
JOB DESCRIPTION

Job Details

Job Title:	Respiratory Specialist Practitioner
Department/Ward:	ARAS COPD Support Team, Respiratory Directorate
Division:	Medicine
Base:	North Manchester General Hospital (NMGH)
Full Time:	37.5 hours per week
Band:	Band 6 (Version 2)

Your normal place of work is North Manchester General Hospital or such other location within The Manchester University NHS Foundation Trust or its associated sites where you may reasonably be required to work for the proper performance and exercise of your duties.

Organisational Arrangements

Reporting to:	Manager – ARAS Lead Nurse
Other accountabilities:	Divisional Nurse Manager and Lead Clinician for COPD
Responsible for:	Delivering and assisting in the development of a high standard of care for patients with COPD

Main purpose of the job:

The post holder will take part in co-ordinating the provision of a nurse-led home care service for the care of patients presenting to NMGH with an exacerbation of chronic obstructive pulmonary disease (COPD) and long-term support of this client group.

The post holder will be responsible for determining a clinical diagnosis, develop, deliver, implement, evaluate and modify individualised treatment programmes. They will ensure appropriate pathways of care and communication via liaison and referral to other agencies as required for all respiratory conditions stipulated in the service contract.

The post holder will assist the pulmonary rehabilitation lead in developing and running the pulmonary rehabilitation service in order to increase accessibility and capacity and maintain high standards and outcomes.

To ensure compliance with Professional policies, National and local guidelines and Trust policies, procedures and protocols

Main Tasks & Overview of Responsibilities:

- To use advanced knowledge and skills in order to manage patients care as an autonomous practitioner; without direct supervision, drawing on advanced theoretical and practical experience.
- Negotiate, agree expectations and set appropriate, realistic and individual therapy goals in partnership with the patient, carer and colleagues
- Ensure that nursing assessments programmes of care, and evaluations comply with the Trust's agreed clinical standards.
- Ensure provision of holistic and rapid assessment of patients referred.
- Facilitate timely review of all admissions to the Emergency Admissions Units (EAU), A&E, and referrals from medical wards, for suitability for acceptance onto the service.
- Ensure patients are discharged home with the appropriate treatment package according to operational guidelines.
- Provide home visits and deliver programmes of care according to clinical need within agreed protocols
- Facilitate safe and timely discharge from the service including generation of a discharge summary to GPs.
- Be a point of contact for maintenance patients - both surveillance and crisis.
- To offer support, advice and liaise with other health care professionals regarding patients care.
- To refer patients into other tertiary services and to consultants as appropriate
- Ensure that clinical assessments, planning and evaluation of care comply with the alliance and departmental clinical standards
- Provide education to patients, families and carers about their illness, and appropriate oxygen use to improve their quality of life and assist them in the self-management of their condition

Communications and Relationships:

- The post holder will establish and maintain good and effective working relationships with colleagues both within and outside organisation to improve patient care. This includes the multidisciplinary team, social services, community and voluntary services, ensuring all relevant parties are informed on patients' progress and needs.
- To promote and maintain high professional standards of verbal, written and non-verbal communication, including complex and sensitive information relating to patients for self and staff for whom responsible.
- To ensure patients and carers are given appropriate and timely information and advice enabling them to make informed decisions about their care and discharge, taking into account values, beliefs and cultural diversity
- To identify and manage challenging behaviours in relation to respiratory therapies and the complexity of these, to be able to offer explanation to patients and carers regarding the benefits and limitations of these therapies
- Promote and maintain effective liaison with other services to maintain adequate support as required to meet patient's needs across primary, secondary, and tertiary care.
- Refer to other statutory and voluntary agencies as appropriate such as Breathe Easy.
- To communicate with people in an appropriate manner to ensure level of understanding incorporates preferred ways of communicating, culture and background
- To agree the arrangements for communication with the patient/family/carers, and to document these in accordance with Trust policy and the patients right to confidentiality
- To influence and prioritise the development of knowledge, ideas and work practice in self and others

