

## **JOB DESCRIPTION**

**POST:** Senior Nurse, Falls and Bone Health Service

**BAND:** 6

**ACCOUNTABLE TO:** Falls and Bone Health Service Clinical Lead/Team Leader

### **KEY WORKING RELATIONSHIPS:**

- All departments and healthcare professionals within Hounslow and Richmond Community Healthcare NHS Trust (HRCH)
- Primary Care Network including Physicians Associates
- Primary Care including GP's
- GP Support Service
- Acute hospitals including Specialist Falls Clinic
- London Borough of Hounslow
- Community Nursing and Specialist Nursing
- Voluntary and partnership organisations e.g. Healthy Hounslow

### **JOB PURPOSE:**

The overall aim of the service is to reduce admissions to Secondary Care as a result of a fall, reduce the incidence of fractured neck of femur and other fragility fractures and reduce permanent admissions to care and nursing homes due to falls. The service also aims to facilitate a reduction in fear of falling and educate patients and carers regarding falls prevention and how to access local preventative services.

Available to patients with a Hounslow GP, The Falls Service offers a multi-disciplinary risk management approach to those who have fallen or are worried about falls, and bone health management and fracture prevention for adults aged 50 and over.

The team is multi-disciplinary and includes:

- Occupational Therapists
- Physiotherapists
- Therapy Assistants
- Podiatrist
- Dietitian
- Nurse

The Nurse will work within the team and with patients and their carers to offer specialist assessment based on needs or problems identified following a multi-factorial initial assessment completed by the team. Assessment and interventions may include, but are not limited to:

- Medication reviews and referral for further medical assessment/ medication optimisation.
- Continence and its relationship with falls risk and prevention.
- Postural hypotension and systemic factors leading to falls risk.
- Frailty reviews in the context of Falls Prevention
- Clinical assessment of factors affecting bone health and in the context of falls risk and frailty

The service is delivered across multiple site clinics and home visits. The post holder will work flexibly and be mobile across the Hounslow Borough.

## **KEY RESPONSIBILITIES**

- Provide comprehensive assessment and treatment or self-management plans, within scope of role, for clients who are at risk of, or worried about falling.
- Independently manage a caseload without direct supervision and to be professionally and legally accountable for all aspects of own work, including the management of clinical risk.
- Participate in pathway design and promotion of the service to encourage new sources and routes of referral to optimise the scope and impact of the service.
- Assist the Team Leader in the provision of the service as necessary.
- Deliver intervention and education on an individual and group basis where required.

## **REGISTRATION**

- Each registered nurse must adhere to the nursing revalidation process, regularly maintaining their evidence, to ensure their NMC Registration is kept active.

## **CLINICAL RESPONSIBILITIES**

- Perform specialist assessments with patients with diverse presentations and complex physical and psychological conditions, working both autonomously and as part of the multidisciplinary team.
- Design and deliver individual treatment programmes based on a sound knowledge of evidence-based practice and treatment options using clinical assessment, reasoning skills, use of appropriate outcome measures and knowledge of treatment skills.
- Work with patients to identify and agree treatment goals based on assessment outcomes, which demonstrate an appreciation of the complex interaction of risk, safety, patient choice, independence, areas of conflict and eligibility for services.

- Gain appropriate informed consent for treatment and ensure patient understanding of treatment proposals. Where not possible, understand the legal framework for working with patients who lack the capacity to consent to treatment.
- Evaluate patient progress through re-assessment, reviews and to alter treatment programmes if required in partnership with other professionals in the multi-disciplinary team or other community services.
- Facilitate service user choice and empowerment through promoting independence, through the timely provision of information, advice, and support to ensure service users maintain independence for as long as possible.
- Facilitate service users and carers in the development of falls prevention plans, which meets their needs and offers the widest possible flexibility and choice allowing them to take control of their short-term goals.
- Carry out continence assessments, diagnostic tests and interpret results which aim to mitigate the impact of continence on the risks of falling including working with the multi-disciplinary team to consider continence as part of the wider treatment approach.
- Identify situations where service users are deemed to be at risk, including situations where people may be neglected or abused in accordance with the Adult Safeguarding policy.
- Facilitate service user choice and empowerment through promoting independence, through the timely provision of information, advice and support to enhance patient health and wellbeing promoting lifestyle behavioural change to promote self-management and reduce dependence on healthcare resources.
- Work in line with infection prevention and control practice specifically when dealing with bodily fluids such as urine or faeces.
- Ensure the highest level of data quality for all information recorded, ensuring that the information is consistently timely, accurate and complete to ensure the service meets all statutory recording requirements.
- Establish robust communication channels with the multi-disciplinary team and participate in relevant team meetings/caseload reviews to contribute to the discussion and planning of client care. To use these forums to seek opinion from the team to inform own caseload analysis and reasoning as appropriate.
- Assist in the induction and education of new staff, students and work experience students.

