

Job Title:	Respiratory Nurse Practitioner Band 6
Reports to (job title):	Respiratory Nurse Specialist
Line Manager to:	

## Job purpose

To work as a member of the Respiratory team to provide respiratory care in the community to patients with chronic respiratory conditions such as COPD, Asthma and ILD. The community respiratory service will be working closely with other local service providers, including GPs, Southport and Ormskirk Hospitals NHS Trust, Wroughtington, Wigan and Leigh NHS Trust.

The service aims to provide a quality, safe and compassionate respiratory care from oxygen assessment to providing support and care within the home and clinic as appropriate. This post is expected to be flexible to work across the community as required to meet local demand and provide cover as required across the team. This is an excellent opportunity to use your knowledge, passion and skill to care for people with respiratory disease.

This post is designed to enhance and further develop your respiratory skills in order to advance your role and responsibility to eventually achieve a Band 7 Respiratory Nurse Specialist role within the service.

## Key responsibilities

Provide a community-based respiratory care service by:

- Coordinating and providing home Oxygen assessments for both new and follow up patients.
- Make effective use of resources, including the monitoring of Oxygen prescribing, concordance reports etc.
- Supporting the Community with specialist advice and care to people living with COPD/Asthma and other long-term respiratory conditions.
- Liaise closely with acute providers to identify respiratory patients who are being discharged and ensure all these patients are contacted by the service.

- Reduce the incidence of hospital admission due to exacerbation by providing quality support to patients who are exacerbating to provide support to manage within the persons own home by a mixture of visits and by telephone support.
- Provide self-management support and education to people living with respiratory disease.
- Undertake a comprehensive assessment of respiratory patients and develop management plans, at times in liaison with the wider health community such as the GP.
- Act authoritatively to raise awareness and address service and care standard failure.
- Remote monitoring and empowering people to self-monitor and manage their own condition - educating people to contact the right services at the right time.
- Close working with GP's/Community Matrons to support management of comorbidity patients at home.

To ensure integration with other local Health Care teams and professionals by:

- Ensuring onward referral to other teams / services in line with local referral protocols.
- Maintain appropriate and current patient records as set out within VC policy and standards.
- Liaise with patient families and their careers and manage emotional situations professionally.
- Review complex cases with Healthcare Professionals as appropriate.
- Becoming a source of respiratory expertise to all health care professionals and provide specialist respiratory training, advice and support to all health care professionals who require it.
- Coordination of appropriate services to support care at home - either community services or 3rd sector services.
- Support the delivery of respiratory education to care/nursing homes and 3rd sector services.
- Liaison with primary care and other key professionals.
- Rapid assessment of unplanned admissions for respiratory conditions with acute management at home.

## Education and Care Environment

- Support in the planning, delivery, adaptation and evaluation of education programmes for patients with respiratory disease within the defined caseload/Trust area.
- Act as an educator of the speciality for nursing colleagues and other disciplines within a range of settings in assisting the Lead Respiratory Nurse Specialist.
- Facilitate learning in relation to identified health needs for patients, clients and carers.
- To maintain accurate and up-to-date records.
- Promote the service and deliver specialist education to pre- and post-registration nurses, in primary care setting.

- Identify individual potential in registered nurses and specialist practitioners. As a clinical expert advice on educational opportunities that will facilitate the development and support of their specialist knowledge and skills to ensure they develop their clinical practice and provides specialist training and education ensuring future succession resources.
- Support and empower patients and clients, their families and other carers to influence and participate in decisions concerning their care by providing information on a range of specialist nursing care and services. There is occasional exposure to highly distressing or emotional circumstance, e.g. palliative care for patients with end-stage respiratory disease.
- Initiate and contribute to strategies designed to promote and improve health in individuals and groups by identifying and selecting from a range of health and social agencies, those that will assist and improve care and recognise ethical and legal issues which have implications for nursing practice and take appropriate action.
- Maintain professional knowledge acquired through state registration and degree level study, supplemented by experience, short courses and continuing professional development.

