



# Candidate information pack

**Dear Candidate,**

Thank you for your interest in working at Lewisham and Greenwich NHS Trust. We hope after reading more about the Trust and this exciting and rewarding role that you are encouraged to apply and become part of our team.

Lewisham and Greenwich NHS Trust formed in 2013 is responsible for University Hospital Lewisham (UHL), Queen Elizabeth Hospital (QEH), a range of community services in Lewisham and some services at Queen Mary's Hospital in Sidcup. We serve a population of more than 666,000 people across Lewisham, Greenwich and Bexley, employ 6,500 staff and have 901 beds across our two hospitals.

UHL, which is located in the heart of Lewisham, is a teaching hospital that gained university status in 1997, due to the role it plays in undergraduate education and research. QEH is based on Woolwich serving the local community.

We have made many improvements including important clinical developments at our hospitals. Recently at QEH we've opened two short-stay wards that sit in a brand new building next to the Emergency Department (Wards 22 and 23) and significantly upgraded our CT scanning and endoscopy services. Developments at UHL include a mental health crisis café called The Harbour, the opening of Lewisham Dialysis Centre on site, a new MRI scanner and optimised conditions in our theatres. Our journey of improvement doesn't end there with plans for ongoing improvements in the pipeline.

Our vision is to work together to provide high quality care for every patient, every day. Our staff put patients at the heart of everything they do – there is a genuine commitment to providing the best services we can for the local population. This is reflected in the positive feedback we receive from patients, and by the number of Trust staff who have won national awards for best practice. By joining us now, you can play a role in making this vision a reality.

You'll find a real sense of togetherness and positivity across our workforce, a spirit that we harness to improve services and make our Trust a great place to work.

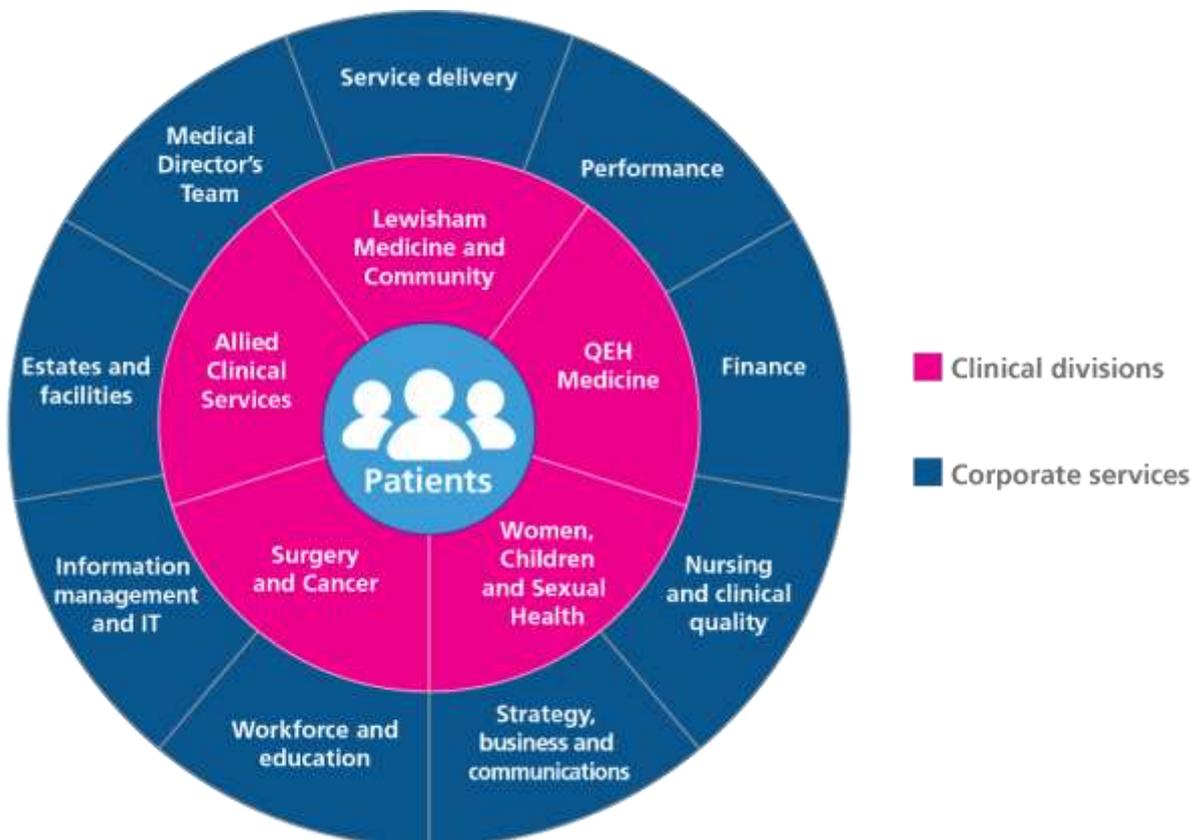
For our staff as well as the many benefits offered to all NHS staff from annual leave and pensions, we also offer a range of flexible working patterns (such as part-time working, job sharing and compressed hours) as well as a wide range of benefits to support staff health and wellbeing, training and development, staff recognition and awards and access to many discounts (cars, holidays and bicycles).