## **SERVICE DELIVERY RESPONSIBILITIES**

- Participate in pathway design and promotion of the service to encourage new sources and routes of referral to optimise the scope and impact of the service.
- Contribute to the planning, development, and delivery of training to relevant groups such as healthcare professionals and other key stakeholders.
- Attend and actively participate in service and other relevant meetings.

- Participate in the planning, evaluation and audit of practice to implement change to clinical guidelines, care pathways and protocols as indicated.
- Contribute to service development and associated clinical guidelines, standard operating procedures and evidence for regulatory inspection.
- To provide accurate and timely data/statistics to the team leader/service manager so that the resultant activity report can be a reliable tool to assist in performance analysis.
- Report all incidents, near misses and other clinical and non-clinical incidents to enable the management of risks and learning from incidents.

### **MANAGERIAL RESPONSIBILITIES**

- Undertake any relevant duties delegated by the team leader.

### **FINANCIAL RESPONSIBILITIES**

- Support the team leader in the optimal deployment and management of staff, clinical supplies, and equipment to remain within the budget allocated for the service.
- Implement savings plans identified by the service manager where opportunities or overspending is indicated.
- Be responsible, as a delegated responsibility, for the safe storage, control, maintenance and use of clinical supplies and equipment to ensure available and returned to stock in line with service protocols.
- Approve hours worked by bank and agency staff.

### **TRAINING/EDUCATION RESPONSIBILITIES**

- Maintain own competency to practice through personal development activities furthering specialist knowledge within a particular field incorporating evidence-based practice.
- Comply with statutory and mandatory training in accordance with HRCH Trust policy and professional body requirements.
- Review and reflect on practise and identify areas for personal development via regular clinical and professional supervision.
- Participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development programmes to meet set knowledge and competencies.
- Plan, actively participate in and contribute to the in-service education programme.
- Supervise, educate and assess the performance of students; working with universities to ensure the standard of practise meets the standard set by the degree level qualification.

## RESEARCH AND DEVELOPMENT

- Participate in the organisational wide and local audits and implement recommendations.
- Take an active role in professional clinical groups and other professional development activities.
- Develop a network of colleagues working in specialist areas to facilitate the learning, service development and peer review.
- Identify opportunities to improve the development of the role and provide the best possible patient care and to participate in initiatives to improve the service.

## ANY OTHER GENERAL DUTIES

This job description is intended as a guide to the main elements of the role and should not be considered as a complete listing of all duties and tasks that may be undertaken.

HRCH is constantly evolving and subject to change, therefore this job description is subject to review dependent on the needs of the service. Any amendments will be discussed with the post holder.

This post is subject to the Terms and Conditions of Employment of HRCH.

This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.

The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.

Duties and responsibilities as set out in this job description might be reassigned in order to reflect developments within the Trust or operational needs.

## VALUES

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of *care, respect and communication* in all aspects of their role.

## CONFIDENTIALITY

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the Trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

## **HEALTH AND SAFETY**

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

## **RISK MANAGEMENT**

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and the Trust's objectives and add these to the risk register as required at the appropriate level.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality, individual rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training.

The post holder must be familiar with and comply with the Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing.

## **EQUALITY AND DIVERSITY**

The aim of Hounslow and Richmond's Community Healthcare NHS Trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS Trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the Trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS Trust.

## **RESEARCH GOVERNANCE**

Hounslow and Richmond Community Healthcare NHS Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

### **INFECTION CONTROL**

Hounslow and Richmond Community Healthcare NHS Trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the Trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

### **PERSONAL DEVELOPMENT**

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

### **SAFEGUARDING ADULTS AND CHILDREN**

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Trust's Safeguarding Adults and Safeguarding Children policy.

### **PROFESSIONAL / MANAGERIAL CODES OF PRACTICE**

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

### **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.