**JOB DESCRIPTION**

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| **Job Title:** | **Inflammatory Bowel Disease (IBD) Nurse Specialist** |
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| **Band:** | **AfC Band 6** |
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| **Responsible To:** | **Senior IBD Nurse Specialist** |
| **Accountable To:** | **Service Manager for Gastroenterology** |
| **Section/Department/Directorate:** | **Inflammatory Bowel Disease (IBD) Service**  **Gastroenterology**  **Medicine Division** |

**Job Purpose:**

To work with the Clinical nurse Specialist and medical and nursing teams to provide expert advice and support for speciality patients.

To develop and sustain partnership working with individual groups, communities and agencies.

Facilitate the planning and delivery of care programmes to address patient needs and develop/improve the service.

**Context:**

* To work as a member of the IBD team contributing to the delivery and development of all aspects of the IBD specialist service.
* To assess plan and implement patient’s care, providing specialist and enhanced clinical management, education, information and support to patients and their families/ carers with IBD problems.
* To undertake and further develop nurse-led services including outpatient clinics, inpatient specialist review, telephone advice via the advice lines, transition care for adolescents and their families, monitoring of immunomodulating and biologic therapies.
* To work with other members of the multidisciplinary team and other relevant departments across the trust to ensure safe and effective delivery of care for our IBD patients.
* To assist the Senior IBD Nurse Specialist in providing clinical supervision and training to colleagues/ other healthcare professionals and students as appropriate.
* To deputise for the Senior IBD Nurse Specialist during periods of leave.
* To lead local and national clinical audits and to actively participate in the research programme.
* Thepostholder will be based in the acute hospital.
* 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:**

The post holder will work closely with other Nurse Specialist’s, Clinical Matron, clinical medical and nursing teams and secretaries, ward and outpatient Staff, other agencies such as Hospice staff, GP’s and community Nurses.

The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community, external organisations and the public. This will include verbal, written and electronic media.

**ORGANISATIONAL CHART:**

*Service Manager for Gastroenterology*

*Senior IBD Nurse Specialist*

*Gastroenterologists*

***Post Holder***

Denotes Line Management accountability

Denotes a clinical liaison relationship

**Key Result Areas/Principal Duties and Responsibilities:**

**Clinical Practice**

Provide specialist IBD advice, to patients (including transition) and their families/ carers, other healthcare professionals and students.

Takes responsibility for 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.

Escalates concerns to senior IBD nurse / Consultant Gastroenterologist in a timely fashion.

Undertake nurse led clinics and manage advice lines for patients in routine follow-up; newly diagnosed; in transition from paediatric care; having flare-ups and those undergoing immuno-suppressive and biologic therapy. Working within the guidelines and protocols in place, which will provide expert assessment, management, education; information and support for patients, and their families, ensuring patients receive therapy in a safe and timely manner.

To triage and act upon information from the advice lines, in line with guidelines and protocols in place, to be available for early access to clinics, to expedite consultation for treatment and admission in acute relapse.

Develop the skills to assess and interpret specialist information and conditions and take appropriate action, acting as patients advocate when necessary.

To work within the guidelines and protocols in place, to provide expert assessment, management, education, information and support for both in and outpatients with IBD, and their families.

To assist senior colleagues in the development and management of IBD service, including training to ensure safe assessment; education, information and support for patients with IBD.

Development of policies and protocols to ensure clinical practice is based on best available evidence.

Understand and recognise own limitations and refer to a more experienced specialist when required and ensure that feedback mechanisms are in place to facilitate the review of patients when necessary.

Provides sensitive/ highly sensitive, complex or contentious information to patients/ carers with empathy and reassurance. *(Screening for Blood borne viruses and giving patients results as part of biologic therapy assessment i.e. Viral Hepatitis and HIV, with empathy and understanding.)*

Provide a counselling/ advice service for patients and relatives and support for patient groups, including Crohn’s and Colitis UK group.

Communicates with the multidisciplinary team, acting as a specialist resource, demonstrates enhanced verbal and non-verbal communication skills with patients, carers and medical and non-medical staff, ensuring communication is at a level appropriate to individual understanding.

Undertake clinical procedures that require dexterity and accuracy, in line with guidelines and protocols in place. *(IBD: Venepuncture & cannulation skills; enhanced history taking; clinical assessment and monitoring of IBD patients, including those having acute flare-ups, on immuno-suppressive and biologic therapies and in routine follow-up.)*

Attend and participate in the IBD multidisciplinary team meetings.

Contribute to the IBD standards group and IBDQIP development.

To work closely with other IBD CNS’s in the region and nationally to provide a uniformly high standard of care.

**Leadership and Management**

Deputises for and supports Senior IBD Nurse Specialist when necessary in issues relating to the IBD Service.

Contribute to the provision and review of specialist protocols and policies.

Responsible for organising own workload within the requirements of the specialist team activities and work plan.

