

Job Description

JOB TITLE	TB Clinical Nurse Specialist
GRADE	Band7
REPORTS TO	Band 8a Lead TB Nurse
ACCOUNTABLE TO	Lead TB Nurse /Matron/ DDND/DND
DEPARTMENT	TB
DIVISION	Medicine
DATE	January 2024

JOB PURPOSE

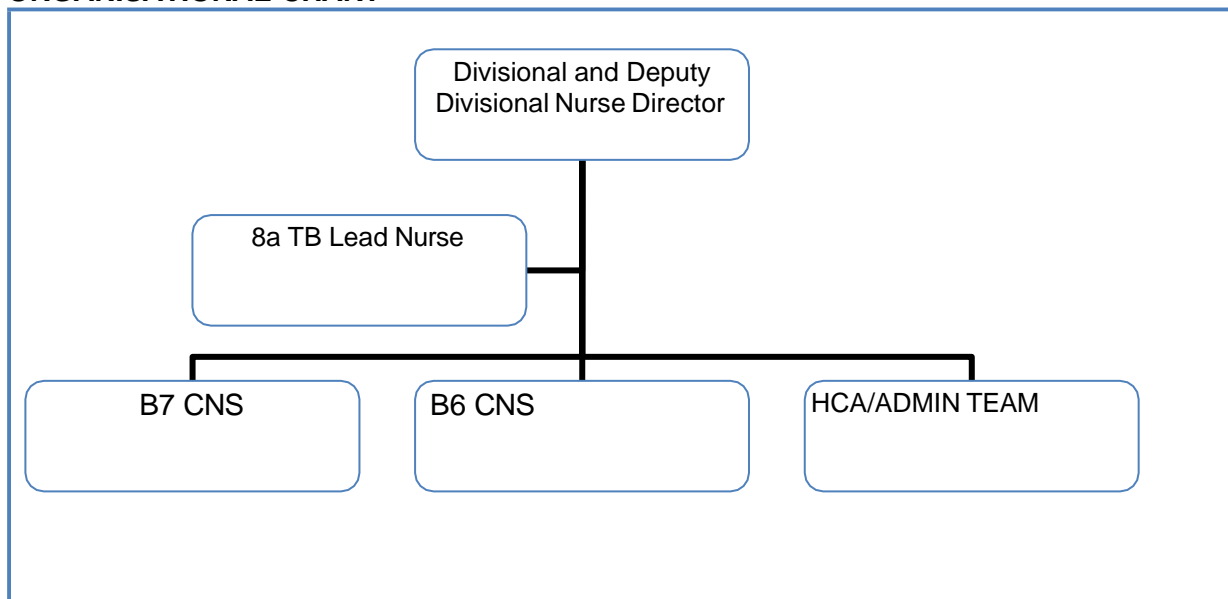
UHDB TB Service are seeking a Band 7 TB Clinical Nurse Specialist at the Royal Derby Hospital, they must be a highly motivated, Innovative, Dynamic and Enthusiastic Individual.

The successful candidate will Case manage a caseload of patients, run nurse-led clinics, ensure all Incidents/Outbreaks are managed according to local policies. They will contribute and oversee that treatment completion targets are achieved for both Active and Latent Cases and ensure regular audits for quality improvement are completed and actions identified.

The post holder will work with the multi- disciplinary teams across sites and work closely with UKHSA. They will be required to establish links with Neighbouring TB Services and liaise with TB services across the country.

The B7 will support the 8A Lead with staff management including appraisals and development of junior staff, contribute toward service improvement including policy and guidance review and be able to deputise in the 8a Leads absence.

Candidates must demonstrate the desire to develop their TB clinical skills and knowledge as well as an ability to practice both autonomously and as part of a multi-disciplinary team working within both primary and secondary care settings.

ORGANISATIONAL CHART**DIMENSIONS**

To work within the specialist team in delivery specific in line with pathways and targets.

KEY RELATIONSHIPS

Internal

- Matrons/Lead Nurses/Divisional Nurse Directors/Deputy Divisional Nurses
- Relevant specialist services such as IPC, Safeguarding, OH, Public Health, ICB and UKHSA.
- Corporate teams including nursing, finance, audit, transformation, facilities management, learning and education and Professional standards.
- Multi-professional teams including medics, allied health professionals and pharmacy.
- Chief nurse and directors of nursing.
- Maternity Unit
- Diagnostic Departments i.e., Imaging and Microbiology/ Pathology
- Infection Control Team
- Occupational Health
- All wards and departments

External

- Approved Education institutes
- Care Quality Commission
- Health Watch
- NHS England
- Public Health England
- National TB teams
- Primary Care Services.
- Prison services
- Community Pharmacy Teams.

