



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from* *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

# Job Description

<b>Job Title:</b>	Arthroplasty Specialist Nurse/Practitioner
<b>Department:</b>	Trauma & Orthopaedics
<b>Division:</b>	Surgical Services
<b>Salary Band:</b>	6
<b>Accountable To:</b>	Orthopaedic Research & Audit Manager

## **JOB SUMMARY**

The Arthroplasty Specialist Nurse will lead the Arthroplasty Joint Review Follow Up Clinic and assist in developing and modernising this service to meet current and future requirements.

## **KEY RESULT AREAS/RESPONSIBILITIES**

- To take the clinical lead in the assessment and review of patients attending follow-up clinics, both face-to-face and virtual clinics
- To lead in clinic related audit activity and provide expert advice and clinical teaching
- To educate, assess and progress patients regarding their care after joint replacement surgery, including aftercare of patients with fragility fractures
- To be professionally and legally accountable for all aspects of your own work within the scope of professional practice
- To lead with the day-to-day clinical management of Arthroplasty Joint Review Clinics to meet both the needs of the department and patients recovering from joint replacement surgery
- To work in conjunction with the Early Education and Follow Up Clinic
- To perform Physical examination as indicated
- To perform phlebotomy service as requested
- To lead on the monitoring and surveillance of metal-on-metal hip arthroplasty patients as per national guidelines from the DoH/MHRA
- To recognise and act upon any concerns regarding patient progress identified in the clinics
- To provide an effective high-quality service to all patients attending these clinics
- Provide a resource for patients, carers and relatives on post-operative and lifelong care following arthroplasty procedures
- Assist with follow up visits for patients attending research appointments alongside the clinical appointment

## CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- To advise patients on complications following joint replacement surgery and on recovering from frailty fractures
- To promote good health practices to improve patients' recovery time and general health
- To recommend best course of intervention, developing comprehensive progression plans including appropriate referrals to other specialities
- To act as patients, advocate when required within the MDT
- To practice in accordance with the relevant code of conduct and with all policies and guidelines of Hampshire hospitals NHS Foundation Trust
- To abide by the legal requirement and statutory rules relating to your practice
- To adhere to the requirement of national and local policy where policies impact upon this role including but not limited to:
  - Data protection and patient confidentiality
  - Infection control
  - Health and safety
  - Equality and diversity
  - Patient care and dignity
  - National and local counter fraud arrangements
- Receipt of gifts

## COMMUNICATION

- To demonstrate a sound understanding of clinical governance and clinical risk and demonstrate this on a daily basis
- To maintain patient confidentiality and dignity at all times
- To be able to communicate effectively with groups and individuals to pass on knowledge relevant to role
- To produce and distribute information to patients and carers that is current to practice and ensure all are aware of benefits, risks and potential complications of treatment options
- To act as an information resource on orthopaedic care both within and outside the organisation
- To educate patients and their carers regarding their care after joint replacement surgery and any surgery related to frailty fractures
- To be able to effectively communicate complex and sensitive information to patients, carers and colleagues
- To maintain accurate and timely patient records in line with professional standards and departmental guidelines
- To motivate and encourage others through effective communication skills
- To liaise with research staff to provide input into research follow up clinics
- Liaise with Orthopaedic consultants regarding the ongoing management of patients

### PLANNING AND ORGANISATION

- To work within the trusts clinical and professional guidelines and to have a good working knowledge of national and local standards
- To Plan, deliver and evaluate clinics in partnership with MDT Colleagues
- Audit, monitor and amend care guidelines to contribute to service development and modify working arrangements and practices as required
- Participate in department meetings when requested and share clinical performance information
- To carry out alternative duties as requested that are appropriate to your grade and from time to time be required to be flexible in your working pattern to help provide a responsive service
- Initiate and support the process of continuous audit, sharing findings with members of the MDT to help improve patient care
- To promote and manage the delivery of care within the Orthopaedic Department
- To ensure the smooth running of face-to-face and virtual clinics

### BUDGETARY AND RESOURCE MANAGEMENT

- To be able to monitor own and others quality of practice as appropriate
- To be responsible for maintaining accurate, comprehensive and contemporaneous patient treatment records and statistical data in line with professional standards of practice to help provide seamless patient care and service improvement
- To be responsible for the safe and competent use of equipment and appliances used to improve and monitor patient recovery in line with the trusts medical devices policy
- To take part in the recruitment and selection process of the clinic and other areas within the department as required
- To ensure that in line with trust contractual agreements appropriate information is prepared and delivered
- To implement appropriate managerial strategies to ensure clinics are run efficiently and that appropriate cover is available and provided in times of leave

### TEACHING, TRAINING AND RESEARCH RESPONSIBILITIES

- To facilitate the clinical effectiveness of the orthopaedic department through audit, pathways, guidelines and patient information
- To assist with education, induction and development of learners as requested by line manager
- To maintain own continuing professional development demonstrated by a professional profile including NMC Revalidation
- To attend all mandatory training in line with the trusts requirements and facilitate junior staff attending mandatory training sessions
- Line manage Junior clinical staff ensuring sickness, annual leave, performance and appraisals are managed effectively
- To comply with the trusts manual handling policy at all times

## TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- Compassionate, caring about our patients.
- Accountable and responsible, always looking to improve.
- Respectful for all and show integrity in everything.
- Encouraging and challenging each other to always do our best.

