

JOB DESCRIPTION

Job Title:	Rheumatology Practitioner
Band	Band 6
Care Group	Medical Care Group
Directorate:	Networked Medicine
Department:	Rheumatology
Location:	University Hospitals Dorset sites including Christchurch, Poole and Dorchester as well as satellite clinics
Accountable to:	Rheumatology practitioners / Matron
Accountable for:	None
Main Purpose	<p>The practitioner will work towards developing knowledge and skills and expanding clinical experience within the field of rheumatology. The practitioner will use rheumatology knowledge and skills to holistically assess an identified patient caseload using a range of methods across a broad range, or often complex rheumatological conditions.</p> <p>Planning and managing complete episodes of care, working in partnership with others, delegating and referring as appropriate, to optimise health outcomes and resource use, as well as providing direct support to patients and carers.</p> <p>To act as a specialist practitioner providing a service that positively impacts on the experience of patients and carers by providing high standards of clinical practice and care working across boundaries in primary and secondary care.</p> <p>The post holder will work with direction from other rheumatology practitioners and rheumatology consultants.</p>

General Duties

The post holder will work as a practitioner delivering care within Rheumatology to a defined caseload of patients/clients:

- To provide evidence-based care in line with current research and guidelines
- To act as a source of knowledge and support to multidisciplinary teams within primary and secondary care
- To work in collaboration with other colleagues and members of the multidisciplinary team to plan, deliver and evaluate evidence-based specialist programmes of care and support to patients and their families.

- To obtain relevant in-depth knowledge gained through in-house and post graduate study to understand the appropriate investigations and treatment options and so provide patients with the necessary information to maximise informed consent.

Communication and Working Relationship Skills

- To attend and actively contribute to multidisciplinary team meetings.
- To use excellent communication skills in an empathetic manner so that patients and carers are able to manage complex, potentially stressful, upsetting or emotional situations and that disease control is optimised. This may require giving unwelcome news.
- To make appropriate referrals to members of the multidisciplinary team in both primary and secondary care.
- To liaise closely with Consultants on clinical matters relating to management of patients.
- To communicate clearly with the patient's GP' regarding patient's progress and changes in treatment and medication.

Analytical and Judgemental Skills

- Provides, receives and understands complex, sensitive and/or contentious information
- Takes responsibility for providing care and treatment in line with current evidence base at an advanced clinical practice level
- Demonstrates the ability to make critical judgements and solve problems regarding patient pathways for an agreed caseload of patients
- Initiates and carries out patient assessments; requests, analyses and interprets results, using highly developed advanced knowledge and skills
- To be aware of the boundaries of own scope of practice and to manage the associated clinical risk effectively at all times.

Planning and Organisational Skills

- Manages own patient caseload under supervision.
- Plans and manages own workload in a flexible manner ensuring the service provision meets the needs of patients
- Contributes to the long-term planning and development of the service
- Assumes responsibility for the day to day management of the rheumatology service, in the absence of more senior colleagues

Responsibility for Patient/Client Care, Treatment and Therapy

- To assist in the delivery of a specialist rheumatology service.
- To provide specialist advice and support to patients, their families and other healthcare professionals.
- To ensure continuity of a high standard of evidence-based care, assessing complex health and wellbeing needs at all stages of their illness.
- To use motivational and empathetic skills to educate and reassure patients and their carers about the physical and psychosocial impact of a life changing condition. This is essential in order that patients maintain a positive outlook, adopting effective self-management strategies and are concordant with taking medication
- To provide appropriate information and educational literature in order to help patients make informed choices as to their treatment plan and continuing management.
- Be actively involved in the health promotion, education and identification of patient's needs, taking into consideration biological, behavioural, sociological and environmental factors.

- If professionally authorised - independently prescribes and modifies rheumatology DMARDs and undertakes injection therapy as part of autonomous management of caseload based on efficacy, safety and cost
- Discusses assessment and agrees outcomes with patients, carers and other health professionals, to enable them to make informed decisions regarding their treatment and care
- Initiates appropriate, timely consultation and/or referral
- Evaluates patient's changing condition and response to therapeutic interventions, modifying plan of care for optimal patient outcome

Responsibility for Policy / Service Development

- Adheres to Trust policies and procedures.
- Contributes to service and policy development which could impact beyond own area, using best practice, local and national guidance
- Monitors and evaluates policies/protocols/guidelines relevant to caseload of patients in collaboration with the MDT
- Actively engages in policy and service review to include learning from critical incidents and mortality and morbidity as part of MDT review
- Participates in continuous quality improvement, using current evidence and making adjustments as required
- Ensures the Trust Infection Control policies are followed at all times.
- To be familiar with Trust Guidelines towards violence and aggression and to be able to summon assistance to diffuse situations in the workplace.
- To participate in clinical governance activities within the Trust to ensure that professional practice and service is continually improved and high standards of care are maintained and developed.

Responsibility for Finance, Equipment and Other Resources

- Incorporates current technology appropriately in care delivery and uses information systems to support decision-making
- Has an awareness of financial resources available and influences decisions regarding its allocation

Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management

- Acts as a resource for staff and patients by delivering specialist programmes of education and development to individuals and large groups
- Actively engages in continuous professional development, maintains a suitable CPD record, adheres to revalidation requirements and the annual appraisal process
- Assists with the orientation of new staff.
- Undertakes relevant courses, study days and clinical meetings to update and/or share knowledge and skills with regard to current evidence.
- Support colleagues / other staff when required.

