

Lead Nurse Specialist - Anticoagulation

Candidate Pack



Job Summary

***This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read. Our goal is to make the application process more accessible and inclusive for everyone. ***

- This role leads a team of nurses who help patients safely manage blood-thinning medicine.
- You will give expert advice to patients, families and other staff across the Trust.
- You will check test results and decide on the right dose of medicine for each patient.
- You will make sure the service runs smoothly and meets high standards.
- You will support and train your team to give the best care.
- You will help improve the service by reviewing how things are done and making changes when needed.

Job Description

Job title:	Lead Nurse Specialist
Grade:	7
Site:	The Royal Shrewsbury Hospital
Accountable to:	Head BMC Through Deputy Head BMS
DBS required:	Enhanced

Main Duties

- To practice independently in accordance to NMC Code of Professional Conduct.
- To lead the Anticoagulant Service for the Trust, providing expert specialist nursing advice, education and counselling to patients and their families, carers and other professionals throughout the Trust.
- To accept direct referrals for initiation of treatment, monitoring and appropriate, safe ongoing care management of patients on anticoagulant therapy.
- To accept responsibility for own patient caseload, ensuring all patients have an accurate care plan.
- To review medical history, clinical information, INR results and the patient's compliance and use clinical judgement to determine treatment doses of anticoagulant therapy for patients and advice each patient of their INR result, anticoagulant dosage and review date.
- To advise patients when to stop treatments i.e. prior to surgery / dental work
- To ensure prompt attention to urgent and abnormal results such as extreme INR results or patients bleeding.
- To educate patients and carers about anticoagulant treatment, the need for INR monitoring, how to report concerns and manage side effects.

- To provide emotional support to distressed patients and relatives. To advise on complex cases, sharing professional knowledge and experience with colleagues and other service users.
- To be aware of current developments, recommendations from external bodies e.g. National Patient Safety Agency (NPSA), National Institute for Health (NICE) and adapt these, where relevant, to the anticoagulant service.
- To be aware of emerging evidence, new mandates and advances in clinical practice for this patient group and ensure these are incorporated into the service delivered.
- To engage regionally in the development of professional standards and clinical management guidelines for the care of patients with thromboembolic conditions.
- To review and develop guidelines, policies, protocols in relation to anticoagulant management.
- Monitor Key Performance Indicators and Turnaround Times for the anticoagulant service and take appropriate corrective action, if required.

Human Resources/ Management

- Deploy, supervise, educate and support other members of the team as needed in order that they are able to perform tasks and duties expected of them to a sufficient standard.
- Co-ordinate caseload allocations across the team ensuring appropriate use of resources.
- Devise staffing duty rota, ensuring the operational effectiveness of the team is maintained.
- Provide professional, clinical leadership in all issues relating to anticoagulation, to patients, carers, nurses and other professionals throughout the Trust.
- Liaise with Head BMS or Deputy Head BMS where appropriate, escalating issues as necessary.
- Ensure HR processes relating to staff absence, sickness monitoring are managed in accordance with Trust policy.
- Conduct return to work interviews, as designated by the Head BMS or Deputy Head BMS.
- Act as the first point of contact for staff performance and competency issues within the anticoagulant service.
- Monitor staff timekeeping and approve Lieu time.
- Assist the Head BMS or Deputy Head BMS in the recruitment and selection of staff.
- Conduct staff Appraisals and informal reviews to identify appropriate training and education requirements within the anticoagulant team; make recommendations for further training and development to support workforce and service development, as appropriate.
- Facilitate induction programmes for new staff in conjunction with Head or Deputy Head BMS.

- Continually seek to improve service performance by regular monitoring and providing constructive feedback to staff under your management.
- Be subject to an annual Appraisal/Personal Development Plan.

Admin/ Financial Resources

- Ensure adequate supplies, consumables and other resources are available to ensure service continuity.
- Assist with the preparation of business plans to support/develop the anticoagulant service.
- Assist the Head/Deputy Head BMS in the instigation of cost improvement service.
- Assist the Head/Deputy Head BMS in ensuring the good financial performance of the service.
- Assist in the production of statistics and records for the anticoagulant service.
- Attend relevant staff meetings providing input into discussions concerning the operational requirements and future development of the anticoagulant service.
- Assist in the development of the service as required by the Consultant Head of Department and Head BMS

Quality

- The post holder is expected to be proactive in benchmarking, audit, clinical governance and contributing to the development of service/standards according to Trust and government directives.
- To participate in Dawn Benchmark Audit; to benchmark with other hospitals to ensure quality of care and to audit the effectiveness of the anticoagulant service.
- Design and co-ordinate the quality audit programmes for the section, reviewing and developing them periodically in conjunction with the Head BMS or Quality Manager.
- Carry out audits when required and co-ordinate the resolution of non-conformances.
- To take responsibility for and respond to patient and other service user compliments and complaints and ensure the Pathology Quality Manager is made aware of them.
- Ensure the formal reporting and recording of adverse incidents and near misses in line with

Trust policy

- Ensure that all appropriate supporting documentation including Standard Operating
- Procedures (SOP), policies, forms and training logs are in place and updated as necessary; and that staff are made aware of any changes.
- Be familiar with the laboratory's Quality Policy and Quality Manual and ensure high standards are maintained.

