

## **JOB DESCRIPTION**

### **1. General Information**

**JOB TITLE:** TB Nurse Specialist

**GRADE:** Band 6

**DEPARTMENT:** TB Team (Specialist Nursing Teams)

**HOURS:** 37.5 Hours/ week (including some out-of-hours work)

**RESPONSIBLE TO:** Clinical TB Nurse Manager

**ACCOUNTABLE TO:** Head of Nursing

**LOCATION:** LSL (Lewisham TB Team)

#### **Guy's & St Thomas NHS Foundation Trust**

Guy's and St Thomas' is one of the largest hospital trusts in the country, with a staff of almost 11,000, a turnover of over £600 million and 900,000 patient contacts a year

The Trust comprises two of London's oldest and best-known teaching hospitals. The hospitals have a long history, dating back almost 900 years, and have been at the forefront of medical progress and innovation since they were founded. Both hospitals have built on these traditions and continue to have a reputation for excellence and innovation.

We are part of King's Health Partners Academic Health Sciences Centre (AHSC), a pioneering collaboration between one of the world's leading research-led universities and three of London's most successful NHS Foundation Trusts. Our AHSC is one of only five in the UK. It consists of King's College London, and Guy's and St Thomas', King's College Hospital and South London and Maudsley NHS Foundation Trusts. King's Health Partners includes seven hospitals and over 150 community-based services, is responsible for seeing 2 million patients each year, has 25,000 employees and 19,500 students, and a £2 billion annual turnover. It brings together the best of basic and translational research, clinical excellence and world-class teaching to deliver ground-breaking advances in physical and mental healthcare. See [www.kingshealthpartners.org](http://www.kingshealthpartners.org)

#### **Department Information**

Guy's and St Thomas's, on behalf of Kings Health Partners, provides a range of universal and specialist community health services to adults, families, children and

young people registered with local GPs in Lambeth and Southwark. The portfolio of services includes over 30 service lines to a contract value for the Trust of £96 million. Services are provided in patient's homes, in health centres, schools, community venues, hostels and from community based bedded units. Some of the specialist services are provided more widely e.g. in Lewisham.

There are two clinical directorates for community services – one for adult community services and one for children's community services with circa 1500 staff working either in front line services or supporting the community clinicians in corporate and support services.

The Three Boroughs Services is made up of teams working across Lambeth, Southwark and Lewisham. It provides health care to marginalised people who may not have equitable access to health services and who, compounded by deprivation, suffer disproportionate amounts of ill health, in addition to poor physical/mental health, high rates of airborne disease (TB), high rates of blood borne viruses (hepatitis/HIV) and those with unusual haemoglobin type.

The Community Tuberculosis Team (CTT) works across Lambeth, Southwark and Lewisham providing care to clients with known or potential Tuberculosis (TB). As part of the Three Boroughs Primary Health Care Team, we also link with the Public Health Team in the local Health Protection Agency. We are based in each of the four local hospitals: Guy's & St Thomas' Foundation Trust King's College Hospital University Hospital, Lewisham

### Organisational Values:

The post holder will:

- **Put patients first** - consider the patient's needs and wishes in all that they do
- **Take pride in what they do** – strive for highest standards on own work and challenge colleagues to do the same
- **Strive to be the best** – in terms of patient care & teamwork
- **Act with integrity** - maintain the privacy & dignity of patients, work with integrity and be trustworthy, be accountable for own work
- **Respect others** – patients, visitors and colleagues. Actively give and receive feedback

### 2. Job Summary

- To work as part of GSTT community TB Team providing safe and effective community service for patients (Adults and Children) on TB treatment, their contacts and the wider community in accordance with current national guidelines and locally agreed protocols
- To deliver expert patient centered nursing care and advice as case manager for own caseload of patients being treated for tuberculosis.
- To provide operational management for the CTT within own base in the absence of the team leader.

- To have an active role in developing the strategic direction of the TB service with own base in line with national and local targets, working closely with the Team leader.

### **3. Key Relationships**

The post holder will have regular contact with:

Chest Physicians / HIV services / Paediatricians

General Practitioners

Consultant in Communicable disease

Public Health England

Pharmacy

Microbiology

Infection Control

South London Sector TB Working Group

London TB Nurses Group

Local Authority & Community Group

Health Protection Unit

Health visitors, school nurses, practice nurses, specialist nurses

### **4. Duties and Responsibilities**

#### **Professional / Clinical responsibilities**

- To be responsible for maintaining and updating own clinical practice and knowledge, including professional portfolio.
- To critically reflect on own practice through clinical supervision, coaching or mentoring
- To participate in own performance management process, including minimum yearly review of team objectives and PDP.
- To act in accordance with the NMC Code of Professional Conduct and Scope of Professional Practice.
- To be responsible for ensuring mandatory training is up to date.
- To adhere to all Trust policies
- To provide expert nursing care to adult and children infected with and affected by Tuberculosis.
- To assess, plan, implement and evaluate skills to provide individualised care independently.
- To act as case manager for own caseload (London TB Target 1-Nurse to 40 patients (Adult and children) and (NICE guidelines (2016 Revised), co-ordinating and providing care within the community (including visiting patients at home).
- To maintain proactive and effective partnerships with patients and their families and act as patient advocate ensuring their needs are met appropriately.
- To support patients (adult and children) in adhering to difficult treatment regimens by assessing and developing strategies to overcome barriers to adherence.
- To act as a clinical nurse specialist in own field where expert knowledge is sought and utilised by those inside and outside the trust, working across the community and acute interface.