Responsibility for Information Resources and Administrative Duties

- Records own clinical information in local databases as required
- Ensures that documentation is of the highest standard, adhering to local, national and professional guidelines and accurately document the changes in the patient's condition or management.
- Adheres to GDPR / information governance in line with local and national policy.

Responsibility for Research and Development

- Actively participates in research and development at individual, team and network level, and facilitates change to improve practice and health outcomes
- Continually evaluates and audits clinical practice at individual level and participates in system-wide audits
- Critically appraises outcomes of relevant research and audits and shares learning to improve practice.
- Attends and participates in education programmes.

Freedom to Act

- The post holder is guided by principles and broad occupational policies. Has responsibility for interpreting policies in relation to a defined caseload using professional judgment to decide on appropriate action to achieve expected results
- Manages own caseload working with minimal supervision, clinically examining and assessing patients with a holistic approach, and initiating any appropriate action. This includes monitoring rheumatology follow up patients, adjusting treatment plans and assessing responses to treatment
- Seeks support as required from other Rheumatology practitioners or medical colleagues, to make decisions, which may be outside their scope of clinical knowledge
- Works within the Trust policies and uphold the Trust values.
- Organises own work and takes action on own initiative regarding problems and enquires.
- Complies with professional and Trust codes of ethics and professional conduct.

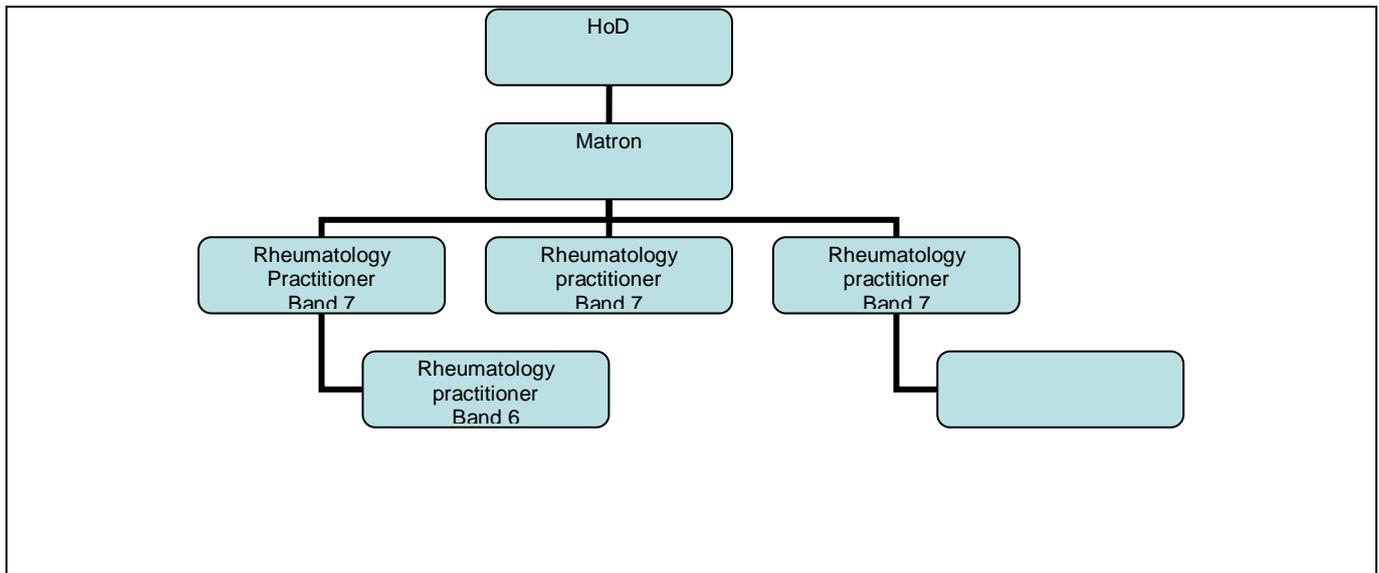
Mental, Physical, and Emotional Effort

- Requires concentration for long periods with tasks such as entering/verifying data or carrying out complex treatments.
- Requirement for concentration where the work pattern is unpredictable
- Occasional exposure to distressing or emotional circumstances, for example imparting unwelcome news to patients or relatives such as challenges around patient lifestyle or treatment choices
- Frequent requirement for light to moderate physical activity during post-holder's shift, including patient support, manual handling and manoeuvring equipment
- Occasional exposure to unpleasant conditions and/or exposure to bodily fluids for example: whilst performing joint injections or urinalysis.

Any Other Specific Tasks Required

- Cover colleagues during annual/sick leave as required
- This role involves sitting for long periods using a personal computer
- To ensure the ability to cope with the many interruptions which the team encounters whilst trying to complete complex tasks.

Organisational Structure of Department



Transforming our Hospital Services in Dorset

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

Partnership with Bournemouth University

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

CONDITIONS OF SERVICE

As laid down by the University Hospitals Dorset NHS Foundation Trust.

Smoking

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

Data Protection

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

All Staff

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
 - shall report all hazards and defects to their line manager/ supervisor
 - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

All Managers/ Heads of Department and Clinical Leaders

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

Safeguarding

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

Infection prevention and control

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

Managers, Heads of departments and Clinical Leaders are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

Carbon sustainability

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

DBS/Disclosure and Barring Service (CRB)

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.

Job Description Agreement

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.

Version 4