

## Job Description

<b>JOB TITLE</b>	<b>Lead Specialist Nurse/defined specialist area</b>
<b>GRADE</b>	<b>Band 7</b>
<b>REPORTS TO</b>	
<b>ACCOUNTABLE TO</b>	
<b>DEPARTMENT</b>	
<b>DIVISION</b>	
<b>DATE</b>	<b>October 2021</b>

### Job Purpose

- To lead specialist nursing / midwifery care, maintaining and developing a quality service.
- To take overall responsibility for the care of a caseload of patients requiring specialist nursing / midwifery care.
- To provide specialist training across functional boundaries/Health Community as required.
- Ensure the delivery of agreed professional standards of care within specialist area
- To lead and participate in research and audit within specialist area

### Organisational Structure

To be completed by directorate

### Dimensions

*(No of staff, budgets, (see Person Spec) targets relevant to this post)*

To be completed by directorate

### Key result areas

#### Clinical

Work autonomously to deliver specialist clinical care appropriate to the needs of the patient group and based on principles that are research based and which enhance the quality of patient care.

Take direct referrals within scope of practice. Assess, diagnose and autonomously manage patients with undifferentiated or unstable problems using a range of assessment tools, clinical guidelines and approaches (eg. Pain, sleep, nutritional status, speciality specific tools). Discharge and refer patients to other members of clinical team as appropriate.

Lead and support with specialist nursing knowledge the development, and implementation of programmes of nursing care for individual patients and the client group as a whole.

Ensure that patient care plans are regularly updated, and changes implemented and that patient' records and documentation are maintained and current.

Convey complex and sensitive information (eg. abnormal test results) in a comprehensible and empathic manner

Discuss all alternative treatment options and facilitate clinical management decisions

Obtain informed consent for procedures as required, in accordance with the Trust consent policy

Where legally allowed to do so and within scope of practice prescribes and reviews medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice, national and practice protocols.

Works with patients in order to support adherence to prescribed treatments.

Lead in the development of evidence – based patient care policies and procedures. Develop and contribute to clinical guidelines and protocols and lead the implementation process as required.

Provide specialist support to clinical teams in dealing with the complex needs of different client groups and when imparting or receiving sensitive, complex or contentious information. Liaise closely with other health and social care professionals to ensure a co-ordinated approach to patient care

Lead the identification and facilitation of clinical audits to promote clinical effectiveness, as part of the Trust's/Directorate's Clinical Governance Framework. Ensure that the findings are disseminated and good practice is shared across the Trust and wider Health Community.

Identify and implement innovative ways of working within the speciality. Promote and develop the use of evidence based practice to improve the outcomes of patient care.

Lead the development of a Trust wide health promotion /education strategy relevant to the specialist area of practice, making use of all available resources and support staff in the implementation of the strategy.

## **Professional**

In accordance with professional codes maintain own professional development and competence to practice.

At all times ensure that one's own actions support and promote equality, diversity and the rights of patients, the public and colleagues within the health care environment.

Act as a role model and at all times display exemplary standards of behaviour and ensure own work practices, and attitudes provide an example of professionalism for all staff

Provide a credible source of specialist clinical knowledge and advice, taking an active role in the development of self and others.

Review the performance of self and others, identifying development needs and taking active measures to meet those needs. Reflect on own performance, identifying and addressing own professional needs.

Carry out formal and informal teaching to a range of health care professionals and in a range of subjects. Develop and deliver educational and training programmes as requested and as appropriate.

Create a positive learning environment within clinical settings, to encourage and facilitate individual and shared learning and professional development.

Critically analyse and evaluate research findings and apply these to clinical practice.

Participate in research studies in conjunction with the specialty team.

Collect and analyse information related to patient and carer satisfaction and evaluation of the service.

Provide guidance and support to junior members of staff and comply with the NMC standards for mentors.

Convey and present specialist information, written or verbal, formally or informally, as appropriate. Report appropriate clinical information to senior staff. Ensure that written documentation is kept in respect of all investigations and incidents.

Will be rostered to work in agreed clinical area 6 hours (part time) or 12.5 hours per month (full time)

### **Managerial**

Be a visible point of contact for patients, visitors, relatives, and staff, acting as resource for problems and able to clearly present the patients' / clients' points of view to others. Receive and investigate any complaints received

Respond to change initiatives in a positive manner.

Lead the development of the specialist service and act as a change agent. Whilst encouraging others to be innovative and adaptable in their approach to change.