- Ability to run a weekly TB nurse led clinic for the screening of suspected TB cases and TB contacts assessing Public Health risks independently.
- To work under Protocol to perform and assess Mantoux testing (diagnostic tool), interpreting results appropriately in order to administer BCG vaccination (by intradermal injection = specialist skill) under Patient Group Direction)
- To acts as role model for other staff and students by providing excellence in nursing care.

### **Communication and Working Relationships**

- Interactions with patients are non-judgmental and culturally sensitive
- To actively maintains documentation in accordance with the NMCs Record Keeping Guidelines
- To participates in the development of written literature to help meet patients' need for information.
- To provide and receive highly sensitive information as appropriate to/from patients, carers and feedback to named nurse.
- To provide patients with appropriate information and advice regarding diagnosis and treatment, in a courteous, sympathetic manner taking into account the patients anxieties and fear of stigma.
- To provide effective teaching to individual patients (Adult and children) and their families in relation to TB care addressing needs, stigma and common TB myths
- To participate in relevant acute trust work streams to ensure effective care pathways for complex TB patients/ hard to reach groups
- To actively maintaining data quality on PIMS, London TB register providing information for the Public health England.
- To participate fully as a team member, sharing knowledge and information, supporting colleagues to promote a cohesive team, celebrate achievements and meet team objectives
- To report untoward incidents and any other relevant information immediately.
- To actively participate in chairing meetings within and outside of team
- To participate and attend TB incident meetings
- To maintain proactive and effective communication channels with key professionals across the NHS (e.g. colleagues, primary health care staff and GPs, specialist team staff), Public Health, stakeholders and voluntary organisations' staff
- To ensure user feedback is incorporated into team services, protocols, etc.
- To work with Teams across the Three Boroughs Primary Care Team as appropriate.

### **Management and Leadership**

- To co-ordinate and lead the TB service in own base in the absence of the Team Leader.
- Responsible for the line management of designated staff, including performance management, with minimal supervision as and when required
- To participates in the recruitment and selection process at own base

- Takes an active role in monitoring and ensuring standards of care at own base, developing awareness for clinical governance issues.
- Takes an active role in developing, writing and maintaining team and local policies and protocols.
- Ability to work independently "under the guidance of the Lead TB Nurse Specialist in own base
- To supervise & monitor students / junior members of staff in the absence of TB Nurse Specialist and/or as required
- Ability to work within MDT, participate and contribute to the relevant team meetings
- To seek support from the TB Specialist Nurse on all clinical issues, as appropriate, to ensure clinical governance.
- To carry out delegated duties from the service lead.
- To ensure that adult safeguarding and child protection procedures and NHS policies are followed for this vulnerable client group
- To provide quarterly reports of activities and outcomes per initiatives and
- To work closely with the service lead in implementing health and safety policy and action plans derived from risk assessments carried out for patients and places where services are being delivered
- To carry out delegated duties from the service lead.
- To ensure that adult safeguarding and child protection procedures and NHS policies are followed for this vulnerable client group

### **Self- Development / Health Promotion and Training**

- To critically reflect on own practice through clinical supervision coaching and mentoring
- Participate in own 1:1 meetings and PDP development.
- Draw up a personal development plan in conjunction with line manager, setting out clear training and development objectives
- Complete all statutory training requirements relevant to the post
- Provide effective teaching to individual patients and their families related to health and social care needs
- To provide educational opportunities for students within the specialist area and act as a mentor/coach as appropriate
- Able to prioritize own work
- Actively plans (in consultation with manager) for own personal development
- Uses experience well and actively learns from mistakes
- Able to accept constructive criticism and remains self aware
- To assess, plan and provide health promotion informal and formal teaching to various groups inside and outside the trust (e.g. Community groups, health professionals)
- Provides BCG training and support for school nurses and neonatal nurses
- Takes an active role in planning, developing and running conferences and study days for delegates inside and outside the organisation alongside the Team Leader
- Keeps updated with relevant research and communicates findings to the multi-disciplinary team