- To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required, where barriers exist e.g. bereavement / special needs / learning disabilities / where English is not the first language
- To ensure that essential information on the patients' condition and progress is recorded by self and team members appropriately according to NMC or other statutory body guidelines and in line with the Trust policies
- Ensure appropriate follow up arrangements including referral to other services such as pulmonary rehabilitation, third sector support networks and smoking cessation as appropriate
- Encourage others to seek advice and solutions
- Provide clinical expertise to healthcare personnel by being a resource for advice and information

Analytical and Judgemental Skills:

- To use judgemental skills to decide upon and recommend best course of action including escalation as appropriate
- Undertake initial patient assessments, considering their health, safety and well-being and devising and delivering care plans
- Analyse situations and instigate emergency procedures as required

Planning and Organisational Skills:

- To prioritise the care requirements for identified patients
- To monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people
- To assist in the management and organisation of work as required

Physical Skills:

- Needs to be able to use keyboard and IT skills
- Driving skills needed for community posts
- Needs to be able to demonstrate exercises for pulmonary rehabilitation

Responsibility for Patient Care:

- To assess, plan, implement and evaluate the physical, social and psychological condition of the patient and /or carer from assessment to discharge
- To practice in accordance with the professional, ethical and legal framework for nursing
- To discuss and agree short, medium or long term goals prioritise care and develop plans with the patient, family, carer and health care team
- To support patients / carers encouraging them to promote their own health and wellbeing and to express their interests and concerns
- To undertake nursing interventions consistent with evidence based practice, transferring and applying knowledge and skills to meet patient's needs
- To provide support and care for the patient and his / her family respecting their need for privacy and dignity
- To monitor the effectiveness of nursing care and adjust the programmes of care where indicated
- Provide education to patients and families about their illness in order to improve their quality of life and assist them in the self-management of their condition

Responsibility for Policy/Service Development:

- Contribute to the development and review of the service's protocols, policies and guidelines.
- Promote health and safety of staff and patients in accordance with the Health and Safety policy, and participate in risk assessments.
- Uphold all aspects of the Trust clinical governance strategy.
- Promote optimum service usage.
- Contribute to ongoing auditing of the service in keeping with national standards and guidelines. To adhere to policies and procedures relating to own workplace
- To offer constructive views on how the existing service and team work can be evaluated and improved upon with contribution to the updating of policies and protocols

Responsibilities for Financial and Physical Resources:

- Assist in the maintenance of adequate stock and equipment while promoting cost effective use of resources.
- To ensure effective use of material resources/supplies in consultation with senior staff
- To ensure patients valuables and belongings are documented and managed according to trust policy
- To monitor, control and store resources / supplies according to the requirements and specifications of the clinical environment
- To promote effective and efficient workload to promote optimum service usage

Responsibilities for Human Resources:

- To assess and identify own development needs with support of mentor/team leader in relation to knowledge and skills required to meet the demands of the job
- To take responsibility for their own continuing professional development and maintenance of personal development plan
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies
- To act as a role model and support professional development of all students and junior staff
- To act as a mentor to assigned learners and support them through their competency assessments as required
- Responsible for providing day to day co-ordination of clinically based staff/learners
- To report performance issues to the service manager
- To ensuring behaviours in the service reflect the Trust's values
- To assume responsibility and management of the clinical environment in the absence of the manager
- To allocate work, assess performance and provide clear feedback to team members
- To contribute to team culture positively
- To facilitate and participate in the delivery of training programmes for non-specialist staff

Responsibility for Information Resources:

- To ensure data is recorded accurately using the agreed systems i.e. Patient Administration System (PAS), PRISM, health views etc.
- To ensure data related to assessments and reviews are recorded accurately and in a timely manner on paper documentation.

