

JOB DESCRIPTION

JOB TITLE:	Clinical Nurse Specialist / Lead Nurse
PAY BAND:	8a (for those who manage a service or undertake highly technical skill)
DEPARTMENT/DIVISION:	to be added
BASED AT:	to be added
REPORTS TO:	to be added
PROFESSIONALLY RESPONSIBLE TO:	Matron / Nurse Consultant / Clinical Director

LAST UPDATED: **August 2018**

JOB PURPOSE:

In partnership with the multidisciplinary team the post holder will lead and develop the provision of a specialist nursing service, delivering high quality clinical care. The post holder will demonstrate a high level of expertise within the specialist service providing advice, education and support to staff, patients, their families and carers Overall managerial responsibility for a defined service of Clinical Nurse Specialists / Specialist Practitioners Responsibility for leading the on-going development of clinical practice and standards of care within the service, including the development of policies, procedures, protocols and guidelines in collaboration with multidisciplinary colleagues The post holder will practice autonomously within their defined specialty to provide patient centred quality care. This will encompass the skills of advanced clinical assessment, examination, diagnosis and treatment within an agreed scope of practice. They will ensure safe treatment, referral, follow up and discharge of patients within their designated specialty Act as a specialist resource and provide specialist advice in relation to care of patients in their speciality. The post holder will provide a range of educational and training programmes for the multidisciplinary team, patients, families and carers

The post holder's job plan should deliver a minimum of 80% clinical component and 20% related to service management, education & research.

KEY WORKING RELATIONSHIPS:

Internal: Executive Chief Nurse, Director of Nursing, Deputy Chief Nurse, Divisional Heads of Nursing/ Midwifery and Their Deputies, Matrons, Lead Nurses, Clinical Nurse Specialist's all members of the Multi-professional team, including registered and clinical and nursing staff, medical, allied Health care professionals, support workers, ward and reception staff, Directors of Operations, Group Managers and Group Support Managers, Clinical Site Team

External: Staff in other health care organisations and social care settings that will be involved in the ongoing care of patients or have transferred patients from their care or social setting to secondary care.

MAIN DUTIES & RESPONSIBILITIES:

1. The post holder will be professionally accountable for the maintenance of standards and professional practice as set by Trust Policies/Procedures, the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines,
2. To carry overall responsibility for the organisation and management of a defined specialist nursing service/s or the professional leadership and management of a defined group/s of Clinical Nurse Specialists.
3. Provide expert advice to a cohort of patients referred for specialist intervention, care and support within the services, being a point of contact for assessment, information and advice for the patient, family and carers and all staff involved in the care the patients
4. To provide a clear focus for clinical leadership and to be responsible for ensuring the provision of a high standard of holistic, patient-centred care supporting the development of staff caring for patients through support formal education and training, practice development and role modelling.
5. To be accountable for co-ordinating aspects of patient care, the management of resources and performance of staff within a defined service or defined group of staff.
6. Use a range of techniques to ensure set and monitor standards of clinical practice, audit, research and teaching to set monitor and continually improve standards of care and patient experience.
7. Lead on nursing practice development including the development, and or updating of clinical guidelines, policy and procedure that relates to the practice setting.
8. Lead on service development and contribute to strategic planning
9. To teach and act as a facilitator, mentor and supervisor to other staff.
10. Ensure safe and effective clinical practice.
11. Enhance patient experience.
12. To lead, manage and develop team performance, promote professionalism and trust.
13. Ensure effective delivery of organisational objectives.
14. Ensure efficient and effective use of resources, managing a budget/s.

