

RESPIRATORY NURSE SPECIALIST

Candidate Pack



Colleague Benefits

General

- 27 days annual leave entitlement, increasing with length of service, plus 8 bank holidays
- Flexible working policies
- Generous maternity pay and 2 weeks full pay paternity leave
- Colleague recognition scheme and long service awards
- Greener travel initiative, including cycle to work scheme and lift share
- Childcare information and support available, including onsite nurseries
- Discounted bus passes with Arriva

Financial

- Access to various local and national discounts via various external websites
- Salary sacrifice schemes
- Generous pension scheme
- Access to a financial support booklet
- Pre-retirement courses
- Free Will writing service
- Savings and Loan schemes

Learning and Development

- Coaching and Mentoring
- Leadership Academy – leadership and management training for all staff
- Access to E-Learning courses
- Apprenticeships – growing number of apprenticeship opportunities across all disciplines
- Secondment and acting up opportunities
- Support to complete qualifications whilst on the job

Wellbeing

- Coaching
- Mental Health First Aiders
- Chaplaincy
- Fast track physiotherapy service
- Free eye test vouchers
- Slimming World referral scheme
- Cervical screening service
- Long Covid support
- Access to wellbeing/rest rooms
- Menopause support
- Men's Health forms and MOT
- Discounts with local gyms

Poppy's Promise

Poppy's Promise is a compassionate care initiative introduced within this Trust to enhance communication, respect and empathy across every aspect of patient care.

The initiative was founded by Katie Russell, following the loss of her daughter Poppy, who tragically died at just twelve hours old due to failures in care and communication. Born from that experience, Poppy's Promise serves as a powerful reminder that while clinical skill saves lives, it is compassion, listening and respect that define the quality of care and human connection. By embedding this promise across our organisation, we ensure that no patient or family ever feels unseen, unheard, or uncared for.

Poppy's Promise is a five-stage framework that supports NHS staff to provide compassionate, consistent and patient-centred care. It aims to create a culture where empathy and communication are prioritised at every level - from education and recruitment to daily patient interactions.

At the heart of the initiative lies the C.A.R.E. framework, which outlines four guiding principles for staff to follow. The CARE principles form the foundation of Poppy's Promise. They describe the behaviours, attitudes and values that underpin every interaction — between staff and patients, staff and families, and colleagues with one another.

CARE is not an additional task. It is how care is delivered.

C.A.R.E. Meaning and Practice

Compassion - Demonstrate genuine kindness, empathy and humanity in every interaction.

Compassion means recognising the emotional as well as the physical needs of patients, families and colleagues, and responding with care, patience and understanding. Small acts of compassion can have a lasting impact.

Acknowledge - Actively listen and be fully present.

Use eye contact, names and open body language, and acknowledge the individual's feelings, concerns and lived experience. Every person should feel seen, heard and taken seriously.

Respect - Treat everyone with dignity, honesty and fairness at all times.

Respect individual differences, personal circumstances and lived experience. Trust is built through respectful behaviour, consistency and integrity.

Empower - Enable people to be active participants in their care and work.

Communicate clearly, encourage questions and shared decision-making, and ensure patients, families and colleagues feel informed, confident and included.

Poppy's Promise is more than a framework - it represents a cultural shift towards human-centred care. By adopting these principles, we:

- Strengthen trust and communication between staff and patients
- Reduce avoidable harm through better understanding and listening
- Improve patient experience and staff wellbeing
- Foster a culture of openness, empathy and shared responsibility

Every member of staff has a role to play in bringing Poppy's Promise to life. Whether you are clinical, administrative or support staff, compassion and communication are part of everyone's role.

In daily practice, you can:

- Take a moment before entering a patient's space - centre yourself, focus on the person, not the task
- Use clear, respectful and kind language
- Listen without interruption and acknowledge emotions expressed
- Be honest and transparent, even when conversations are difficult
- Reflect after interactions - consider how your approach made the patient or family feel

All staff within the Trust are expected to:

- Uphold the values of Poppy's Promise in all patient and colleague interactions
- Attend any training, workshops or refreshers provided as part of the initiative
- Support colleagues in modelling compassionate behaviours
- Raise concerns constructively when communication or respect fall short
- Reflect these principles in both professional and personal conduct within the workplace

Together, we can make every interaction an opportunity to care, listen and make a difference.

