

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	<b>Clinical Nurse Specialist</b>
<b>Reports to</b>	<b>Head of Occupational Health and Wellbeing</b>
<b>Band</b>	<b>Band 7</b>
<b>Department/Directorate</b>	<b>Occupational Health and Wellbeing / People</b>

JOB PURPOSE
<p>This is a Specialist nursing post which enables the individual to be responsible for aspects of the provision of high-quality Specialist Nursing care and advice within the speciality of Occupational Health and Wellbeing and to provide expert advice to employees and managers.</p> <p>This post holder will act as an expert resource for both nursing and medical staff by providing advice, support and education through clinical practice evidence-based development.</p> <p>There will be close liaison and appropriate referral between all relevant departments, the lead clinician and other services, including those provided by community teams.</p> <p>The post holder will develop and sustain partnership working with individual groups, communities and agencies.</p> <p>Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service.</p> <p>As an advanced Practitioner with decision-making autonomy, responsibility and accountability they will be responsible to ensure the delivery of the occupational health nursing services in line with SEQOHS standard and Trust policies.</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>The Clinical Nurse Specialist will be based at [Royal Devon University Healthcare Trust-Eastern Services] and will be responsible for:</p> <p>Provides management support for the Head of Occupational Health and Wellbeing in the maintenance and development of the service, as well as improvements in quality standards in accordance with relevant and national guidelines and in leading and advancing clinical practice in line with DoH guidelines and legislation and provide all aspects of nursing care including consultation, advice, education, testing and immunisations where appropriate and in accordance with patient group directives and departmental protocols.</p> <p>Ensure highest levels of clinical governance, through effective policies and SOP's.</p> <p>Supporting the trust to co-ordinate and advise whilst under the care of the specialist team.</p> <p>The post holder will be a key member of, actively participate in, and work within the guidelines of the Multi-Disciplinary Team.</p>

To provide appropriate written information for patients, managers and HR as appropriate.

To provide psychological, social and cultural support to employees as appropriate.

The post holder will fulfil all tasks and work as part of a team. To meet the needs of the service, the post holder may be required to work in other areas as appropriate as directed by the line manager.

### **KEY WORKING RELATIONSHIPS**

Areas of Responsibility: Clinical Nurse Specialist

No. of Staff reporting to this role. A team of nursing staff, band 5 and band 6.

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis

In addition the post holder will deal with the wider healthcare community and external organisations.

This will include verbal, written and electronic media.

Internal

Head of Occupational Health and Wellbeing

OH Consultant

OH doctors, nurses, physiotherapist and counsellors

Business Manager

Wider Multi-disciplinary Team internal and external

Admin Services Manager and Team

Data Manager

Human Resources Team

Department Managers

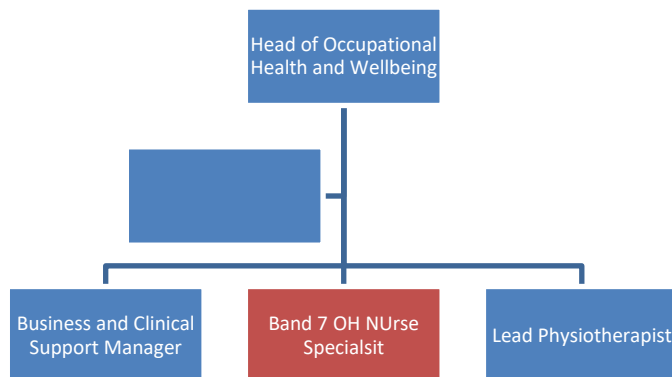
Risk Management

Head of Staff Support & Counselling Service

Pathology Labs

External clients / Clients/ Stakeholders/ Partners

## ORGANISATIONAL CHART



## FREEDOM TO ACT

- A key, lead practitioner for Occupational health and Wellbeing
- To work within the nursing and medical teams and contribute to decisions about patient care.
- Be professionally accountable for all aspects of own work, including the management of patients in your care.
- To work autonomously 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.
- The post holder will work with the Advanced Nurse Practitioner to lead and support development of the service

## COMMUNICATION/RELATIONSHIP SKILLS

Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, staff, managers offering empathy and reassurance.

To communicate effectively between departments, wards 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

- To be visible and accessible in the clinical area to the clinical team, patients and service users.
- As a senior member of the OHWB service and an expert practitioner, liaise, guide and advise the multi-disciplinary team and external agencies in the provision of optimum patient care.

## 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 / situations 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.

To receive direct referrals within the speciality and to provide expert assessment of patient's needs.

To develop and provide a co-ordinated specialist service to and to have direct clinical involvement in complex care in the OHWB setting.

To support and prevent admission for the patient with the relevant diagnosis and support the coordination of complex discharges for patients with the relevant diagnosis that have been admitted.

Plan & organise day-to-day service provision.

### **PATIENT/CLIENT CARE**

To support patients in meeting their own health and wellbeing through providing expert information, advice and support.

