

# JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Senior Respiratory Nurse Specialist (Pulmonary Rehabilitation)
<b>Reports to</b>	CREADO team lead
<b>Band</b>	7
<b>Department/Directorate</b>	Medicine

JOB PURPOSE
<p>Undertake a highly specialist nursing role in organising, planning, delivering, and evaluating the COPD referral pathway in alignment with the Pulmonary Rehabilitation Service.</p> <p>To take a lead role in the advanced assessment and treatment of patients within the speciality who may have highly complex needs, and to determine clinical diagnosis, implement treatment, monitor care and maintain records as an autonomous practitioner.</p> <p>To develop the service, along with other members of the multidisciplinary team and the senior physiotherapist to achieve and maintain accreditation with the Pulmonary Rehabilitation Service Accreditation Scheme (PRSAS).</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>To be professionally and legally accountable and responsible for all aspects of own work, delivering high standards of care to patients.</p> <p>Evaluate, prioritise and triage the referrals received by the service based on clinical need and communicate decision making with the referring party as needed.</p> <p>To accept responsibility for own patient caseload and maintain accurate, clear and up to date documentation in line with legal and departmental guidelines and standards.</p> <p>Undertake the comprehensive assessment of patients, including those with a complex and multiple presentations, using investigative and analytical skills then formulate individualised management and treatment plans using clinical reasoning utilising a wide range of treatment skills.</p> <p>Formulate and deliver an appropriate individual, evidence-based nursing/pulmonary rehabilitation treatment programme based on highly specialised knowledge. This necessitates high levels of autonomy and the analysis of information, interpreting results to inform assessment and treatment planning, selecting an appropriate treatment/management programme, often from a range of options, and evaluating the effectiveness of treatment interventions.</p> <p>To provide advanced and specific nursing assessment, and management of patients which requires post graduate learning and or experience, with support and guidance of the wider MDT.</p> <p>To interpret and analyse clinical and non-clinical facts to form accurate diagnoses and prognoses in a wide range of complex conditions and to recommend the best course of intervention.</p> <p>Be able to identify when patients who are referred with a complex history or condition management which is outside of their scope of practice and will therefore build a close working relationship with medical clinicians.</p>

Will work as a NMP within their scope of practice and provide evidence of continued professional development in relation to prescribing and attend the NMP meetings as per organisational requirements.

To be an expert resource for all staff both within and external to the team and participate in the assessment of competency of other team members.

To actively participate in working groups, clinical governance sessions and to contribute to the development of policy changes within Pulmonary Rehabilitation service and COPD pathway.

To provide spontaneous and planned advice, teaching and instruction and training to relatives, carers and other professionals, to promote understanding of the aims of pulmonary rehabilitation.

To be competent and safe in the use of gym equipment, performing exercise testing and teaching therapeutic exercise.

To assist the physiotherapy PR lead and CREADO team lead in responsibilities such as annual leave approval and processing, sick leave management, appraisals, recruitment, estates, health and safety, waiting list and rota management, problem solving day to day issues managing the smooth running of the team and patient enquires and complaints.

To be aware of Health and Safety aspects of your work and implement any policies, which may be required to improve the safety of your work area.

To be actively involved as required in the collection of appropriate data and statistics for the use of business planning.

To assist in local audit reports and data collection to report nationally as requested. To read and evaluate national reports and quality improvement recommendations.

To assist in achieving and maintaining PRSAS accreditation.

To attend meetings and report back to PR/ team lead, in absence of PR lead to lead staff meetings.

To comply with the organisational and departmental policies and procedures and to be involved in the reviewing and updating as required.

The respiratory nurse specialist will be based at Barnstaple Health centre but will need to travel to community sites to support PR as well as attending the main site at NDDH.

## KEY WORKING RELATIONSHIPS

Areas of Responsibility: (type of work undertaken)

No. of Staff reporting to this role: Band 6 nursing respiratory specialist, CSW, Administrator

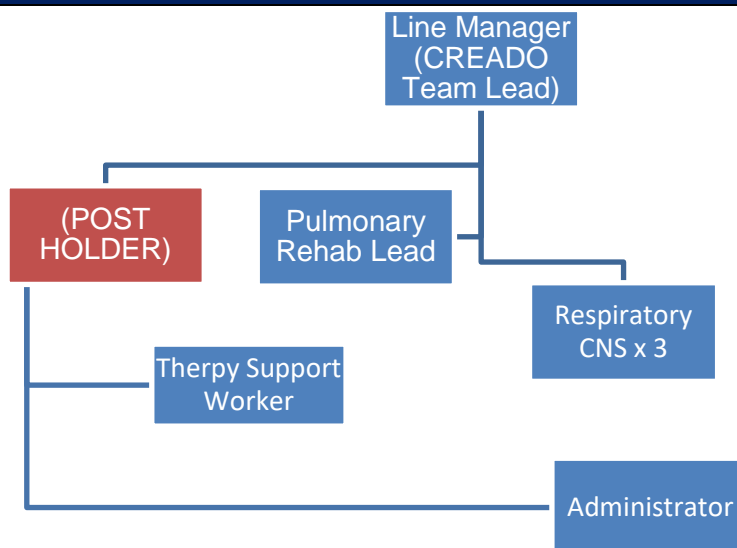
The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.

