

## Job Description

<b>Job Title:</b>	Clinical Specialist Respiratory Nurse/Physiotherapist
<b>Base:</b>	Salisbury NHS Foundation Trust
<b>Band:</b>	Band 7
<b>Reporting to:</b>	Lead Respiratory Nurse Specialist

### Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

#### Patient Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

#### Professional

We will be open and honest, efficient and act as role models for our teams and our communities.

#### Responsive

We will be action oriented, and respond positively to feedback.

#### Friendly

We will be welcoming to all, treat people with respect and dignity and value others as individuals.

#### Progressive

We will constantly seek to improve and transform the way we work, to ensure that our services respond to the changing needs of our communities

### Main Purpose of the Job

To be the lead clinician for the Lung Exercise and Education Programme (LEEP) and support the respiratory outpatient team in the delivery of Oxygen, NIV and bronchiectasis clinics.

### Main Responsibilities and Duties

#### Communication and relationship skills

- Maintain the effective exchange of information between members of the team and patients – including relatives and carers as necessary. Respect patient confidentiality at all times.
- To accurately document treatment using department systems. To monitor and ensure the quality of documentation of patients in your own case load. To use electronic information systems. To monitor quality of documentation against Trust and professional standards.
- To liaise and negotiate with colleagues, outside agencies and others for the overall care of the patient within the rehabilitation process.
- To work as an effective team member both with the multi-professional respiratory outpatient team.

**Analytical and judgement skills**

- This post requires highly specialised respiratory knowledge and skills, the ability to lead a Pulmonary Rehabilitation Programme, independent outpatient clinics and independently review complex patients needing Non-Invasive Ventilation and Oxygen.

**Planning and Organisational skills**

- To review and analyse current practice and service provision where necessary and in collaboration with line manager and specialist clinical professionals, undertake clinical audit and redesign services to improve clinical effectiveness.
- To ensure the safe and effective use of resources and facilities.

**Patient/Client Care**

- To provide the specialised assessment, treatment and education of patients under the care of the respiratory outpatient service.
- To be responsible for the evaluation of treatment and quality of care to patients in your own case load.

**Budget Responsibilities**

- Not applicable – this is not a budget-holder post.

**Responsibilities for People or Training**

- To be involved in the teaching and training of staff, support workers, students and patients/carers.
- To participate in teaching or training events run by the department – departmental in-service training, local, regional and national courses.
- To identify own areas of development in knowledge and professional skills. To take responsibility for own personal development through reading, self-directed study and attendance at courses and other training events. Maintain own CPD file.

**Other Factors**

**Working Conditions**

- A variety of working conditions which include working in the outpatient clinics, the gym area and ward areas.
- Exposure to unpleasant odours, uncontained bodily fluids and possible verbal and physical aggression.
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**Physical Effort**

- Frequent requirement to exert light to moderate physical effort for several long periods during a shift including the movement of equipment and materials and the participation in manual handling activities with patients.

**Mental Effort**

- Frequent requirement for concentration, recall, on the spot decision making in a pressured environment - working directly with patients for the majority of the shift.

**Additional Information**

The Trust may ask you to undertake other duties, as required, which are not necessarily specified in 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 of this Job Description and Person specification details key information you should be aware of.



## Person Specification

<b>Job Title:</b>	Clinical Specialist Respiratory Nurse/Physiotherapist
<b>Base:</b>	Respiratory Outpatient Department

The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
<b>Trust Values</b>	We will expect your values and behaviours to reflect the Values of the organisation: <b>Patient Centred and Safe</b> <b>Professional</b> <b>Responsive</b> <b>Friendly</b> <b>Progressive</b>	
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Degree in Nursing / Physio</li> <li>Two years Respiratory experience</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of advanced specialist knowledge to MSc level in this clinical field or willing to work towards this.</li> <li>Evidence of relevant post-graduate courses or training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working at Band 6 level with patients with acute and/or chronic respiratory disease.</li> <li>Evidence of working with patients with complex needs which require advanced clinical reasoning.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of delivering a LEEP service, including pre and post assessment procedures.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Evidence of involvement in relevant clinical audit.</li> <li>Ability to formulate and adjust plans to meet the needs of the service.</li> <li>Good understanding of the BTS and NICE guidelines relevant to this patient group.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to perform and interpret arterial and capillary blood gases.</li> <li>Ability to undertake and interpret basic spirometry.</li> </ul>
<b>Other Job-Related Requirements</b>	<ul style="list-style-type: none"> <li>Evidence of effective time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Health Coaching skills</li> <li>Willingness to support physiotherapy and/or nursing students in the respiratory outpatient setting.</li> </ul>



## 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 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. You must adhere to the Trust Data Quality Policy and be fully versed in the responsibilities outlined for your job role.

These obligations are in line with common law duty of confidentiality, Caldicott Principles. Data Protection Act 2018 Freedom of Information Act 2000.

#### **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 and Safety**

Patient, service/facility user and staff safety is paramount at Salisbury NHS Foundation Trust. The post holder will promote a just and open culture to reporting of incidents and adverse events. The post holder should be aware of current health and safety policies of the Trust and are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Action, including the Radiation Protection Supervisor. 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 and 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 offence 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 prosecutions.

#### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control, including hand hygiene policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment. To undertake mandatory annual training/updates in infection prevention and control.

#### **Governance and Risk**

Adhere to 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.

#### **Data Quality**

The Trust recognises the role of reliable information in the delivery and development of its service and in assuring robust clinical and corporate governance. Data Quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high quality health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality.

#### **Safeguarding**

To safeguard and promote the welfare of children and young people in compliance with Trust and staff responsibilities under Section 11 of the Children Act 2004; to follow Trust safeguarding children and child protection policies and guidelines and undertake appropriate mandatory training and updates in safeguarding children/child protection.

By following Trust policies in relation to Safeguarding Adults, staff will ensure that they work with other agencies to protect all adults from abuse at any time.

#### **Evidence of COVID Vaccination Status**

The Secretary of State for Health and Social care has issued a statement that health and social care workers who are deployed in respect of a CQC regulated activity, who have direct, face-to-face contact with services will need to provide evidence they have been fully vaccinated against COVID-19.

This includes individuals working in non-clinical ancillary roles who enter areas which are utilised for the provision of a CQC-regulated activity as part of their role and who may have social contact with patients, but not directly involved in patient care (e.g. receptionists, ward clerks, porters, and cleaners), regardless of contracted hours or working arrangements.

In line with this requirement, it is a condition of your employment that before you start work, we must receive acceptable evidence to show that you are either fully vaccinated against COVID-19 or exempt, clinically or participation in a clinical trial.

#### **Training and Personal Development – continuous professional development**

There is a requirement for all Trust employees to take part in an annual appraisal; 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.

#### **Flexible Working**

We support flexible working and will consider requests taking into account the needs of the service.

