



DELIVERING
OUTSTANDING
CARE AND
EXPERIENCE



RECRUITING,
DEVELOPING AND
RETAINING OUR
WORKFORCE



AN ANCHOR
IN OUR
COMMUNITIES



WORKING TOGETHER
WITH LOCAL HEALTH
AND SOCIAL
CARE PROVIDERS



DELIVERING
LONG-TERM
SUSTAINABILITY



Information pack for the post of Dermatology Nurse Specialist

Department of Dermatology

Division of Surgery





Welcome from Chief Executive Hannah Coffey

Hello and welcome to our Trust! I am delighted that you are considering our organisation as a place to work.

This is a really exciting time for our patients and staff as we work with our local health system partners across Cambridgeshire, Peterborough and South Lincolnshire to deliver some key development projects that will shape the care we provide for future generations within the 900,000-strong catchment we serve. As well as building a new hospital at Hinchingsbrooke and redeveloping our sites at Peterborough and Stamford to better meet the needs of patients, we are investing in a Trust-wide electronic patient record system and harnessing digital technology within our diagnostic services to enhance the quality and speed of diagnosis and treatment.

It's a great time to be joining TeamNWAngliaFT where we truly value the health and wellbeing of our staff and encourage our leadership team to empower their teams to be the best they can be, to help them develop in their careers and, at the same time, ensure our patients can experience good quality care by people who are dedicated to serving their health needs.

If you are looking to develop your career in an environment that's primed for organisational change, where you can actively contribute to the quality improvements we are making for our patients and staff, then look no further for your next role.

A handwritten signature in black ink that reads "Hannah Coffey". The signature is fluid and cursive.

Hannah Coffey
Chief Executive Officer



Job Description

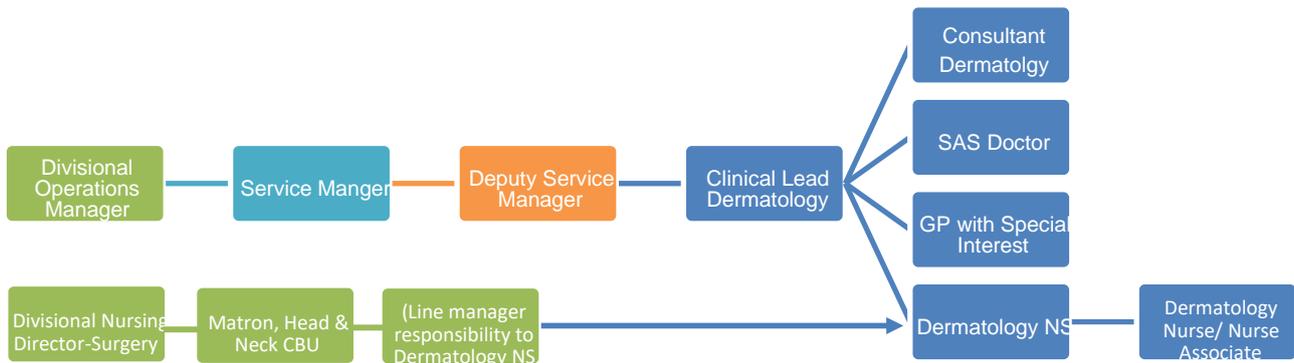
JOB TITLE	Dermatology Nurse Specialist
GRADE	Band 7
HOURS OF WORK	37.5 hours per week
DEPARTMENT	Department of Dermatology
BASE	Your primary base will be Peterborough City Hospital however travel between North West Anglia NHS Foundation Trust Hospital sites will be required.
RESPONSIBLE TO	Matron, Head and Neck CBU
ACCOUNTABLE TO	Divisional Nursing Director - Surgery

Job Summary

Dermatology Nurse Specialist (NS) are registered nurses with additional knowledge, skill and experience in the care of patients receiving specialist input due to a disease or disorder of the skin.

At NWAnglia NHS FT, the Dermatology NS provide a variety of services via a Nurse Led Clinic.

Key Working Relationships (organisational chart)



Key Results area: Core Competencies for Enhanced role – Dermatology NS

The ten occupational duties that are required to provide a high standard of health care using judgement, skills and knowledge for enhanced practice within the role of a Dermatology NS are:

1. Be an accountable professional acting in the best interests of people, putting them first and providing complex clinical care that is evidence-based, person-centred, safe and compassionate.
 - a. Identifies and supports the learning needs of patients and their relatives/ carers.
 - b. Deliver evidence based expert nursing care and provide highly specialised dermatology advice.
 - c. Maintain knowledge of internal/ external agencies that may provide additional support for patients and their families/ carers.
 - d. Utilise validated resources of information for patient education (e.g. British Association of Dermatologists).
2. Use existing knowledge and expertise and enhanced levels of clinical judgement to independently undertake complex and holistic assessments.
 - a. Provide safe and effective patient assessment prior to commencement of treatment.
 - b. Conduct regular re-assessment to evaluate the quality and effectiveness of treatment throughout a patient's period of care.
 - c. Facilitate safe discharge when clinically appropriate.

