JOB DESCRIPTION

Post Title: Dermatology Staff Nurse
Department: Dermatology OPD
Responsible to: Senior Staff Nurse Dermatology
Accountable to: Matron - Dermatology

Job Purpose: To work within a dermatology team to delivery care to patients within a clinic environment. To participate in the assessment, planning, implementation, evaluation of care and to ensure continuity of care providing support for a group of patients with Dermatological conditions. Effectively works within the multi-disciplinary team.

Scope and range: The post is in the Dermatology department, predominately in the outpatients department based at the Royal Shrewsbury Hospital site, however this is a cross site service and the postholder may be required to cover dermatology clinics at the Princess Royal Hospital.

Main duties and responsibilities:

Professional / clinical knowledge acquired through state registration:

- In the absence of the Out-Patients Sister, the post holder will take responsibility for a clinical area for a span of duty
- Supervise and co-ordinate Dermatology clinics held within the out-patient department and participate in ward visits with the dermatology team.
- Supervise and demonstrate procedures to junior staff qualified and unqualified.
- Assist in the mentorship and teaching of student nurses within the outpatient department
- Assist in creating a supportive and caring environment within the out-patient department.
- Assist patients and chaperone whilst clinical examination/procedures are being undertaken.
- To perform all aspects of relevant nursing care for patients. Including specialist dressing / bandaging techniques, removal of sutures/clips,
- Application of patient appliances.
- Assist medical staff with fine needle aspirations, core biopsies and take responsibility for collection / labelling of specimens.
- Responsibility for ensuring patients and carers have sufficient relevant verbal and written information
- Maintain accurate Nursing records in line with NMC guidelines.
- Assist with patient mobility using correct equipment and techniques.
- Phlebotomy skills
- Administration of drugs as prescribed by medical staff in accordance to the NMC guidelines
- Signs bank time sheets in the absence of senior nurse.
- Assist in clinical Audit.
**Systems and equipment**

- Record biographical details of individuals in manual and computerised records.
- Use of semahelix to check clinic lists reporting any discrepancies to clerical staff.
- Prepare specific equipment required within the department prior to clinical procedures, using decontamination techniques prior to mandatory safety checks.
- Maintain, monitor, control and order stock and equipment within the department, reporting any deficit or maintenance required.
- Maintain general tidiness and cleanliness of the department.
- Prepare clinical area and department prior to start of clinics.
- Clinical Waste Disposal.

**Decisions, Judgements and Freedom to act.**

- Works within professional codes of practice/ guidelines.
- Assesses, plans, implements and evaluates nursing care for a group of patients, ensuring patient participation at all stages.
- Follows policies determined by others.
- Allocates and checks work of staff in clinical area.
- Clinical supervision of junior staff.
- Contributes toward change within the outpatients department.
- Maintain Health and Safety standards at all times.

**Communication and Relationships**

- Provide specific dermatology advice and support via telephone/directly to patients.
- Maintain patient confidentiality at all times.
- Communicating complex and sensitive information.
- Assemble nursing documentation, including all stationary requirments for clinical sessions.
- Check referral letters, results / x-rays are available for clinical session. Contacting relevant departments to obtain other information.
- Support communication with patients, relatives or their carers and encourage participation including assisting patients, relatives and carers where there are specific communication difficulties.
- Liaising with the multi disciplinary team.
- Referral to district and practice nurse.
- Support distressed patients and relatives.
- Be Aware of and support individual, religious, cultural and psychological needs.
- Provide specific dermatology advice and support via telephone / directly to patients.

**Physical, Mental and Emotional demands of the post**

- Frequent requirements for moderate physical effort.
- Frequent requirement for concentration, able to respond to unpredictable work patterns and interruptions.
- Frequent exposure to highly distressing circumstances.

**Working Conditions**

- Assist in protecting patients, visitors and staff from abuse and assist in managing abusive and aggressive behaviour.
- Frequent highly unpleasant working conditions.
- Equip and assist outreach clinics.
Professional requirements

- Willing to undertake specific dermatology training
  - Mandatory PREP requirements.
  - Support the appraisal process.
  - Maintain professional registration in accordance with NMC code
  - Appreciate the importance of continual education and ensure research / evidence based care.
  - Participates in clinical supervision.

Adhere to and work in accordance with The Shrewsbury & Telford Hospital NHS Trust policies and procedures and relevant national legislation.

Including:

- The Health and safety at Work Act
- Manual Handling of Loads Directive
- Data Protection Act
- The Shrewsbury & Telford Hospital Human Resource Policies (or Princess Royal Hospital personnel Policies).
- Royal Marsden Hospital Clinical Nursing Procedures

Attend Corporate Induction and annual Statutory training updates as instructed.

To include:

- Health and Safety Instruction
- Fire Safety Instruction
- Safe Handling Training
- Cardio-pulmonary (CPR) Training
- Safe Food Handling Training
- Infection Control Training

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).

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:
  o you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines.
  o you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

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.

**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.

This Job description is intended to be a guide and will be subject to review. Changes may be made following consultation with the post holder.

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