

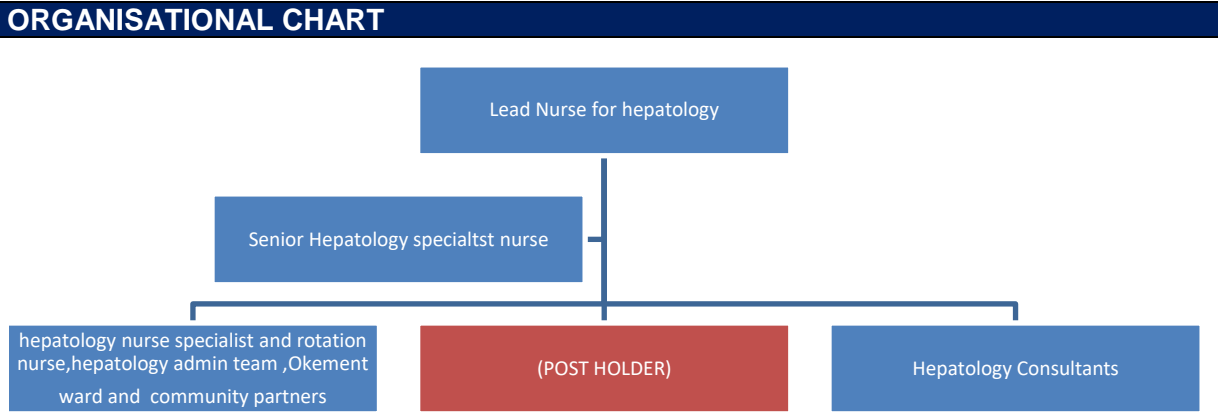
JOB DETAILS	
Job Title	Hepatology Nursing Associate
Reports to	Lead Nurse for Hepatology
Band	Band 4
Department/Directorate	Gastroenterology / Medicine

JOB PURPOSE

To work as part of the Hepatology Specialist Nursing Team within the settings of Outpatients, community clinics, HMP Exeter and Inpatient care. To assist with delivering an effective and efficient service to patients within the department of hepatology. To Assist specialist nursing team and community partners with engaging patients with viral hepatitis C treatment, provide testing, support treating and reporting of viral hepatitis C outcomes. To manage work load and prioritise working day. Undertake fibroscans to a high standard in accordance national standard operating procedure (training will be provided) The role requires accurate data capture, record keeping and supports audit activity within the department.

The post holder will undertake delegated tasks and duties under indirect supervision of members of the specialist nursing team. Training will be provided to support the role.

- KEY WORKING RELATIONSHIPS**
- Lead Nurse for hepatology
 - Hepatology Nurse Specialists
 - Consultant Hepatologist/Gastroenterologist.
 - Ward Matron and ward nursing team.
 - Infection control
 - Clinical audit
 - Secretaries and administration team
 - Clinical Support services- Dieticians, Pharmacy,
 - Enhanced Supportive care team.
 - Together Drug and alcohol Services
 - GU service
 - HMP Exeter
 - GP's
 - Probation services
 - South West liver Nurses Network



KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

- To participate in the delivery of high quality patient focused care within the hepatology service
- Support the specialist nurses within the different care settings they work: Inpatient, Outpatient ,HMP Exeter and community clinics.
- Work efficiently within the multi-disciplinary team in a professional manner at all times.
- To undertake Fibroscans to a high standard in accordance with national / Trust standard operating procedures (training will be given)
- Assist specialist nursing team and community partners in engaging patients with viral hepatitis C. Provide testing, support treating and reporting of viral hepatitis C treatment outcomes.(training will be provided)
- To supervise patients on hepatitis C treatment to ensure compliance.
- Have a basic knowledge of liver functions and disorders
- Develop knowledge and understanding of viral hepatitis.
- Assist with database management pertinent to hepatology.
- Provide health promotion to patients within context of liver disease regarding alcohol, drug use and weight management and refer to appropriate support services (training will be provided)
- Assist with the facilitation of hepatology investigations and imaging pathways.
- Assist with telephone enquiries, and directing calls to the appropriate specialist within the team.
- Attend practice/clinical/nurse meetings and contribute to the agenda in the development of the nursing service and where appropriate wider practice systems.
- To ensure competent completion and documentation of reports and letters
- Undertake general clerical duties associated with the smooth running of the Fibroscan clinics, liaising with other departments as necessary.
- Ensure all information is secure and confidentiality of information is maintained at all times.
- Provide excellent customer care which may include communication with distressed and anxious patients and relatives, treating them with tact and empathy
- To work in a flexible way to support the hepatology service
- To work in accordance with Trust policies and procedures and operate within the boundaries of the role and sphere of assessed competencies
- To maintain standards of work and care through regular updating professional evidence and attending training courses as required. Identify and knowledge or skills gaps and escalate to the post holder's line manager.
- Support the organization and participate in the training and development of health care assistants, student nurses and registered nurses as appropriate.
- Reporting of incidents e.g. complaints, clinical emergencies to senior staff and via trust incident reporting systems.