KEY AREAS OF RESPONSIBILITY

CLINICAL

1. Provide a specialist nursing service and advice in a variety of clinical settings and disciplines for staff, patients, their families and carers, effectively liaising with multidisciplinary colleagues.
2. Receive referrals via a variety of sources, including direct patient referral. Manage own caseload and clinical priorities according to agreed protocols and working practices.
3. Develop and run multidisciplinary clinics, participate in ward rounds, patient reviews and multidisciplinary team meetings
4. Work autonomously as an expert practitioner within the specialty, managing a caseload of patients delivering individualised direct patient care
5. Utilise advanced clinical assessment skills to conduct in depth patient assessment and history taking, plan and provide support in the implementation of clinical management plans.
6. Undertake a variety of clinical skills and provide treatment/ advice as per speciality and scope of practice. Using agreed protocols of clinical practice and professional guidelines. This service may be provided within an acute secondary healthcare facility or in primary, community or home care settings.
7. Within scope of practice and clinical competence request and / or undertake diagnostic procedures and clinical investigations related to plans of care
8. Utilise scope of practice to undertake Non-Medical Prescribing role and advise on medicine management issues associated with the patient specialty group. Work within Trust policy for Medicines Management
9. Utilise advanced knowledge and skills relating to the speciality to provide specialist advice to other members of the multidisciplinary team on the basis of patient assessment.
10. Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients and their families and carers on pathway navigation
11. Lead in the development and updating of referral guidelines and policies for the service.
12. Use highly developed communication skills to effectively communicate with colleagues, patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing.
13. Lead and ensure active engagement of service users through patient and family feedback, user groups and support groups
14. Use professional judgement to act as an advocate for patients to ensure a patient focused approach to the delivery of care. Support and enable patients and carers to

make informed decisions relating to their treatment and management. Escalate any concerns via the nursing / professional structures as required

15. Work towards safe and timely discharge and/ or transfer of care of patients from or between hospitals and services and healthcare professionals, ensuring barriers to discharge / transfer are identified and acted upon appropriately.
16. Report and raise concerns related to Safeguarding, accessing advice and support as required. Be conversant with Trust policies for safeguarding including the assessment of mental Capacity, and consideration of Deprivation of Liberty Safeguards(DOLS) and the application of the principles of Prevent (counter terrorism awareness)
17. Ensure effective and accurate verbal or written handover of patients between healthcare professionals
18. Ensure that high standards of all documentation are maintained, with accurate, complete and up-to-date information regarding patient care are kept in accordance with Trust standards.
19. Monitor the quality and standard of care provided by all members of the team and all staff in clinical areas. Identifying any skills or training gaps and escalating to the appropriate Senior Nurse or Matron.
20. Undertake training to develop further advanced clinical practice roles required by the service in order to provide a high standard of patient care.

PROFESSIONAL LEADERSHIP & MANAGEMENT

1. Provide highly visible and accessible professional leadership and demonstrate expert knowledge and standards of clinical practice
2. Lead a defined service or group of named CNS / ESP, promoting interdisciplinary team and collaborative working practices
3. Act as a point of contact to the Trust on nursing within the specialist field of practice
4. Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development
5. Participate in directorate management meetings, including service planning, budget setting and demand & capacity work
6. Promote team working; build rapport and collaborative working practices with multidisciplinary team. Liaise with inter-hospital departments and personnel across organisational and professional groups. Ensuring effective communication and interpersonal skills with other disciplines and organisations.
7. Act as a clinical role model demonstrating high standards of clinical practice and provide support or advice to other staff when necessary
8. Lead and support the development of the role according to changing patient's needs, service requirements and evidence base practice.
9. Lead and actively participate in service/ departmental projects, quality initiatives and statutory accreditation processes. This will include the setting and monitoring of clinical standards of care.

10. Lead local and future workforce planning by monitoring activity trends. Contribute to job planning, service planning and reporting to ensure adequate service provision
11. Ensure that all resources are managed in an efficient and cost-effective manner to achieve maximum effect for patients and staff.
12. Adhere to all relevant Trust policies and procedures and to ensure that they are correctly implemented.
13. Lead in the implementation of multidisciplinary service objectives that reflect Trust strategies for patient care.
14. Demonstrate effective leadership skills, supporting the Matron & Clinical Director in service development and lead as delegated on the implementation of any of these changes.
15. Monitor standards and maintain high quality care. Report any clinical incidents via the Trust electronic reporting system and escalate issues promptly and appropriately
16. Utilise the highest level of interpersonal and communication skills when dealing with complex, sensitive or emergency situations.
17. Maintain an awareness of professional and ethical issues to ensure care is delivered in a professional timely and courteous manner by all members of the team, respecting the different spiritual and cultural backgrounds of colleagues, patients and relatives.
18. Respond promptly to any complaints/ concerns
19. Lead in the recruitment and selection of staff.
20. Responsibility for completing or delegating the preparation and daily review of staff duty rota's, ensuring that the team provides most effective service provision.
21. Responsible for delegated budgetary management of the team
22. Ensure the team has adequate resources to provide efficient services. Participate in business planning and business case development to support increased resource requirements with associated directorate and divisional management teams
23. Accountable for own practice, acting at all times within the NMC Code of Professional Conduct
24. Maintain a working knowledge of local and national professional policy and strategy.
25. Attend and when required chair multidisciplinary meetings as a representative of the service. Ensure minutes and agreed actions are communicated to stakeholders according to agreed timescales

