

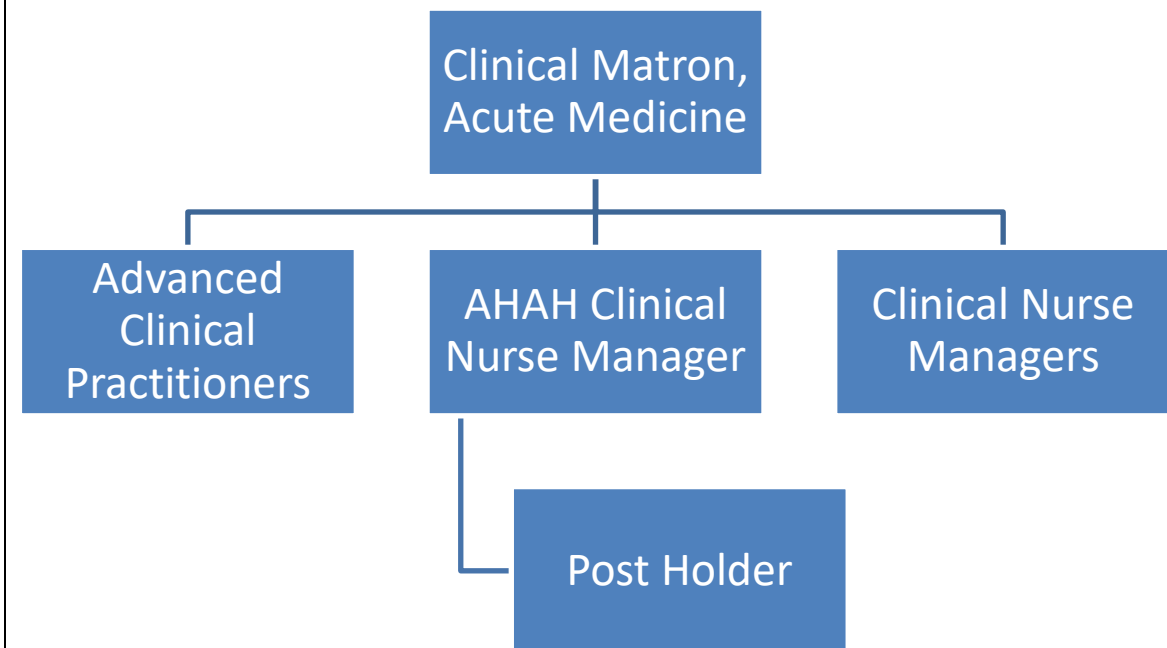
***“Our vision is to provide safe, high quality seamless service delivered with courtesy and respect. To achieve our vision we expect all our staff to uphold our Trust Values”***

JOB DETAILS	
Job Title	Acute Medicine Specialist Nurse
Reports to	Clinical Nurse Manager
Band	6
Department/Directorate	Acute Medical Unit, Medicine Division

JOB PURPOSE
<ul style="list-style-type: none"><li>• The post holder will work as a member of the Acute Hospital at Home (AHAH) Service, providing a bridge between hospital and home.</li><li>• They will assess and treat AHAH patients both face to face and over the telephone and lead in the delivery of seamless transition between the acute trust and the community. Current patient streams managed by this service are OPAT (Outpatient Antibiotic Therapy), AF, COVID and VTE, with a view to increasing this to include syncope.</li><li>• 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.</li><li>• They will work to improve and maintain the AHAH service based on best practice and current national guidelines.</li><li>• They will work closely with the AMU nursing team to provide support and clinical advice to triage nurses, including streaming patients directly from triage to AHAH. The post holder will be expected to have a solid understanding of the triage process and role model good practice.</li><li>• 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.</li><li>• 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.</li></ul>

KEY WORKING RELATIONSHIPS
<ul style="list-style-type: none"><li>• Patients, carers and relatives.</li><li>• AHAH Clinical Nurse Manager.</li><li>• AHAH team.</li><li>• Nursing staff across AMU, MTU and SDEC.</li><li>• Acute medicine Clinical Matron.</li><li>• Acute medicine Clinical Nurse Managers.</li><li>• Acute medicine secretarial staff.</li><li>• Acute medicine consultants and other medical staff, including ACPs and PA's.</li><li>• All members of the multi-disciplinary team across the Trust.</li><li>• Pharmacists.</li></ul>

## ORGANISATIONAL CHART



## KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

### Clinical Practice

- 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.

**Research and Development**

- Ensure clinical practice developments are based on best available evidence.
- Review and disseminate new information to relevant staff.
- Evaluate clinical practice in relation to its evidence base and clinical effectiveness.
- Use core audit skills to enable the specialist team and other health professionals to improve quality of care.
- Collect and collate epidemiological data to enable the team to inform independent or collaborative review of clinical practice.

