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| Job Title: | Respiratory Specialist Nurse (Band 7) |
| Reports to (job title): | Head of Specialist Nursing |
| Contract type | 6 month fixed-term contract |
| Line Manager to: | N/A |

Job purpose

The post holder will provide expertise and advice in the treatment of highly complex conditions, undertaking treatments as required. In addition, the post holder will use their expertise to be a source of training and mentorship to those within the immediate team and as necessary, more widely.

The post holder will be responsible for helping with the delivery and leading highly specialist clinical care to patients referred into the respiratory virtual ward. In doing so, they will assess, plan, deliver and evaluate patient centred programmes of care ensuring that they practice within their sphere of competence and knowledge.

The post holder will work to professional and regulatory body codes, standards and guidance at all times ensuring that their practice is grounded in evidence based theoretical and practical knowledge. They will be responsible for developing new and innovative clinical practices responding to emerging knowledge and techniques and working with other services where appropriate to make improvements.

Base

Bickerstaffe House, Ormskirk District General Hospital

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

CLINICAL

- Provide care, advice, and guidance in the treatment of others, when dealing with complex highly specialist respiratory conditions
- Provide clinical expertise and knowledge to others when managing complex and highly complex situations
- Undertake complex disease management for patients with COPD and other respiratory conditions within the virtual ward model where appropriate and within the respiratory nursing caseload.

- Work in partnership with the other services/stakeholder partnership agencies to enable patients to be treated in the appropriate setting
- Ensure that the team provides a high-quality service to its patients by providing caseload and clinical supervision
- Work in partnership with other organisations to support the effective and coordinated provision of health and social care services
- Provide support in managing patients with chronic respiratory disease
- Participate in the development of caseload management across the local health economy
- Challenge professional and organisational boundaries to ensure that the role is focussed on meeting the needs of service users
- Contribute to the development of policy and services to reflect the needs of the target population
- Practice autonomy and demonstrate evidence based clinical decision making
- Assess patient conditions and consider a range of options when delivering complex and highly complex care, drawing on specialist services as required
- Following holistic assessment of need, develop individualised care plans to fulfil those needs, with the involvement of patients and carers
- Implement and evaluate care delivery for patients with identified needs
- Direct and support the management of complex and highly complex continuing care packages
- Ensure that all clinical activity provided by the team directly reflects the core objectives of health promotion, supported self-care, disease specific management, management of long-term conditions and end of life/palliative care
- Provide reports to the service lead on activity as requested
- In conjunction with the service lead, ensure systems are in place for the ongoing review and assessment of care provision and delivery

LEADERSHIP

- Provide leadership and mentoring to those staff developing into a caseload management role
- Act as an advocate and champion for patients in a variety of forums and professional groups and challenge attitudes and behaviour
- Act as a role model to others ensuring that patients receive the most effective care possible
- Set objectives, by which performance will be monitored
- Work with the Service Lead to deliver local based services, by participating in meetings and communicating the outcomes to others

TRAINING AND DEVELOPMENT

- Responsible for the delivery of identified specialist training
- Create an environment in which learning, and practice development is fostered, evaluated and disseminated
- Facilitate effective learning within the area of practice for all students and practitioners
- Provide support to team members holding responsibility for mentoring students
- Undertake the training and development of other clinicians
- Deliver clinical training and supported experience, identified via Personal Development Plan (PDP)

QUALITY

- Actively participate in policy and service development authoring protocols as required
- Undertake clinical/service improvement audits
- The post holder will utilise data and data tools (including databases) to produce appropriate monitoring reports on both patient care and service outcomes and produce appropriate communications for patients
- Monitor and maintain standards of patient care delivery. Including maintaining and monitoring of clinical competency and standards of record keeping
- Maintain up to date knowledge and competence in line with professional and service requirements and demonstrate critical thinking, decision-making and reflective skills to ensure own professional development.
- Work within guidelines to identify and manage risk, reporting identified risks to the service lead
- Report any incidents as per Virgin Care policies and support or undertake any investigations as delegated by the service lead
- Monitor and ensure that the quality of the patient care delivered by those to whom training is provided is evidenced based and supported by best practice, through use of audit, caseload and clinical supervision.
- Participate in patient satisfaction reporting to improve patient care

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"> • Inspire • Understand • Communicate | <ul style="list-style-type: none"> • Challenge • Improve • Learn | <ul style="list-style-type: none"> • Accountability • Involve • Resilience |

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 1998 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

Qualifications:

- Degree or equivalent work-based experience
- Masters degree (completed or working towards) or equivalent work based experience
- Registration with the relevant professional body, appropriate prescriber
- Post registration qualification, or demonstrable equivalent experience
- Evidence of continued professional development (CPD)

Experience:

- Evidence of influencing, motivating and negotiating with others to achieve change in relation to care
- Experience of management and clinical leadership
- Understand and experience of successful multi-agency working
- Awareness of current national and local agenda in health and social care
- Evidence of being able to communicate complex, sensitive information and advice on healthcare to patients/carers/colleagues
- Ability to network with multi-disciplinary colleagues
- Awareness of factors that contribute to good health and the importance of promoting these in line with the public health policy

Skills, Knowledge and Understanding:

- IT literate – with strong report writing skills
- Ability to work under pressure and manage a diverse workload
- Excellent communication, organisational and interpersonal skills
- Risk assessment skills
- Ability to understand and analyse complex data
- Self-management and motivation skills
- Confidence to challenge poor practice and ability to address difficult issues

Desirable

Experience:

- First line management experience

Other requirements

- Ability to travel and work across boundaries when/if required

Employee signature

Manager signature