EDUCATION & TRAINING

1. Act as an expert specialist educational resource for clinical staff, patients, and carers by providing formal and informal education. Promote and develop a positive learning environment throughout the Trust.
2. Act as mentor/ assessor to staff members and students as required, providing educational advice and support. Ensure wards / departments can access appropriate training support and guidance.
3. Where required provide staff training on equipment and consumable products associated with the care and treatment of patients, ensuring they are educated to understand the correct method of clinical assessment before using such items with patients
4. Lead and actively participate in the delivery of educational programmes for all grades of nursing, medical and allied health professional staff.
5. Provide support and guidance to all levels of ward staff in their clinical role.
6. Ensure that pre and post registration students receive appropriate learning experience whilst allocated to the team.
7. Lead on the identification and provision of in-service training need for all team staff.
8. Participate in education and practice development on a Trust wide basis liaising with Trust wide educational leads to ensure overall Trust educational objectives are delivered
9. Recognise the limits of own professional practice and competence, undertake further training and academic qualifications as required to maintain own specialist knowledge
10. Take responsibility for ensuring personal and team attendance and completion of any statutory or mandatory training as required for. Informing line manager if there is any deviance from training attendance
11. Adapt clinical knowledge and skills to different clinical settings.
12. Lead the annual appraisal process, delegating duties to team members as appropriate to ensure all staff within the team have personal development plans which support revalidation

RESEARCH & AUDIT

1. Where required lead or assist in research projects as required, disseminating and ensuring utilisation of research results to change practice.
2. Utilise research findings in the delivery of specialist patient care, developing new ways of working.
3. Be aware of research /trials being undertaken within the specialist field of practice
4. Lead audit projects as required by the specialty, involving collating, analysing and reporting on results of the audit process.
5. Provide support, encouragement and advice to nursing staff undertaking audit and research.
6. Assist in the testing and evaluation of new equipment within the clinical area.

7. Collate, analyse and present reports on varying aspects of the speciality activity as required by directorate or divisional team

QUALITY & SAFETY

1. Support the maintenance of nursing KPI's NHSLA compliance, CQC compliance and local and national clinical governance initiatives in close collaboration with the Senior Nursing team and Clinical Governance teams.
2. Maintain improvements in patient safety by supporting implementation of patient safety initiatives, prompt and appropriate response to complaints resolution and escalation where appropriate
3. Ensure patient safety by escalating any risks with nurse staffing or service provision to directorate management team
4. Report any issues with quality and safety immediately to Matron or Divisional Head Nurse
5. May be deployed to work in any part of the Trust should the need arise to ensure patient safety is maintained

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; **building healthier lives**. Our values apply to every member of staff. They are working in partnership with others to provide safe, appropriate care and improve outcomes (**Collaborative**); being transparent in all that we do, communicating openly, inclusively and with integrity (**Honest**); taking personal and collective responsibility for the way in which we deliver care (**Accountable**); being responsive, creative and flexible, always looking for ways to do things better (**Innovative**); treating everyone with compassion, dignity and professionalism (**Respectful**).