## Clinical Practice

- Demonstrate expert knowledge within the specialty of acute and chronic respiratory nursing and provide advice, guidance and support to other healthcare professionals in the management of respiratory patients.
- To provide comprehensive assessment, plan and implement care delivery using specialist skills as necessary for disease management of patients with long term respiratory conditions within the Community, providing them with the appropriate support to facilitate education and self-management skills empowering patients and enhancing admission avoidance.
- To liaise and provide effective communication with relatives to provide reassurance, advice and information whilst adhering to patient confidentiality standards.
- Recommend and provide training on the use of equipment appropriate to the specialism such as Oxygen equipment.
- Provide telephone support, information and advice to patients, carers and colleagues, as required.
- Work within clinical governance guidelines, ensure use of evidence-based practice using standards, audit, and clinical risk assessment.
- Advise and maintain effective communications with professional and voluntary organisations at local authority level; aiming to provide comprehensive and seamless care across boundaries and to promote patient and public involvement/participation in healthcare.
- Review information for patients and other healthcare professionals maintaining close links with all areas of primary care.
- To assist in the assessment of patients' needing home oxygen both in a clinic, and community setting and to ensure oxygen is given safely and effectively appropriate to the setting.

- To undertake radial artery sampling for blood gas analysis after appropriate training.
- To titrate Oxygen prescription in line with outcomes of assessment.
- To liaise with Respiratory physicians, general physicians and general practitioners in planning management of chronic respiratory disease and acute exacerbation.
- To work with other members of the multi-disciplinary, team including community matrons to provide a holistic care package for patients with respiratory conditions.
- To provide onward referral to appropriate community resources aimed to improve quality of life such as pulmonary rehabilitation and smoking cessation.
- To provide advice for primary and secondary care health professionals regarding respiratory conditions.
- Ensure high quality, evidence based individualised patient care is delivered at all times, involving patients and carers in formulating management plans for patients with chronic respiratory disease.
- To actively ensure the continuing implementation of changes to clinical practice to improve patient care working within professional guidelines.

## Research and Audit

- Support Lead Respiratory Nurse Specialist in promoting evidence-based practice.
- Advise and participate in research activities as relevant to the field of specialist practice.
- Assist in regular clinical audit in improving clinical effectiveness and promoting change and service improvement.
- Actively seek and improve practice through application of research

## Professional Responsibilities and Quality

- Maintain registration and act within the NMC code of professional conduct.
- Maintain a statistical record of activities for regular analysis and evaluation; participating in audit to provide information on current trends and future needs.
- Demonstrate continuous personal development and specialist professional knowledge and skills in line with a personal development plan.
- Maintain membership of relevant professional bodies and interest groups.
- Promote and maintain good working relationships within and outside of the Trust, utilising opportunities to promote the specialist service, and the work of the Trust
- To contribute to the development of the profession within the trust, participating in projects, committees and meetings as agreed.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures

- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### **Nursing or registered healthcare professionals**

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### **Skilled non-registered staff**

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make 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 recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.



## Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

- Experience at Band 6 in a respiratory setting relevant to the post
- Experience in caring for patients with a variety of respiratory conditions
- Experience in caring for patients within their own homes or community setting
- Clinical knowledge and skill relevant to the post in the acute management of respiratory care
- Management of patients on long term oxygen
- 1st Level Registered Nurse
- Current NMC Registration
- Professional or clinical qualification relevant to specialism
- Evidence of continuing professional development
- Willingness to undertake relevant further education to degree or MSc Level
- Basic Life Support skills
- Full driving licence and access to a car
- Excellent interpersonal skills
- Patient focused
- IT skills
- Patient assessment skills
- Ability to work autonomously and as an effective team member



# Job Description

- Good organisational and time management skills
- Ability to work under pressure
- Committed and self-motivated

## Desirable

- Experience of assessing patients for Long term Oxygen therapy
- Experience of chronic non-invasive ventilation and oxygen therapy
- Experience of managing long term conditions and acutely unwell patients within community settings
- Experience of managing acutely unwell patients within the hospital setting requiring NIV, intravenous therapy, arterial blood gas interpretation
- Professional or clinical qualification relevant to specialism
- Independent non –medical prescriber or working towards.
- Teaching qualification
- Counselling skills
- Arterial Blood Gas sampling
- Venepuncture and Cannulation skills
- Knowledge of spirometry interpretation
- Willingness to develop as an independent prescriber and an advanced assessor

Employee signature

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Manager signature

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