

## JOB DESCRIPTION

<b>Job Title:</b>	Respiratory Nurse Specialist
<b>Band:</b>	Band 7
<b>Directorate:</b>	Medical
<b>Job Group:</b>	Unscheduled Care
<b>Location:</b>	The Princess Royal Hospital
<b>Hours of Work:</b>	30
<b>Accountable to:</b>	Clinical Nurse Manager/Respiratory Consultants
<b>Professionally accountable to:</b>	Clinical Nurse Manager

### 1. Job Purpose

To provide expert care for patients with complex respiratory needs and act as a role model and advocate for the specialist service. Providing effective leadership & management for the Princess Royal hospital Band 6 respiratory nurse specialists. To provide specialist nursing care and advice for patients with generic respiratory conditions as well as education and support to both patients and their carers. Aiming to facilitate integrated care across the acute and primary care settings. To liaise regularly with the multi-disciplinary team, maintaining good communication throughout the patient's journey. Maintaining accurate patient records, auditing data that is collated

### 2. Main Duties and Responsibilities

#### Responsibilities for staff:

To clinically supervise and manage the PRH Band 6 respiratory nurses specialists. Aiming to facilitate ongoing staff development & training

#### Clinical Responsibilities:

- To provide direction for the clinical management of a case load of patients with generic respiratory conditions, reviewing patients both in the acute ward setting and in the out patient clinic
- To assess the needs of respiratory patients on the wards. To advise patients and their relatives/carers on the treatment and self management of respiratory conditions and the use of respiratory medication and equipment
- To provide clinical leadership for the acute Non Invasive Ventilation service on the respiratory ward at the PRH. Ensuring appropriate training and implementation of protocols and auditing
- To assess for and prescribe home oxygen for respiratory patients using recognised oxygen prescribing guidelines
- To provide clinical leadership & shared management of a case load of patients with Obstructive Sleep Apnoea (OSA.) Management of these patients will involve initiating continuous positive

- airway pressure (CPAP) treatment and undertaking clinic/phone reviews monitoring patient symptoms, treatment, compliance and efficacy of treatment
- To help develop and provide leadership and joint management for new respiratory services as required such as the Omalizumab service for complex asthma patients and the care of respiratory patients with a Central Venous Access Device (CVAD)
- To liaise with hospital based multi-disciplinary team with regards to the patients' clinical needs as necessary, taking part in collaborative care planning
- To liaise with Community Respiratory Nurse team & multi-disciplinary team in the community for domiciliary follow ups and ongoing support for respiratory patients
- To ensure appropriate verbal, written and telephone advice is given to health care workers, carers and the public

**Areas of Specialism: If the post holder is registered as an independent non medical prescriber they will need to:**

- Maintain competency in prescribing according to level of prescribing qualification and participate in regular continuing professional development in relation to the role
- Prescribe in accordance with the Trust's Medicine Code, it's Non-Medical Prescribing Policy and other local and national prescribing guidance
- Prescribe within the limits of their individual competence and approved Scope of Practice/Formulary

**Strategic and Service Responsibilities:**

- To provide clinical leadership in the management of respiratory patients both in the inpatient and out patient setting. This will be in line with national respiratory guidelines, Trust guidelines & NMC guidelines
- To participate in and take a lead in respiratory service development and reviewing respiratory care pathways
- Initiating change based on research/evidence
- Be conversant with and abide by Trust policies and procedures, be active in new development of respiratory policies and procedures
- Be pivotal for the Trust in ensuring successful networking between all agencies who are significant players in the care and management of respiratory patients

**Research and Audit:**

- Ensure that accurate documentation is maintained which is explicit in terms of diagnosis, interventions, care delivery, evaluation and outcomes
- Actively participating in the auditing of respiratory services and driving through change as a consequence of the findings

- To establish systems for assessing the users views on the quality of services provided and for involving patients, relatives and their representatives in the planning and development of services
- Promote and disseminate research findings to support clinical practices and education within the clinical areas

