

JOB DESCRIPTION

POST TITLE:	Specialist CYP Asthma Practitioner
BAND	7 banding subject to confirmation of Agenda for Change evaluation
HOURS:	37.5 hours per week (1 WTE) The post will be offered, on a secondment/fixed-term basis for 20 months.
RESPONSIBLE TO:	Non-medical consultant for CYP – Asthma and Allergy ICS CYP Asthma project - Clinical Lead
ACCOUNTABLE TO:	Lead Nurse –Women and Children’s

Shrewsbury and Telford Hospitals NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

Job Purpose:

The ICS CYP Asthma Clinical Network project’s main aim, is to form a clinical network for asthma professionals across Shropshire and Telford & Wrekin ICS, enabling work with other stakeholders, to deliver improved outcomes for Children and Young People (CYP) with an asthma diagnosis. The post holder will work with this network to deliver improved outcomes for CYP with asthma or preschool wheeze.

The project will focus on adopting a whole system approach working with GP surgeries, families, acute hospitals, local authorities, schools and other local partners and stakeholders across the ICS. Initially the post holder will be based within the diagnostic hubs based within the two PCN’s identified within the Pilot phase of the project.

The post holder will be a recognised expert in the specialty. They will work in conjunction with the highly specialised CYP asthma practitioner, initially with our two early adopter GP practices, on reducing emergency hospital attendances and admissions amongst CYP with asthma and preschool wheeze.

Main Duties and Responsibilities

1. Providing specialist expert advice and support to, and liaising with, other staff. This includes the provision of specialist education and training for those involved in the care of CYP with asthma or preschool wheeze.
2. Develop and promote effective working relationships within Primary and Secondary Care; identifying frequent/return attenders to hospital and provide targeted interventions to stop the cycle, (inhaler technique, personal plans etc.).
3. Using expert knowledge, explore ways to improve outcomes for patients on discharge from hospital e.g., link between hospital and follow up with GPs.

4. Providing specialist training and support for nurses and GPs as required (e.g., carrying out reviews, inhaler technique, medicine optimisation, developing personal plans).
5. Working with local partners; including local authority, pharmacists, and schools, in the catchments of most challenged surgeries, to ensure a wrap-around service for the patient.
6. Use own initiative and work autonomously in promoting the Asthma Friendly Schools initiative, within the practice catchments, to support asthma control and management. This might include the following:
 - Having a school's asthma policy
 - An up-to-date asthma registers
 - Annual training for schools
 - All children should have access to their inhalers/spacers and asthma plans.
 - No child with asthma should be stigmatised.
 - Liaise with the health and well-being team and healthy schools leads on schools to promote asthma education into the schools' PSHE education curriculum.
 - Support schools in achieving the clinical governance standard to hold generic asthma inhalers for emergency use (changes to the Medicine Act 1969 to come into force in Oct 2014)
 - Support schools in enabling the statutory guidance: 'Supporting pupils at school with medical conditions' for all children with asthma. Ensure all children with asthma have health care plans, in line with the NICE quality standard for asthma.
 - Liaise, inform and support school staff in the education and support of parents, siblings and children diagnosed with asthma.
7. To use excel and other data resources to develop/create statistical reports/performance reports.
8. Providing support to the child, family, carers and other professionals through signposting to other services such as smoking cessation programmes, good housing accommodation and healthy active lifestyles.
9. Supporting the transition stage to adult services.
10. Work within the limits of professional registration guidelines, Trust policies, service operational policy and own professional competence.
11. Demonstrate and utilise specialist skills and knowledge to provide innovative practice.

Communication

1. Complete accurate client records in line with local policy. Be aware of the requirements of both paper and electronic record keeping.
2. Provide and receive complex and sensitive information to partner agencies, children and families including care and treatment information.

3. Maintain excellent communication with individual children and family on the caseload and as their advocate ensure that they have ease of contact with the team appropriate information and support. Records should reflect the child's care, present condition and progress and be available to colleagues.
4. To have excellent interpersonal /communication skills with children, young people and their families, and other health professionals working in this speciality, sharing knowledge and experience through networking
5. To support and maintain an effective and appropriate communication network with other external agencies to ensure the best service possible for young people and their and their families.

People Management

1. Receive regular restorative and safeguarding supervision in accordance with good practice guidelines and Trust policy.
2. Maintaining own professional development and requirement to take part in appraisal and KSF process.

Research & Development Activity

1. Required to undertake R&D activity as required for service development.
2. The post holder must participate in clinical and other audits as required.

Clinical and Practice Governance

1. Observe and maintain strict confidentiality with regards to any patient/family/staff/records and information in line with the requirements of the Data Protection Act.
2. Any data that is taken/shared as part of a phone call or transported, faxed or transferred electronically must be undertaken with regard to CCS Information Governance and Information Security policies.
3. The post holder must adhere to CCS risk assessment and risk management processes.
4. It is a condition of your employment that you are currently registered with the relevant regulatory body and it is your responsibility to maintain your professional registration.
5. Undertake mandatory training and any other training relevant to the role as required by SATH
6. Provide patients and their families /carers with information on standards they should expect from the team.
7. Participate in clinical supervision on a regular basis.
8. Participate in safeguarding supervision on a regular basis.
9. The post holder is required to participate in relevant emergency preparedness process for their team.

Equality

Shrewsbury and Telford Hospital Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population, and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and services no individual is discriminated

against by reason of their gender, race, disability, age, sexual orientation, religion or religious/philosophical belief or marital status.

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 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. 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 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.

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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

General

This job description is a summary of the main responsibilities of the post holder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

I confirm that I have read and understood this job description and that it is a true reflection of my duties. I have been given an opportunity to discuss the contents and implications with my manager and undertake to maintain existing skills and to consolidate these with further training to comply with all areas of my post.

Manager	Post holder
Signature	Signature
Date	Date

Date: July 2022