

Job Title:	Lymphoedema Clinical Support Worker (Band 4)
Reports to (job title):	Lymphoedema Specialist Nurse
Line Manager to:	N/a

Job purpose

Our team will be made up of a Senior Lymphoedema specialist nurse, Lymphoedema Specialist Nurse and a Lymphoedema Clinical Support Worker. The team is responsible for providing hands on treatment and support to those patients with more complex conditions including all cancer related and palliative lymphoedema, and to provide advice and more formal education for local health care support workers to support patients with moderate and mild lymphoedema.

Base: Swindon Orbital and surround area, although you may be required to travel across the BaNES, Swindon, Wiltshire locality at times.

Key Responsibilities:

- Responsible for delivering day to day clinical care and treatment to patients living with primary, secondary and palliative Lymphoedema under direction and supervision of Lymphoedema Nurses both within clinics and patients' homes.
- Hold own case load, supporting and working collaboratively with the lymphoedema service to provide specialist intervention, including, assessment, treatment and management of Lymphoedema patients (under direct supervision of the Lymphoedema Specialist Nurses)
- Work independently (support from practitioners) within competencies which will involve implementing prescribed treatment plans, monitoring and reporting on progress, completing assessments, interventions and care plans to include hosiery provision and bandaging as necessary
- To formulate and review simple treatment care plans, recognising patient's physical, spiritual, psychological and education needs
- Monitor and maintain stock levels for the Lymphoedema service
- To support Lymphoedema practitioners to provide formal and informal Lymphoedema training and education to other healthcare professionals as appropriate

- Alongside the Lymphoedema specialist nurses, participate within audit and maintain and review relevant data as required
- To deliver clinical treatment and management for patients with all types of Lymphoedema which may include; hosiery provision, measurements, limb calculations, simple lymphatic drainage, and bandaging
- To review treatment progress with patients and communicate accordingly with practitioners.
- To support students and new colleagues within the organisation
- To work collaboratively with other colleagues across the multi-disciplinary team.
- Take responsibility for own professional development and identifying training needs, and to participate within relevant training to maintain skills and expertise in Lymphoedema.
- To implement effective communication and referral processes and enable effective multi-professional and multi-agency working to support the smooth transition of patients between services
- To maintain excellent clinical documentation within patients medical records aligning with documentation policy.
- Plan and organise their own day to day work, and make clinical decisions within their competency level to support patients, seeking and taking direction from the Lymphoedema Specialist Nurses as required.
- To manage own caseload, including admission and discharge to and from the caseload in collaboration with Lymphoedema Specialist Nurses as required,
- To act as an ambassador, raising awareness of Lymphoedema services both within the organisation and external services.

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 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

Level 2/3 In Health and Social care or equivalent

Community experience

Desirable

Lymphoedema experience

Nursing Associate / Assistant Practitioner

Other requirements: UK Driving license

Employee signature

Manager signature