That is Poppy's Promise.

Job Summary

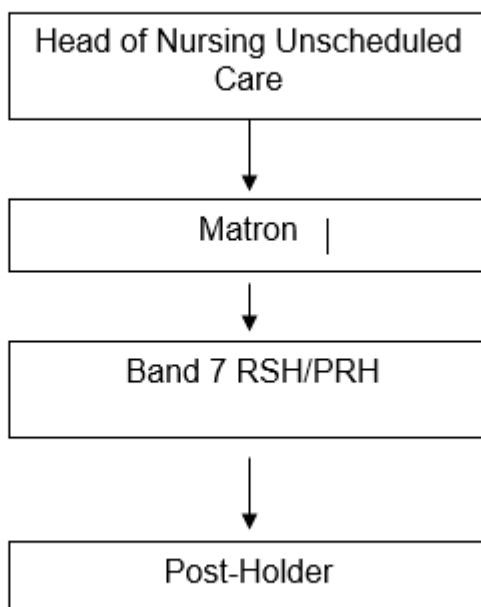
This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- The role provides specialist nursing care for people with sleep apnoea and other breathing problems, offering advice, support and education to patients and their carers.
- It involves assessing patients, planning their care and helping them use equipment such as CPAP and NIV machines.
- The post holder will run clinics, review patients on the wards and help manage a shared caseload.
- They will work closely with doctors, physiologists and the wider respiratory team to make sure care is safe and well coordinated.
- The role also includes keeping accurate records, taking part in audits and helping develop the respiratory service through good practice and ongoing learning.

Job Description

Job title:	Respiratory Nurse Specialist (Sleep Service & Generic Respiratory)
Grade:	6
Site:	The Royal Shrewsbury Hospital
Accountable to:	Clinical Nurse Manager
DBS required:	Yes - Enhanced

Organisation Position



Main Duties

To provide specialist nursing care and advice for patients with Obstructive Sleep Apnoea (OSA) and generic respiratory conditions. To provide education and support to both patients and their carers. 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.

Scope and Range

The post holder will provide expert care for patients with complex respiratory needs. Providing evidence based/patient centred principles to assess, plan, implement and evaluate specialist interventions. The role will involve regular liaison with the multi-disciplinary team in the management and care of respiratory patients. To act as a role model and advocate for the specialist service, through effective leadership and as an advisory expert in respiratory care. To support patients and carers by giving verbal & written information, education & advice, as well as relevant contact numbers for ongoing support. The post holder will attend appropriate professional updates both for self development & ultimately to enhance the respiratory service provided.

The post holder will have shared clinical responsibility for managing a case load of patients with OSA. This responsibility will be shared with the appointed Respiratory Physiologist and the post holder will be clinically accountable to the Respiratory Consultants. The post holder will be expected to review respiratory patients both in

clinics and in the acute ward setting. These will be both new patients and repeated contacts diagnosed with a variety of respiratory conditions.