To assess patients and their complex needs and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding health and work

To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, and professionals

To recognise ethical dilemmas relating to care and act as the patient/relative's advocate when required

To develop relevant care pathways.

Set, monitor and develop safe standards of care for patients.

To ensure the environment and service processes are responsive to the needs of patients ensuring compassionate care which recognises privacy, dignity and diversity.

Ensure that care is delivered in style appropriate to the patients' needs.

Takes immediate remedial action where care falls below the required standard and escalates any concerns that cannot be addressed within the OH Service immediately .

Deal with concerns and complaints from patients and others openly and honestly ensuring the OH Complaints Policy is followed

### **POLICY/SERVICE DEVELOPMENT**

To develop specialist nurse led care where appropriate, in line with National guidance.

To supervise/instruct qualified and unqualified members of the nursing team as appropriate.

To act as an expert resource to others in developing and improving specialist knowledge and skills in specialist 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 – both clinical and operational.

To participate in developing the specialist service strategy and 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.

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.
- Ensure successful financial management of all appropriate areas of responsibility by managing expenditure, contributing to cost improvement programmes and complying with all Trust financial rules.

## **HUMAN RESOURCES**

Day to day management of Nurse Specialists and Support Nurses

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.

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.

To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with a relevant diagnosis are able to deliver the highest standards of care.

## **INFORMATION RESOURCES**

To document all patient contacts in the relevant patient record, 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. The post holder will be responsible for sourcing and gathering information to produce presentations, informative reports, briefings and papers for meetings.

To contribute to the monitoring of the standard of service in line with SEQOHS accreditation.

## **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 relevant research activities.

To participate and lead in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care on a regular basis and provide feedback to relevant groups

To ensure the Trust provides accurate clinical data to national data collection programmes relevant to the service.

## **PHYSICAL SKILLS**

Able to use PC and associated office equipment. Standard keyboard skills, accuracy and dexterity for clinical procedures High degree of competence and dexterity in practical nursing skills, including, and taking blood.

## **PHYSICAL EFFORT**

The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods involving sitting at a VDU for long periods of time.

Ability to stand for long periods and delivery training without voice amplifying equipment.  
May need to transport equipment to other sites.

## **MENTAL EFFORT**

Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms

Actively participate in strategic service planning & 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 across different organisations whilst also providing senior support to junior members of nursing staff.  
The work pattern may be subject to frequent interruption

## **EMOTIONAL EFFORT**

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, treatment and work.

Ability to adapt to an unpredictable workload.

High level of mental effort when managing rosters and staffing concerns

Provide leadership and support to nursing team and deal with poor performance

Managing conflict in the workplace and assist in dealing with crises/problems/ difficult circumstances within department teams/individuals

Dealing with complaints and patient feedback

Frequent exposure to distressing or emotional circumstances

Empathy when delivering difficult messages and the ability to break down barriers in communication and understanding

Ability to relate to colleagues as patients in an understanding and sympathetic manner.

## **WORKING CONDITIONS**

Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting

Occasional aggressive / challenging behaviour when dealing with face to face complaints

Regular use of VDU

## **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 (DES) if appropriate to role.

#### **DISCLOSURE AND BARRING SERVICE CHECKS – delete section if not applicable**

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.



# PERSON SPECIFICATION

<b>Job Title</b>	Clinical Nurse Specialist
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Registered Nurse	E	
Post-registration qualification at Masters level in specialist field or working towards and / or significant experience.	E	
Formal qualification in teaching of adults		D
Formal qualification in Non-medical prescribing		D
Advanced Communication course, or willing to participate in training	E	
Degree in relevant discipline or willing to work towards.	E	
Competent in the physical examination of patients including assessment, history taking, venepuncture and cannulation	E	
<b>KNOWLEDGE/SKILLS</b>		
Significant experience in specialism	E	
Extensive experience in care of patients in the speciality	E	
Experience of managing service provision and the supervision and managing of staff	E	
Ability to represent the department at meetings of internal, local, regional and national bodies and institutions	E	
Competent in the delivery of medications both orally and IV	E	
<b>EXPERIENCE</b>		
Able to manage and conduct nurse-led clinics	E	
Able to manage and control research projects	E	
Counselling skills	E	
IT competence in the usual applications – database, spread sheet and presentation software etc	E	
High level of presentation skills and experience of public speaking	E	
<b>PERSONAL ATTRIBUTES</b>		
Good interpersonal skills,	E	
Good communication skills,	E	
Ability to be empathetic,	E	

Ability to handle difficult or emotional situations,	E	
Excellent organisational skills	E	
Motivation	E	
Ability to adapt and change to meet the needs of the service	E	
Able to work as a team member		
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to travel to other locations as required	E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y		X		
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y		X		
Laboratory specimens	Y		X		
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
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				
<b>Risks requiring Other Health Surveillance</b>					
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				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				X
Heavy manual handling (>10kg)	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				
Challenging behaviour	Y		X		