

Job Title:	Continence Nurse – Band 5
Reports to (job title):	Bladder and Bowel Clinical Lead
Line Manager to:	N/A

## Job purpose

- To provide continence assessments, treatment and management in a clinic setting, patients' home, residential and nursing homes.
- To assist and support service development.
- To support and lead on auditing within the service
- Provide teaching sessions for health and social care colleagues.
- To work autonomously

## Base

To cover Bath and North East Somerset. Bases include St Martin's Hospital, Keynsham Health Centre, Paulton Memorial Hospital, The Hollies and Chew Medical Centre.

## This post is responsible for

- Support the Bladder and Bowel Team Lead with service management, development, team leadership and organisation.
- Working with the lead clinicians to develop service standards and guidelines, literature and patient information leaflets.
- Collaborating and effectively communicating with secondary care.
- Organise, direct and complete aspects of service evaluation and development such as audit and service feedback
- Actively seek personal and professional development and maintain and develop knowledge and clinical skills to meet personal and professional objectives.
- Participate in staff development providing in service training.
- Maintain, develop and share knowledge base including Nice, RCN, Occupational Standards and Marsden manual guidance.
- To be able to confidently work alone including remote working and managing clinics without supervision.

- Liaise with suppliers and meet company representatives as a means of updating on latest products and developments to provide expert resource to others.
- Establish and maintain effective communication with patients and carers/relatives and professionals across health and social services.
- Be actively involved with managing the absorbent product service prescribing within guidelines to support budget management.
- To be aware of the principles of safeguarding as they apply to vulnerable adults and children in relation to the worker's role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults.
- To maintain competencies in continence assessment, the evidence based safe use of medical devices and be aware of professional accountability
- Develop and provide specialist clinical advice, teaching and joint visits to primary and secondary health care teams, independent health care organisations, other health professionals, patient/carers and relatives who seek advice on the management of people with continence needs.
- Perform comprehensive assessment of patient needs, plan, implement and evaluate care delivery according to changing health needs.
- Perform advanced evidence based clinical skills in assessment, diagnosis and treatment. Including performing and interpreting complex ultrasound bladder scans; pelvic floor examination; digital rectal examination and urinary catheterisation.
- Assess and provide care in clinic, patients own home and care home environment for assessments.
- Collect, collate, evaluate and report information, maintaining accurate patient documentation.
- To ensure that all equipment used is maintained and fit for purpose including responsibility for the safe use of equipment such as bladder scanners

## 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 flourish. 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

### STAR Values

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

- Registered nurse
- Education related to assessment, treatment and management of bladder and bowel dysfunction
- Gynaecology/Urology/Community experience
- Teaching and mentoring qualification and experience of teaching professionals, colleagues and patients/carers
- Evidence of ongoing professional development.
- Experience of continence assessment and treatments
- Experience of continence management options including application of absorbent pad products
- Significant experience of infection prevention and control
- Experience of physical examinations such as rectal examinations
- Experience of teaching
- Experience of mentoring
- Significant experience of decision Making

- Some experience of leadership skills and knowledge
- Significant skills for planning and organisation own caseload and supporting non registered colleagues
- Significant skills of working collaboratively and autonomously
- Significant skill of working proactively
- Significant evidence of excellent team working
- Some experience of managing a patient caseload
- Some experience of working in a multidisciplinary environment
- A good standard of written and spoken English is required to be able to undertake the relevant duties.
- Knowledge of national continence guidelines facilitating a continence assessment
- Knowledge of completing a continence assessment identifying a bladder and or bowel dysfunction
- Knowledge of treatment for bladder and bowel dysfunction
- Knowledge of continence management products
- Knowledge and skills to prepare and deliver presentations to an individual or group of people
- The skill of communicating complex or sensitive information about well-being to anxious patients and relatives.
- The knowledge and skill to use initiative regarding patient care and service development.
- The skill to work as a team player, delegate work, manage a caseload and support team members achieve safe patient care

## Desirable

- Non-medical Nurse Prescriber
- Experience of leading audit
- Experience of teaching patients to do intermittent catheterisation or apply a sheath drainage system
- Knowledge of applying an electronic patient record system such as SystemOne
- Knowledge of managing a complex patient caseload

## Other requirements:

- Willing to work in other areas of the Trust or Trust-wide as and when required to do so.

**Employee signature**

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**Manager signature**

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