



**University Hospitals of
Morecambe Bay**
NHS Foundation Trust

JOB DESCRIPTION

Job Title:	Clinical Nurse Specialist
Department/Ward:	
Band:	NHS AfC 7
Care Group	Medicine
Responsible to:	Divisional Matron
Accountable to:	Divisional Assistant Chief nurse
JOB SUMMARY:	To act as a clinical nurse specialist or team leader for a group of nurse specialists, the post holder will assess, plan, implement & evaluate individualised programmes of evidence based care providing specialist advice to patients, carers/relatives, and the multidisciplinary team on a specific clinical condition or topic. The post holder will work collaboratively and co-operatively with clinical and non-clinical colleagues to develop/improve services and quality of care delivered across the health economy

KEY WORKING RELATIONSHIPS:

MAIN DUTIES

JOB DESCRIPTION

CORE ROLE AND RESPONSIBILITIES

Professional Leadership/Management

- Act as an expert in nursing take a lead role in advancing the development of nursing practice.
- Responsible for the management of a specified group of patients
- In conjunction with the lead clinician, medical team and divisional senior nurse, develop and implement comprehensive packages of information, education and support for patients and their carers/relatives, this could include developing leaflets, running a patient help line or running a nurse led clinic for a specific group of patients such as long term condition monitoring clinic.
- In conjunction with the lead clinician, service manager and divisional senior nurse, lead the development of clinical services following national and local guidance including NICE
- Identify problems which effect planning and delivery of patient care and actively work towards solving them empowering others to make decisions

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- Maintain an area of clinical expertise, so providing a clinical resource for the specialty or take a lead in a specific area of designated responsibility within the specialty
 - Establish and maintain effective communication with patients, carers/relatives and professionals across health and social services.
 - Organise own time to enhance the well being of patients
 - Ensure the effective and efficient use of physical and financial resources and make recommendations regarding supplies and equipment within specialist area as appropriate.
 - Responsible for the ordering and security of stock including drugs
 - Authorised signatory for the stock and non-stock ordering upto the value of £500 per month
 - In conjunction with the lead clinician, medical team and senior nurse team, propose develop and implement guidelines and policies for the specialty
 - In conjunction with the lead clinician, medical team and senior nurse team, ensure patient/carer views are sought and incorporated into the development and improvement of practice.
 - Monitor health, safety and security of self and others and promote best practice in the ward/dept &/or area of speciality.
 - Lead the development of nurse led initiatives/services within own specialist field in line with Trust policies and protocols.
 - Evaluate service delivery, identify areas for improvement and initiate change in conjunction with service manager, Assistant Chief Nurse/ Lead Clinician /Divisional General Manager
 - 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 the Assistant Chief Nurse/ Lead Clinician /Divisional General Manager.
 - Provide line management for the team and less experienced staff as appropriate / nurses, managing the range of HR functions such as sickness absence, mandatory training, performance, recruitment, rota cover
 - Delegate work to match capabilities and workload of team members.

Clinical Practice

- Provide expert care for either a defined case load of patients or offer “specialist service advice” to patients within agreed protocols and clinical guidelines, but also has the ability to make decisions outside these frameworks where necessary based on best practice.
- Work autonomously, but within professional boundaries, to accurately examine and assess patients from a physical, physiological, psychological and social perspective, and plan clinical care accordingly.
- Accept patient’s referrals, refer on as appropriate and plan and instigate discharge from care, working collaboratively with other professionals and agencies to ensure patient needs are met in relation to ongoing care needs and discharge arrangements.
- Perform advanced clinical skills in the assessment of patients including taking a clinical history, performing a clinical examination and evaluating the clinical information, this may be in an clinic setting, to produce an appropriate plan for the implementation of care delivery, working across hospital and community boundaries whilst maintaining accurate patient records.
- Develop and manage nurse led clinics
- Order, perform and interpret relevant screening and diagnostics with attention to safety, cost effectiveness and simplicity
- Perform nursing procedures and investigations related to specialty, such as minor surgery, joint injections, complex dressings, cardioversion, endoscopy.
- Under the supervision of the lead clinician or advanced nurse practitioner provide out patient follow up clinics to review patient progress for a defined patient subgroup within the specialty; for follow up clinics the consultant should be available remotely, not necessarily in the department

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- Undertake independent long term conditions monitoring clinics
 - Provide information and advice on prescribed or non prescription medication, on medication regimens, side-effects and interactions
 - Review and prescribe medication within the boundaries of professional competence and develop and employ Patient Group Directives as part of an agreed treatment plan
 - Integrates appropriate non-drug based treatment methods into patient management plans.
 - Responsible for ensuring complete and effective documentation of all patient care acts and omissions in all relevant records including patient care records, in accordance with national record keeping; ensuring that patients are assessed on an individual basis, that care is carried out and that care plans are reviewed, evaluated and updated in accordance with the patient’s clinical condition.
 - Evaluates results of interventions, revises plans accordingly and consults or refers when needed.
 - Ensure privacy, dignity and individual patient needs such as personal care and nutritional needs are met

Training and Development

- Act as mentor/assessor in supporting and developing the team and less experienced staff as appropriate e.g. student nurses, return to practice nurses registered and unregistered staff through mentorship/preceptorship and induction
- In conjunction with the lead clinician, medical team and senior nurse specialists, participate in audit and research of clinical practice, relevant to own specialty.
- Participate in the Trust Appraisal and Personal Development Review process; identify role and band specific training needs and agree the development/implementation plans for these needs with supervisor.(Training identified within a PDR can only be related to this job description)
- Participate in the Trust Appraisal and Personal Development Review process by appraising less experienced members of the team within the specialty
- Deliver education and training programmes in clinical skills and knowledge for all patient contacts, this will include booking training accommodation and preparing the teaching aids
- Participate in the provision of education and assessment support to staff (including students, temporary, part time nursing staff and other less experienced members of the multidisciplinary clinical teams) to ensure they are supported and supervised in a way that promotes patient well-being and staff development
- Ensure personal training needs analysis for medical devices is completed