KEY RESULT AREAS

Compliance and Governance.

- Take an active role in risk assessment, supporting the implementation of strategies to minimise risks. Ensuring incidents and near misses are reported and managed as per Trust Policy / Procedure
- Where required be accountable for the management of incidents and have responsibility for the processing of reports as per Trust Policy and Procedures
- Participate in learning from incidents, including provision of feedback, reflection, and action in practice.
- Lead reflective discussion and dissemination learning from incidents and concerns associated with specialist practice.
- Work according to hospital policies, procedures, clinical guidelines and participate in the updating of these within the specialist field of practice.

Prioritise People

- A culture of inclusion, equality, and diversity, reflecting the best interests of patients, public and staff is promoted.
- Complex and changing health and social care activities is delivered in an unpredictable clinical environment, across 24-hour periods, and effective assessment, implementation of fundamental care is provided, which is evaluated.
- Care is patient focused and individualised.
- Is visible and accessible in the clinical setting. Is a role model and someone for whom patients, staff and public can turn to for assistance, advice and support.
- Trust policies and procedures are adhered to.
- Colleagues will be appropriately supported.
- Systems and processes are followed for patients to receive high quality care across the 24- hour period and clinical staff feel empowered to make their own decisions in the senior sister/charge nurse / junior sister /charge nurse absence, reflecting the ward / department/ unit philosophy of car.

Practise effectively

- Delivery of clinical practice is based on policies, guidelines and evidence base to improve the outcomes and experiences of patients.
- Professional clinical advice and judgements will be provided to the multi-professional care team in relation to patient care and achieving positive patient outcomes and experiences.
- Safe, effective high-quality care will be delivered with compassion, dignity and respect 10. Documentation will be accurate, legible and timely relating to current patient recording systems, both written and electronic. Information Governance will be adhered to.
- All available methods of communication will be utilised, and contacts established within and external to Trust.
- Resources will be utilised in an efficient and effective way.
- Will participate in change and new initiatives to enhance patient outcomes and contribute to evaluation processes.
- The Trust quality strategy and governance will be embedded in personal practice reflecting safe, effective, caring, responsive and well-led standards. Will engage with the Care Quality Commission as appropriate.

Preserve Safety

- Cleanliness of the ward / department will reflect the national standards; including PLACE assessment and remedial actions will take place.
- Health and safety of patients, the public and staff will be adhered to. Clinical risks will be reported.
- Security and safety in the clinical environment will be adhered to, reflecting legislation, Trust policy and procedures. Timely actions to address deficits will take place.
- Will be responsive to business continuity plan and adjust as required.
- Will participate in inquiries, accidents, incidents, complaints and never events concerning patients, public and staff; and will be investigated, ensuring written reports and documentation is completed. Learning from these will be utilised and embedded into the clinical environment.
- Will participate in a culture of speaking-up and learning. Will escalate to senior sister / charge nurse / sister / charge nurse any concerns.
- Appropriate referrals are made to safeguarding, tissue viability and community services, and they are followed up.
- New digital technology will be embraced, and digital literacy skills will be utilised NM/NS/Gen/1921CP25.
- Will be responsible and held to account for own practice.

Promote Professionalism and Trust

- Good standards of behaviour will be displayed and the standards and values of the nursing profession, NMC Code and Trust will be upheld.
- Will participate in supporting students, staff and volunteers to reach their full potential and progress. Will participate in preceptorship, mandatory & essential to role training.
- Own continuing professional development and competence to practice, including ensuring own NMC revalidation is completed.
- Will delegate appropriately.
- Will participate in practice development, role redesign, transformation, transaction standardisation of practice and reduction in variation.
- Will participate in promoting ward / departmental successes, achievements, and compliments locally 30. Will participate in audit, research, and development to achieve the best possible outcomes and experiences for patients, public and staff.
- Will attend ward / departmental meetings and appropriate training and support systems to enable progression of agreed service improvement project, on behalf of the chief nurse.
- Will participate in opportunities to keep informed with the Chief Nursing Officer (England) national strategy.
- Showcase and celebrate agreed service improvement project, both internal and external to Trust.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	<p>NMC registration & (revalidation requirements if not newly qualified)</p> <p>Evidence of post registration CPD/ Post registration qualification in TB.</p> <p>Recognised Mentorship course.</p> <p>To have or working towards completion of clinical decision-making modules (CDM).</p>	<p>To have or working toward MSc/master's qualification.</p>
Experience & Knowledge	<p>Evidence of leading a team / leadership skills gained through theoretical knowledge and or experience.</p> <p>Evidence and ability to revalidate as required by the NMC.</p> <p>Significant post registration experience as a Clinical Nurse Specialist at B6 or above in defined or associated specialty.</p> <p>Experience and flexibility to work in multiple settings including in the community and patient homes.</p> <p>Experience of working autonomously at specialist level.</p>	<p>Knowledge of the speciality Evidence of teaching/ nurturing.</p> <p>Experience in delivering service change.</p> <p>Experience in leadership and management.</p>
Skills and Ability	<p>Responsibility & Accountability Contributes to decision making.</p> <p>Able to assesses associated risks and takes appropriate action.</p> <p>Contributes to clinical workload, prioritising, and re-prioritising.</p> <p>Ability to communicate with a wide range of health care professional, on a variety of complex and sensitive issues which require persuasive and empathetic skills.</p>	<p>Previous specialist experience</p>