This pack gives information about the role and the Trust's values. As part of your background research on the Trust and our vision and values, please visit our website: <http://www.lewishamandgreenwich.nhs.uk/>

**We look forward to receiving your application.**  
**The Recruitment Team**

## Trust priorities, values and service structures

### Our key priorities We will:



High quality care for every patient, **every day**

## **Role Model the Trust Values**

We want to make sure that we serve local people in Lewisham, Greenwich and beyond as effectively as possible. As well as continuing to attract and support good staff, we need to make sure that the culture in the organisation – or rather “the way we do things” – is right. Our values are:

- We treat everyone with respect and compassion
- We work as a team to improve quality
- We take responsibility for our actions
- We work together for patients and colleagues
- We learn, develop and share knowledge

## **JOB DESCRIPTION**

**Post Title: Inflammatory Skin Disease Nurse Specialist for Dermatology**

**Department: Dermatology**

**Grade: Band 6**

**Hours: 37.5 hours**

**Responsible to: Lead Dermatology and Rheumatology Nurse**

**Accountable to: Head of Nursing for Specialist Medicine**

### **Job Summary:**

This post is serves as a development opportunity for nurses who wish to further their knowledge and skills in the dermatology specialty and work towards a Clinical Nurse Specialist (CNS) post. The post holder will be supported in practice day - today by a CNS mentor, and will have regular learning opportunities.

The Senior Staff Nurse will learn how to assess, plan, implement and evaluate expert nursing care. After and agreed period of induction and training with competencies they will co-ordinate the day to day running of the clinic ensuring safe, effective clinical care is delivered to patients within the Dermatology service.

They will also learn how to work across agencies and contribute towards the development of communication pathways with key stakeholders. This includes GP's Practice Nurses, health and social care agencies.

The Senior Staff Nurse will contribute to projects such as the development of policies, quality and audit initiatives, and educational programmes for staff and students, and be willing to undertake any other relevant assignments to the benefit of the service.

### **Key Result Areas & Performance:**

#### **Job Summary**

#### **1. Management**

- 1.1. Accept written patient referrals ensuring that all patient referrals achieve the accepted criteria as stated on appropriate referral forms. .
- 1.2. With support from the lead CNS in the daily clinical aspects of the outpatient service and contribute to management and service development.

- 1.3. To participate in all aspects of dermatology care under guidance and supervision of the lead CNS.
- 1.4. Liaise within the multidisciplinary team on treatment plans.
- 1.5. Review and investigate any change in other treatment that might affect anticoagulant control.
- 1.6. Act as a mentor to pre and post registration nurses, assisting in meeting their learning needs.
- 1.7. Contribute to the development of the MDT through participating in local service development initiatives and the implementation of local and national strategies
- 1.8. Accountable to Lead Dermatology Nurse Manager.
- 1.9. To contribute to service improvement, delivery of excellent nursing care within the division of Long Term Conditions and Cancer.
- 1.10. To ensure the successful implementation and roll out of evidenced based guidelines, nursing standards and Trust Values.

## **2. CLINICAL**

- 2.1. Work with a supported caseload of patients, whilst working as part of the multidisciplinary team.
- 2.2. Liaise with the Medical team ensuring newly diagnosed dermatology patients receive prompt and effective care in line with guidelines and are educated in treatment pathway.
- 2.3. Ensure that patient's are educated regarding the treatment of Dermatology and its effects.
- 2.4. Provide advice to ward staff regarding dermatology care
- 2.5. Following a discussion with their mentor, to assess allocated new patients, identifying their physical, psychological, spiritual and cultural needs in relation to their disease and proposed treatment, providing support for newly referred patients and their families, and a pathway of nursing care.
- 2.6. Working in collaboration with other members of the multidisciplinary team, address the needs of patients, their families and carers, and provide specific advice on all types of dermatology therapy, treatment side effects and conditions as appropriate.

