

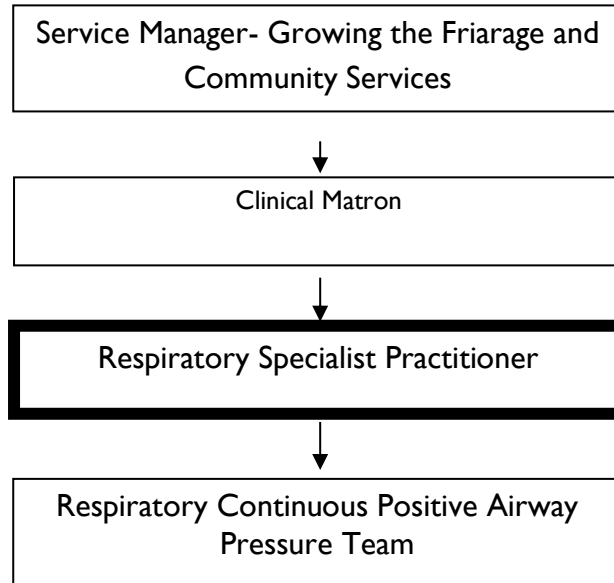
# Job Description



**South Tees Hospitals**  
NHS Foundation Trust

Role Details	
Job Title	Respiratory Specialist Practitioner/Sleep Disorder Breathing Practitioner
Band	Band 7
Department/Service	Respiratory Department, Friarage Hospital
Organisational Relationships:	
Responsible to:	Clinical Matron/ Clinical Service Lead
Accountable to:	Head Of Nursing for Growing the Friarage and Community Hambleton & Richmondshire
Professionally Accountable to:	Professional body – specialism dependent
Responsible for:	<p>Providing New first outpatient clinics in conjunction with Consultants in Sleep/ Respiratory Medicine, analysing appropriate data in the form of diagnostic oximetry/sleep studies for decision to treat, onward referral for further diagnostics or discharge back to Primary care services following appropriate pathways.</p> <p>Autonomous delivery of Continuous Positive Airway Pressure initiation clinics, including group initiation services providing prescriptive therapy, and associated clinical administration. Providing advice for Driving and Vehicle Licensing requirements. Providing direct clinical supervision to a team providing the above treatment pathways.</p> <p>Autonomous delivery of face to face and remote review clinics, adapting treatment regimens appropriately, frequently using tele monitoring as a means for decision making and associated clinical administration. Providing direct clinical supervision to a team providing a new and review service.</p> <p>Manage a portfolio of Continuous Positive Airway Pressure patients following National Institute for Healthcare Excellence and the Association for Respiratory Technology and Physiology guidelines.</p> <p>Manage and deliver a Non-Invasive Ventilation portfolio of patients from first outpatient setting through to establishing treatment pathways, using telemonitoring and diagnostic procedures to adapt treatment pathways as required, following established protocols and adopting evidenced based practice.</p>

## Organisational Chart:



## Job Summary/ Role:

This post is a specialist position in an established respiratory service, based at the Friarage Hospital, Northallerton. It involves maintaining and contributing to excellent standards of patient care in Sleep and Non-Invasive Ventilation, contributing to their further growth and development to improve the quality of respiratory care for patients referred from; primary care, medical and non-medical surgical specialities (including respiratory, ENT specialist weight management services and preoperative assessment clinics.)

The post holder will work autonomously; interpreting and analysing oximetry in addition to clinically assessing new patients in outpatient and inpatient settings, in order to initiate new patients onto a treatment regime which may include Continuous Positive Airway Pressure, Adaptive-servo ventilation or Non-invasive ventilation therapies adopting established local protocols and evidenced based clinical criteria, applying the National Institute for Health Care Excellence guidelines as appropriate.

