



Hampshire Hospitals
NHS Foundation Trust

Application & Recruitment Pack



**LIFE CHANGING
CHANGING LIVES**

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Welcome from *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

Job Description

Job Title:	Dermatology surgical nurse – maternity cover
Department:	Dermatology
Division:	Medicine
Salary Band:	Band 6 30 hrs
Accountable To:	Dermatology CNS band 7

JOB SUMMARY

To organise and provide the timely treatment of day case minor surgical procedures, with effective and efficient utilisation of resources.

Assess patients, plan, and implement care within Dermatology Service.

Provide specialist advice and maintain associated records

Practice as a professional at all times, demonstrating a responsible attitude to promote team working and confidence in all specialities within the Dermatology service.

Support all professionals within the team in co-ordinating the patient's journey and ensure high standards of written and verbal advice is available to patients.

KEY RESULT AREAS/RESPONSIBILITIES

- Manage and deliver safe, high quality, effective and specialised Nurse-led services. Medication monitoring such as acne/isotretinoin clinics.
- Offer direct support to Dermatology patients and be a core member of the team, within clinical sessions and via the telephone.
- Support other staff members in the delivery of safe, evidence based good clinical practice all Dermatology patients.
- Maintain high standards of clinical documentation by ensuring that all records are clear, factual, contemporaneous and representative according to national and Trust guidelines.
- Effectively prioritise a demanding workload.
- Work consistently to the NMC / HCPC guidelines.
- Adhere to and uphold the Trust policies.
- Under the direct/proximal supervision of the consultants, required to work independently to treat patients, whose conditions fall within an identified range of competencies.
- Offering health promotion and patient information to patients presenting with skin lesions.

CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- Provide a specialist nurse-led service contributing to the care and treatment of the service user. To maintain a high standard of care, provide advice, counselling and education to patients.
- Accept professional responsibility and accountability for own clinic caseload, including managing your workload effectively, and supporting the nursing to team in the delivery of their service.
- Demonstrate excellent communication skills.
- Report any adverse events, accidents or near misses in line with Trust policy.
- Assess the patient's condition and analyse and interpret the needs of the patient and relevant surgery required.
- To demonstrate surgical clinical skills, to promote clinical excellence and ensure an optimum standard of nursing care is delivered from admission to discharge.
- Provide written, as well as verbal specialist advice in relation to the care of patients on discharge home following surgical procedure.

COMMUNICATION

- Form good working relationships and excellent communication with other members of the multidisciplinary team.
- Work with staff and patients in an advisory, teaching and support capacity.
- Maintain professional competence, authority and credibility.
- Take responsibility for timely and accurate record keeping in accordance with professional guidelines.
- Demonstrate a logical, flexible and innovative approach to problem solving.
- Liaise with Consultant Dermatologists.

PLANNING AND ORGANISATION

- Support and run nurse-led clinics as required to meet the demands of the service.
- Plan, implement and evaluate care including education and training.
- Contribute positively to the effectiveness and efficiency of the team.
- Utilize effective time management skills to ensure patient needs are met in a timely manner.
- Use specialist skills and knowledge to treat and evaluate patients
- Work with patients in a shared care arrangement with consultant Dermatologists.
- Ensure correct handling of specimens for histological review in accordance to national regulations and trust policy.

BUDGETARY AND RESOURCE MANAGEMENT

- Personal duty of care.
- Work and develop an understanding of finance and budgetary controls.

TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- Undertake training as necessary for mandatory competencies and to fulfil your own personal development plan agreed with your line manager.
- Promote and participate in the development of nursing research.

- Ensure good clinical practice training is current and up to date.
- Provide leadership and direction for all staff within area of responsibility encouraging an environment that stimulates initiative and motivates staff.
- Analyse and respond to day to day issues.
- Support any concerns e.g. performance, attendance or conduct.
- Support, nurture and encourage colleagues in both professional and personal development.
- Give guidance and act as a point of resource and information to provide expert advice to other members of the team.

TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

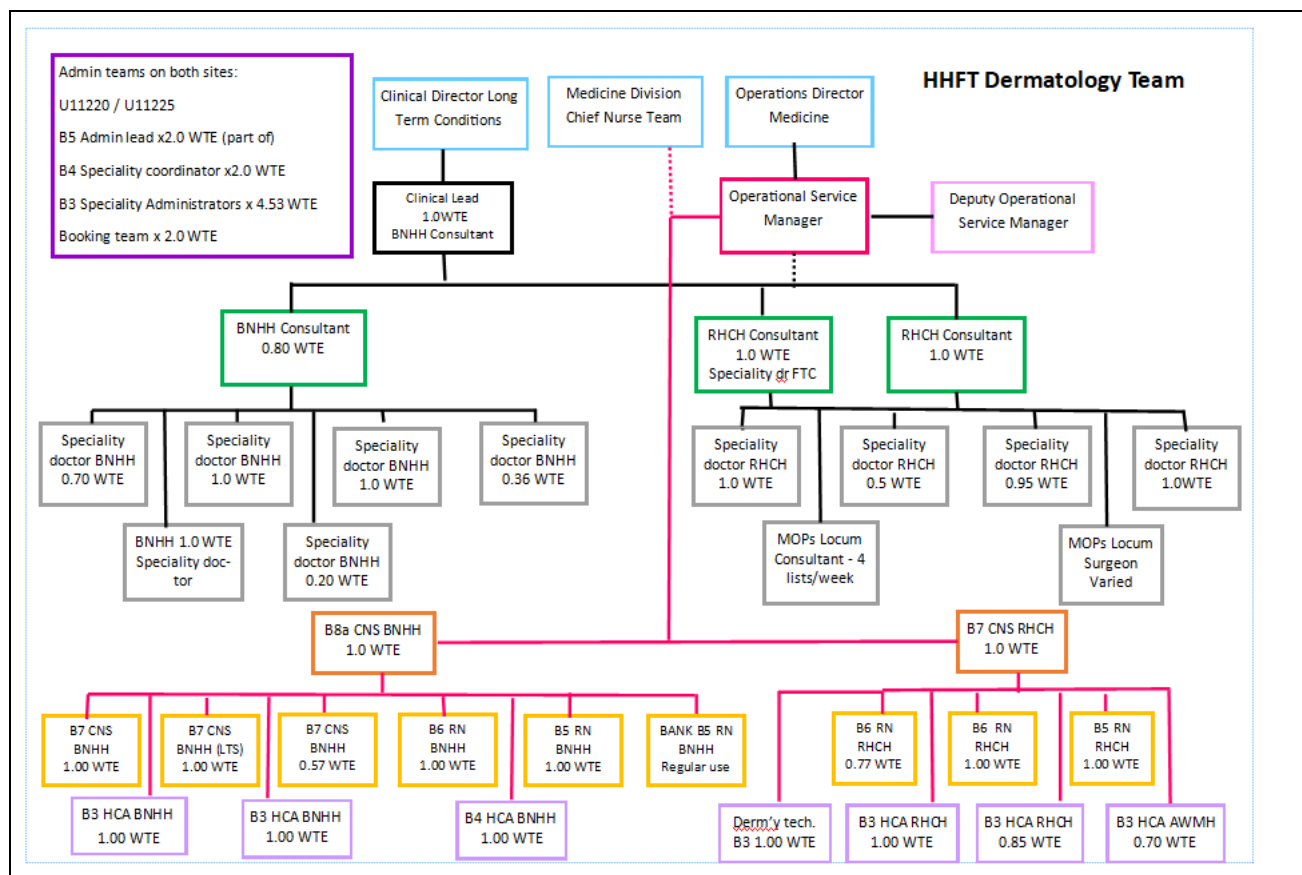
The post holder will be:-

- Compassionate, caring about our patients.
- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

ADDITIONAL INFORMATION

- This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire Hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.
- The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.
- All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.
- Appendix A to this Job Description and Person Specification details key information you should be aware of.

ORGANISATION STRUCTURE



Person Specification

TRAINING AND QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> Degree BSc (Hons) or equivalent experience NMC registration Dermatology experience Responsible for maintaining the skills and knowledge required of a specialist 	<ul style="list-style-type: none"> Mentorship Evidence of continued recent academic and clinical development

nurse	
<ul style="list-style-type: none"> • Basic surgical skills course 	
EXPERIENCE AND KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> • Post registration experience • Proven commitment to Dermatology nursing by evidence of professional and personal development • Utilises current evidence and best practice in all areas of practice • Experience of working in a multi professional environment • Can provide evidence of experience in surgical nursing 	
SKILLS AND ABILITY	
Essential	Desirable
<ul style="list-style-type: none"> • Evidence of previous surgical experience • Excellent communication, listening and interpersonal skills • Team working skills • Critically analyse challenges and be proactive in developing potential solutions • Ability to educate and support the professional development of other staff members. • Manage risk • Self-motivated • Enthusiastic and able to motivate others • Ability to work on own initiative • Flexible and willing approach to the needs of the Dermatology service • Computer skills • Utilises a high degree of empathy, providing psychological support to patients 	

OTHER SPECIFIC REQUIREMENTS	
Essential	Desirable
<ul style="list-style-type: none"> • Professionally presented and calm approach • Patient and quality focused • Prepared to work across sites • Full driving licence • Evidence of continued professional and personal development • Accuracy, dexterity and good hand/eye coordination. • Acts as a role model • Ability to manage conflicting and constantly changing priorities • Positive, optimistic attitude • Keen to learn and take on opportunities for personal and departmental development • Should be willing to work flexible hours on occasions 	

Appendix A

ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable to the role. Take active steps to prevent theft or fraud in the workplace.

Duty of Candour

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

Safeguarding

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

Training & Personal Development – Continuous Professional Development

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

Sustainability and Carbon Reduction

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.