## **Research and Specialist Knowledge**

- Participate in collection of data for audit and research as required
- Participate in the development of protocols for patients care, based on up to date research findings
- Ensure request for data are met and activity information is recorded
- Keep updated with relevant research and feedback findings to team
- Participate in evidence based/research-based practice
- To work with other NHS agencies to identify areas of research and actively participate in projects
  - To ensure that clinical governance is applied to service delivery and identify areas for improvement
  - To have substantial and in-depth knowledge of immigration legislation affecting refugees, asylum seekers and migrants, substantial knowledge of health entitlements and legislation affecting the client group, including homeless clients and keep up to date knowledge about TB/ HIV disease, including international management strategies.
- With the agreement of the Service Lead to develop materials in specialist area affecting the client group to improve awareness.
- Has a high level of knowledge surrounding TB disease and TB medication, and the ability to advise and refer as necessary.
- Demonstrates good knowledge regarding BCG vaccine and children affected by TB
- Demonstrates a good level of knowledge on the international management strategies surrounding TB management
- Able to demonstrate knowledge of current structural changes in the NHS, and their impact upon the service
- Demonstrates a good understanding of the Public Health strategies and issues relating to the client group
- Has Knowledge of how to access relevant research in the literature

## **General Responsibilities**

The post holder is required to follow Trust policies and procedures which are regularly updated including:

### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust's FOI procedure if they receive a written request for information.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust's Equal Opportunities Policy and equality laws.

## **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

## **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

## **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

## **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within Trust buildings and vehicles.

## **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

## **Initials and date of Preparation**

Updated by MO June 2016

## PERSON SPECIFICATION

### BAND 6 TB Nurse Specialists

#### Three Borough Services

#### Requirements

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
<b>Qualifications/ Education</b>	<p>Educated to Degree level in relevant area of study or equivalent qualification</p> <p>RGN</p> <p>TB Qualification</p>	<p>A</p> <p>A</p> <p>A</p>	Mentorship	<p>A</p> <p>A</p> <p>A</p>
<b>Professional/ Statutory Registration</b>	NMC	A		
<b>Previous experience</b>	<ul style="list-style-type: none"> <li>Evidence of substantial nursing care to those (Adult and Children) infected with and affected by Tuberculosis</li> <li>Substantial experience of dealing with health and social care needs of the client group and managing complex relationships with local agencies. <ul style="list-style-type: none"> <li>Substantial experience of leading in the absence of team leader</li> </ul> </li> <li>Substantial experience of delivering and evaluating training sessions and/or health promotion programmes</li> <li>Substantial experiences of case management of complex clients.</li> <li>Experience in administration of drugs and support patient both adults and children in adhering to difficult treatment regime</li> <li>Substantial experience of writing team internal protocols</li> </ul>	<p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	Relevant experience of working within the NHS structure or dealing with professionals	A/I



	<ul style="list-style-type: none"> <li>Substantial knowledge of issues involved in providing support to people with TB and accessing TB and other services</li> </ul>	A/I		
Knowledge	<ul style="list-style-type: none"> <li>Substantive knowledge of issues affecting the health services delivery to socially excluded population, such as asylum seekers, refugees, homeless, substance misuse and individuals with HIV</li> <li>Substantial knowledge of the NHS, statutory legislation and policies affecting those groups.</li> <li>Good understanding and knowledge of the trust equal opportunities and diversity policy</li> <li>Good knowledge of TB and related issues including: Knowledge of adherence issues, TB medication, co-infection – HIV &amp; TB, drug resistance</li> <li>Substantial knowledge of managing budgets/public money/ charity money, etc and knowledge of financial responsibility</li> </ul>	A/I  A/I  A/I  A/I  A/I	Relevant experience in recruitment & retention   Relevant experience of Managing staff	

<b>Skills/Know- ledge/ Ability</b>	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• Ability to anticipate barriers of communication and take actions to improve communication</li> <li>• Ability to deal effectively with challenging behaviour, and to implement safe working practices</li> <li>• Ability to be open minded when dealing with difficult health and social issues</li> <li>• Ability to work with diverse population, including socially excluded groups</li> <li>• Ability to concentrate during frequent periods of unpredictable work loads</li> <li>• Motivated to deliver on national and local targets</li> <li>• Able to think from a client's perspective and ensure feedback is incorporated into new procedures and standards</li> <li>• Flexible approach to work and ability to prioritise work load, and ability to manage diverse environments</li> <li>• Excellent organisational skills including the ability to allocate priorities and work under pressure</li> <li>• Ability to assess, design, deliver and evaluate individual case interventions, health promotion &amp; training programmes</li> <li>• Proven ability to work independently without close supervision and to take initiatives while retaining good working links with team colleagues</li> <li>• Ability to initiate and manage health promotion projects, involving staff management.</li> <li>• Ability to recognise problems in relation to failing treatment and seeks appropriate assistance to solve them</li> <li>• Ability to work as part of a team and actively contribute for team service improvement</li> <li>• Ability to carry out assigned tasks effectively in a busy and ever changing environment</li> <li>• Able to make own decisions</li> <li>• Ability to work with key stakeholders and promote close working relationship</li> </ul>	<p><b>A</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>		
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