The post holder will provide review clinics; analysing remote monitoring systems for all patient groups including complex patients referred from specialist areas i.e. Bariatric services, adapting treatment regimens/prescriptions as appropriate to optimise therapy usage, whilst promoting self-care management with advice to ensure efficient and effective service provision through support and symptom recognition.

The post holder will manage a portfolio of patients for the non-invasive ventilation service, facilitating patient self-management for non-invasive ventilation with the aim of reducing episodes of acute illness in this patient group to avoid hospital admissions by providing highly specialised and individual advice and care packages.

The post holder will be responsible for determining if patients require further related diagnostic procedures, intervention in treatment pathways or discharge from treatment.

The post holder will manage a daily clinical caseload, to include group and individual assessment, treatment initiation and rehabilitation, planning own workload and contributing to the smooth and efficient running of the sleep service.

The post holder will have a good knowledge and understanding of a range of respiratory conditions and services to support or signpost other HCPs effectively with the ability to cross cover providing a specialist service for patients with OSA and other conditions requiring Continuous Positive Airway Pressure, Non-Invasive Ventilation and where appropriate Adaptive-servo Ventilation. Prior knowledge and experience of Non-Invasive Ventilation and Adaptive-servo Ventilation is desirable.

### Key Relationships:

The post holder will work within a multidisciplinary team which includes medical staff across a range of specialities, nursing and physiology staff across a range of specialities, and a variety of healthcare workers within their own team to ensure clinical practice is effective and appropriate for the patients in their portfolio.

The post holder will liaise regularly with medical and nursing staff on various wards as required, both internally and externally to provide an effective and appropriate in-patient service.

The post holder will liaise with patients and their carers on a day to day basis, and external organisations such as care homes, ambulance services, GP practices, prisons and social services on occasions, ensuring patient care and treatments are optimised.

The post holder will liaise regularly with appropriate medical equipment suppliers to be aware of changes allowing best practice to be employed for the patients in their portfolio.

The post holder will initiate and be involved in multidisciplinary meeting as a means of continued professional development; this will include colleagues from a range of disciplines and will provide a means of training and specialism development for colleagues within and without the wider team.

### Core Functions:

The post holder will be competent in the following areas:

- Providing Practitioner Led Outpatient clinics, making decisions to forward for treatment, discharge or requirement for further diagnostic procedure to inform the patient's treatment pathway.
- Analysing and interpreting sleep diagnostic procedures to formulate care and treatment plans for patients to be initiated onto Continuous Positive Airways Pressure, Non-invasive and Adaptive-servo ventilation as appropriate for their clinical presentation and condition
- Autonomously provide an individually based outpatient Continuous Positive Airway Pressure, Non-invasive Ventilation and Adaptive-servo ventilation as appropriate initiation service, incorporating a mask fitting service to all patient groups including those of a complex medical nature and those where there may be barriers to communication. This may be delivered individually, or in a group initiation setting adopting established trust protocols.
- Manage the portfolio of Continuous Positive Airway Pressure patients for review, including decision to request further relevant diagnostic procedures, incorporating interpretation and analysis of overnight oximetry recordings as well as utilisation of remote technology. The portfolio of patients requires regular evaluation and modification (where appropriate)

of treatment for straightforward and complex patients whilst working within protocols and guidelines.

- Manage the portfolio of Non-Invasive Ventilation or when appropriate Adaptive-servo ventilation patients, providing an initiation and regular follow up service which may include evidence based decision to change treatment regimens following predefined protocols. To advise medical staff of changes required and initiate further investigation or onwards referral when clinically indicated.
- Providing timely, efficient and effective new and review clinics.
- Have a working knowledge of equipment, remote assessment and management of systems and databases associated with the service.
- To remain up to date with new guidelines for the treatment of the patients within the various portfolios as well as having a close working relationship with suppliers to maximise treatment options for patients.
- The post holder will competently evaluate patient progress, reassess and alter prescription treatment programmes if required, based on advanced knowledge of evidence-based practice and patient outcomes. The post holder will frequently readjust plans as situations change / arise due to unforeseen circumstances. This process is fully autonomous and treatments will vary on a case by case basis and according to assessment findings.
- The post holder will provide clinical governance to the Respiratory Continuous Positive Airway Pressure Team
- The post holder will ensure as far as possible the safety of patients and staff in accordance with The Health and Safety at Work Act and local Trust Policies. Identifying potential risks to the relevant department manager and ensure incidents are reported.

