

|                         |  |
|-------------------------|--|
| Job Title:              | Head of Community Specialist Respiratory Services – Band 8a                  |
| Reports to (job title): | Head of Integrated Services and Therapies, Swindon Community Health Services |
| Line Manager to:        |  |

## Job purpose

Provide clinical and strategic leadership of the Multi – Professional Community Specialist respiratory service in Swindon. To ensure the delivery of a high quality service which meets national standards and guidance, and delivers against the performance standards set for the service. - To lead and direct a programme of service redesign and development which will result in cost effective and efficient patient pathways between the community and acute service, thereby improving outcomes for patients living with respiratory disease in Swindon. - To be the lead clinician in the community specialist respiratory services, providing highly specialist clinical input at an advanced level, displaying considerable knowledge, skills and experience at a specialist level.

## Base

Orbital – Swindon Community Health Services

## This post is responsible for

- To be responsible for the service development of the community specialist respiratory services, communicating with patients, senior leadership, staff and external providers to ensure high-quality, patient-centred and cost-effective service delivery.
- To be operationally responsible for the day-to-day management of the multi - professional community specialist respiratory services, ensuring appropriate mix of skills and continued professional development of staff, to support cross-working between the specialist services (COPD, Oxygen, Pulmonary Rehabilitation).
- Propose and implement service changes in policies, guidelines and operational procedures, in line with Trust expectations, and by interpreting national/international guidelines, and relevant research expert opinion.
- Develop and formulate business plans and service specifications for all community specialist respiratory services (currently COPD, Oxygen and Pulmonary Rehabilitation)

- Assist in the development of long term integrated strategic plans for Respiratory services in Swindon and wider BSW, working closely with patients, commissioners, primary care, secondary care and professional leads within the local health economy.
- Manage complex and difficult situations, resolving conflict or managing a variety of expectations of the service, staff and patients.
- To be accountable to the Trust for the delivery of the community specialist respiratory services, providing reports and information as required to inform changes and developments within the services.
- Work closely with informatics services to analyse appropriate data, with a working application of this in evaluating and developing the services.
- To ensure that long term objectives of the services are turned into effective, affordable and achievable action plans to develop the service.
- To manage capacity within the services to ensure the delivery of the required activity and ensure that the services operates as efficiently as possible.
- Write Service reports as required.
- Have responsibility for complaint and serious incident management arising from the community respiratory specialist services, and the implementation of learning from these events.
- Represent respiratory healthcare professionals at appropriate working groups, network meetings and educational meetings locally/regionally to influence the type and quality of care received.
- Support other healthcare professionals in appropriate diagnosis and management of complex patient conditions.
- To work with primary/secondary care colleagues and other healthcare professionals (eg PCNs, ICU, psychology, ambulance service, EOL team) to support development of care at home, including ways for supporting early discharge and prevention of hospital readmissions e.g. POCT (point of care testing)
- Support and/or participate in patient or public event/conferences in relation to respiratory care.

## **CLINICAL QUALITY RESPONSIBILITIES**

- Work as an autonomous practitioner in partnership with other care professionals, using advanced skills and expert knowledge to assess, monitor and review the complex physical, social and psychological needs of the patients with COPD. Develop care plans and instigate therapeutic treatments based on comprehensive patient-focused assessments and best available evidence

(national guidelines, latest research and expert opinion) in order to improve health outcomes.

- Empower patients to actively manage their own conditions, improving their quality of life and encouraging behaviour change strategies e.g.: smoking cessation, pulmonary rehabilitation, home exercise regimes, improved concordance with medication, and symptom management.
- Work closely with the hospital respiratory team, ICU (consultants and specialist respiratory nurses) to provide appropriate, safe and effective management of acutely unwell COPD/respiratory patients across primary and secondary care
- To work as a non-medical prescriber within the locally developed NMP Prescribing Guidelines and NPC national single competency framework, linking where appropriate to other professionals involved in medicines management such as GP's and Pharmacists.
- To have accountability for community oxygen assessments, including the interpretation of capillary blood gas analysis. To provide cover for the oxygen service as required.
- There is the expectation that the role will require moderate physical effort for short periods. For example to manually handle patients and use appropriate lifting aids.
- The role will require driving and travel for clinical visits and training. Regular VDU usage is expected.

