

## JOB DESCRIPTION

### 1. General Information

JOB TITLE:	Clinical Nurse Specialist
GRADE:	Band 7
HOURS:	37.5 hours per week
RESPONSIBLE TO:	Jason Cross, Lead ANP POPS team Dr Jugdeep Dhesi, consultant Lead POPS Team
ACCOUNTABLE TO:	Head of Nursing

### Organisational Values:

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

The post holder will:

- a. **Put patients first**
- b. **Take pride in what they do**
- c. **Respect others**
- d. **Strive to be the best**
- e. **Act with integrity**

Our [values and behaviours framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

### 2. Job Summary

In partnership with members of the multidisciplinary nursing team the post holder will develop, implement and evaluate a seamless specialist service, ensuring that patients receive the highest standard of clinical care. They act as a lead specialist and will demonstrate a high level of expertise within the specialist service, providing specialist advice, education and support to health care professionals and patients. The post holder will actively undertake clinical audits and research within the specialist area.

The post holder will be responsible for contributing to the ongoing development of clinical practice, research and standards of care within the service, including development of policies, protocols and guidelines and contribute to service developments in collaboration with multidisciplinary colleagues. Also ensures the safety and well being of services users, and

always working in a manner that promotes dignity and human rights through the adoption of person centered care principles.

### 3. Key Relationships

Matron, Head of Nursing, Service General Manager, Service Delivery Manager, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse Specialists, Allied Health Professionals, Administrative and Clerical Support Staff, Professional and Technical staff.

#### Organisational Values:

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

The post holder will:

- f. **Put patients first**
- g. **Take pride in what they do**
- h. **Respect others**
- i. **Strive to be the best**
- j. **Act with integrity**

Our [values and behaviors framework](#) describes what it means for every one of us in the Trust to put our values into action. The framework can be found on our Trust careers pages and GTIntranet .

### Duties and Responsibilities

#### 4.1 Clinical Leadership and Managerial

- To work autonomously, managing a caseload of patients within the specialty whilst working as part of the multidisciplinary team, delivering individualised and personalised direct patient care
- Be responsible for assessing and recognising emergencies in the speciality. To interpret information and take appropriate action and to lead others to do the same.
- Act as an advocate for patients within the department, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan and other relevant guidelines.
- Ensure that patients' receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of the individuals.
- Actively engage service users through the facilitation of user groups and open days.
- Co-ordinate the provision of specialist services to patients, both within hospital and/or in the community setting, effectively liaising with multidisciplinary colleagues

- Develop and run nurse led clinics where the post holder will co-ordinate the treatment in conjunction with medical staff, and provide treatment which may include minor surgical procedures for patients.
- Direct, support, encourage and advise clinical teams, by the provision of specialist knowledge and advice in the care of patients within the area.
- Participate in the promotion of patient centred care, and establish and maintain a supportive relationship with the patient and their family during the period of assessment, treatment and after care
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Promote high quality clinical care, and assist in the development of the specialist service, through the use of evidence based practice and clinical standards
- Provide professional and clinical leadership and expertise in the speciality and to act as a resource for education and clinical expertise in the hospital and community settings.
- Demonstrate appropriate expert practice and highly specialist advice in the assessment, planning, implementation and evaluation of patient care. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- Responsible for the correct administration of prescribed medication including transfusion of blood
- Responsible for the correct administration of blood products.
- Promote and deliver high standards of care at all times, which utilises research-based evidence, and is audited and improved accordingly.
- Participate in the promotion of the specialist service through dissemination of specialist knowledge, both locally and nationally.
- Act as a role model, demonstrating high standards of care and providing clinical leadership in the specialist areas.
- Establish, develop and maintain effective working relationship between clinicians, practitioners and managers within the specialty, across the Trust and in the community
- Actively participate in local, national and international networking to maintain and develop expert level of knowledge in the speciality.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.
- Develop and evaluate assessment tools that will ensure an appropriate level of nursing intervention so that patients who present with the most complex needs receive the most appropriate specialist care.
- Work in conjunction with a clinical consultant to lead a patient focuses service.
- Act as patient advocate when appropriate, respecting patient confidentiality and privacy with respect for diverse cultural backgrounds and requirements.
- To be designated to take charge of the area in the absence of the person holding continuing responsibility.

