

JOB DESCRIPTION

JOB TITLE:	Clinical Nurse Specialist – Team Manager Area to be added
PAY BAND:	7
DEPARTMENT/DIVISION:	to be added
BASED AT:	to be added
REPORTS TO:	Matron / Lead Nurse / Clinical Operations Manager
PROFESSIONALLY RESPONSIBLE TO:	Matron /Lead Nurse / Clinical Operations Manager
LAST UPDATED:	August 2018
JOB PURPOSE:	<p>In partnership with members of the multidisciplinary team the post holder will lead the development; implementation and evaluation of seamless specialist nursing service, ensuring patients receive the highest standard of clinical care. As a nursing expert the post holder will demonstrate a high level of expertise within the specialist's service, providing advice, education and support to staff, patients their families and carers. The post holder will actively initiate and participate in clinical activity and audits within their specialist area. The post holder is responsible for contributing to and leading the ongoing development of clinical practice, standards of care within the service including the development of policies, procedures, protocols and guidelines. He / she will take a leadership role in service developments in collaboration with multidisciplinary colleagues. The post holder is accountable for safe, effective clinical practice and managing and developing a defined team and their performance, managing a devolved budget ensuring efficient and effective use of physical and human resources He/she will facilitate the development and delivery of a range of educational and training packages for health care staff and patients. The post holder may manage a defined team of Clinical Nurse Specialists or be the line manager for named affiliated nurses who are Band 7 Clinical Nurse Specialists where they may be the only Clinical Nurse Specialist.</p>

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 or the professional leadership and management of a defined group 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 practise setting.
8. To teach and act as a facilitator, mentor and supervisor to other staff.
9. Ensure safe and effective clinical practice.
10. Enhance patient experience.
11. To lead, manage and develop team performance, promote professionalism and trust.
12. Ensure effective delivery of organisational objectives.
13. Ensure efficient and effective use of resources, managing a devolved budget.

CLINICAL PRACTICE

1. To act as an expert practitioner and work autonomously, managing a caseload of patients within a speciality whilst working as part of a multidisciplinary team (defined or virtual), delivering individualised and personalised direct patient care.
2. Provide expert nursing advice in a variety of clinical settings and disciplines for staff, patients, their families and carers effectively liaising with multidisciplinary colleagues. Receive referrals via a variety of media including (where defined) direct patient referral. Triage case load according to agreed protocols and working practices.
3. Co-ordinate the provision of specialist nursing service to patients where applicable for in and out patients or those in other health care settings, effectively liaising with multidisciplinary colleagues.
4. Develop and run nurse led and multidisciplinary clinics. Participate in ward rounds, patient reviews and multidisciplinary team meetings where the post holder will co-ordinate/ provide treatment and advice independently or in conjunction with a wider multidisciplinary team and provide treatment as per speciality and scope of practice. These may be face to face, virtual or telephone, and incorporate the use of agreed protocols, clinical and professional guidelines. This service may be provided within an acute secondary health care facility or in primary care or home settings according to local service level agreements.
5. Responsible for carrying out expert clinical practice within a designated group of patients as part of a multidisciplinary team, ensuring that high quality, current evidence based compassionate nursing care underpins all actions and interactions with patients. Responsible for the application of knowledge across the range of work procedures and practices, underpinned by theoretical knowledge and practical experience.
6. Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Participate in multidisciplinary reviews that utilise patient feedback to revise /amend or update the patient referral pathways ensuring any documents which refer to the pathway are updating and clear and that this is clear to staff, patients, their families and carers.
7. Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines , controlled drugs intravenous drugs, transfusion of blood and blood products where this is a requirement of the clinical area. Where there is a requirement utilise scope of practice to undertake Non-Medical prescribing role and or provide advice on medicines management issues associated with the patient group.
8. Lead on and have responsibility for the development and or updating referral guidelines for the service, assessing and prioritising referrals and planning clinical and educational workload
9. Demonstrate safe, compassionate, consistent and appropriate practice and expert nursing advice using up to date knowledge, skills, clinical competence knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. Make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care.
10. 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. Where required undertake additional advanced communication skills training.