## Administrative Responsibilities

The post holder will manage the database and information technology systems utilised by the service to ensure effective clinical management of the portfolio of patients is maintained, promoting accurate and contemporaneous patient data is achieved.

The post holder will manage the appointment system for the patient group ensuring appointments are based on clinical priority.

The post holder will be accountable for providing concise clinic letters following initiation, review and other contact by patients, carers, and external agencies ensuring appropriate record management for those patients.

The post holder will be accountable for regularly authenticating the clinic letters and other correspondence for the continuous positive airway pressure team to provide robust clinical governance.

## Clinical Responsibilities

The post holder will autonomously provide new first patient outpatient clinics; they will assess the patient through a means of taking a complete, concise and indepth clinical history, in conjunction with analysing and interpreting diagnostic oximetry studies to explain to the patient their clinical presentation and determine a patient pathway which might include decision to treat with continuous positive airway pressure or non-invasive therapy, decision to request additional diagnostic procedures or decision to discharge back to the general practitioners care.

	<p>The post holder will autonomously deliver continuous positive airway pressure clinics in individual or group sessions; providing a detailed explanation of machine mechanics to the patient, competently assessing the patients mask requirements. Patients will be provided with instruction about follow up care and will be encouraged to utilise the therapy option and take ownership of their treatment as a means of optimising continuous positive airway pressure therapy for each individual patient, some of who may had special needs, physical or learning disability, or other barriers for understanding.</p> <p>The post holder maybe required to perform home visit for those patients who are unable to access the service at the Friarage hospital</p> <p>The post holder will utilise telemonitoring as a means of assessing patient compliance for both continuous positive airway pressure and non-invasive ventilation therapy. The information will determine the decision to change treatment plans or refer for further diagnostic investigations, or in the case of patients who are non-compliant the decision to discharge or refer back to the specialist sleep consultants.</p> <p>The post holder will provide regular reviews for routine and complex patients within the portfolio of continuous positive airway pressure and non-invasive ventilation following national guidelines.</p> <p>The post holder will be required to maintain frequent and regular periods of prolonged concentration whilst in clinical situations and with occasional requirement for periods of intense concentration depending on the complexity of patient presentation.</p> <p>The post holder will on occasions be expected to manage difficult situations, including verbal abuse and complaints into the service.</p> <p>The post holder will on rare occasions be required to work in difficult clinical environments to provide treatment where they may come into contact with bodily fluids</p>
<b>Management and Leadership Responsibilities</b>	<p>Champion the Trust improvement and leadership strategy, through attendance at New and Aspiring Leaders and Foundation Quality Improvement training</p> <p>The post holder will prioritise their own workload and that of the therapeutic sleep team to ensure effective service provision is maintained, re-prioritising and redistributing work as required.</p> <p>The post holder will manage the day to day running of the continuous positive airway pressure and non-invasive ventilation service and portfolio of patients; ensuring effective service delivery is maintained across new and follow up patients.</p> <p>The post holder will provide direct line management responsibility in the form of appraisals and competencies to the members of the sleep team.</p> <p>The post holder will provide training and competencies to the diagnostic sleep team members providing a supporting role for the service, as a means of providing effective clinical governance.</p>

