

## JOB DESCRIPTION

### 1. Job Details

Job title	Clinical Nurse Specialist
Job grade	Band 7
Hours	Full /Part time
Reports to	Matron
Division	
Department/Area	Generic
Location	Sherwood Forest Hospitals

### 2. Job Purpose

To provide an effective, high standard, specialist and advanced nursing contribution to the clinical management of people with complex healthcare needs, in accordance with N.I.C.E. guidelines.

To triage patients referred urgently to the specialist service.

To have a central role in the multi-disciplinary team and provide a lead specialist and advanced nursing contribution to the clinical management of patients, working autonomously and in collaboration with multidisciplinary professionals ensuring the service is effectively coordinated, equitable, consistent and of a high standard.

To provide a seamless service for patients in Sherwood Forest Hospitals NHS Foundation trust, providing specialist services across the healthcare setting, to include working in multidisciplinary clinics, and conducting own nurse led clinics.

To provide and act as an educational resource.

- a. For patients/carers.
- b. For health professionals of all grades, including medical, nursing and allied specialities, who are caring for patients within the acute setting

In undertaking this role, the employee will be expected to behave at all times in a way that is consistent with and actively supports the Trusts values.

### 3. Role of the Department

#### **4. Key Result Areas**

- Manage patients with highly complex needs, maintaining responsibility and accountability for all elements of professional nursing practice. Act as a lead expert resource for specialist advice and clinical information to patients, carers and healthcare professionals.
- Receive and act upon direct referrals from other healthcare professionals, including patient triage. Assess, manage and prescribe/initiate treatment and arrange follow up as appropriate, in liaison with multidisciplinary teams across the health care community.
- Perform advanced clinical skills and providing lead specialist advice and support including assessment, diagnosis and treatment of people across the health care community, including non-medical prescribing as appropriate as per trust guidelines and policy.
- Assess, plan, implement and evaluate the delivery and development of specialist care, providing a highly specialist and advanced contribution to care delivery and treatment by the provision of nurse led clinics within Sherwood Forest Hospitals Trust, resulting in safe and timely delivery of care.
- Analyse and rigorously review all aspects of the patients programme of care interpreting information and using specialist knowledge and judgement to provide highly specialist lead advice to recommend new course of action where necessary.
- Care delivery should reflect national guidelines and standards to support the delivery of high quality care and evidence based practice.
- Act as a patient advocate when informed discussion may lead to choices being made with regard to their care and treatment.
- Provide lead specialist advice, supervision and leadership to other nursing staff within the team
- Contribute to the development and provision of specialist services through the implementation of local and national specialist guidelines.
- Participate in the development and implementation of clinical guidelines and protocols.
- Demonstrates research awareness by reviewing practice, contributing ideas and participating in evaluation, audit, research and education within the specialist service.
- Liaising with all disciplines that interface with care delivery for the client group and develop excellent working relationships with support services. Post holder is a core lead member of the specialist multidisciplinary team.
- Maximise opportunities to improve nursing care and the environment in which care is delivered by maintaining a highly visible profile.
- There will be a requirement for flexible working hours to meet the needs of the department.

#### **Communication**

- Maintain accurate and legible notes (written and electronic) in accordance with Trust policies and national guidelines.
- Maximise the involvement of patients and their carers in all relevant decisions about diagnosis, care and treatment.
- Develop and maintain effective communication links across the whole health and social community in secondary and primary care with patients, carers and professionals to ensure seamless service delivery.
- Develop and provide written information to ensure that patients and their carer's have

easy access to appropriate and timely evidence based written information.

- Actively participate in specialism forums, conferences, meetings, seminars and educational events.
- Ensure that the Trust philosophy for the specialist service reflects the Trust values

### **Resource management**

The post holder has no budgetary responsibility but should observe a personal duty of care for equipment and resources used in the course of their work, when requisitioning equipment, materials or services, and when undertaking nonmedical prescribing.

### **Clinical Governance**

- Identify the need for, undertake and participate in research, clinical audit and benchmarking in order to improve effectiveness of patient care as lead specialist for the service.
- Disseminate research and audit findings to professional groups and in publications.
- Participates in the development, implementation and review of policies, procedures and guidelines relevant to the specialism and be proactive in bringing about change.
- Support and investigate clinical incidents and errors relating to the specialist service and support any required change to nursing practice.
- Support the investigation of complaints relating to the service through the trusts complaints procedure, using these as a learning opportunity.
- As a lead, promote patient and public involvement activities in the specialist area, leading to service improvement.
- Promote people's equality, diversity and rights.

### **Professional Development/Personal Performance**

- Participate in personal professional development programmes, taking every opportunity to develop new knowledge and acquire new skills to ensure that personal knowledge, awareness and attitudes to diabetes care is continually updated and reflects leading edge evidence based practice.
- Establish own support mechanisms to enable structured reflection, including the use of clinical supervision, development of supportive networks, mentoring and coaching.
- Participate in the Trusts Performance Appraisal and Development review and demonstrate the achievement of agreed personal objectives.
- Responsible for maintaining, developing and completing own personal portfolio of evidence of clinical skills, competency based assessments and underpinning theoretical knowledge.

### **Education**

- Identify the potential benefits of, and participating in, educational programmes for patients and their relatives and carers.
- Identify the learning needs and training requirements of all staff involved with patients informing a trust wide training needs analysis.
- Plan and support the creation and facilitation of an effective learning environment conducive with the acquisition of further knowledge and skills. Deliver and share expert knowledge. Liaise with pre and post registration education departments in an advisory and teaching capacity.