## **PEOPLE MANAGEMENT**

- Overall responsibility for the management and development of all staff within the services, including professional/career development, succession planning and human resources issues such as absence management, disciplinary and grievance, recruitment and selection. Ensure that staff has regular appraisals.
- Maintain records to ensure that professional staff fulfils the requirements of CPD.
- Establish and maintain accurate records with regard to staff maintaining their professional registration, e.g NMC or HCPC registration.
- Develop the team, ensuring learning environment, leading by example and to be aware of the effect of change upon all bands,
- Ensure that that there is involvement of all staff through open and direct communication to sustain a high level commitment and flexibility from the workforce.
- Lead the development of a shared vision and associated values for the community specialist respiratory services, promoting a culture where all staff understand, are involved in, and work towards the achievement of service and Trust objectives.

- To provide coaching, development and clinical supervision for staff.
- Maintain a professional manner; act as a role model and support staff as a clinical expert.
- Identify and record all risks associated with the community specialist respiratory services, ensuring that the risk register is updated and reported on as required.

## **FINANCE**

- Hold the combined budget for community specialist respiratory services; reviewing, analysing and reporting on budgetary spend, working with the financial team to ensure a cost-effective service delivery.
- To be responsible for equipment and supplies used by patients and staff. This will include comparison of products, liaison with suppliers and evaluation of product effectiveness, to ensure the most appropriate use of products at the best cost.
- Responsible for authorisation of non – pay invoices within agreed financial parameters.

## **CORPORATE**

- Works in accordance with the corporate objectives, to ensure the main priorities, vision and values are reflected in all work programmes.
- Take a lead role in conjunction with Head of Integrated Services for producing and presenting agreed reports, to community board, Quality Oversight Group, CCG or Trust Board.
- Ensure that the exchange of highly confidential information is safely shared in accordance with legislation, guidance and local policy.
- Formulate the annual business plan for community respiratory services as part of the overall business plan for community services.
- Develop, maintain and implement a comprehensive range of policies, standards and procedures which ensures the service is safe, effective, delivering evidence based care reflecting national and international guidelines.
- Escalate areas of concern at the earliest opportunity, managing those within the scope of own role.
- Utilise change management strategies where required, overcoming resistance to change in an occasional antagonistic highly charged environment.

## **EDUCATION & TRAINING**

- To provide education and training to healthcare professionals and students, to help develop a competent and confident workforce to support patients with respiratory conditions.
- Undertakes any training or education, which supports the development of the services, undertaking

a training needs analysis across the team and associated services required.

## PROFESSIONAL

- To ensure personal knowledge, skills and competency are updated and maintained through appropriate CPD, training and development opportunities to enable effective care to be delivered in line with current evidence and practice.
- Maintain an awareness of current developments in the care of patients with respiratory conditions, by attending such lectures, conferences and seminars as may be appropriate and by reading available literature.
- To act at all times within Code of professional conduct and statutory guidelines, and be accountable for own actions.
- To maintain portfolio of evidence to support re – registration

## AUDIT & RESEARCH

- To be involved in adding to research bodies by reporting on local pilot studies, case studies, audits and being involved in wider research studies as appropriate.
- To develop, co-ordinate and operationally manage all aspects of the services and be audit lead for the 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

- Inspire
- Understand
- Communicate

### Think

- Challenge
- Improve
- Learn

### Do

- 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

We will expect your values and behaviours to reflect the STAR Values of the organisation:

**Service** - We will put our patients first

**Teamwork** - We will work together

**Ambition** - We will aspire to provide the best service

**Respect** - We will act with integrity

## Essential

- RGN or AHP clinical qualification eg BSc(hons)
- Degree / masters level qualification, or equivalent specialist training and experience
- NMC or HCP registration
- MsC/working towards MsC
- Independent/ extended or supplementary prescribing
- Evidence of relevant on-going professional development to an advanced level of care in respiratory care
- Extensive experience of working in respiratory medicine.
- Experience of working in collaboration with other professionals across organisational boundaries.
- Experience of service improvement, developing evidence-based, cost-effective services
- Proven experience of leadership facilitating and motivating teams to implement change and achieve positive results
- Experience of designing and delivering specialist education to professionals, colleagues and patients
- Basic IT skills
- Strong communication skills, including negotiation and influencing skills
- Ability to co-ordinate and direct programmes of care working collaboratively and autonomously
- Advanced clinical assessment skill
- Mentorship skills
- Ability to work with a range of stakeholders in order to influence development of local pathways

## Desirable

- Expert knowledge in the treatment and management of long-term conditions
- Knowledge of the use of pharmacology in the management of long-term disease.
- Experience of utilising service improvement tools and techniques
- Experience of managing a budget

# Job Description

## Other requirements:

- Clean driving licence and access to a car for business purposes
- Self-motivated, credible, tenacious and proactive
- Collaborative and effective team player
- Willing to work in other areas of the Trust or Trust-wide as and when required to do s

Employee signature

---

Manager signature

---