#### **4.2 Quality**

- Facilitate a high quality, cost effective specialist service through monitoring and audit and other quality initiatives agreed by the Trust

- Lead on and participate in key developments relating to the specialty so that high quality patient focused services are promoted.
- Enhance the interface between staff, patients, community staff and visit.
- Attend and participate in multi-professional team meetings.
- Set, monitor and review standards of care on a regular basis and initiate corrective action plans
- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff. To bring instances to the attention of the Matron / Head of Nursing for the area.

### **4.3 Education and Training**

- Act as a facilitator/mentor/preceptor to student nurses and others.
- Assess own educational needs and take steps to keep up to date with clinical and nursing developments in line with requirements of the Nursing & Midwifery Council.
- Develop the partnership between the Trust and academic staff at local Universities involved in pre-registration and post-registration nursing and medical programmes.
- Ensure that the learning environment and specialist training is appropriate for both pre and post registration learners and participate in the development of appropriate programmes
- Work closely with the Sister/Charge Nurse, and Practice Development Teams within the area, ensuring that relevant clinical based teaching programmes are in place for all staff
- Contribute in the Trust's clinical supervision programme for staff
- Teach on relevant courses and training programmes provided by the Florence Nightingale School of Nursing & Midwifery/KCL and within the area. To lecture on external courses as required.
- Lead and participate in education and training programmes within the speciality service, and develop training packages as required.
- Co-ordinate the development and delivery of a patient focused education and information giving strategy within the speciality
- Motivate, develop, support and identify training needs for department staff.
- Participate in appraisals and the setting of objectives for junior staff in the department to enable them to achieve optimal effectiveness and to understand their contribution to the directorate.
- Ensure that appropriate written induction programmes are available and utilised for all new staff within the department

### **4.4 Research and Development**

- Promote and undertake nursing research and to publish the outcome, updating own knowledge to promote excellence in clinical practice.
- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- Participate in and be aware of other clinical research trials for patients
- Lead and contribute to audit and research within the specialty in collaboration with colleagues, developing action plans and disseminating information.

- To be familiar with current clinical research protocol issues and relevant treatment and procedures employed in the diagnosis and treatment within their speciality.

#### **4.5 Management and Leadership**

- Provide a leadership role model and demonstrate expert knowledge and high standards of clinical practice.
- Develop the role according to patients changing needs and research findings, within the resources available.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to
- Organise own work and manage own caseload and practice, identifying and maintaining supportive networks for self and other staff members.
- Implement new initiatives where possible to run a cost effective, timely service
- In conjunction with the other multidisciplinary colleagues, provide monthly reports of case mix, work load and education activity.
- Provide cover for the other Clinical Nurse Specialist as appropriate.
- Develop policies, protocols and clinical guidelines in support of the specialist service.
- Participate in the promotion of the specialty by publishing and presenting innovations and research findings locally and nationally.
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- Implement and work within the Trust's HR policies on all staffing matters, including sickness, capability and disciplinary issues. Take corrective measures if indicated in liaison with Human Resources and the Matron.
- Work with the Matron and Human Resources Department in the recruitment, selection, appointment and retention of staff.
- Adhere to Trust and departmental policies and procedures, ensuring that all staff do the same.
- Ensure optimised skill mix within the department/ward and reviewing the skill mix as required and monitoring the use of bank and agency staff.
- Organise team meetings at an appropriate frequency, recording and circulating minutes of these. To ensure a good method of communication within the department at all times and to encourage the exchange and implementation of new ideas and evidence based practice.
- Assist the Head of Nursing, Clinical Lead and Delivery Manager with the strategic planning for the service within Guy's and St Thomas' Foundation Trust, as an expert practitioner.
- Represent Guy's and St Thomas' Foundation trust as an expert practitioner in the speciality in external situations e.g. conferences, committees, etc

#### **4.6 General**

- Act in accordance with the Nursing & Midwifery Council Code of Professional Conduct and Scope of Professional Practice and be accountable for his/her actions at all times.