	<p>The post holder will organise, deliver and chair multidisciplinary team meetings with an emphasis on training in a range of topics and will be involved in multidisciplinary management meetings on a regular basis.</p>
<b>Policy and Service Development</b>	<p>Champion and lead quality improvement initiatives across your immediate team and within your service, contributing to the Trust Quality Improvement programme</p> <p>The post holder will review patient pathways and process redesign as appropriate to ensure efficient and effective service delivery is maintained for the continuous positive airway pressure and non-invasive ventilation therapy portfolio of patients.</p> <p>The post holder will develop protocols and service operating procedures for any new areas of service delivery for continuous positive airway pressure and non-invasive ventilation therapy and regularly review existing policies.</p> <p>The post holder will be involved in and contribute to patient pathway development for the wider sleep medicine service to ensure the whole patient pathway is efficient and effective.</p>
<b>Research and Audit Responsibilities</b>	<p>The post holder will provide audit data on a regular basis to ensure the therapeutic service remains clinically effective, in line with changing national guidelines.</p> <p>The post holder will occasionally be involved in research projects relevant to their area of specialism and that of the wider specialism.</p> <p>The post holder will test new equipment as and when it is available from service providers and will provide comparative reports to ensure equipment choice is appropriate for the development of the service.</p> <p>The post holder will organise medical equipment representatives to provide in-house training and presentations for equipment and service development.</p>
<b>Managing Resources Responsibilities</b>	<p>The post holder will regularly order specialist supplies and equipment for own area of work, ensuring robust stock management is maintained and storage of equipment is secured appropriately.</p> <p>The post holder will ensure equipment usage is appropriate for treatment purpose, by maintaining close links with service suppliers.</p> <p>The post holder will manage and maintain stock levels to ensure continuity in service provision.</p> <p>The post holder will provide a detailed explanation of the various machines and consumables used to the patient and/or carers, some of who may have special needs, physical or learning disability or other barriers to understanding, to optimise treatment for each individual patient. In addition the postholder will ensure team members are informed of any changes in protocol with regards machine usage.</p> <p>The post holder will be responsible for ensuring the Faster Income Reporting System is maintained in a timely and accurate manner.</p>
<b>Education and Training</b>	<p>It is essential the post holder has experience in a relevant clinical area of expertise, and have obtained a degree within that area of specialism.</p>

	<p>The post holder must have attained or be working towards an MSc or equivalent in a relevant clinical area or within this specialism.</p> <p>Mentorship/coaching or experience in training is desirable.</p>
<p><i>The job description and duties may be subject to future review as the needs of the service change.</i></p>	

KNOWLEDGE & SKILLS		
Essential	Desirable	Assessment Method
<p>In-depth knowledge of related medical conditions for patients referred for Continuous Positive Airways Pressure, Non-Invasive and Adaptive-Servo Ventilation therapies, and the contra-indications for therapy.</p> <p>Be competent in managing teams and providing a robust clinical governance structure.</p>		Interview
QUALIFICATIONS & TRAINING		
Essential	Desirable	Assessment Method
<p>Qualified to BSc in an appropriate field relevant to the area of specialism.</p> <p>Have achieved or be working towards an MSc level relevant to the area of specialism.</p> <p>Evidence of maintenance of own professional registration and revalidation as appropriate.</p> <p>Have NMC/ HCPC registration.</p> <p>Clinical assessment skills Level 6</p>	<p>Attendance at the leadership and development and improvement programme (4.5 days)</p> <p>Professional exams parts I and II from the Association for Respiratory Technology and Physiology or (nursing midwifery council) NMC registered</p> <p>Teaching or mentoring certificate</p> <p>Advanced Clinical Assessment Skills Level 7</p>	Certificates and interview
EXPERIENCE		
Essential	Desirable	Assessment Method
<p>Leadership experience and/or qualification.</p> <p>In-depth experience of providing Continuous Positive Airways Pressure, Non-Invasive and Adaptive-Servo Ventilation therapies.</p> <p>Be able to indicate ongoing professional development and up to date clinical practice in the fields of respiratory and sleep physiology.</p>	Attendance at leadership, development and improvement programmes.	Interview and certificates
PERSONAL ATTRIBUTES		



Essential	Desirable	Assessment Method
Be able to communicate to a high level with a variety of people in arrange of situations Be able to stay calm when under pressure		Interview

## General Requirements:

### 1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

### 2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Freedom to Speak Up – Raising Concerns (Whistleblowing) Policy in order that these can be brought to the Trust's attention immediately.