11. Continuously assess the communication, educational and information needs of patients and their families and devise plans to ensure needs are met; ensure instructions/information is understood. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report findings as required. Be mindful of own and others body language and barriers which may affect communication.
12. Lead on and ensure the active engagement of service users and patient/ family and carer feedback through facilitation of user groups, open days, support groups and ensure feedback informs service development
13. Use professional judgment to intercede and act as advocate for patients to ensure a patient focused approach to the delivery of care and service strategy. Support and enable patients and carers to make informed decisions relating to their treatment and management, ensure any concerns that remain unresolved are discussed in the most appropriate multidisciplinary arena, which may include ethical considerations.
14. Demonstrate critical analysis and highly developed decision making skills, ensuring patients receive high quality compassionate, clinical care and a good patient experience, having regard to their customs, beliefs and doctrines directly or by providing advice. Escalate concerns within multidisciplinary / management colleagues as required, where required lead and advise on matters relating to patient care as an expert nurse advisor for the Trust, service or profession.
15. Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients. Advise on the promotion of health and prevention of illness, escalating concern as required to appropriate members of the multi-disciplinary team.
16. Using expert practice take a clear and concise history from patients by assessing their health and well-being, complete documentation (paper based and electronic systems) ensuring all entries are accurate, legible and timely and in accordance with Trust standards. Demonstrate competence to a level associated with underpinning training and education to ensure a comprehensive physical and mental patient assessment is undertaken.
17. Carry out those activities required to conduct a comprehensive assessment of a person's nursing requirements. Be mindful and record relevant details of cognitive understanding, spiritual and religious beliefs and patient's wishes.
18. Undertake a range of physical observations appropriate to the scope of practice using a range of equipment, record and report and escalate exceptions as required to relevant multi-disciplinary team members.
19. Recognise significant observations made, and use them to develop and initiate and devise plans of care. Within own scope of practice request/undertake diagnostic procedures/clinical investigations within expanded practice protocols and clinical competence.
20. As an autonomous practitioner or as part of a team monitor patients progress, ensuring accurate records of all relevant observation and clinical assessments are, take appropriate action as indicated

21. Work towards safe and timely discharge and or transfer of care of patients from or between hospital and services and health care professionals and ensure barriers to discharge/ transfer of care are identified and acted on appropriately.
22. Report and raise concerns about Safeguarding, accessing advice and support at the point of need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for consideration requests for Deprivation of Liberty Safeguards (DOLS) and the application of the principles of Prevent (counter terrorism awareness)
23. Supervise, carry out and assist with clinical procedures / practice as required, ensuring optimal recovery to health of the patient in accordance with Trust Policy, procedures, guidelines and expanded practice protocols. Delegate these tasks as appropriate and assess others in achievement of competence.
24. Ensure effective handover of patients between health care professionals using a range of communication aids such as verbal handover, email, IT systems, written documents, reports and letters.
25. Facilitate high quality cost effective specialist service through monitoring and audit and other quality initiatives, this includes the use of consumables associated with the service. Actively contribute to the evaluation and feedback of equipment and consumables ensuring economic use.
26. Local area variation to core job description
To achieve and maintain skills and clinical competencies specific to the post/ department /role, including equipment training, expanded practice, non-medical prescribing in accordance with Trust expanded practice protocols , guidelines , policies and associated procedures

COMPLIANCE AND GOVERNANCE

1. Take an active role in risk assessment, leading the implementation of strategies to minimise risk. Ensure incidents and near misses are reported promptly and appropriately take effective action to minimise future risks and document this.
2. Ensure that all relevant risk registers are maintained, provide assurance that investigations have led to systemic changes where these are required, and that any changes in practice are actively monitored and sustained.
3. Lead clinical incident reviews including the investigation of incidents. Draw up and support others to draw up action plans to minimise and manage risks.
4. Lead/ support reflective learning from practice, undertaking root cause analysis / clinical and workforce investigations as required.
5. Lead feedback and learning from incidents / complaints or concerns and undertake briefing sessions as required to ensure team wider communication.
6. Ensure there are systems in place which support the process management of datix and incident reporting forms, delegate responsibility to others to ensure that reported incidents are handled and actioned in a timely manner.

7. Ensure there are effective process's in place which ensure sharing from incidents is discussed in a wider arena that the immediate area of specialist practice , support others as required to undertake investigations and act as an advisor when requested.
8. Have responsibility for the implementation of agreed actions to support and enable changes to practice or service delivery resulting from incidents, complaints and feedback, policy and procedural changes and or national guidance.
9. Work according to hospital policies, procedures, clinical guidelines and participate in the updating of these within the specialist field of practice