Responsibilities for Research and Development:

- To actively participate in training programmes to other health service staff
- Maintain an awareness of current developments in the management of patients with respiratory disease.
- Demonstrate a continued commitment to own professional development, including mandatory training updates and attendance at relevant training courses as identified at yearly appraisals and through personal development plans.
- Promote research-based practise.
- To ensure own actions promote quality and alert others to quality issues
- To participate in setting and maintaining optimal standards of care in the service
- To have an understanding of the quality agenda and how standards of care can be maintained
- To monitor the quality of work in own area and bring to the attention of others quality issues
- To contribute effectively to evaluation studies (e.g. patient satisfaction surveys)
- To keep up to date and act consistently with quality standards and guidelines
- Maintain awareness of updated guidelines for the management of patients
- Demonstrate a continued commitment to own professional development including mandatory training
- To participate in audit / benchmarking within the clinical area supporting the introduction of a change in practice as appropriate

Freedom to Act:

- The clinical work is managed rather than supervised therefore can act independently within appropriate occupational guidelines
- To work autonomously and undertake all duties having regard to the NMC 'Code of Professional Conduct' for the nurse, midwife and health visitor and their professional contribution to Clinical Governance
- To be guided by Trust protocols, local department specific protocols and processes, National guidelines and codes of conduct.

Partnership Working:

- To effectively interact and communicate with others to achieve the objectives of the post.
- To liaise and co-operate with other team members to ensure the service is efficient and effective
- Co-operating and interacting with other services to ensure multi agency working and integration.

Equality and Diversity:

- To ensure compliance with Trust policies on equality and diversity.
- To treat all patients, carers and colleagues with dignity & respect.

Making Every Contact Count:

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing
- Staff should use their interactions with the public to give them additional advice on health and wellbeing
- Staff will be given training and support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety:

- To be aware of the lone worker policy
- To be aware of the safety risk related to home oxygen therapy and ensure an IHORM and HOCF is completed for all patients

General & Corporate Duties

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for

using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

Job Specification

	Specification	Criteria	
		Essential	Desirable
Registration	NMC or HPC registration	X	
Essential Qualifications	Degree / diploma in nursing or physiotherapy studies or equivalent	X	
	Evidence of continuous professional development (CPD)		X
	Evidence of involvement in teaching		X
	Evidence of mentorship qualification	X	
	Evidence of respiratory qualification		X
Knowledge, Skills, Training and Experience	Demonstrates evidence based clinical knowledge	X	
	Has substantial post registration experience including work within a respiratory area	X	
	IT Skills	X	
	Communicates succinctly, clearly and accurately both verbally and in writing	X	
	Be an effective team member who is able to relate to colleagues at all levels of the Trust with tact and diplomacy	X	
	Ability to coordinate your workload and supervise members of the team, ensuring high quality, safe and effective patient care	X	
	Experience of the use of clinical systems	X	
	Demonstrate initiative to proactively problem solve with a solution focus	X	
	Ability to use reflective practice, to continuously improve the standard of patient care	X	

	Experience of management of complex respiratory patients including assessment, planning and implementation of care	X	
	Demonstrate substantial and breadth of clinical practice	X	
	Previous experience of audit and outcomes		X
	Clinical experience in primary/community care		X

Physical & Mental Requirements

<p>Physical effort:</p> <p>The post holder will be required to exert frequent moderate physical effort for several short periods during a shift</p>	<p>Emotional effort:</p> <p>The post holder will at times be exposed to distressing and occasional highly distressing and emotional circumstances, caring for patients with life limiting conditions.</p> <p>There may also be complex situations when patients don't meet the criteria for specific therapies such as oxygen or nebulisers</p>
<p>Mental effort:</p> <p>Concentration levels for long periods during clinics and home visits.</p> <p>Needs to analyses and make clinical decisions for complex patients with life limiting conditions, dealing with unpredictable patient / relative behaviors</p>	<p>Working conditions:</p> <p>Frequent exposure to unpleasant working conditions/hazards e.g. uncontrollable body fluids, physical and verbal aggression.</p> <p>Workload may be affected by inclement weather. Possible exposure to unpleasant working conditions on home visits.</p> <p>Frequent requirement to use road transportation.</p>