

JOB DESCRIPTION

JOB DETAILS	
Job Title	Targeted Lung Health Check (TLHC) Specialist Nurse
Reports to	Clinical Nurse Manager
Band	Band 6
Department/Directorate	Respiratory/Medicine Care Group

JOB PURPOSE

The purpose of the role is to facilitate the clinical flow of the targeted lung health check participants that have an abnormality reported on their low dose CT scan, performed by InHealth. The successful candidate will act as a conduit between the external supplier's nurses, local medical teams across both primary and secondary care, and screening participants. Working closely with key stakeholders this role will be central to the delivery and successful implementation of the screening programme. The lead nurse will have clinical oversight of patients on the screening pathway and be responsible for facilitating onward referrals as dictated by the clinical leads; the role will be supported by a TLHC Administrator.

This is a pivotal clinical leadership role; the Lead Nurse will contribute to TLHC screening review meetings (SRM), working closely with the Lead TLHC Clinicians, Respiratory Team, responsible assessor, responsible clinician and radiologist for the programme to facilitate a robust assurance and governance processes which meet the requirements of the national TLHC team. They will be a key point of contact between the third-party delivery partners, secondary care, screening participants and the Peninsula Cancer Alliance TLHC programme team.

The postholder will provide oversight of the secondary care component of the clinical service and support the evolution of the service over time. This may include:

- appropriate action is taken when clinical findings are identified as part of the assessment for eligibility and during any add-on investigations such as spirometry and assessing cardiovascular risk. This may include further management in primary and/or secondary care.
- clinical data and information is entered into the appropriate clinical system with a focus on data completeness;
- improvements and corrective actions are implemented to support governance, training and improve quality;
- training to be able to support clinics

The post holder will be expected to work with significant autonomy and to exercise advanced decision-making skills, providing expert clinical advice and support to other staff and teams within the Peninsula Cancer Alliance, partner organisations and TLHC patients

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

To be a member of, actively participate in, and work within the guidelines of the TLHC Programme as a key worker.

To co-ordinate the care throughout the patient's pathway whilst under the care of the TLHC Programme.

To provide appropriate information for patients, relatives and hospital staff.

To provide holistic support to patients known to the TLHC programme.

The post holder will fulfil all tasks and work as part of a team within the TLHC Programme.

To provide specialist education, advice and support to patients and their carers, encouraging independence and self-management.

To provide specialist education and advice to support the skills and knowledge development in primary care and community services.

KEY WORKING RELATIONSHIPS

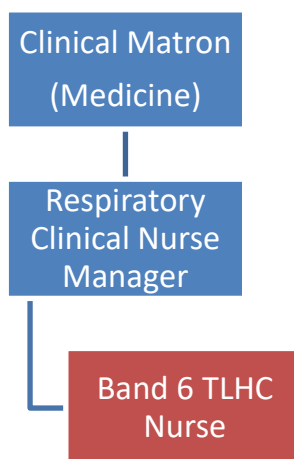
Areas of Responsibility: Targeted Lung Health Check

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, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none">• TLHC Administrator• TLHC Lead clinicians• TLHC Lead Radiologist• Radiology teams across the trust• Medical and nursing staff of all levels, across several disciplines across the trust• Respiratory teams across the trust• Cardio-Respiratory departments across the trust• Ward & Outpatient Department staff	<ul style="list-style-type: none">• Patients and carers• TLHC nurses across the peninsula• TLHC Clinical leads across the Peninsula• TLHC Admin leads across the Peninsula• InHealth nurses• Peninsula Cancer Alliance• General Practitioners• Practice nurses

ORGANISATIONAL CHART



FREEDOM TO ACT

To work within the nursing and medical teams and contribute to decisions about patient care in line with the Trust and service policy.

Be professionally accountable for all aspects of own work, including the management of patients in your care.

To work autonomously and 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.

COMMUNICATION/RELATIONSHIP SKILLS

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

To communicate effectively between departments 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

ANALYTICAL/JUDGEMENTAL SKILLS

To be able to analyse, interpret and compare complex facts or situations.