- Assist in the achievement and maintenance of standards required by United Kingdom accreditation Service (UKAS), Medicines and Healthcare Products Regulatory Agency (MHRA) and other accreditation schemes. Ensure that the section(s) for which you are responsible are maintained to a high standard and that all record logs are completed as required.
- Ensure that no uncontrolled documents are displayed in and around the section(s) for which you are responsible.

Training/ Education

- To educate patients and carers about anticoagulant treatment, the need for INR monitoring, how to report concerns and manage side effects.
- Conduct staff Appraisal and informal reviews to identify appropriate training and education requirements within the anticoagulant team; make recommendations for further training and development to support workforce and service development, as appropriate.
- Collaborate with the Head BMS/Deputy Head BMS and others to develop a training needs analysis which reflects the future requirements of the service and which ensures that the anticoagulant team has the necessary skills to care for patients with thrombophilia and cardiac conditions.
- To collaborate with stakeholders, including education providers, to identify the training and education opportunities available to fulfil the requirements of the training needs analysis.
- To ensure training for competency in accordance with NMC Scope of Professional Practice.
- Responsible for ensuring own professional developments are in keeping with CPD requirements and assures maintenance of NMC registration and offer yourself as a role model to your colleagues.
- Promote, lead and enhance evidence based practice and reflective practice, to create a learning environment based on the principles of life long learning.
- Ensure all staff are trained and competency assessed and that training records are completed and maintained.
- Participate in the teaching of medical, nursing and students, to aid the achievement of their learning objectives with regards to anticoagulation.
- Be instrumental in helping staff to reach their potential – identify, develop and improve their skills and learning needs, and promote on-going learning.
- Facilitate induction programmes for new staff in conjunction with Head or Deputy Head BMS.
- Attend all Trust Statutory Training as required, e.g. Fire, Manual Handling, and Information Governance

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • BSc Adult Nursing or equivalent qualification, training and experience. • Registered with the Nursing and Midwifery Council (NM&C) Adult nurse, Level 1 • Post registration qualification - Specialist practitioner - degree/ diploma / certificate • Anticoagulant qualification at Masters Level • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Teaching qualification: ENB 998 Teaching/Assessing, City & Guilds 7307/6, or equivalent • Diploma in first line management.
Experience & Knowledge	<ul style="list-style-type: none"> • Substantial post registration nursing experience on a surgical or medical ward. • Reasonable experience at Band 6 level or above. • Experience in anticoagulant management. • Experience in supervising and delegating tasks to others. • Experience of developing practice in others and in possession of a wide skill set in teaching and learning practices. • Case load profiling to ensure needs of service users are met. • Experience of working and contributing within a case load of patients with complex care needs 	<ul style="list-style-type: none"> • Previous experience of working in a similar post. • Familiar with DAWN anticoagulant management dosing package or similar. • Experience of using Pathology IT and Hospital PAS systems
skills	<ul style="list-style-type: none"> • Able to work autonomously and lead a specialist service. • Able to demonstrate management and leadership at a senior level. • Able to demonstrate a comprehensive working knowledge of medication and interventions used in the 	<ul style="list-style-type: none"> • Good customer service skills. • Able to adapt and develop new ideas to improve the service.

	<p>management of thromboembolism and anticoagulation therapy.</p> <ul style="list-style-type: none"> • Able to demonstrate a comprehensive knowledge of relevant legislation, guidance and initiatives and common issues in relation to anticoagulation. • Able to demonstrate excellent interpersonal and communication skills and can minimise barriers to effective communication. • Able to remain calm in difficult situations and minimise interpersonal conflict. • Able to demonstrate diplomacy at all times. • Able to work under pressure and priorities own and others workload and recognise and respond appropriately to urgent and emergency situations. • Adept at problem solving, taking the initiative and sound decision making. • Able to demonstrate competency and accuracy in documentation and record keeping. • Able to train and develop others. • Able to instil confidence and motivate others. • Able to ensure the effective utilisation of resources. • Understands HR processes and issues pertaining to staff management. 	
Other	<ul style="list-style-type: none"> • Ability to lead by example, display a positive attitude and build rapport. • Commitment to life-long learning and encourages development in others. 	

General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health and safety

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

Infection prevention and control (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

Information governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the

Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.

Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.

Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional standards and performance review

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

Safeguarding children and vulnerable adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

Social responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous improvement

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH

continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