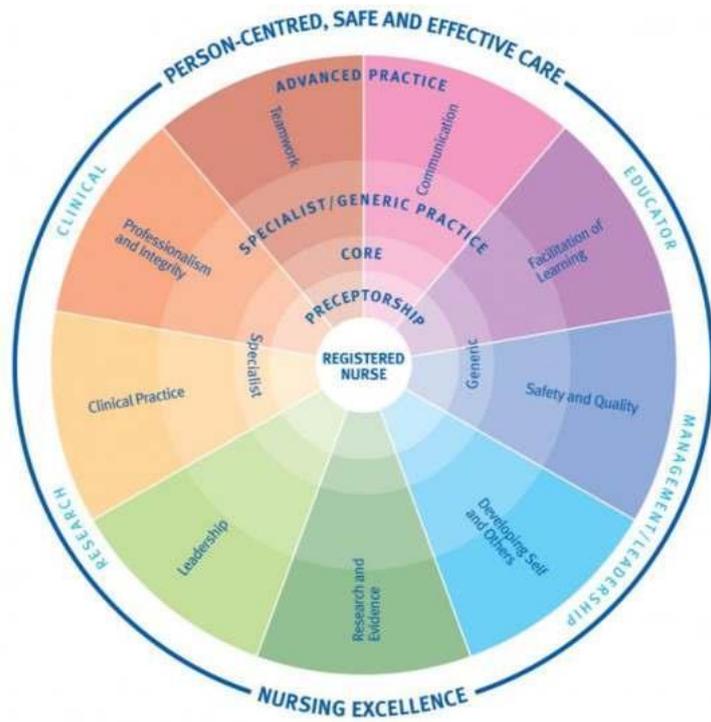
3. Act independently to plan, deliver, monitor and evaluate complex care using enhanced clinical assessments, diagnostics, and interventions.
 - a. Deliver a nurse led Dermatology service in phototherapy and patch testing.
 - b. Manage own patient case load, monitoring and managing dermatological conditions.
 - c. Provided effective deliverances of treatment in line with best practice and current guidance (e.g. Systemic and Biologic treatments).
 - d. Plans programmes of care in consultation with the patient and based upon their needs, the medical staff referral/ treatment instruction and the Dermatology unit's policies and procedures.
 - e. Utilise all opportunities for patient education and health coaching to encourage patient engagement and confidence in administering self-care and self-management.
4. Act as an expert resource within their own organisation and for external agencies.
5. Develop, deliver and evaluate education and training opportunities for others within own scope of practice.
6. Communicate effectively in challenging environments and situations with patients, their families/carers and the multi-disciplinary team (MDT).
 - a. Active engagement with MDT meetings.
 - b. Demonstrate advanced communication skills and good emotional intelligence.
7. Promote and encourage innovative clinical practice to support a culture of excellence within the wider health and care team.
 - a. Attend and engage in the clinical audit meeting for Dermatology.
 - b. Seeks networking and developmental opportunities within specialist field.
 - c. Proactive in challenging practice, developing and reviewing policy as required.
8. Lead and manage unpredictable and unplanned clinical situations.
 - a. Liaise with Divisional Management Team when monitoring risk and waiting lists.
 - b. Determines when medical staff/ MDT advice or patient review is required and liaises directly with them and organises a review appointment as necessary.
 - c. Facilitate onward referral to other specialities as required.
9. Participate in resource management, strategic service development, planning and service improvement.

10. Lead, monitor, develop and appraise staff and learners.

Details of the knowledge, skills and behaviours needed to attain these duties can be found in the enhanced practice apprenticeship standards (Appendix A).

A Dermatology Nurse Specialist may work in an extended capacity e.g., trained in non-medical prescribing or utilising PGDs. Dermatology NS should ensure that they meet all regulatory requirements in line with Trust policy, national guidance, regulatory bodies, protocols and legislation.

Career Development



Capital Nurse

Digital Career Framework Tool, Health

Education England (2023)

North West Anglia NHS Foundation Trust supports various pathways for professional development and recognise its value in developing an efficient and effective future workforce.

Professional development is a continuous process, training needs will be reviewed regularly through professional revalidation and the appraisal process.

Key policy document and competencies: • Clinical Dermatology Nursing Role Descriptors: Guidance on scope of practice (2020). • Dermatology Nursing Competencies: Developing dermatology nurses from novice to expert (2012).