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY*

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

University Hospitals Birmingham the post-holder will have personal responsibility to ensure they do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY *

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

In all other staff's Job Descriptions (delete as appropriate)

The post-holder will have at all times a duty to conduct themselves and to undertake their work, in a safe manner, so not to endanger themselves and others around them. Clearly, the degree of such responsibilities carried out by a particular individual will depend on the nature and extent of his/her work. Should any individual feel concerned over the safety aspects of his/her work, it should be brought to the attention of his/her manager/supervisor and/or Trade Union Safety Representative.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Name of Post Holder:

Signature of Post Holder: Date:

Name of Manager:

Post Title of Manager:

Signature of Manager..... Date:

PERSON SPECIFICATION

Post: Clinical Nurse Specialist / Lead Nurse	Division:
Location/Department:	Date: June 2018

All candidates will be considered on their ability to meet the requirements of this person specification.

	Criteria Please state if essential (E) or desirable (D). (Only essential criteria will be considered when undertaking the job evaluation process)	How Identified e.g. Application Form/Interview/Presentation/Test
Professional Qualifications e.g. CIPD, AAT,RGN, Degree, Masters, PHD	<ul style="list-style-type: none"> Registered Adult / Child Nurse on the NMC Register. (E) – (field dependent upon role) MSc or equivalent CATs in speciality associated subject – to include health assessment at Level 7 (E) Professional knowledge acquired at MSc level supplemented by specialist training & experience (E) Post Graduate Qualification / Short Course in specific speciality (E) Recognised Teaching & Mentoring qualification(E) Non-Medical Prescribing Course (E) Advanced Life Support qualification (D) 	Professional Portfolio review
Experience e.g. writing business plans, budget management experience, significant clinical experience	<ul style="list-style-type: none"> Evidence and ability to revalidate as required by the NMC (E) Extensive post registration experience as a Clinical Nurse Specialist at Band 7 or above in defined or associated speciality (E) Extensive experience of working autonomously at a specialist level (E) Experience of delivering change management both personally and as a facilitator (E) Evidence of achievements and career development in current post and of ongoing professional development/ competence. (E) Demonstrate expert knowledge underpinned by theory and CPD relevant to speciality (E) Experience and enthusiasm for developing educational programmes and teaching / assessing and supervising others in a clinical setting.(E) Experience in service development (E) Working in a multi-disciplinary and cross agency work environment (E) Experience of patient service user advocacy role (E) Experience of resource and budgetary management (E) Experience of leading on the writing / updating of organisational Policy / Procedure / Guidelines 	Application form and interview

	associated with the speciality /field (E)	
Skills/Abilities e.g. Report Writing, Minute Taking, Shorthand	<ul style="list-style-type: none"> Ability to explain the requirement to balance clinical caseload (E) Ability to communicate with a wide range of health care professionals, on a variety of complex and sensitive issues which require persuasive and empathetic skills. (E) Ability to work autonomously , manage / prioritise own workload (E) Competent in a range of clinical skills and expanded practices relevant to the scope of practice required. (E). (Advanced Clinical Assessment Skills Module at Degree / MSc Level) (E) Ability to work under pressure across competing priorities (E) Ability to lead clinical audit , analyse information and develop robust measureable action plans to support improvement / change (E) Evidence of ability to compile reports and documents for internal / external communication (E) Knowledge of current evidence based practice and ability to apply to service and policy development (E) Ability to lead and manage a team (E) 	Competency certificates Interview Application form References Test
Knowledge Depth and extent of knowledge E.g. Technical, Financial	<ul style="list-style-type: none"> Can demonstrate expert nursing knowledge with an ability to assess, plan , implement and evaluate specialist care delivered to patients and give advice and information to patients / relatives/ care staff (E) Awareness of current relevant NHS policy context relating to the speciality and can translate this in to local practice reflected in organisational policy / procedure and service delivery (E) Has understanding / experience of the principles of Safeguarding (E) Awareness of current research related to the speciality (D) Knowledge of corporate and clinical governance (E) 	
Personal Attributes e.g. Reliable, Punctual	<ul style="list-style-type: none"> Ability to adapt behaviour to changing circumstances (E) Positive and enthusiastic attitude (E) Ability to communicate articulately and motivate others (E) Evidence of flexible and innovative approach to service delivery and development.(E) 	Interview Application form References
Other Factors e.g. ability to work shifts, ability to drive, etc	<ul style="list-style-type: none"> Ability to work a varied shift pattern where required and across UHB sites (E) Ability to act on own initiative (E). 	Interview