Clinical Responsibilities

- To maintain & develop the Sleep Apnoea Service based at Royal Shrewsbury Hospital working in conjunction with the Respiratory Consultants and appointed Respiratory Physiologist.
- To initiate new patients with OSA on continuous positive airway pressure (CPAP) treatment as required. This will involve patient assessment, explanation of OSA and CPAP therapy, mask fitting and trial of CPAP equipment.
- To undertake nurse led sleep clinics to follow up new and long term patients on CPAP therapy. This will involve monitoring patient symptoms, treatment, compliance and efficacy of treatment. CPAP equipment will need to be maintained and replaced as required and patient problems dealt with appropriately. To request sleep tests such as polysomnography's and to action results.
- To assess and support inpatients with respiratory devices such as CPAP and NIV machines (Non Invasive Ventilation.)
- Provide advanced clinical skills and expert advice to patients/relatives and colleagues. This relates to both acute and home NIV. Involving various conditions ie: OHS, COPD,
- To assess the needs of respiratory patients on the wards. To advise patients and relatives/carers on the treatment and self management of respiratory conditions and the use of respiratory medication and equipment including CPAP and NIV machines (Non Invasive Ventilation.)
- To undertake training and education for patients/carers commenced on domiciliary NIV. Liaise with Ventilation team at UHNM
- To provide telephone reviews for patients with OSA and generic respiratory conditions.
- To assess for and prescribe home oxygen for respiratory patients as required.
- To liaise with the hospital based multi-disciplinary team with regard to the patients' clinical needs as necessary. This will involve eg. collaborative care planning & referral for oxygen re-assessments.
- To liaise with the 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.
- To liaise with voluntary bodies as needed.

Management

- To have shared clinical responsibility for managing, monitoring and evaluating the sleep apnoea service in line with National Sleep Apnoea guidelines, Trust guidelines & NMC Guidelines.
- To participate in respiratory service development.
- Initiating change based on research/evidence.
- Be conversant with and abide by Trust policies and procedures, be active in new development of respiratory policies & procedures.

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 range of educational forums for staff.

- To participate in personal objective setting and review, including the creation of a personal development plan. Also to play a key role in Service development.
- Provide education, advice and support to respiratory patients and their relatives.
- Facilitating the development of clinical practice through development of documentation/policies/SOP's

Administration

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

Decisions, Judgement and Freedom to Act

- To promote successful networking between all agencies who are significant players in the care and management of respiratory patients.
- Provide professional advice and support for colleagues and all agencies involved with respiratory patients.
- The post holder will be unsupervised and jointly manage their case load independently, following codes of practice as laid down by the NMC and adhering to operational policies.
- The post holder will take part in respiratory MDT meetings. These will involve planning care pathways and treatment to support the individual and complex care needs of the patient.
- The post holder will be involved in the development of the Sleep Service at RSH and annually review respiratory care pathways,

- To be involved in developing, implementing and reviewing standards of care for respiratory services.

Communication

- 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.
- To ensure appropriate communication channels are in place to facilitate the flow of information within the respiratory team.
- Develop effective channels and systems of communication to ensure all patients are kept informed in a timely and appropriate manner.
- Develop good communication links with students to enhance learning.
- Be a point of contact for patients, relatives and visitors.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • RGN • Degree or evidence of working at level 3 • Appropriate post-registration qualification in specialist area • Teaching and assessing/clinical supervision • Evidence of ability to critically appraise research and transcribe/implement into evidence based practice • Independent/Supplementary Nurse Prescribing Course (V300 Non-medical prescribing course) • Nurse Independent Prescriber 	
Experience	<ul style="list-style-type: none"> • Substantial post registration experience with a broad range of clinical experience • Specific experience within the speciality • Participated in service development and implementation of change • Experience of teaching and assessing in the clinical area 	
Knowledge and skills	<ul style="list-style-type: none"> • Ability to communicate unpleasant/sensitive information to patients in a variety of settings • Able to influence and overcome resistance through application of advanced communication skills • Able to analyse data and provide written reports 	

	<ul style="list-style-type: none"> • Intermediate IT skills in word processing and spreadsheets • Able to manage work autonomously • Knowledge of professional and NHS issues and policy relating to specialist area • Able to present information to professional groups • Able to perform assessment, planning, implementation and evaluation of nursing care. 	
Other	<ul style="list-style-type: none"> • Able to communicate with the multidisciplinary team about the care of respiratory patients • Ability to develop effective interpersonal relationships with colleagues across health and social care setting • Able to work across site • To be adaptable in the care and management of respiratory patients 	

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 & 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;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- 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;
- 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;
- 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;
- 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 and sensitive 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;
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

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.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

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 aims 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.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of

work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