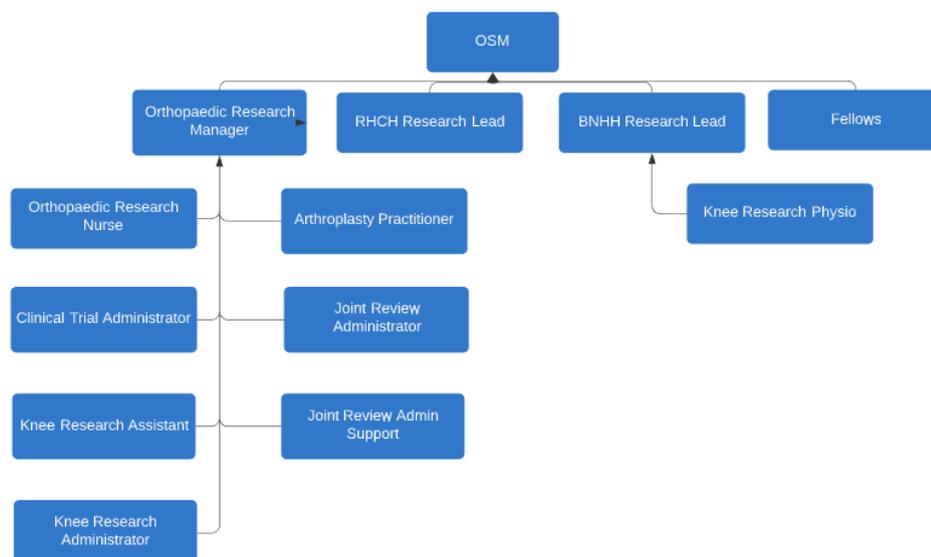
## ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on 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.

## ORGANISATION STRUCTURE



# Person Specification

TRAINING AND QUALIFICATIONS	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Able to Demonstrate a good command of the English language both written and verbal</li> <li>• Professional UK registration e.g. NMC, HPC</li> <li>• Degree level education or equivalent knowledge and skills gained through any combination of alternative study, or employment experience</li> <li>• Post registration qualification(s) in field of expertise</li> <li>• Project management learning and/or development</li> <li>• Computer literate</li> <li>• Teaching and Assessing qualification or equivalent study or work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Additional Post graduate learning in specialist field including master's degree or working towards</li> <li>• Member of relevant special interest group</li> <li>• Communication skills learning and development</li> <li>• Level 3 Certificate/Diploma in management and leadership, or equivalent NVQ 3</li> <li>• Certificate in GCP (Good Clinical Practice)</li> <li>• IRMER Certificate</li> <li>• Special interest in MSL, especially Hips and Knees</li> </ul>
EXPERIENCE AND KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Evidence of Continued Professional Development (CPD) clearly recorded for professional profile</li> <li>• Evidence of significant post registration clinical work experience</li> <li>• Understanding of Health Environment policies and legislation including Clinical, HR, E&amp;D, Governance</li> <li>• Evidence of implementing significant changes or service developments that promotes good practice</li> <li>• Experience of staff supervision including workforce budgets and staff development planning</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of project management for policy development for large scale projects</li> <li>• Familiar with OKS/OHS, and other musculoskeletal PROMs</li> <li>• Familiar with post THR, TKR exercise regimes</li> </ul>

<ul style="list-style-type: none"> <li>• Involvement in project team for developing and implementing departmental business plans and/or organisation wide developments</li> <li>• Design and delivery of effective organisation wide training programmes and/or interventions</li> <li>• Experience of staff supervision and mentorship including, employee relations, performance, conduct and training needs analysis</li> <li>• Adherence to current statutory requirements standards and regulations</li> <li>• Awareness of local and national agenda within the speciality</li> </ul>	
<b>SKILLS AND ABILITY</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• To demonstrate the required behaviour in keeping with trust values</li> <li>• Clinical Skills appropriate to the relevant specialty</li> <li>• Organisational and on-going planning skills including own workload and of others in an unpredictable environment</li> <li>• Advanced communication skills including; to communicate complex, sensitive or confidential information in an appropriate manner; to liaise effectively; to understand and disseminate multifaceted information</li> <li>• Ability to work and lead within a multidisciplinary team across an organisation</li> <li>• Phlebotomy Skills</li> <li>• Understanding of effective clinical governance including implications, quality and audit</li> <li>• Able to deliver formal and informal learning sessions to all groups of professionals</li> <li>• Applies good understanding of equality and diversity in all areas of work</li> </ul>	<ul style="list-style-type: none"> <li>• Highly specialist clinical skills across the relevant specialty</li> <li>• To ability to work at problems from a unique or different angle</li> <li>• Customer service experience i.e. dealing with complaints</li> <li>• Ability to assess range of joint movements using goniometer (training can be provided)</li> <li>• Ability to assess basic radiography post arthroplasty surgery</li> </ul>

<ul style="list-style-type: none"> <li>Confidence in using, manipulating spreadsheets and analysing data</li> </ul>	
<b>OTHER SPECIFIC REQUIREMENTS</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>Highly self-motivated – possesses high work standards, helps others to set attainable goals: wants to improve, to be more effective and efficient, measures progress against targets</li> <li>Flexibility – able to adapt to ensure achievement of objectives within constantly changing situations and environments</li> <li>Customer focused – committed to ensuring a positive hospital experience for patients, their relatives and carers</li> <li>Should be willing to work flexible hours on occasion</li> </ul>	<ul style="list-style-type: none"> <li>Responds positively to constructive feedback</li> <li>Full driving licence</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 such 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.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### **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 & Safety**

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. 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 & 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 offense 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 prosecution.

### **Infection Control**

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### **Governance and Risk**

Adhere to all 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.

**Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

**Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; 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.