****

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Respiratory Specialist Nurse |
| **Reports to** | Associate Director of Nursing – Medicine |
| **Band** | Band 6 |
| **Department/Directorate** | Medicine |

|  |
| --- |
| **JOB PURPOSE** |
| To review and assess existing and new patients with Asthma/TB/Interstitial Lung Disease including patients requiring home oxygen, CPAP/BIPAP. To provide support to GPs and hospital clinicians in line with Commissioner expectations. This role will liaise across the acute and community respiratory services. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Provide specialist education, advice and support to patients and their carers, encouraging independence and self-management. * Work in collaboration with all members of the multi-disciplinary Healthcare Team to promote excellent standards of care to patients with respiratory disease in line with local and national guidance. * Provide specialist education and advice to support the skills and knowledge development in primary care and community services – |
| **KEY WORKING RELATIONSHIPS** |
| Areas  of  Responsibility:  Home oxygen is currently delivered to approximately 236 people in Northern Devon.  The Sleep service has a caseload of 1700 patients and a further 96 patients requiring NIV/BIPAP.    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** | | * Consultants | * General Practitioners | | * Junior medical staff | * Practice nurses | | * Ward & Outpatient Department staff | * Local Fundraisers | | * Occupational Therapists * Physiotherapists * Community hospitals * Respiratory Outreach team * Cardio-Respiratory department | * Patients and carers * Pharmaceutical reps * Patient Support Groups | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **The following sections outline the dimensions of the role so that the job evaluation panel can understand the scale, scope and impact of the role.** |
| **FREEDOM TO ACT** |
| To work as an independent practitioner and with colleagues, to provide the highest possible standard of care for patients requiring oxygen to maximise health outcomes. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| To liaise with ward nursing staff, the multidisciplinary team, general practitioners and community services, in order to ensure the patient’s physical, psychological and social needs are fulfilled. This could be in a nursing, advisory or teaching capacity.  To use excellent communication skills when working with patients and carers to provide reassurance and counselling. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| The degree of analysis and judgement required i) Straightforward job related facts ii) Judgements on facts that require analysis iii) Judgements on range of facts that require analysis and comparison of range of options iv) Judgements on complex facts requiring interpretation and comparing options |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Ability to plan & organise complex on-going activities & undertaking broad strategic longer-term planning. |
| **PATIENT/CLIENT CARE** |
| To plan and provide specialist respiratory nursing care to patients and advice to other healthcare professionals based on the latest expert opinion and knowledge base to ensure best practice is delivered.  To ensure mechanisms are in place for escalation of care at times of clinical deterioration.  To keep accurate written 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. |
| **POLICY/SERVICE DEVELOPMENT** |
| The post holder is required to work to the appropriate policy’s and standard operating procedures. The post holder should be able to reflect on their own care and make changes in their practice as necessary. They will be expected to contribute to service improvements. They will be encouraged to contribute to the ongoing development of a rapidly changing service and ensuring the delivery of a high quality service to the patients of North Devon. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder will have a responsibility to record accurately the stock used that is invoiced to Primary Care and the Finance Department. |
| **HUMAN RESOURCES** |
| To act as a role model to more Junior staff and will be responsible for training and education within the Trust. |
| **INFORMATION RESOURCES** |
| To keep up-to-date records of caseload and treatments on a computer database.  To maintain any service-required database in line with local policies, maintaining confidentiality and managing information sensitivity. |
| **RESEARCH AND DEVELOPMENT** |
| To be aware of the need for service user involvement and patient satisfaction audits and participate in those as appropriate. |
| **PHYSICAL SKILLS** |
| The post holder should be have a good working knowledge of computer software. |
| **PHYSICAL EFFORT** |
| The post holder will require physical effort e.g., sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids on a daily basis. |
| **MENTAL EFFORT** |
| To plan and provide specialist respiratory nursing care to patients and advice to other healthcare professionals based on the latest expert opinion and knowledge base to ensure best practice is delivered. |
| **EMOTIONAL EFFORT** |
| To have experience of working within the Therapeutic Relationship, providing psychological, social and cultural support for patients and carers living within the confines of chronic respiratory disease processes. |
| **WORKING CONDITIONS** |
| The post holder will be expected to work within the acute and home setting in accordance with health and safety procedures and adhere to the lone working policy. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Respiratory Specialist Nurse |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse with degree qualification  Post-registration Respiratory Nursing Qualification to include Asthma & COPD or equivalent experience  Formal qualification in teaching adults | X | X  X |
| **KNOWLEDGE/SKILLS**  Minimum 2 years Medical Nursing experience in care of patients with respiratory disease.  Physical assessment skills specific to Respiratory patients  Assessment experience specific to Respiratory patients  Experience of managing staff provision & the supervision & managing of staff.  Counselling patients / carers with distressing conditions & symptoms e.g breathlessness  Plan & organise day – to – day service provision. | X  X  X  X  X | X |
| **EXPERIENCE**  Counselling skills  Able to support with Respiratory research projects  Ability to set up and conduct nurse led clinics  I.T competence in the usual applications | X  X | X  X |
| **PERSONAL ATTRIBUTES**  Ability to empathise with Respiratory patient group, giving support to patients and carers faced with life threatening conditions & to break bad news as necessary.  Ability to plan & initiate packages of care for a caseload of patients.  High degree of competence & dexterity in practical Respiratory skills. | X  X | X |
| **OTHER REQUIREMENTS**  Ability to travel to other locations as required.  IT Proficient  Experience of working independently in a community setting as well as in a hospital environment. | X    X  X |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y |  |  | Y |  |
| Contact with patients | Y |  |  |  | Y |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  | Y |  |
| Laboratory specimens | Y |  |  | Y |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N | Y |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N | Y |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y | Y |  |  |  |
| Animals | Y |  | Y |  |  |
| 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) | N |  |  |  |  |
| Heavy manual handling (>10kg) | Y | Y |  |  |  |
| Driving | Y |  | Y |  |  |
| Food handling | Y | Y |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y |  | Y |  |  |
| Mental Effort | Y |  |  |  | Y |
| Emotional Effort | Y |  |  |  | Y |
| Working in isolation | Y |  |  |  | Y |
| Challenging behaviour | Y |  | Y |  |  |