Administrative functions for Fibroscan Clinics

- To ensure outcomes are recorded and follow up appointments are made where appropriate
- Monitor pending lists, action any appointment slot issues ensuring all patients are booked within waiting times and breach dates with support from administrative team.
- Contact patients whose appointments need to be changed and advise all relevant persons of the alterations
- To liaise with Clinical Lead to ensure referrals are triaged on a regular basis
- To understand the outpatient waiting list and Referral To Treatment (RTT), NHS E-Referral Service processes to ensure that RTT waiting times meet NHS standards and targets and are managed in line with the Trust Access policy (training and support will be provided)

COMMUNICATION/RELATIONSHIP SKILLS

There is a high degree of patient contact on a daily basis and excellent interaction skills are required as a result. The post holder must be able to communicate effectively and maintain working relationships with the various multidisciplinary teams, community partners and patients/carers, especially as some patients can be challenging with complex specific needs.

- Maintain direct contact with clinicians and senior nurses to ensure clinics run smoothly with maximum capacity and appropriate bookings
- Make and receive telephone calls both external and internal according to Trust standards
- Communicate effectively including discussion and written communication
- Proactively manage email communication in line with the RD&E's Email Best Practice guidance
- Provide excellent customer care, in a calm and professional manner – some situations may be challenging

ANALYTICAL/JUDGEMENTAL SKILLS

- Is able to assess patients with support, use of guidelines/ standard operating procedures and report / instigate the appropriate care.

PLANNING/ORGANISATIONAL SKILLS

- Organises own workload with support from Specialist Nursing team which will be supported with a clear work plan.
- Be responsible for arranging calibration of fibroscan when required

PHYSICAL SKILLS

- Be able use equipment necessary to perform fibroscan within hospital and community settings

PATIENT/CLIENT CARE

- Provides direct care to patients in the form of fibroscans, following standard operating procedure/ national guidelines
- Supports specialist nurses with assessment, implementing and monitoring of treatments for hepatology patients directly, or through other means ie phone, following appropriate guidelines.
- Provides educational advice and support to patients with appropriate guidance and training from specialist nurses

POLICY/SERVICE DEVELOPMENT

- Work as part of the team in developing processes within the department to meet the demands of a growing service
- Attend and participate in regional/national meetings and conferences.
- Contribute to audits regarding departmental procedures
- Adhere to the Trust Access Policy and Health Records Policy and appropriate standard operating procedures, Key Performance Indicators, government targets and standard operational policies

FINANCIAL/PHYSICAL RESOURCES

- Ensure adequate and appropriate supplies are available for Fibroscan use.
- Monitor use of supplies and stationery and ensure this is done efficiently and cost effectively in line with the needs of the service
- Ensure adequate and appropriate supplies of patient information or specific tools used for patient education

HUMAN RESOURCES

- Support the organization. Participate and be a resource in the training and development of health care assistants, student nurses and registered nurses as appropriate.
- Assist the Hepatology Nursing team with specific training and supervision(training will be provided)

INFORMATION RESOURCES

- Assist with data base management- inputting, storing and providing information.
- Utilise a variety of software products (Word, Excel, PowerPoint,) for the extraction of information and to prepare documents.
- Comply with local and national policies for safe, secure and confidential processing and storage of patient laboratory and other information.
- Use of EPIC trust software (training will be provided).
- Ensure accurate and up-to-date patient details are maintained on patient information systems in line with Trust Information ,Governance policy

RESEARCH AND DEVELOPMENT

- If required assist in the collection of information in approved audit and research programmes

FREEDOM TO ACT

- Works within scope of practice with supervision from the Hepatology Nursing team.
- To work within specific guidance/standard operating procedure/ regional and national and departmental guidelines pertinent to role.

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.

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.

POST	Hepatology Nursing Associate
BAND	Band 4

Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING	<p>GCSE in Maths and English or equivalent NMC Registered Nursing Associate</p> <p>Willingness to undertake any in-house training programmes as required by the role and be a resource/ provide training as required</p>	
PREVIOUS EXPERIENCE	<p>Substantial experience of working within a caring environment.</p> <p>Experience of working within a small team.</p> <p>Experience of critically evaluating and analysing information and following agreed procedures/protocols.</p> <p>Experience of interacting with a variety of professionals in the delivery of patient care.</p>	Experience in the management of people with liver disease in the community and hospital setting.
SKILLS	<p>Excellent communication skills</p> <p>Good IT skills.</p> <p>Ability to work to priorities and deadlines</p> <p>Ability to work with other Trust departments</p> <p>Excellent inter-personnel skills.</p> <p>Will be required to use fibroscan which is mobile within hospital and will be required to travel between secondary and primary care sites.</p>	.
KNOWLEDGE	Knowledge of NHS practices and processes in relation to both primary and secondary care.	Understanding of liver functions and disease

	<p>Knowledge of safe use of patient testing devices.</p> <p>Knowledge of implications and responsibilities under Information Governance.</p> <p>Understanding and acts withing the NMC professional standards of practice and code of conduct</p>	
PERSONAL QUALITIES	<p>Flexible in approach and in working relationships</p> <p>Team player</p> <p>Ability to empathise with patients, carers and staff.</p> <p>Motivated to deliver high quality of patient care</p> <p>Strong, confident and effective communication skills</p> <p>Recognise limits of role scope and competence and escalate appropriately.</p>	
OTHER REQUIREMENTS	<p>Commitment to continuous professional development</p>	

WORKING CONDITIONS/HAZARDS		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
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					
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				
Animals	N				
Cytotoxic drugs	N				
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	N				
Food handling	Y	X			
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	