Produces and presents reports as required.

Provide representation on committees/ working groups as required.

Contribute towards the development of effective networks and liaison within IBD.

Be aware of budgetary limitations and provide highest quality nursing service within those confines.

Make line manager aware of any concerns regarding the quality of service provided in a constructive manner.

**Education**

Provides teaching in practice to other healthcare professionals and students through clinical supervision/ facilitation.

Act as a positive role model and clinical resource for other healthcare professionals and students.

Teaches patients and their families/carers about managing own condition.

Contribute to the development of patient/ staff information, specific to IBD.

Participate in the planning, delivery and evaluation of in-house education and training programmes, for all relevant disciplines of healthcare professionals, including medical students.

Together with the Senior IBD Nurse Specialist provide relevant updates, education and training within the Trust and externally, to nurses, patient groups and other disciplines.

**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.

**Professional Development:**

Maintain responsibility for own professional and specialist development.

Participate in annual performance appraisal.

Use reflection to identify and prioritise education/development needs.

Pursue an ongoing programme of professional education/development relevant to the specialty.

Maintain membership of specialist groups and attend regional and national meetings and conferences when possible. To work closely with other IBD CNS’s in the region and nationally to provide a uniformly high standard of care.

Undertake any training required in order to maintain competency including essential training i.e. infection control, fire, moving and handling, resuscitation.

**Communication and 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 and Judgement 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 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 and Organisational Skills**

Plan, organise complex activities, programmes requiring formulation and adjustment

Plan patients care, managing an individual caseload of complex patients effectively and efficiently.

To co-ordinate the management of outpatients presenting with symptoms of their disease or family history.

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

To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and their carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting.

Plan & organise day-to-day service provision

**Physical Skills**

High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, andtaking blood.

**Responsibility for Patient and 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, treatment options and issues surrounding terminal illness and bereavement.

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 with relevant specialist conditions

**Responsibility for 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 nursing 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

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

**Responsibility for Financial and 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.

**Responsibility for Human Resources**

Day to day supervision of the Support Nurse

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.

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 relevant disease are able to deliver the highest standards of care

**Responsibility for Information Resources**

Day to day supervision of Support Nurses

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 and PowerPoint to create reports, documents and presentations

**Decision Making**

* 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.

**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 occasional 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 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.

**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.
* 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

**GENERAL**

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

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.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

**SAFEGUARDING**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

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.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

• Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)

• 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.

If you are a line manager, in addition to the above, it is expected you will:

• Champion health and wellbeing.

• Encourage and support staff engagement in delivery of the service.

• Encourage staff to comment on development and delivery of the service.

• Ensure during 1:1’s / supervision with employees you always check how they are.

**HEALTH AND SAFETY AT WORK**

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

**CONFIDENTIALITY**

You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

**JOB DESCRIPTION AGREEMENT**

Job holder’s Signature: .....................................................................................

Date: .....................................................................................

Manager’s Signature: .....................................................................................

Date: .....................................................................................

**PERSON SPECIFICATION**

**POST: Inflammatory Bowel Disease (IBD) Nurse Specialist**

**BAND: 6**

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| **REQUIREMENTS** | **At**  **Recruitment** |
| **QUALIFICATIONS / TRAINING**  Registered Nurse  Bachelor’s degree in nursing or health related subject or equivalent experience  Specialist post graduate diploma (where such a course exists) or equivalent courses  Teaching and mentoring qualification or equivalent experience | E  E  D  E |
| **KNOWLEDGE / SKILLS**  Knowledge of analysing and interpreting the care needs of IBD patients  Venepuncture & cannulation skills  Knowledge of biologic and immuno-modulating therapies  Excellent verbal and written communication skills  Ability to manage own case/workload  Management or leadership qualification/ experience  Understanding of the audit cycle and its application within specialist sphere  Ability to critically analyse research  Understanding of principles of change management  Computer literacy | E    E  D  E  E  D  D  D  E  E |
| **EXPERIENCE**  Relevant post registration experience of caring for patients with Inflammatory Bowel Disease  Experience of teaching in practice or formal lecturing | E  D |
| **PERSONAL ATTRIBUTES**  Able to work as a multi-disciplinary team member  Empathic to patients with wide ranging, complex and sensitive needs  Able to be assertive when necessary (e.g. challenging behaviour) and remain calm in stressful/ emergency situations  Flexible and able to prioritise dynamic workload  Highly motivated and enthusiastic  Takes responsibility for own professional development  Up to date personal profile | E  E  E  E  E  E  E |

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| **HAZARDS IDENTIFIED** | | | | | |
| Laboratory specimens  Proteinacious Dusts | X | Clinical contact with  patients | X | Performing Exposure  Prone Invasive Procedures | X |
| Blood / Body Fluids | X | Dusty environment |  | VDU use | X |
| Radiation |  | Challenging Behaviour | X | Manual handling | X |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food handling |  | Working in isolation | X |