

## Job Description

1. Job Details	
Job title:	Inflammatory Bowel Disease Nurse
Current Job Band:	6
Reports to (Title):	Lead IBD Advanced Nurse Practitioner
CMT:	Speciality Medicine Trust wide
Department/Ward:	Gastroenterology
Location/Site:	Trust wide

2. Job Purpose
<p>To work within the IBD Nursing service contributing to the provision of a specialist Inflammatory Bowel Disease service, providing support, information, advice and symptom control to patients and their carers in line with local and national protocols and guidelines.</p> <p>To work collaboratively with other professionals and non-professionals regarding inflammatory bowel disease to improve and maintain individuals quality of life</p> <p>Will be required to teach qualified and unqualified staff and students.</p>

3. Duties
<p><b>1</b> Contribute to the Inflammatory Bowel Disease Nursing Service in collaboration with the Lead IBD ANP, IBD Nursing team, Consultant Gastroenterologists, ward staff and other health professionals.</p> <p><b>2</b> Assess, plan and deliver evidence-based care for patients utilising the effective and efficient use of resources within clearly defined protocols and guidelines.</p> <p><b>3</b> Participate in nurse led clinics within the outpatient department, including specialist biologic and immunomodulator clinics.</p>

<b>4</b>	Support effective links and communication between hospital team and primary care teams, liaising with GP's and community staff and other hospitals regarding the developed care package and the patient's future management.
<b>5</b>	<p>Act as a patient advocate through the application of ethical, legal and professional knowledge and skills.</p> <p>Provide an effective line of communication with patients, carers and other health professionals.</p> <p>Act as a role model and mentor to other health care professionals.</p> <p>Provide an advice service to patients, their carers and other members of the multidisciplinary team.</p>
<b>6</b>	Co-ordinate the provision of Biologics and Thiopurines. To include pre-screening, counselling, initiation and ongoing monitoring, in line with local and national protocols and guidelines. To include participation in Virtual Biologics MDT meetings.
<b>7</b>	Contribute to the implementation of care pathways / protocols / policies specific to IBD across the Trust liaising with the medical and nursing staff and other members of the multidisciplinary team.
<b>8</b>	Work with other IBD Nurse Specialists across the Trust to ensure that there are common standards and a consistent approach to the provision of care.
<b>9</b>	Participate in the delivery of an educational programme for all members of the multidisciplinary team; teaching within the clinical setting.
<b>10.</b>	Contribute to MDT discussions and actioning outcomes.
<b>11.</b>	Contribute to promoting a positive research culture, supporting research activity and audit.

#### 4. Physical and Mental Skills

- In depth knowledge of IBD.
- IT keyboard and computer literacy
- Work towards developing knowledge and skills around immunosuppression therapy, biological therapy, nutrition and disease management in conjunction with NICE, BSG, ECCO and CCUK Guidance.
- Ability to access patient records using Careflow and pathology results using the computerised system
- Good verbal and written communication skills.
- Ability to develop protocols and guidelines ensuring a standardised approach
- Ability to communicate and exchange information which may be highly complex and sensitive in nature with a wide and varied group which may include:

- Patients, relatives and carers.
- Ward Sisters / Charge Nurses and Nursing teams

- Matron
  - Members of the medical staff – Consultants, GP's and Junior Doctors
  - Medical secretaries, medical records staff & outpatient reception staff
  - Other Specialist Nurses
  - Allied Health Professionals
  - Other Agencies / support services outside the hospital
  - Medical Representatives
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- Ability to assess and plan for the future needs of the service
  - Working as an innovator and change agent within IBD; driving to improve the quality of care patients with IBD

## **5. Responsibilities of the Post Holder**

- Provide assessment, intervention and monitoring of patients with IBD, working as an advocate, promoting positive attitudes towards IBD.
- To provide comprehensive information and education to patients and their families recognising importance for health promotion.
- Provide telephone/email advice line
- To implement and monitor clinical standards of care ensuring that standards are maintained by close liaison with IBD/Gastro team, ward staff and the multidisciplinary team.
- Participate in the audit of clinical management and outcomes of the IBD service and take appropriate action.
- To maintain accurate IBD database and other records of all patients.
- To coordinate immunomodulator/biologic service provision.
- To manage all resources effectively and efficiently
- Promote holistic care for patients with IBD
- Participation in IBD MDT
- Delivery of specialist treatments/procedures, eg, IV Infusions and injections, venepuncture, cannulation
- United Lincolnshire Hospitals Trust is committed to safeguarding and promoting the welfare of children, young people and adults, both as service users and visitors to Trust premises. All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder, in conjunction with their line manager, will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the safeguarding policies of the Trust.
- The post holder is expected to treat patients, service users and carers with courtesy, care and compassion at all times, treating each person as an individual by offering a personalised service. Trust staff will adopt behaviours and attitudes which promote, supports and respects privacy and dignity in accordance with the Trust Dignity policies and dignity in care pledges. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect

## **6. Freedom to Act**

- ☐ To work in accordance with the Nursing and Midwifery Council Code of Professional Conduct and Professional Guidelines.
- ☐ To be able to work on own initiative, autonomously and supported within the multidisciplinary team.
- ☐ Accountable for own professional actions not always directly supervised.
- ☐ To identify own professional development needs

## **7. Physical, Mental and Emotional Effort Required**

- Little physical effort is required.
- Frequent periods of concentration are required during clinic sessions and while assessing patients on the wards and via telephone support service.
- Frequently exposed to distressing and emotional circumstances when dealing directly with patients, discussing the diagnosed disease with patients either in the clinic or within the wards prior to surgery.