Working at our Trust

A. Our Values

Our Trust Values highlight the core principles and ideals of our Trust and underpin everything that we do. They establish the kind of people we want to be, the service we hope to provide and how we interact with our stakeholders and community.

The Values were created and selected by members of the public, patients and our staff, and highlight the principles we believe are the most important. They steer the decisions we make and guide the behaviour of our Trust family so we can accomplish our Vision.

We regularly measure ourselves against these Values, at every organisational level, so we can identify how we are living them and where we need to make improvements. The Trust board will monitor and review how the Trust performs against the values regularly, to ensure we provide the best possible patient care.



B. Divisional Structure

Following the formation of North West Anglia Foundation Trust in April 2017, our operational functions across our hospitals merged to form five clinical divisions:

- Division of Medicine
- Division of Urgent Care and Emergency Care
- Division of Surgery

- Division of Family and Integrated Support Services
- Division of Maternity, Gynaecology and Breast Services

The clinical divisions are key to our service delivery and they are led by a triumvirate comprising a Divisional Director, Divisional Nursing Director, and Divisional Operations Director.

C. Your responsibilities to the Trust, our patients and staff

The Trust aims to provide high standards of patient care and to ensure that our staff are supported in their roles that help us achieve this. As part of your role, you are expected to adhere to Trust policies and procedures which are designed to guide you in your work and ensure that the Trust, and you as an individual, comply with legal requirements. Non-adherence to Trust policies and procedures may be addressed through the Trust's disciplinary process.

Key policies are outlined below; you are also required to act by policies specific to your job role, which are covered at induction.

Equality and Diversity Policy

No patient or member of staff should receive less favourable treatment on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation, and should not be placed at a disadvantage which cannot be shown to be justifiable. You have a responsibility to patients and staff to ensure that this is achieved.

Health & Safety

You have a responsibility to consider yourself and anyone else that could be affected by the things you do or don't do, that you should have while at work. You are responsible for informing your manager of any health and safety concerns you identify by using the trust incident reporting system for any accidents, incidents or near-misses that happen to you or that you are aware of to reduce injuries or loss.

Additionally, if you have management responsibilities you must ensure the implementation of the Trust's health and safety and risk management policies, procedures, and codes of practice through your directorate or business unit management structure ensuring that communication pathways are clear and explicit at all levels of employment, to maintain the health, safety and welfare of employees or others who may be affected.

Data Protection

You are to always maintain the highest standards of data protection and confidentiality, ensuring that person-identifiable data is held securely (including password protection and encryption) and that data held and entered into Trust systems is correct. You are to observe confidentiality for commercially sensitive data and to promote the highest standards of information governance by the Data Protection Act 1998, Freedom of Information Act 2000 and Trust policies and procedures.

Data Quality

It is your responsibility to ensure that any data collection required is accurate, timely, complete, and stored securely in the appropriate place or system, whether as a paper or an electronic record. This includes data input onto the Trust's information systems, patient records, staff records and finance records. You are expected to submit data for quality assurance checks as required. You will be expected to undertake training required to assure the quality of data collected and to participate in any relevant audits required as part of the Trust's and external quality improvement programmes.

Customer Care

You are always required to put the patient first and do your utmost to meet their requests and needs courteously and efficiently. So that you to understand the principles of customer care and the effects on you and the service that you provide, full training will be given.

Values

How our staff live and work according to our values will be through our 'personal responsibility framework' - which outlines how staff are expected to behave.

Infection Control

You have a responsibility to comply with Trust policies for personal and patient safety and prevention of healthcare-associated infection (HCAI); this includes a requirement for consistent compliance with hand hygiene, use of personal protective equipment and safe disposal of sharps. You will be asked about adherence to measures for reducing HCAI at the annual appraisal.

Smoking Policy

You are not allowed to smoke in Trust buildings or grounds. Assistance will be provided to assist you to quit smoking through our Occupational Health service.

Confidentiality

Under no circumstances, either during or after the end of your employment may you divulge any unauthorised personal identifiable information relating to the Trust. This also includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Safeguarding the welfare of children and vulnerable adults

You should be aware of Trust policies and procedures on safeguarding the welfare of children and vulnerable adults., and appreciate the importance of listening to children, young people, and vulnerable adults, particularly when they are expressing concerns about their own or other children's/vulnerable adult's welfare.

Mandatory Training

You are required to attend mandatory training as required. if you are unable to attend a required session you should ensure that this is rectified with your line manager's support at the next available opportunity.

Raising issues of Concern

If you have any concerns about practices or processes within the Trust, you should raise this with your line manager. If you do not feel able to raise concerns directly you should access the Trust's haven procedures for raising issues of concern in confidence.