

Job Title:	Senior Lymphoedema Specialist Nurse B7
Reports to (job title):	Service Manager for Specialist Nursing and Respiratory
Line Manager to:	Lymphoedema Specialist Nurse B6 / Clinical Support Worker B4 / B3

## 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, involving assessment, treatment and management 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:

### Patient Care / Clinical

- The post holder will have highly developed specialist knowledge, underpinned by theory and experience, and will develop specialised programmes of care.
- To provide the highest standard of evidence-based care for people affected by primary and non-palliative secondary Lymphoedema.
- Exercise freedom to act with professional autonomy, acting as an expert practitioner demonstrating advanced clinical competence, decision making and knowledge base.
- To accept appropriate referrals for primary and non-palliative patients with Lymphoedema needs from members of the primary health care team, hospital staff, hospice and other professionals, as appropriate.
- To provide a holistic assessment of the patient, with specific focus on the assessment, treatment and management of Lymphoedema.
- To keep up-to-date with relevant new developments and products and incorporate into practice, where appropriate.

- To adhere to the BSW Formulary for wound care and bandaging products.
- To access and participate in clinical supervision and other means of professional support.
- To attend multi-professional team meetings.
- To act in an advisory role, using specialist knowledge regarding diagnosis and management of Lymphoedema. This will include advice and support to patients, carers and health care professionals.
- To manage own caseload, including admission and discharge to and from the caseload.
- To formulate and review treatment care plans that promote health and that take account of the patient's physical, spiritual, psychological and educational needs.
- To advise on skin care, treatment and hosiery liaising closely with other Multi-Disciplinary Team Health Care Professional members.
- To refer patients on to other professionals, as appropriate.
- To provide Manual Lymphatic Drainage, multi-layer bandaging and other Lymphoedema therapies for patients within the referral criteria.
- To provide clinical expertise and support to other team members.
- To work within the team and communicate effectively within the team.
- Act as a role model to professional colleagues, with regard to the management of patients with Lymphoedema, demonstrating professionalism at all times.
- To undertake skilled and specialist assessment, treatment and management of own caseload of service users. This will include people with diverse or complex presentations.
- To demonstrate highly specialist clinical skills including assessment of complex physical, psychological, social and environmental needs of the service user and liaising appropriately with other specialists involved in their care.

- To demonstrate a high level of knowledge and clinical expertise in the planning and implementation of management programmes including intensive treatment programmes.
- To critically evaluate a service user's response to treatment and adapt management programmes accordingly.
- To promote the health of service users and assist in the prevention of secondary complications for people with Lymphoedema, through enabling and encouraging independence, provision of support, facilitation of advice and information, provision of equipment, education and training.
- To provide prompt assessment and management of Lymphoedema/Oedema and manage secondary complications such as Cellulitis.
- Provide advice to health care professionals regarding fundamental principles of Lymphoedema management such as exercise, skincare and assisting patients with compression garments.
- To employ effective communication skills in conveying complex or sensitive information.
- To overcome barriers which may arise when service users are in pain, have difficulty in understanding or expressing themselves, or when the service user or their carer(s) are distressed or anxious.
- To skilfully employ advanced communication skills to assess capacity for consent with all service users and ensure informed consent is agreed. Where the service user might lack capacity, the post holder will work within the legal framework and will possess a strong knowledge and understanding of the Mental Capacity Act.

## Managerial / Governance

- To line manage junior staff including Band 6 Lymphoedema Specialist Nurse and Band 4 Clinical Support Worker.
- To develop and participate in revision of policies, procedures, protocols, care pathways and documentation for BSW HCRG Care Group Lymphoedema.

- To maintain accurate contemporaneous clinical records including written and electronic, in line with the Professional Code of Conduct.
- To participate in auditing and evaluating the Lymphoedema Service and to participate in the subsequent development of the Lymphoedema Service.
- To attend meetings, as appropriate, in relation to the Lymphoedema Service.
- To work within the guidelines of nationally recognised Lymphology organisations.
- To work closely with the Clinical Leads from all localities, identifying risks, developing action plans, developing audit programmes also in conjunction with clinical governance, to ensure there is a team approach across departments within the organisation.

## **Training and Education**

- To teach the management of Lymphoedema to patients, their carer(s) and health care professionals.
- To be a recognised source of clinical knowledge within the specialist area of Lymphoedema for multidisciplinary teams within the organisation. This will include the ability to share information at a specialised level, to share with and educate peers within a verbal and written range.

## **Financial Responsibilities**

- All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it. All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

## **Flexibility**

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

## 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

- Registered First Level Nurse on Part 1 of the register of the NMC
- Current certification of Complex Decongestive Therapy (Folic, Vodder, Casely-Smith, Leduc or equivalent)
- Experience of Lymphoedema management
- Computer literate
- Experience of teaching
- Willing to undertake specific training in therapeutic treatments for Lymphoedema management
- Ability to work within a multidisciplinary team

### Desirable

- Experience working in the community
- NMP V300 or desire to complete

### Other requirements

- UK Driving license

Employee signature

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Manager signature

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# Job Description