## 8. Outline of Working Conditions

- Works within areas which comply with the Trusts Health and Safety Policy.
- May be exposed to bodily fluids, smells etc. during ward and clinic work.
- May be exposed to verbal and physical aggression from patients and their relatives.

### GENERAL DUTIES

In addition to the key job responsibilities detailed in this job description all employees at **United Lincolnshire Hospitals Trust** are expected to comply with the general duties detailed below:

#### Infection Control

To maintain a clean, safe environment, ensuring adherence to the Trust's standards of cleanliness, hygiene and infection control.

For senior/clinical managers the following statement must also be included

The post holder is accountable for minimising the risks of infections and for the implementation of the Code of Practice for the Prevention and Control of Healthcare Associated Infections as outlined in the Health Act 2006. This includes receiving assurance of risk and embedding evidence based practice into daily routines of all staff. Safeguarding children, young people and vulnerable adults

**United Lincolnshire Hospitals Trust** is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

#### Information Governance

All staff have an individual responsibility for creating accurate records of their work and for making entries into and managing all NHS records effectively in line with the Health Record Keeping Policy and other Health Records and Corporate Records Management policies and procedures in order to meet the Trust's legal, regulatory and accountability requirements. **Health and Safety**

Take reasonable care to prevent injury to themselves or others who may be affected by their acts or omissions.

Co-operate fully in discharging the Trust policies and procedures with regard to health and safety matters.

Immediately report to their manager any shortcomings in health and safety procedures and practice.

Report any accidents or dangerous incidents to their immediate manager and safety representative as early as possible and submit a completed accident/incident form.

Use protective clothing and equipment where provided.

Whilst the aim of the Trust is to promote a co-operative and constructive view of health and safety concerns in the organisation, all staff must be aware that a wilful or irresponsible disregard for safety matters may give rise to disciplinary proceedings.

### **Governance**

Actively participate in governance activities to ensure that the highest standards of care and business conduct are achieved.

#### **General Policies Procedures and Practices**

To comply with all Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.



## Person Specification

### Post of Inflammatory Bowel Disease Nurse

Job Related Criteria	Essential	How Identified	Desirable	How Identified
<b>Qualifications</b> (Academic, Professional & Vocational)	<ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Degree or working towards degree level education</li> <li>998 or equivalent teaching qualification</li> <li>Evidence of continued professional development</li> <li>Evidence based research/care</li> </ul>	<input type="checkbox"/> Application form/ qualification certificates	<input type="checkbox"/> Counselling course. <input type="checkbox"/> GCP/Research qualification/experience	- Application form/ qualification certificates
<b>Previous Experience</b> (Nature & Level)	<ul style="list-style-type: none"> <li>Previous experience in gastroenterology/colorectal</li> <li>An understanding of aetiology, pathogenesis of IBD, pharmaceutical knowledge, medical and surgical intervention.</li> <li>Understanding of nutrition and IBD</li> <li>Experience of multidisciplinary team working</li> <li>Teaching of other health care professionals</li> <li>Experience of teaching in the practice setting</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Application form/ interview</li> <li>Application form/ interview</li> <li>Application form</li> <li>Application form</li> </ul>	<input type="checkbox"/> Experience of undertaking clinical audit. <input type="checkbox"/> Experience of working as an autonomous practitioner. <input type="checkbox"/> Evidence of implementing changes in practice	- Application form - Interview



<b>Evidence of Particular:</b> <b>- Knowledge</b> <b>- Skills</b> <b>- Aptitudes</b>	<ul style="list-style-type: none"> <li>• Knowledge of IBD</li> <li>• Well-developed interpersonal skills</li> <li>• Highly motivated and able to work on own initiative</li> <li>• Leadership and motivational skills</li> <li>• Diplomatic</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Application form</li> <li>• Application form</li> <li>• Application form/ interview</li> <li>• Presentation</li> </ul>	<input type="checkbox"/> Ability to lead and introduce change	
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<b>Specific Requirements</b>	<input type="checkbox"/> Demonstrate a person centred approach to care; developing plans with patients <input type="checkbox"/> Working to resolve complex issues <input type="checkbox"/> Ability to prioritise and work under pressure. <input type="checkbox"/> Flexibility in approach to work <input type="checkbox"/> Clear knowledge of professional boundaries <input type="checkbox"/> Ability to travel across ULHT sites <input type="checkbox"/> Demonstrates trust values <input type="checkbox"/>	<input type="checkbox"/> Application form Interview <input type="checkbox"/>		
<b>Personal Attributes</b>	<input type="checkbox"/> Motivation and enthusiasm <input type="checkbox"/> Sensitivity to patient needs <input type="checkbox"/> Approachability <input type="checkbox"/> Resilience			



## **Job Description Agreement**

I declare that I have read the Job Description and Person Specification and confirm that this is an accurate and fair description of the role.

**Signature**

**Date**

**Job Holder:**

**Line Manager:**