LEADERSHIP, ORGANISATION, TEAM WORKING AND DECISION MAKING

1. Provide highly visible and accessible professional nursing leadership and demonstrate expert knowledge and standards of clinical practice and provide support or advice when necessary to staff, patients, their families and carers.
2. Act as a point of contact to the Trust on nursing within the specialist field of practice. Meet regularly with team members as a team and on an individual basis as required to support their personal and professional development. Ensure you are accessible to patients, staff, families and their carers and that they are aware of how to contact you when they require advice and support.
3. Develop the role and that of your team according to patients changing needs, service requirements and research findings, national and local policy and guidelines.
4. Work autonomously, organise own workload and manage own caseload and practice, identifying and maintaining supportive networks for self and others. Assess the workload and case load of others and reallocate work as required across the team, update job plans and staff rosters accordingly. Reallocate work across team members according to service need and individual capacity and capability.
5. Lead a defined team or group of named Clinical Nurse Specialists, promoting interdisciplinary team and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team including active participation in ward rounds, case discussions and multidisciplinary team meetings. Liaise with inter-hospital departments/personnel across professional and organisational boundaries.
6. Actively participate in/ lead on and facilitate service/departmental projects, audits, quality initiatives and statutory accreditation processes. This will include the setting, monitoring of clinical standards and care on a regular basis and the updating of protocols, guidelines, policy and procedures. Undertake literature reviews and searches to evidence practice when updating or developing Policy, Procedures and Guidelines.
7. Lead on and Develop links and collaborative working relationships which enhance the interface between staff, patients, community and visitors across organisational and professional boundaries.
8. Lead / participate in initiatives that are aimed at improving patient care quality and experience. Where appropriate suggest / facilitate / lead changes which are aimed to improve standards of care, outcome and experience.

9. Lead on or Initiate the development of and or updating of information systems and utilise information systems to aid clinical audit, decision making and provide information and annual activity analysis, statistical returns and service report.
10. Maintain a safe, clean environment. Ensure that hazards in the practice setting are reported to the appropriate hot line and all equipment required is in good working order and report appropriately when defective. Ensure equipment is safe and in working order by ensuring where required proactive and reactive maintenance contracts are in place with 3rd parties i.e.: medical devices aligned to Medical Engineering Department.
11. Where required lead on the procurement or assessment of equipment during trials and replacement programmes.
12. Lead on the service or participate in facilitation of patient experience initiatives, address any immediate concerns or complaints as they arise and escalate or engage multidisciplinary team members as required. Where required respond to concerns , complaints or feedback within agreed timescales,
13. Attend/chair and participate in multi-disciplinary meetings and forums as a representative or leader of the service. Ensure actions and minutes are recorded and cascaded to relevant stakeholders as required. Where required set and agree actions and timescales for implementation, action or feedback and assume responsibility for those allocated to the team or the post holder.

EDUCATION

1. Act as an expert educational resource for clinical staff, patients' carers and relevant external agencies by providing formal and informal education.
2. Ensure the learning environment and specialist training is appropriate for both pre and post registration learners.
3. Lead the development, updating and coordinated delivery of multi-disciplinary training programmes and seminars based upon agreed protocols, clinical guidelines and standards, utilising a range of media including teaching packages for students, staff, patients and carers. Ensure appropriate recording and reporting of activity to support reporting of service activity. Participate in a range of education and training programmes internally and externally to the Trust as required.
4. Act as a mentor/assessor and supervisor to staff as required, provide education advice and support to staff. Ensure departments / staff can access appropriate teaching, support and guidance, in accordance with the clinical area/departmental needs to agreed levels of skill and competence. Where required set, develop and publish standards for training and education associated with the field of practice.
5. Contribute to fostering a learning culture that is stimulating, supportive and rewarding to staff.
6. Participate in education and practice development on a Trust wide basis and as required in a national and international level by attending, presenting at and/or assisting with the co-ordination of study days, seminars, forums and conferences. Undertake further training to support strategic witness requirements for expert practice , including legal , ethical and expert practitioner reviews /testimonials where this is a requirement of the role

7. Ensure team members are fully trained on the range of equipment, consumable products associated with the care and treatment of patients. That they are educated to understand the correct method of clinical assessment before using such items with patients and document this accordingly. Maintain own skill and competence with the range of consumables and equipment required to undertake the role and train and assess others to agreed levels of competence in practice.

RESEARCH AND TRIALS

1. Utilise research findings in the delivery of specialist patient care, developing new ways of working to disseminate relevant information to staff.
2. Where required assist /lead clinical trials and research. To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice.
3. Be aware of research/ trials being undertaken within the specialist field of practice.

PERSONAL, PEOPLE AND SERVICE DEVELOPMENT AND IMPROVEMENT

1. Manage a defined group of staff, hold and manage a delegated budget, demonstrate effective use of resources. Comply with Trust standing financial instructions and monitor monthly budget statements. Identifying trends, understanding expenditure, take steps to stay in budget and plan actions as required
2. Ensure the team has adequate resources / equipment to provide and effective service. Participate in business planning / business case development to support increased resource requirements with associated Group / Service Managers, Matrons, Service Leads and defined managers.
3. Lead local and future workforce planning by monitoring trends and workload through efficient staff rostering and planning. Plan and maintain appropriate staffing levels and skill mix, taking into account role and competence of staff when planning and delegating work. Plan staff rosters /service plans around operational and clinical requirements, understand and mitigate risks associated with the practice setting / speciality, escalating to line manager as required.
4. Provide professional leadership in the management of a defined team of people ensuring registered health care professionals uphold and maintain professional standards of practice and behaviour and dress.
5. Undertake the lead role in workforce management areas of recruitment, attendance and performance management. Ensure any concerns that are identified are reported and actioned in accordance with the relevant Trust policy and procedure.
6. Ensure your team take responsibility for the care they provide, communicate clearly , work cooperatively with others, share skills knowledge and experience with others in a manner which meets the requirements of organisational policies, procedures and guidelines.

