Division on call rota  Valid driving licence and use of car | X  X  X  X  X |  |

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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 |  |  |  |  |
| Exposure Prone Procedures | Y |  |  | X |  |
| Blood/body fluids | Y |  |  | X |  |
|  | | | | | |
| **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) | Y | X |  |  |  |
| Animals | Y |  |  |  |  |
| 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 |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | X |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | Y |  |  | X |  |
| Food handling | Y | X |  |  |  |
| Night working | Y |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | X |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | Y |  |  |  | X |