- 2.7. With support, formulate individualised patient treatment care programmes in conjunction with the medical and other professional protocol, and that investigations and treatments are organised in a timely way that minimises patient disruption.
- 2.8. Maintain effective communication with patients, carers and professionals to ensure seamless service delivery.
- 2.9. Contribute to the review of patient and family care as part of the multidisciplinary team.
- 2.10. Develop good working relationships with staff and colleagues in all settings.
- 2.11. Act as the patient's advocate, offering education on all available treatment options to enable them to make informed choices, negotiating with the medical team to agree a pathway of care.
- 2.12. Ensure patients and their families are given appropriate oral and written information regarding the disease process and planned care.
- 2.13. Provide continuity of care for patients throughout their care journey, supporting them and their relatives and carers through treatment and beyond.
- 2.14. Participate in, and at times initiate case conferences in relation to future management or discharge arrangements.
- 2.15. Maintain full, clear and timely patient records in accordance with departmental and Trust policy.

### **3. EDUCATIONAL:**

- 3.1. To identify areas for own learning and development and develop teaching and training skills.
- 3.2. With support, contribute to the design and provision of up to date training programmes for a variety of health care professionals.
- 3.3. Identify, assess and meet the educational needs of the patient and the family

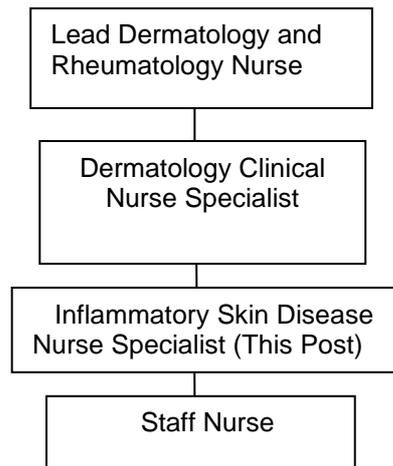
### **4. PROFESSIONAL:**

- 4.1. Act in accordance with local policies and procedures laid down by Lewisham and Greenwich NHS Trust.
- 4.2. Work to meet the objectives of the Trust's Nursing and Midwifery Strategy.
- 4.3. Be responsible for maintaining a professional portfolio and work within the NMC Scope of Professional Practice and Code of Conduct.
- 4.4. Undertake an annual appraisal to identify and professional objectives and developmental needs and ensure that all mandatory training is current and within date.

### **5. AUDIT AND RESEARCH**

- 5.1. Participate in the collection and evaluation of clinical audit within, and when appropriate beyond the speciality.
- 5.2. Contribute to the directorate and MDT audit and research programmes as requested.
- 5.3. Identify topics and highlight areas for nursing audit and research in relation to specialist area of practice.

### Structure Chart



### General Information

#### Review of this job description

This job description is intended as an outline indicator of 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 on a regular basis.

#### Confidentiality

The post holder must ensure that personal information for patients, members of staff and all other individuals is accurate, up-to-date, kept secure and confidential at all times in compliance with the Data Protection Act 1998, the Caldicott principles and the common law duty of confidentiality. The post holder must follow the record keeping guidelines established by the Trust to ensure compliance with the Freedom of Information Act 2000.

#### Data Protection Act

All staff who contributes to patients' care records are expected to be familiar with, and adhere to, the Trust's Records Management Policy. Staff should be aware that patients' care records throughout the Trust will be subject to regular audit.

All staff who have access to patients' care records have a responsibility to ensure that these are maintained efficiently and that confidentiality is protected in line with the Trust's Code of Confidentiality Policy.

All staff has an obligation to ensure that care records are maintained efficiently and that confidentiality is protected. Staff are also subject to this obligation both on an implied basis and also on the basis that, on accepting their job description, they agree to maintain both patient/client and staff confidentiality.

In addition, all health professionals are advised to compile records on the assumption that they are accessible to patients in line with the Data Protection Act.