**DEPARTMENTAL AND STAFF ORGANISATION**

- Maintain effective communication channels between the team, Clinical Nurse Manager, primary care and external agencies within your sphere of responsibility.
- Ensure processes are in place to facilitate effective communication processes are established with all disciplines, patients and relatives that meets individual needs.
- Actively seek patient/carer feedback and ensure this is fed back to the Clinical Nurse Manager and team members.
- In conjunction with the Clinical Nurse Manager deal with complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved in the local clinical area.
- Be responsible for adhering to relevant HR policies.

**DELIVERY PLAN**

In collaboration with the Clinical Nurse Manager, ensure ward/departmental teams contribute to the delivery of the Division's strategic and operational plan focusing on the following specific areas:

- Staff competencies.
- Divisional objectives and targets.
- Service development initiatives relevant to his/her area.

**RESOURCES**

Work with the Clinical Nurse Manager to maintain and review as appropriate the pay and non-pay budget. This responsibility involves:

- Continually reviewing with teams the resource allocation and spend in relation to their sphere of responsibility.
- In collaboration with the Clinical Nurse Manager, identifying appropriate action plans to resolve any resource problems.
- Identifying to the Clinical Nurse Manager any areas of potential cost improvement or service efficiency.
- Demonstrating an awareness of local and Trust wide financial and budgetary guidelines.

**RISK AND GOVERNANCE**

As a member of the AHAH team promote, monitor and maintain best practice for health, safety and security. This responsibility includes:

- Being aware of and promoting adherence to agreed policies to maximise safety within the work environment.
- Identifying within his/her work area, any risk that could affect the safety of patients, the public and staff members.
- As part of his/her daily leadership role, identifying persistent risk issues, and addressing these with team members to reduce/remove the risk, ensuring that any concerns are passed on to the Clinical Nurse Manager within an appropriate time span.

## **PROFESSIONAL DEVELOPMENT**

### **Professional Development**

- Maintain responsibility for own professional and specialist development.
- Participate in regular performance appraisal.
- Use reflection to identify and prioritise education/development needs.
- Pursue an ongoing programme of professional education/development relevant to the specialty.
- Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation.

## **OTHER RESPONSIBILITIES**

- As a member of the AHAH 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 AHAH.
- 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.
- With Clinical Nurse Manager, use PALS and Complaints feedback to review practice within one area.
- Support the team in understanding principles of equality and diversity and ensure team employ a culture of fairness.
- Assist the Clinical Nurse Manager with service improvement initiatives by applying change management strategies, and ensuring staff involvement.
- 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.
- Involve the team in benchmarking exercises and encourage feedback from patients.

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.

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**

### **Purpose and Values**

- We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.
- We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

- We recruit competent staff whom 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 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.
- We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

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:

Compassion  
Inclusion  
Integrity  
Empowerment

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.

#### **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.

<b>POST</b>	Acute Medicine Nurse Specialist
<b>BAND</b>	6

Requirements		Essential		Desirable	
<b>QUALIFICATION/ SPECIAL TRAINING</b>					
Registered Nurse		E			
Bachelor's degree in nursing or health related subject or equivalent experience		E			
Post graduate modules in advanced clinical practice				D	
Teaching and mentoring qualification or equivalent experience				D	
<b>KNOWLEDGE/EXPERIENCE</b>					
Clinical knowledge and at least 2 years recent experience in acute medicine		E			
Good leadership skills and evidence of managerial experience		E			
Excellent verbal and written communication skills		E			
Ability to manage own case/workload		E			
Evidence of involvement in standard setting and clinical audit				D	
Research and audit skills and an understanding of their application to improve quality of services		E			
Ability to critically analyse research				D	
Computer literacy		E			
Established teaching skills				D	
<b>PERSONAL ATTRIBUTES</b>					
Able to work as a team member		E			
Highly motivated and enthusiastic		E			
		<b>FREQUENCY</b> (Rare/ Occasional/ Moderate/ Frequent)			
<b>WORKING CONDITIONS/HAZARDS</b>		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Motivated to further personal and professional development of self and service	Y			E	✓
Exposure to infectious diseases	Y				✓
Ability to work flexibly over 7 days as required	N			E	
In conjunction with the Clinical Nurse Manager, deliver an	Y				D✓
<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)	Y		✓		
Laser (Class 3R, 3B, 4)	Y		✓		
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				✓
Heavy manual handling (>10kg)	Y			✓	
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	N				
Mental Effort	N				

Emotional Effort	N				
Working in isolation	Y			✓	
Challenging behaviour	Y			✓	