	<p>Ability to undertake clinical audit, analyse information and develop robust measurable action plans to support improvement / change.</p> <p>Evidence of ability to compile reports and documents for internal / external communication.</p>	
Communication s and interpersonal skills	<p>Communicates condition related, sensitive information to patients, public and staff. Understands and overcomes barriers to communication and acceptance.</p> <p>Ability to adapt behaviour to changing circumstances. Positive and enthusiastic attitude.</p> <p>Ability to communicate articulately and motivate others.</p> <p>Evidence of flexible and innovative approach to service delivery and development</p>	
Values and Behaviours	<p>Evidence of: Openness (inclusive, collaborate, listen) Compassion (kindness, integrity, thoughtful) Excellence (responsibility, CPD, boundaries)</p>	
Other requirements	<p>Ability to work a varied shift pattern where required. Ability to act on own initiative. Access to car (driver)</p>	Access to car (driver)

Person Specification

Communication and relationship skills (include internal/external contacts)

Possesses excellent communication skills including the ability to communicate complex and sensitive information to patients, the public and staff by using negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication.

Knowledge, training, and experience

NMC registration and Specific knowledge and experience of Tuberculosis is essential. A first degree is desirable or equivalent experience. Experience of mentoring, supporting, coaching, and developing staff. Evidence of teaching. IT Literate. Meets mandatory and essential to role requirements. Experience of mentoring and developing staff. IT Literate Significant post qualification, with evidence of specialist skills gained through theoretical knowledge.

Analytical and judgemental skills

Identify and solve problems, analyse, compare, and interpret complex information before reaching a judgement and deciding. Prioritises problems, assesses associated risks and takes appropriate action within the specialist area of practice.

Planning and organisational skills

Manages own specialist workload within the clinical area, prioritising as necessary.

Physical skills

Developed physical skills to ensure accuracy and dexterity required for clinical procedures Standard key board skills.

Responsibilities for patient / client care

Assess, develops, plans, implements, and evaluates individual or specialist programmes/package of care. Provides advice and support in relation to the clinical specialism Within the trust and if necessary, the wider health community.

Responsibilities for policy and service development

Follow national, Trust policies and procedures and ensure other members of staff do likewise. Contributes to the development of and responsible for the implementation of policies/procedures in relation to the clinical specialism.

Responsibilities for financial and physical resources

Takes personal responsibility for effective management of resources and safe use of



equipment. Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions. Advise on and orders supplies in relation to the clinical specialism.

Responsibilities for human resources

Provides advice, support and undertakes training in relation to the clinical specialism within own area. Day to day supervision of staff within the Tuberculosis service. Ensuring appraisals takes place, staff development needs are identified, and confirms are in place to support NMC. HCPC revalidation. Management of HR policies, including management of performance & sickness /absences. Participating / chairs panels in the recruitment and selection of staff. Acts as a mentor / preceptor / clinical supervisor and coach to staff.

Responsibilities for information resources

Accurately maintains patient/staff records, records own data.

Responsibilities for research and development

Participates in audits and research within own clinical area. Uses the results of research to inform own clinical practice.

Freedom to act.

Works within Professional codes of practice. Works under the direction of the Lead Specialist Nurse and ensures and advocates discretion to act within broad occupational policies. Works within NMC and reflects Trust vision, values and objectives. Work is managed rather than supervised.

Physical effort

Physically able to perform the full range of nursing duties related to The Tuberculosis Nursing services. Will be required to travel to other sites / for local / national events and to patient's homes.

Mental effort

Frequent concentration required in routine and in unpredictable work situations. Including in-depth, complex mental attention and engagement required with patients during risk assessment and counselling sessions. Frequently need to respond sensitively and accurately to more than one person at a time while maintaining awareness of confidentiality of each subject.

Emotional effort

Deal with distressing and emotional circumstances relating to patients, public and staff.

Working conditions

Works in an environment where there is exposure to unpleasant working conditions and hazards.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '**Exceptional Care Together**', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Version control – March 2020

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of 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.
- 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 mandatory training 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).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke-free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".