

***“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 and Well Leg Service |
| **Reports to** | Advanced Nurse Specialist |
| **Band** | Band 6 (Subject to formal matching) |
| **Department/Directorate** | Community Services |

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| **JOB PURPOSE** | |
| * Work clinically to offer expert direction and day to day leadership to the Community Lower Limb Therapy Service (LLTS) and Well Leg Service across The Royal Devon and Exeter NHS Foundation Trust – Community Services Division. * Provide assessment and nursing care, advice and information to patients and carers within the home environment, Lower Limb Therapy community hospital based clinics or alternative care setting. * Work under the direction of the Advanced Nurse Specialist and the Community Services Manager, using skills and knowledge as a registered nurse. * The Nurse Specialist has responsibility to provide clinical expertise in the assessment and production of care plans for patients with complex wound problems, education of staff, production of policy, and provision of guidance to Trust management.   The post holder is required to:  Provide Leg Ulcer care training and clinical advice to patients, nurses and carers in line with the LLTS service specification. The main aim of the post will be to develop wound assessment, prevention and treatment skills around care of leg ulcers to staff in accordance with evidence based policies and guidelines. It will also involve assessment and interventions for complex wounds and training of local staff to continue plans of care.  To co-ordinate and support the Leg Ulcer clinics in each locality in conjunction with the Advanced Nurse Specialist.  In partnership with the Advanced Nurse Specialist the post holder will play a key role in improving standards of care based on clinical outcomes identified through case review and clinical audit. The post holder will promote and implement high standards of Leg Ulcer care with the aim of maintaining patients within their own home, reducing hospital admissions, facilitating early hospital discharge and promoting and enabling patients to enjoy maximum independence.  To support staff in their clinical decision making providing guidance aimed at improving clinical outcomes and patient wellbeing.  To work with the Tissue Viability service to provide quality monitoring related to tissue viability.  To be involved in service improvements as directed by the Advance Nurse Specialist demonstrating initiation of changes in practice.  To have an awareness of the Community Nursing budget. | |
| **KEY WORKING RELATIONSHIPS** |  |
| Patients Relatives and Carers  Community Nursing Teams  Clinical Matron  Community Services Managers  Community Matron  Tissue Viability Service  Multi-Disciplinary Teams  General Practitioners and other members of the Primary Health Care Team  Specialist Nurses  Adult Health and Social Care  Tissue Viability Service | |
| **ORGANISATIONAL CHART** | |
| Community Services Manager  Clinical Matron  Advanced Nurse Specialist      **Nurse Specialist**  **(Mid)**  **Nurse Specialist**  **(East)**  **Nurse Specialist**  **(Exeter)**  Community Clinical Support Worker Higher Level (East)  Community Clinical Support Worker Higher Level (Mid)  Community Clinical Support Worker Higher Level (Exeter)  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 with 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.  Act at all times in a manner which illustrates care, compassion, courage, competence, communication and commitment.  .  Act as a positive role model for to portray a consistent professional image of the Community Services Division.  Leadership and management of Lower Limb Therapy and Well Leg Service, 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 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 e.g. 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. * Support the Advance Nurse Specialist to manage incidents and complaints, assessing risk and initiating further investigation/escalation as appropriate. | |
| **PLANNING/ORGANISATIONAL SKILLS** | |
| Day to day manages the Lower Limb Therapy Service and Well Leg Service team’s caseload, to include regular review, ensuring that the community nursing service delivers high quality, safe effective nursing care.  Manage the day to day organisation of the Lower Limb Therapy and Well Leg Service team, ensuring that the service delivers within allocated resources.  Complete staffing rosters in accordance with Trust policy, and escalate any issues as appropriate. | |
| **PHYSICAL SKILLS** | |
| A range of clinical skills that include clinical assessment, and delivery of nursing interventions including medication administration, Doppler assessments and complex wound care. 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 Nurse Specialist Community 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. * Work pattern may require a schedule of patient visits with 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. * Hold responsibility for the caseload and 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 address risk factors to staff, patients and carers within the 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. | |
| **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 the Advanced Nurse Specialist  Support the Advance Nurse Specialist with service development within the Lower Limb Therapy and Well Leg Service to facilitate proactive timely, patient centred nursing care. | |
| **FINANCIAL/PHYSICAL RESOURCES** | |
| Work with Advanced Nurse Specialist 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.  Oversee the maintenance of stocks and supplies.  As a nurse prescriber, hold accountability for the efficient use of resources. | |
| **HUMAN RESOURCES** | |
| Induction, training and supervising of new staff, including multi professional pre and post registration students, work experience students, and support workers.  Undertake appraisals and supervision for registered nurses/Clinical support workers in their team.  Ensure own and registered members of the team comply with revalidation and ongoing registration with the NMC.  Initiate any appropriate initial investigation with support from the Advance Nurse Specialist.  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 Advance Nurse Specialist 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 Health and Wellbeing activities in the team. | |
| **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. | |
| **RESEARCH AND DEVELOPMENT** | |
| Support and develop own and teams research skills to facilitate evidence based nursing practice.  Regularly review the team’s performance by the completion of audits, ensuring that outcomes are acted upon.  Support workforce development in line with organisational requirements.  Promote patients, relatives and carer feedback of the community nursing services, to help facilitate learning and improvement. | |
| **FREEDOM TO ACT** | |
| Work autonomously without direct supervision and will be a specialist within their area of practice, managing day to day the Community Lower Limb Therapy Service and Well Leg Service team in their locality.  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.  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**  P  E  R  S  O  N  S  P  E  C  I  F  I  C  A  T  I  O  N | Nurse Specialist Community |
| **BAND** | 6 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered nurse.  Post graduate Degree modules relating to role  Specialist Practice Qualification in District Nursing.  Specialist knowledge and experience of community nursing patients with complex health and social care needs  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 pre-registration students/ Practice Supervisor for 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 recent clinical experience with patients with Leg/Ulcer/Tissue Viability needs.  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 community nursing experience | 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 |  |
| **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.  Valid driving licence and use of car | 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- F |  |  |  |  |
| Exposure Prone Procedures | Y |  |  | X |  |
| Blood/body fluids | Y |  |  | X |  |
|  | | | | | |
| **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) | Y | X |  |  |  |
| Animals | Y |  | X |  |  |
| Cytotoxic drugs | Y | X |  |  |  |
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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 | Y |  |  | X |  |
| Food handling | Y | X |  |  |  |
| Night working | Y | X |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  |  | X |  |
| Mental Effort | Y |  |  |  | X |
| Emotional Effort | Y |  |  |  | X |
| Working in isolation | Y |  |  |  | X |
| Challenging behaviour | Y |  |  | X |  |