- Raise population awareness and promote healthy living in the management of complex healthcare needs and associated complications.
- Plan, implement and deliver structured education programmes for people with complex healthcare needs and their carers.
- Facilitate learning amongst health care professionals through the provision of specialist formal and informal education for all disciplines of staff.
- Act as mentor and as an advisor to students and other members of staff in relation to specialist nursing in the clinical area.

### **Infection Control**

All employees (including contracted or visiting employees) have an individual responsibility to have knowledge of and employ the basic principles of infection control practice and to ensure adherence to the requirements of the Infection Control Manual (see Trust Intranet).

Healthcare Professionals on a professional register are personally accountable for their standards of practice and are expected to challenge non-compliance when observed to protect patients and promote patient safety.

### **Any Other Duties**

To undertake any other duties which may be reasonably regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that appropriate training is given and that wherever possible significant changes of a permanent nature shall be mutually agreed and incorporated into the job description in specific terms and the post re-evaluated if the change is likely to result in a job evaluation score change.

## **5. Physical and Mental Skills**

- The post holder should be physically fit for the role with information technology (IT) keyboard skills required.
- The post holder would be expected to coordinate delivery of the specialist care pathway for patients, making adjustments and reprioritising as situations change, and where analysis of situations and decisions to be made may be complex and not straight forward.
- The post holder would be required to communicate across the health community and with patients and their carers where the nature of the information may be sensitive, could be disputed and where circumstances may be stressful.
- The post holder should be empathetic and demonstrate skill in listening, negotiation, motivation, counselling and reassurance.
- Ability to eliminate barriers to understanding and acceptance using highly developed interpersonal and communication skills.
- Can demonstrate an awareness of complex needs of different client groups and works with them in a sensitive manner to provide information and advice.
- Expert organisational skills to establish and organise day to day planning of patient caseload, nurse led clinics, meetings and teaching commitments.
- Must be able to travel between Trust sites.
- Ability to concentrate for prolonged periods of time.
- Sitting, standing and walking as required for the role.

- Due to the diversity of the role the post holder needs to be flexible, have good coping strategies to enable them to manage the unpredictable changes within the daily workload.
- Responds to impromptu requests from staff, patients and visitors, which frequently interrupts concentration causing repriorisation of work load.

## **6. Responsibilities of the Post Holder**

- The post holder will maintain their own caseload, retaining responsibility and accountability for all elements of professional nursing practice including Non-Medical Prescribing.
- The post holder will be expected to influence and implement changes to working practice for his/her own area of speciality through specialist leadership.
- There will be cross cover responsibility for the inpatient nurse during periods of leave.
- There will be cross cover/supervisory responsibility for the other members of the specialist nursing team.
- There is an expectation of teaching on a regular basis for students, nursing staff and other health care professionals.
- The post holder will be expected to initiate and participate in research and audit in relation to specialist service.

## **7. Freedom to Act**

- Acts in accordance with NMC Code as a first level registered nurse.
- The post holder will work autonomously to provide expert advice and support to staff from all areas in relation to specialist nursing issues.
- Will prioritise own workload/caseload using general health, organisational and occupational policies and procedures and able to use own initiative to interpret these.
- Communicate diagnosis and available treatment options to patients and carers, offering advice, support and evidence based information.
- Frequently required to make complex decisions and judgements and act as a lead specialist adviser.
- Active involvement in development and provision of protocols.
- Independently initiates the patient pathway and provides active treatment for patients based upon interpretation of clinical finding within broad policies, seeking consultant advice where necessary.
- Works effectively as an independent practitioner supported by the specialist team to meet agreed objectives.
- Able to work independently and autonomously to provide clinical services, support and advice.
- Influences and promotes good health and safety practices, contributing to a healthy and safe environment.

## **8. Physical, Mental and Emotional Effort Required**

- There is minimal physical effort required for this post with a combination of sitting, walking

carrying.

- The post holder will be required to sustain frequent periods of concentration through periods where the work pattern is unpredictable.
- There will be exposure to situations that are considered highly emotional or distressing on a frequent basis.

## **9. Outline of Working Conditions**

- The post holder will be exposed to dealing with some verbal aggression and confrontation from the public.
- The post holder will be exposed to bodily fluids, e.g. blood, urine and wound exudates.
- Frequent use of VDU.
- Frequently walking between wards and departments.
- Occasional travel between Trust sites.

# Sherwood Forest Hospitals NHS Trust

## Person Specification

### Band 7 Clinical Nurse Specialist

Attribute	Essential	Desirable	How Identified
Knowledge Requirements	Excellent communication and listening skills. Specialist knowledge and expertise Good computer skills. Good interpersonal and organisational skills. Team player Demonstrable teaching skills.	Research awareness. Audit methodologies	
Qualifications- Academic/ Craft/ Professional	NMC Level One Registered Nurse. BSc in Nursing ENB 998 or equivalent teaching course. Evidence of post-basic specialist education. Educated to Masters level (or working towards) or equivalent demonstrable experience and learning within a specialist area Non-medical prescribing (or willingness to undertake)		
Further Training		Motivational interviewing / counselling course / training	
Experience	Significant experience post registration at band 6 with experience in working with patients in specialist area. Membership of special interest and professional group Working within a leadership role	Multidisciplinary team working Caseload management Demonstrable experience of teaching / training healthcare professionals	
Contractual Requirements	Flexible approach to working Ability to work unsupervised. Ability to travel between sites		





### **Job Description Agreement**

Job Holder's Signature ..... Date .....

Line Manager's Signature ..... Date .....