

## Job Description

Job Information	
Job Title:	Clinical Nurse Specialist
Directorate / Service:	
AfC Band:	6
Accountable to:	Chief Nurse
Reports to:	Line Manager
Base Location:	As directed
AfC Job Code:	NM.NS.R0545
ESR Position Number:	

### Job Summary

- The Clinical Nurse Specialist will act as the clinical expert and professional resource to the multi- professional team, patients and carers within their Speciality Service.
- The post holder will have a responsibility to develop the specialist area of practice in partnership with other members of the speciality team will work collaboratively to develop services and improve the quality of care delivered.
- The post holder will carry responsibility for either a defined case load or offering “highly specialist service advise” this will include setting standards of care, the assessment of care needs and the development, implementation and evaluation of programmes of care, management and education.
- The post holder will contribute to achieving the objectives of the clinical service group / speciality corporate objectives and work within the clinical governance framework.
- This will be achieved through the core dimensions of the role, clinical practice, leadership, acting as the patient advocate and through audit and education.

### Key responsibilities

#### Leadership

- Act as a role model and expert nurse providing in-depth highly specialist clinical knowledge to colleagues through MDT meetings, for patients and carers / relatives.
- Undertake clinical supervision of nursing colleagues on an individual or group basis.
- Act as a resource for health care professionals by being visible, available, and accessible for support and advice in relation to the management of patients in the speciality.
- Ensure the effective and efficient use of physical and financial resources.
- Lead in consultations on and contribute to the development of strategies for

delivering effective care within a changing environment that improves the quality of care and health outcomes in the specialist area.

- Responsible for monitoring health, safety and security of self, the team and others and promote best practice in the ward area.
- Ensure systems are in place for risk assessment and minimisation including promoting “no blame” cultures in order that near misses and incidents are reported.
- When required take the lead in investigation of incidents / complaints including providing detailed reports / letters to complainants.
- Act as an innovative, enthusiastic role model providing leadership, guidance and advice to staff on operational and professional issues promoting an open and honest and transparent culture.
- Demonstrate clinical leadership and challenge speciality and directorate boundaries to enhance and support the patient’s journey.

#### **Management / Operational**

- To identify and develop proposals and business cases as required for future service innovation.
- Take the lead when required to develop and influence the development of practice / services in the clinical area through the business planning process / service development and in conjunction with Matron, General Manager, Lead Clinician and Assistant Chief Nurse.
- Delegate work to match capabilities and workload of team members.

#### **Advocate**

- Ensure that high standards of nursing care are given and maintained and act when standards are not being met.
- Involve patients and carers in the planning and delivery of care.
- Act as the patients advocate and ambassador.
- Take the lead when required to develop patient focussed education and information.
- Recognise, prevent and diffuse potential areas of conflict and where required take a key role in the management of the outcome.

\* The post holder shall as necessary provide cover for and undertake duties of absent colleagues.

\* The post holder shall follow all the policies and procedures of the organisation.

**THIS POST IS SUBJECT TO AN ENHANCED CRB DISCLOSURE**

#### **Clinical Governance / Quality**

- Ensure compliance with policies, procedures and clinical guidelines for self and others.
- Contribute and influence policy making and clinical guidelines internally and externally, necessary to support the specialist nursing service.
- Continually monitor standards of care through benchmarking, Nursing Charter Audits, Clinical Audit and tools such as Essence of Care, taking a lead when required.
- Support and facilitate research ensure evidence-based practice in the specialist area.
- Disseminate good practice and knowledge by pursuing opportunities to present work at national conferences or via publications, encourage team members

likewise.

- Promote patient and public involvement activities in the specialist area leading to service improvement.
- Promote people's equality, diversity and rights.
- Identify clinical issues and incidents within the Trust that reduce the quality of care within the specialist service bringing any issues to the attention of the Matron.
- Take part in activities to counter these to ensure the delivery of safe and effective care.
- May be required to take a lead in clinical audit within the specialist area supporting others to participate and ensuring agreed results are implemented

### **Education and training development**

- Takes responsibility for own continuing professional development and performance, including identifying own development needs and maintain own portfolio in accordance with re-registration requirements.
- Participates in the supervision and the teaching of pre-post registration students, new staff members and junior medical staff.
- Contribute to the development of educational programmes in relation to the speciality.
- Support the ward / department sister in ensuring the clinical environment is conducive to effective learning.
- Identifies training needs and develop training resources for nursing staff to enable role development and to meet the needs of the service.