Manage resources in an efficient and effective way, where necessary influencing budgets held by senior managers through the use of expert knowledge and judgement

**PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES**

	<b>Essential</b>	<b>Desirable</b>
<b>Education, Training and Qualifications CPD Requirements</b>	NMC registration & revalidation requirements. Significant post registration experience, and experience at a band 6 post	Evidence of degree / working towards higher degree or equivalent experience
<b>Experience &amp; Knowledge</b>	Evidence of management / leadership skills gained through theoretical knowledge and or experience.  Experience of mentoring, supporting, coaching and developing staff	Specific knowledge of the clinical area / speciality  Evidence of teaching/ nurturing  Provides expert advice
<b>Skills and Ability</b>	Takes responsibility and is accountable for all delegated nursing care within the team Is a decision maker Able to assesses associated risks and takes appropriate action Manages the clinical workload, prioritising and re-prioritising Manage safe/ safer staffing	Work across division during unit cover and deputising for matron
<b>Communications and interpersonal skills</b>	Communicates highly complex condition related, sensitive information to patients, public and staff. Understands and overcomes barriers to communication and acceptance.	Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills
<b>Values and Behaviours</b>	Evidence of: <u>Openness</u> (inclusive, collaborate, listen) <u>Compassion</u> (kindness, integrity, thoughtful) <u>Excellence</u> (responsibility, CPD, boundaries)	
<b>Other requirements</b>	Contributes to policy or service changes. Able to lead and facilitate change	Able to standardise and reduce variation

### PERSON SPECIFICATION

	Essential
<b>Communication &amp; relationship skills</b>	Communicates highly complex condition related, sensitive information to patients/relatives and across the wider healthcare community. Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication and acceptance
<b>Knowledge, training &amp; experience</b>	Current NMC registration Significant post qualification experience plus formal training to Masters level or Equivalent level of expertise within the speciality. IT Literate
<b>Analytical &amp; judgemental skills</b>	Identify and solve problems, analyse, compare and interpret complex information relating to specialist acute and other patient conditions before reaching a judgement and making a decision. Prioritises problems, assesses associated risks and takes appropriate action within the specialist area of practice
<b>Planning &amp; organisational skills</b>	Manages own specialist workload within the clinical area, prioritising as necessary. Plans the training & education requirement in relation to the clinical specialism.
<b>Physical skills</b>	Developed physical skills to ensure accuracy and dexterity required for clinical procedures Standard key board skills
<b>Responsibilities for patient care</b>	Assess, develops, plans, implements and evaluates individual or specialist programmes/package of care. Provides advice and support in relation to the clinical specialism. Is able to undertake a wide range of patient care and clinical activities across shift patterns
<b>Responsibilities for policy &amp; service development implementation</b>	Follows national, Trust policies and procedures and ensure other members of staff do likewise. Develops policies/procedures for defined specialist area Proposes policy or service changes which impact beyond own area of activity
<b>Responsibilities for financial and physical resources</b>	Takes personal responsibility for effective management of resources and safe use of equipment. Ensures maintenance of equipment and takes responsibility for

	<p>the appropriate safe handling and storage of patients' personal possessions. Advise on and orders supplies in relation to the clinical specialism. Authorised signatory for specialist supplies/equipment</p>
<b>Responsibilities for human resources</b>	<p>Provides advice, support and undertakes training in relation to the clinical specialism. Acts as a mentor/preceptor / clinical supervisor to members of staff. Day to day management of staff where appropriate to include: Undertakes some appraisals and identifies staff development needs. Participates in the recruitment of staff. Initial stages of the management of HR policies.</p>
<b>Responsibilities for information services</b>	<p>Accurately maintains patient/staff records, records own data.</p>
<b>Responsibilities for research &amp; development</b>	<p>Lead clinical audits and participates in research within own clinical specialism. Uses the results of research to inform own clinical practice And to influence others across the Trust and the wider health care community.</p>
<b>Freedom to act</b>	<p>Works within Professional codes of practice. Work is managed rather than supervised.</p>
<b>Physical effort</b>	<p>Physically able to perform the full range of nursing duties</p>
<b>Mental effort</b>	<p>Frequent concentration required in routine and in unpredictable work situations.</p>
<b>Emotional effort</b>	<p>Deal with distressing and emotional circumstances relating to patients, relatives and staff.</p>
<b>Working conditions</b>	<p>Works in an environment where there is exposure to unpleasant working conditions and hazards.</p>

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.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

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...**

- P** Putting our patients & our communities first
- R** Right first time
- I** Invest our resources wisely
- D** Develop & nurture our colleagues
- E** Ensure improvement through effective partnerships

### 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.

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".