- Responsible for ensuring own mandatory training is up to date
 - Responsible for ensuring all essential work related training is relevant to role and band, and up to date for self and team
 - Be prepared to undertake further education and training such as an appropriate nurse prescribing course in order to effectively develop the service.
 - Ensure all mandatory training for the rest of the team is up to date
 - To have sufficient computer skills for the handling and management of computerised data
 - Provides anticipatory guidance and advice to promote health, reduce risk factors and prevent disease and disability.
 - Initiates appropriate and timely consultation and referral when the problem exceeds the clinical nurse specialist scope of practice or expertise.

Governance

- All Registered Nurses of University Hospital Morecambe Bay NHS Trust must adhere to all current Trust policies and procedures

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- Ensure risk management systems are adhered to and that untoward incidents are reported according to Trust Policy

- In conjunction with the lead clinician, medical team and senior nurse specialists, identify and manage risks associated with the delivery of the specialty service
- Report untoward incidents and deal effectively with patients’ or relatives complaints
- Participate in the investigation of complaints/litigation/adverse incidents and ensure all documentation is completed.
- When required take the lead in investigation of incidents / complaints including providing detailed reports / letters to complainants.
- Effectively communicate lessons learned from any incidents or complaints to the multidisciplinary team
- Constructively challenge poor practice or behaviours and raise concerns, escalating as appropriate
- Be open and honest when a mistake is made and provide reflection to demonstrate learning.
- Identify need for and lead on research, clinical audit, benchmarking and equipment trials in order to inform practice and improve effectiveness of care.
- In conjunction with the lead clinician, medical team and senior nurse specialists, participate in audit and research of clinical practice, relevant to own specialty.
- Disseminate good practice and knowledge by pursuing opportunities to present work at national conferences or via publications, encourage team members likewise.
- Participate in the production of an annual report circulating it widely and appropriately.

- Ensure safe clinical practice is maintained.

Registered Nurses Responsibility

- All Registered Nurses must maintain a valid NMC Registration at all times
- Participate in revalidation in line with national and professional requirement
- All Registered Nurses are bound by the Nursing and Midwifery Council Code of Professional Conduct and this Job Description should be read in conjunction with the current NMC Code

This job description is not exhaustive and will be reviewed and amended, with the post holder, when necessary.

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TERMS AND CONDITIONS

This post will be subject to the terms and conditions of the University Hospitals of Morecambe Bay NHS Foundation Trust.

CONFIDENTIALITY

Information relating to patients, employees and business of the Trust must be treated in strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Freedom of Speech policy.

SAFEGUARDING & PROTECTING CHILDREN

Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles. As an employee of the trust you will need to be aware of your responsibility in relation to safeguarding and protecting children. You will need to be aware of trust/local LSCB procedures and know how to contact named professionals, within the safeguarding team for advice and support.

ENVIRONMENTAL IMPACT

University Hospitals of Morecambe Bay NHS Foundation Trust are committed to sustainable development, social value and achieving the NHS Net Zero Carbon reduction targets. All employees must play their part and adhere to the principals in the Green Plan, this will ensure our services are efficient, sustainable and carbon emissions are reduced. As an employee you will be expected to conserve energy / water, minimise wastage in all formats, actively promote biodiversity and use sustainable transport whenever possible.

- Energy: Switch off non-essential electrical equipment and lighting when not in use. Report heating issues such as when buildings are too hot or too cold to the Estates Team.
- Water: Do not leave taps running and report all drips, leaks, and condensation issues to the Estates Team.
- Waste: Follow the Trust waste policy – Reduce – Reuse – Recycle. Do not over order equipment or medicines. Healthcare waste must be disposed of in line with the Trust’s Waste Management policy.
- Biodiversity: Enhancing biodiversity has a wealth of positive outcomes for our colleagues, services users and the environment. Think of your site, can an area be improved to have a quality green space, specific planting for habitat improvement or the installation of a couple of bird boxes? Contact the Estates Team for further details.
- Transport & Travel: Where possible lift share, cycle, walk or use public transport.

HEALTH AND SAFETY

The Health and Safety at Work Act stipulates that it is the responsibility of each employee to observe all rules governing safety and conduct and as such safety equipment and Personal Protective Equipment provided must be used.

INFECTION CONTROL

The Trust is committed to protecting the health of all staff, patients and visitors to the Trust. As such all staff is personally responsible for compliance with all Trust and department infection prevention and control policies. Failure to comply with such policies and associated procedures is likely to lead to disciplinary action and may result in dismissal.

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MANUAL HANDLING

The post holder will be provided with adequate training in correct lifting techniques by a recognised lifting instructor.

NO SMOKING POLICY

A No Smoking Policy operates across all Trust sites.

QUALITY OF SERVICE

The trust is committed in its use of available resources to obtaining the best possible service for patients and staff. The Post holder must share this objective and seek to maintain and improve the quality of service provided.

EQUAL OPPORTUNITIES

The Trust is pledged to equal opportunities for all and is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marital status, age, race, colour, sexual orientation, creed, nationality, ethnic or national origin or disability. We promote flexible working opportunities wherever possible to enable staff to balance their work with their private lives.

TRAINING AND DEVELOPMENT

Maintain your professional standards in respect of education and training and ensure that you are aware of your specific area specialty training and needs analysis.