### **Systems and IT skills requirements**

All Trust staff needs to have the essential IT skills in order to use the Trust Clinical Information System as well as other required IT related applications in their jobs. Initial and on-going IT applications and IT skills training will be provided to underpin this requirement.

### **Health & safety**

All staff must comply with all Trust Health & Safety Policies and Procedures. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **Professional registration**

- i) If you are employed in an area of work which requires membership of a professional body in order to practice (e.g. Nursing & Midwifery Council for nurses), it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.
- ii) You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.
- iii) Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.
- iv) If you are required to have registration with a particular professional body or to have specific qualifications you must notify your manager on appointment of such fact and provide him or her with documentary evidence of them before your employment commences or, at the latest, on your first day of employment. Furthermore throughout your employment with the Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

### **Risk management**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and

are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff has a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

All managers throughout the organisation have a responsibility to ensure that policies and procedures are followed, that staff receives appropriate training that a local risk register is developed and monitored on a quarterly basis and any changes reported to the Clinical Risk Management Group and Strategic Risk Management Committee.

Managers are responsible for implementing and monitoring any identified risk management control measures within their designated area/s and scope of responsibility. In situations where significant risks have been identified and where local control measures are considered to be potentially inadequate, managers are responsible for bringing these risks to the attention of the Clinical Risk Management Group and Strategic Risk Management Committee if resolution has not been satisfactorily achieved.

### **Infection Control**

All Trust staff are responsible for protecting themselves and others against infection risks. All staff regardless of whether clinical or not are expected to comply with current infection control policies and procedures and to report any problems with regard to this to their managers. All staff undertaking patient care activities must attend infection control training and updates as required by the Trust.

### **Financial Regulations**

All staff are responsible for the security of the property of the Trust, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform to the requirements of the Standing Orders, Standing Financial Instructions or other financial procedures including the Code of Conduct and Accountability and the Fraud and Corruption Policy.

### **Safeguarding Children**

All staff must be familiar with and adhere to Trust child protection procedures and guidelines.

### **General**

- The post holder may be required to work at any of the Trust's sites in line with the service needs.
- The post holder must at all times carry out his/her responsibilities with due regard to the Trust's Equal Opportunities Policy.
- This job description describes responsibilities, as they are currently required. It is anticipated duties will change over time and the job description may need to be reviewed in the future.
- All staff have a responsibility to participate in the Trust's Performance Appraisal Scheme and to contribute to their own development and the development of any staff that they are responsible for appraising.

## Valuing Diversity

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end the Trust has a Single Equality Scheme and it is for each employee to contribute to its success.

## No smoking policy

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Designated smoking areas or smoking rooms are not permitted. Support is provided for staff members who wish to stop smoking.

## Waste disposal

All staff must ensure that waste produced within the Trust is segregated and disposed of in such ways that control risk to health, or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the Trust policy

## Role Model the NHS Values

**Respect and dignity.** We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.

**Commitment to quality of care.** We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

**Compassion.** We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

**Improving lives.** We strive to improve health and well-being and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

**Working together for patients.** We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

**Everyone counts.** We use our resources for the benefit of the whole community, and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others'

opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

PERSON SPECIFICATION – Band 6 Dermatology

	Essential	Desirable
Qualifications and Training	Registered Nurse Degree or equivalent experience Teaching and assessment course or equivalent experience Care of patient with Dermatology	Master's Degree or working towards  Counselling course
Experience	Minimum two years post registration experience  Experience of care for patients with Inflammatory Skin Disease  Experience of working within the multidisciplinary team  Experience of liaising with internal and external agencies  Ability to work autonomously  Patient education  Diagnostic and therapeutic interventional procedures and post procedure care  Care of Neurology patients  Good time management and prioritisation skills	Change management Research Audit Previous experience of managing dermatology patients  Biologics experience  Managing patients on systemic therapy

<b>Knowledge and Skills</b>	Well-developed interpersonal skills  Excellent communication skills both written and verbal  Effective decision making skills  Evidence of continued professional development of self and other health care professionals  Time Management skills  Organisational skills Mentorship and Teaching Able to prioritise and manage case load	Presentation skills Guideline/protocol writing
<b>Personal Qualities</b>	Flexible Trustworthy Fit for active physical workload and resilient under reasonable pressure of work  Flexible approach to changing situation	

**Post Holder's name/s:** .....

**Post Holders' Signature/s:** ..... **Date:** .....

**Manager's Name:** .....

**Manager's Signature:** ..... **Date:** .....