### **Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

## Values and Behaviours

### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our contribution to success;
- We are **professional** and always seek to deliver the best standards of care.

### We are Fair

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

### We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

## Infection Prevention & Control

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

## Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

<p><b>Freedom of Information</b></p> <p>In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.</p>
<p><b>Management of Risk &amp; Health and Safety</b></p> <p>All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements. All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.</p>
<p><b>Safeguarding Children and Vulnerable Adults</b></p> <p>All trust employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.</p>
<p><b>IT Skills</b></p> <p>All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.</p>
<p><b>Records Management</b></p> <p>All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.</p>
<p><b>Information Quality</b></p> <p>All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform</p>

to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

### **Professional Responsibility**

- Maintain active status on NMC register.
- Act always in accordance with NMC code of conduct and guiding documents, Health Care Standards.
- Adhere to Trust Policy & Procedure.
- Maintain a professional portfolio.
- Maintain a high level of awareness of relevant research issues and trends within the specialist area of practice and in nursing generally.
- Take an active part in the development of nursing in the Trust via participation in professional nursing forum and shared governance initiatives.
- Take responsibility for personal development and education with regard to PREP, Personal Development Plan objectives and KSF.
- Participate in Clinical Supervision for self and others and utilise reflective practice techniques.
- Provide support and development for nurses through mentorship.
- The post holder is responsible for ensuring the safety of patients at all times and promoting a safety culture through the effective management of risk.
- The post holder will be expected to work clinical shifts in a ward environment if necessary

### **Clinical Responsibility**

- Perform specialist assessment of patients nursing needs, plan, implement and evaluate care delivery using advanced clinical knowledge and clinical skills.
- Lead clinical care by managing a patient caseload providing expert assessment, planning and evaluation.
- Co-ordinate and manage nurse-led clinics (within Speciality).
- Contribute towards a multi-professional approach in the management of patients within the specialist area, especially in relation to ongoing care needs and discharge arrangements.
- Establish and maintain effective communication with patients and carers / relatives.
- Support patients and their families and ensure that they receive the required information to enable them to self manage, lead or participate in their care delivery.
- Recognise changes in patients condition that require the intervention of others and refer on as appropriate.
- To support, assist and encourage the multi-disciplinary team in resolving patient problems, by the provision of new and innovative models of case management.
- To lead the specialist nursing contribution to the service, work in partnership with lead clinicians, General Managers, Matron to ensure the delivery of high standards of patient care.
- Work with the Matron to promote the development of nurses undertaking the CNO 'Ten Key Roles' as considered appropriate e.g. Nurse Prescribing.

### **Administration Responsibility**

n/a

### **Research**

Undertake audits
<b>Strategic role</b>
n/a
<b>HR Management</b>
Undertake clinical supervision of nursing colleagues on an individual or group basis.
<b>Financial Responsibility</b>
n/a
<b>Change of Job Description</b>
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.



**Liverpool University Hospitals**  
NHS Foundation Trust

Person Specification

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AfC Band:	6	AfC Job Code:	NM.NS.R0545

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Registered Nurse / Midwife	Y		
2	Post-basic specialist Qualification relevant to speciality	Y		
3	Evidence of continued professional development	Y		
4	Recordable specialist qualification		Y	
5	Independent Nurse Prescribing		Y	
6	ECDL		Y	
	Experience	Essential	Desirable	Assessment
7	Post registration experience	Y		
8	Extensive clinical experience	Y		
9	Involvement in audit	Y		
10	Participation in research		Y	
11	Evidence of leading and facilitating change		Y	
	Knowledge	Essential	Desirable	Assessment
12	In depth specialist knowledge	y		
	Skills	Essential	Desirable	Assessment
13	Teaching / assessment skills Organisation and negotiation skills	Y		
14	Effective communicator	Y		
15	Root Cause Analysis	Y		
16	Leadership & motivation skills	Y		
17	Ability to motivate self and others	Y		
18	Evidence of audit and change management ability	Y		
19	Computer literate	Y		
20	Ability to work both on own initiative and within a team	Y		

	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
21	Diplomatic	Y		
22	Assertive and confident	Y		
23	Recognition of own limitations	Y		
24	Able to travel between sites	Y		
25	Flexibility	Y		