### 3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

### 4. No Smoking

All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smokefree Policy (G35)

### 5. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

### 6. Equal Opportunities

The Trust believes that all staff have a responsibility to make every contact count. This is to ensure that we are able to reduce health inequalities to the people we deliver services to and to our employees in our goal to deliver seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

### 7. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

## **8. Safeguarding Children and Adults**

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager during the SDR process their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

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**HR Use Only***Job Reference No:*

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**South Tees Hospitals**  
NHS Foundation Trust**APPENDIX 2****PROFILE SUPPLEMENT**

<b>This Role Involves:</b>	<b>Yes</b>	<b>No</b>	<b>Rare</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Examples</b>
<b>Lifting weights/objects between 6-15 kilos</b>	X				X	The post holder will be frequently required to move/lift equipment and consumables as per clinical requirement.
<b>Lifting weights/objectives above 15 kilos</b>		X				
<b>Using equipment to lift, push or pull patients/objects</b>	X			X		The post holder may occasionally be required to manoeuvre patients who are in wheelchairs and/or wheelchair bound where due to the nature of the patient group they will often be over 15Kg overweight
<b>Lifting heavy containers or equipment</b>		X				
<b>Running in an emergency</b>	X		X			
<b>Driving alone/with passengers/with goods</b>	X			X		The post holder will be required to transport equipment across sites to deliver Continuous Positive Airway Pressure therapy to the patient group
<b>Invasive surgical procedures</b>		X				
<b>Working at height or in a confined space</b>		X				

<b>Concentration to assess patients/analyse information</b>	X				X	The post holder will frequently be required to analyse diagnostic procedures and use telemonitoring to provide consistent and appropriate therapeutic care for the patient group.
<b>Response to emergency situations</b>	X		X			The post holder may be required to respond to an emergency in their own clinical environment
<b>To change plans and appointments/meetings depending on the needs of this role</b>	X			X		The post holder will occasionally be required to re-prioritise own and others workload depending on the clinical urgency of the situation.
<b>Clinical interventions</b>	X				X	The post holder will frequently monitor patients by a number of means, changing their prescription and associated clinical requirement as necessary.
<b>Informing patients/family/carers of unwelcome news</b>	X					
<b>Caring for terminally ill patients</b>	X		X			
<b>Dealing with difficult family situations</b>	X		X			
<b>Caring for/working with patients with severely challenging behaviour</b>	X		X			The post holder will occasionally be required to communicate with patients and/or carers who have special needs, physical or learning difficulties, or who have other barriers to communication.
<b>Typing up of formal minutes/case conferences</b>		X				
<b>Clinical/hands on patient/client care</b>	X				X	The post holder will deliver frequent face to face clinics, providing a detailed explanation of the medical condition, equipment use and aftercare.
<b>Contacts with uncontained blood/bodily fluids</b>	X		X			The post holder will on rare occasions be required to work in difficult clinical environments where they may come into contact with bodily fluids.



<b>Exposure to verbal aggression</b>	X			X		The post holder may on occasions be required to manage difficult situations and be subject to verbal abuse.
<b>Exposure to physical aggression</b>		X				
<b>Exposure to unpleasant working conditions dust/dirt/fleas</b>		X				
<b>Exposure to harmful chemicals/radiation</b>		X				
<b>Attending the scene of an emergency</b>		X				
<b>Food preparation and handling</b>		X				
<b>Working on a computer for majority of work</b>	X				X	The post holder will be required to spend significant periods of time using a computer
<b>Use of road transport</b>	X			X		Travel to meetings will be a frequent requirement of the role