7. Lead the appraisal process, delegating duties to your deputies/ colleagues as appropriate providing support as and when required and ensuring they have personal development plans that support revalidation.
8. Establish and maintain robust communications process within and external to your team. Organise team/individual meetings at an appropriate frequency, recording and circulating minutes/ agreed actions of these, encourage the exchange of ideas and allow staff to contribute to the agenda.
9. Produce reports and information as required in an agreed format for internal and external communication to support reporting, regulatory requirements and quality assurance of the service. Keep accurate records of job plans for team member's and produce an annual service plan and report on the relevant service(s).
10. Work cooperatively in partnership with others in planning, reviewing and developing the strategic service model, promoting the involvement of patients /public.
11. Take, participate in and contribute to innovation and take a proactive approach to service redesign or review where required, ensure these are linked to organisational priorities and support improved outcomes.
12. Lead and support your team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective. Be mindful and apply any organisational policies and procedures as required.
13. Support the development of and be responsible for implementation of new ways of working, updating nursing practice and standards.
14. Seek opportunities for personal and team development.

POLITICAL AND STRATEGIC AWARENESS

1. Develop and maintain a working knowledge of local, national and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and service development plans.
2. Contribute to and where required lead on policy and strategy development at departmental and organisational

PROFESSIONAL RESPONSIBILITIES

1. Be fully conversant and wholly accountable for his / her practice, act and uphold the professional standards detailed within the Nursing and Midwifery Council Code of Professional Standards of Practice and Behaviour for nurses and midwives and associated national guidelines and abide by their guidance.
2. Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development discussions and personal development plan. Ensure that their own professional competency document/portfolio containing attainment of skills and practices is regularly updated to support revalidation.

3. Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
4. Take personal responsibility for attendance at mandatory/ statutory training and updating as per Trust statutory and mandatory training requirements and inform your manager if there is any deviance from training attendance at mandated intervals.
5. Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.
6. Provide and accept constructive feedback and use this to reflect on your own practice.
7. Recognise signs of stress in self and the emotional impact of care in self and others and take appropriate action. Be proactive in the recognition and management where this may manifest on personal performance and take steps to address this where required.
8. Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is maintained at all times whilst acting as an ambassador for the trust and a role model to others. Where required wear a uniform according to the Trust Dress Code.
9. Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums
10. The post holder will act as a positive professional role model at all times in promoting the personal growth of self, peers and junior colleagues. Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice
11. The post holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained. The post holders will be expected to undertake direct clinical care on in-patient wards where this is a requirement of the organisation

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.

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.

Please delete the appropriate Equal Opportunities statement and Health and Safety statement dependent upon the level of the job description being compiled.

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 Team Manager	Division:
Location/Department:	Date: August 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) Evidence of post registration CPD / Post registration qualification in (appropriate area of speciality or professional knowledge supplemented by specialist experience and short courses to degree / masters level equivalent FHEQ Level 6 /7 (E) Recognised mentorship course (E) To have or working towards a MSc/ Masters qualification (D) To have or working towards advanced health assessment module – where applicable to the role (D) Non-medical prescriber (where applicable to role) 	Application and Professional Portfolio/ Certificate 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) Significant post registration experience at Band 6 or above Clinical Nurse Specialist within practice related field to role applied for (E) Evidence of ability to professionally lead / manage a team of staff. (E) Demonstrable understanding of the management responsibility for pay and non-pay resources associated with a clinical service (E) Evidence 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 specialist knowledge underpinned by theory and CPD relevant to speciality (E) Experience of developing educational programmes and teaching / assessing and supervising others in a clinical setting.(E) Patient / user involvement and advocacy role (D) Experience in service development (E) Working in a multi-disciplinary and cross agency work environment (E) 	Application form and interview

Skills/Abilities e.g. Report Writing, Minute Taking, Shorthand	<ul style="list-style-type: none"> • Ability to balance clinical caseload and managing a team (E) • Report writing and presentation skills (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). • Ability to work under pressure across competing priorities (E) • Ability to construct , undertake clinical audit and analyse information to produce a report and recommendations (E) • Evidence of ability to compile reports and documents for internal / external communication (E) • Ability to articulate and evidence workforce requirements for the service using a systematic approach / methodology and evidence base where this is available (D) 	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 (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 and or across UHB sites where required (E) • Ability to act on own initiative (E). 	Interview