### **Education and Development:**

- Maintain personal and professional development which is commensurate with a developing respiratory service, keeping up to date with current research, nursing and medical developments
- Develop the knowledge and skill of staff to ensure the delivery of care to respiratory patients is of the highest standard
- Provide a wide range of educational forums for staff
- Provide professional advice and support for colleagues and all agencies involved with respiratory patients

### **Communication and Working Relationships:**

- To establish good networks with the hospital & community multi-disciplinary teams
- Communicating sensitive information concerning diagnosis and treatment options to patients and their relatives
- Providing emotional support to patients and relatives as required
- The post holder is responsible for establishing positive links with external agencies
- Develop effective channels and systems of communication to ensure all patients are kept informed in a timely and appropriate manner
- Be a point of contact for patients, relatives and visitors

### **Responsibility for Administration:**

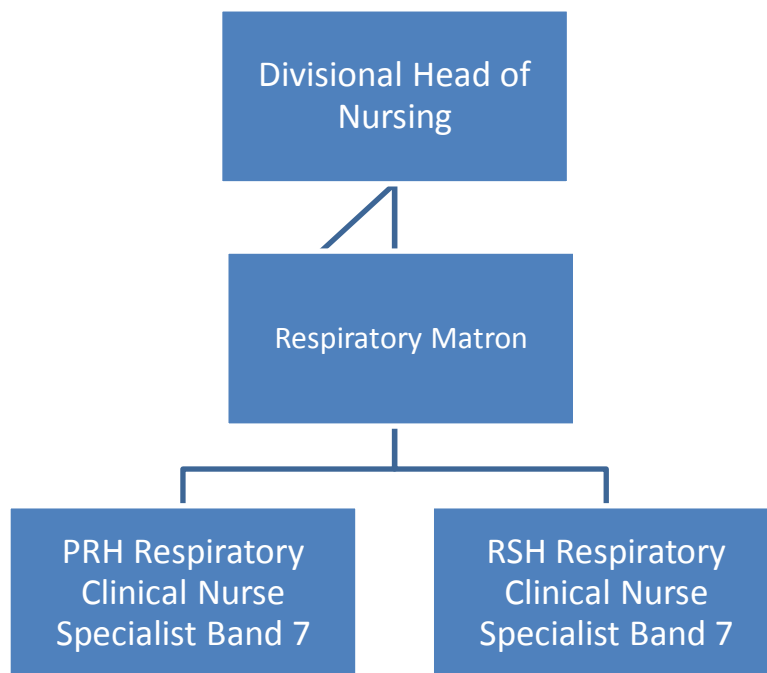
- Producing written protocols and guidelines on respiratory care
- Completing Oxygen order forms (HOOFs)
- Completing multi-disciplinary referral forms
- Updating patient documentation and signing dictated letters to GP etc.
- Answering telephone/bleep
- Documenting hospital respiratory admissions
- Photocopying paper work
- Ordering and restocking supplies, checking emails and post

### Organisational Skills:

- The post holder will be expected to prioritise and organise their own work load as well as prioritising work allocated to the rest of the PRH respiratory specialist nurse team

### 3. Organisational Chart

An Organisation Chart (using Job Titles only) showing the job to be reviewed and at least two levels above and, where appropriate, two levels below in the structure.



### Health & 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

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; and

- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and on-going 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes

## **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
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- 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.

### **Equality, Diversity and Inclusivity**

- Create a culture of equality, diversity and inclusivity by personally embedding these factors into everyday working life.
- Report any behaviours or acts that may be discriminatory

### **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**

- Continuous improvement is a key aspect of daily work to be evidenced by personal commitment to contributing to the implementation of the Transforming Care Production System (TPCS) including the development and use of standard work.
- The Trust commitment to one continuous improvement method TPCS should be reflected in individual's continuing professional development plans (CPD) and all SaTH leaders are required to complete the lean for leaders training.
- As an employee you should be able to demonstrate how you continuously use the TCPS to improve patient care and staff experience supporting the Trust to deliver its organisation strategy