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"> <li>• Respiratory Consultants and Medical Team</li> <li>• Respiratory Nurse Specialists</li> <li>• Specialist Respiratory Services</li> <li>• Community Nursing Team</li> <li>• Community Services Managers</li> <li>• Community Matron</li> <li>• Palliative Care Teams</li> <li>• Continuing Healthcare</li> <li>• Safeguarding Lead/Team and Care Home Educators</li> <li>• Rapid Intervention Centre/Rapid Response</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, Relatives and Carers</li> <li>• General Practitioners and other members of the Primary Health Care Team</li> <li>• Adult Health and Social Care</li> <li>• Statutory and Voluntary Agencies</li> </ul>

## ORGANISATIONAL CHART



## **FREEDOM TO ACT**

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.

Promote and participate in Clinical Audit to develop and establish standards of the COPD pathway and PR service, providing supporting evidence to PRSAS for accreditation.

## **COMMUNICATION/RELATIONSHIP SKILLS**

Communicating and building effective therapeutic relationships with patients, relatives, carers and professional partners to ensure patient care is focal and managed effectively.

Effectively communicates complex and sensitive information concerning patient's medical conditions, requiring tact, compassion, respect for privacy, dignity and confidentiality.

To communicate effectively between departments, teams, GP surgeries and Trusts to ensure patients treatment pathway is seamless.

To work in partnership with the respiratory team via MDT's and other health professionals to address people's health needs through planning and delivering interventions which are based on best practice and clinical judgement

Has extensive awareness of standards of record keeping and able to keep accurate contemporaneous documentation and care plans using the Trust's documentation.

Good presentation skills both written and verbal.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

Make judgements on complex facts requiring analysis, interpretation and comparing a range of options. Requires skills for assessing and interpreting patient conditions and determining 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.

Analyse and act appropriately in complex situation and escalate wherever applicable e.g. to Safeguarding Lead, to Respiratory MDT

## **PLANNING/ORGANISATIONAL SKILLS**

Oversee the planning, implementing, adjustment and evaluation of programmes of care for individual patients.

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

Co-ordinate with other providers, where appropriate, regarding care provision.

Review service caseload and manage the day-to-day organisation of the team and caseload.

Complete Clinical Audits and update SOP's.

Plan, organise complex activities, programmes requiring formulation and adjustment.

### **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.

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 develop care pathways for patients with the relevant diagnosis.

### **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.

## **HUMAN RESOURCES**

Day to day management of Nurse Specialists and Clinical Support Workers and Administrator.

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, their families and carers.

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 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.

## **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**

High degree of competence and dexterity in practical nursing skills and taking blood.

To be competent and safe in the use of gym equipment, performing exercise testing and teaching therapeutic exercise.

## **PHYSICAL EFFORT**

Daily work involves frequent driving, sitting/standing and walking, moving equipment, frequent manual handling and treatment of patients in restricted positions.

Able to travel across various locations within the working day, transporting essential PR kit to and from venues and setting up community halls and rooms in order to deliver clinic assessments or a PR class, to meet the demands of the service.

Working hours negotiated according to service need.

Frequent use of IT equipment (including mobile phones, laptops, tablets etc). Basic keyboard skills required.

### **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 and location is unpredictable and subject to frequent interruption

### **EMOTIONAL EFFORT**

Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis

Work with patients in the aftermath of bad news.

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

Talk to relatives following a death.

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.

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

### **WORKING CONDITIONS**

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

Occasional aggressive behaviour when dealing with face to face complaints

Regular use of VDU within various settings and workspaces.

### **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 minimizing 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

<b>Job Title</b>	Senior Respiratory 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	E	
Formal qualification in Non-medical prescribing, or willing to work towards.	E	
Advanced Communication course, or willing to participate in training	E	
Degree in relevant discipline, or willing to work towards.	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,		

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	
<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		/		
Contact with patients	Y				/
Exposure Prone Procedures	Y/N	/			
Blood/body fluids	Y		/		
Laboratory specimens	Y			/	
<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	Y/N	/			
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y		/		
Noise (over 80dBA)	Y/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	Y				/
Food handling	Y/N	/			
Night working	N				
Electrical work – working with devices requiring electricity.	Y/N				/
Physical Effort	Y/N				/
Mental Effort	Y/N				/
Emotional Effort	Y/N			/	
Working in isolation	Y/N		/		
Challenging behaviour	Y/N		/		