The postholder requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions.

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

Ability to plan and organise complex activities/ programmes, adapting them as appropriate.

To plan and manage an individual caseload of complex patients effectively and efficiently.

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

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 those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, and onward specialist management plans related to the TLHC programme.

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

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

To support the development of care pathways for patients within the TLHC programme

To ensure mechanisms are in place for escalation of care at times of clinical deterioration.

To keep accurate records about involvement in patient care.

To provide telephone advice to patients within our caseload.

To ensure that clinical skills are updated and kept current. The organisation will support the postholder with maintaining and developing skills relevant to the post.

To show willingness to support the evolution and growth of the service over time, based on the postholder's area of interest and experience, and the evolving requirements of the programme.

POLICY AND SERVICE DEVELOPMENT

To support the development of specialist nurse led care where appropriate, in line with National guidance.

To supervise/instruct unqualified members of the TLHC team as appropriate.

To act as an expert resource to others in developing and improving specialist knowledge and skills in 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 alongside the Responsible Assessor for the TLHC Programme.

Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards.

To participate in developing a 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 and wider TLHC Peninsula Programme.

The post holder is required to work to the appropriate policy's and standard operating procedures.

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.

HUMAN RESOURCES

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 as required by the organisation and TLHC programme.

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, their families and carers following TLHC screening scans.

To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients from the TLHC programme are able to deliver the highest standards of care.

INFORMATION RESOURCES

To document all patient contacts and maintain patients records 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, PowerPoint and EPIC to create reports, documents and presentations.

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 national and local relevant research activities on a regular basis and to provide feedback to relevant groups.

To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care.

PHYSICAL SKILLS

High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments.

PHYSICAL EFFORT

High degree of competence and dexterity in practical nursing skills, providing a supporting role.

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

MENTAL EFFORT

The work pattern is unpredictable and subject to frequent interruption.

Ability to carry a caseload of clients and formulate effective onward care within the scope of the programme.

Actively participate in service planning & development.

The post holder will require resilience to deliver specialist nursing care in at times, stressful and emotionally demanding environments.

There is a requirement to regularly concentrate, to deliver and manage varied priorities and demands of liaising with a wide range of people.

EMOTIONAL EFFORT

Work with patients/service users and carers, including the communication of distressing news on a frequent basis.

Work with patients in the aftermath of bad news.

Work with patients with mental health problems or occasional challenging behaviour.

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 and treatment.

Ability to adapt to an unpredictable workload.

Frequent exposure to distressing or emotional circumstances

WORKING CONDITIONS

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

Occasional aggressive 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

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.

PERSON SPECIFICATION

Job Title	TLHC Specialist Nurse
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse – Valid NMC registration	E	
Post-registration qualification in relevant specialist nursing or equivalent experience	E	
Formal qualification in teaching of adults		D
Advanced Communication course, or willing to participate in training	E	
Degree in relevant discipline or working toward		D
KNOWLEDGE/SKILLS		
Demonstrable nursing experience in the acute setting.	E	
Demonstrable experience in care of patients with relevant Diagnosis.	E	
Experience of managing service provision and the supervision and managing of staff		D
Ability to represent the department at meetings of internal, local, regional and national bodies and institutions	E	
Ability to organise and prioritise work schedule, confident in working autonomously.	E	
Demonstrate significant contribution to practice and service development.		D
Clinical teaching skills		D
EXPERIENCE		
Counselling skills		D
Able to support with TLHC research projects	E	
Ability to set up and conduct nurse led clinics	E	
IT competence in the usual applications – database, spread sheet and presentation software etc	E	
Confident in delivering presentations		D
PERSONAL ATTRIBUTES		
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	E	
OTHER REQUIREMENTS		
Ability to travel to other locations as required	E	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E	
Ability to work across the Trust	E	
Willing to undertake additional training as required	E	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	Y		X		
Contact with patients	Y				
Exposure Prone Procedures	N				
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)	N				
Animals	Y	X			
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	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				X
Challenging behaviour	Y		X		