- Maintain up-to-date records. Ensuring that confidentiality is respected and that the standards for “Record Keeping” are met.

The post holder is required to follow Trust policies and procedures which are regularly updated including:

### **Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person, those staff will be liable to disciplinary action up to and including dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

Following the Freedom of Information Act (FOI) 2005, post holders must apply the Trust’s FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These includes statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust’s Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must at all times fulfil their responsibilities with regard to the Trust’s Equal Opportunities Policy and equality laws.

### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Trust’s health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAIs. **All post holders must comply with Trust infection screening and immunisation policies** as well as be familiar with the Trust’s Infection Control Policies, including those that apply to their duties, such as Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

### **Flexible Working**

As an organisation we are committed to developing our services in ways that best suit the needs of our patients. This means that some staff groups will increasingly be asked to work a more flexible shift pattern so that we can offer services in the evenings or at weekends.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

### **Sustainability**

It is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computers monitors and equipment when not in use, minimising water usage and reporting faults promptly.

### **Smoking Policy**

The Trust is committed to providing a healthy and safe environment for staff, patients and visitors. Staff are therefore not permitted to smoke on Trust property or in Trust vehicles

### **Review of this Job Description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder.

LN April 2013

**PERSON SPECIFICATION****CLINICAL NURSE SPECIALIST****Requirements**

	<b>ESSENTIAL</b>	<b>A/I/T*</b>	<b>DESIRABLE</b>	<b>A/I/T*</b>
<b>Qualifications/ Education</b>	<p>BSC/1<sup>st</sup> degree (health related) or equivalent qualification/training and experience</p> <p>Your professional knowledge acquired at degree level will be supplemented by specialist training, experience and short courses to Masters level equivalent.</p> <p>Post registration qualification in appropriate area of speciality or equivalent post qualification experience.</p> <p>Leadership course</p> <p>Mentorship course</p>	<p>A</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p>	<p>To have or working towards a masters degree</p> <p>To have or working towards a non medical physical assessment course</p>	<p>A</p> <p>A/I</p>
<b>Professional/ Statutory Registration</b>	RN1 or RN Child Registered Nurse on the NMC register. To hold the appropriate level for the area of speciality.	A		
<b>Previous experience</b>	<p>Extensive experience of working autonomously at an advanced level within the specialist area delivering effective patient focused care.</p> <p>Proven evidence of management / leadership skills and autonomous practice</p> <p>Previous experience of student supervision and clinical education at undergraduate level</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>		



	Experience of delivering patient advocacy	A/I		
	Experience of audit, research & evidence based care	A/I		
	Experience of delivering change management both personally and as a facilitator	A/I		
<b>Skills/ Knowledge/ Ability</b>	Advanced clinical, managerial and leadership skills in specialty.	A/I	Ability to interpret and analyse complex data and findings	I
	Proven listening / counselling skills with the ability to manage complex situation and appropriately deliver sensitive and difficult outcomes.	I		
	Evidence of teaching skills in particular teaching patients in how to manage their conditions and raise their awareness of their condition.	A/I	Undertaken clinical & nursing research	I
	Ability to clinically lead & influence staff	I		
	Up to date knowledge of current clinical and professional issues	I		
	Sound knowledge of current issues in the profession and practice of nursing	I/T		
	Excellent verbal, written, interpersonal & communication skills	I/T		
	Able to use skills of history taking and physical assessment to direct patient care	I		
	Time management and organisation skills	I		
	Ability to conduct & evaluate own projects successfully	I		
	Demonstrate an understanding of: the National agenda for speciality. Knowledge of quality standards &	I		

	NICE recommendations/NSF	I		
	Knowledge of current clinical & nursing research	I/T		
	Ability to carry out audit and research	I		
	IT Skills	A		
	Presentation skills	I		
<b>Additional Information</b>	Creative, lateral thinker	I		
	Sensitivity based on knowledge	I		
	Diplomatic	I		
	Flexible and positive approach to work	I		
	Good health/attendance record			