



Southport and Ormskirk Hospital

NHS Trust

JOB DESCRIPTION

JOB TITLE	Respiratory Specialist Nurse
Pay Band	Band 7 – subject to A4C banding
Reporting to	Registered Nurse (Adult) Current NMC registration Degree level qualification in health related subject Teaching and assessing qualification Non-medical prescribing course or willing to undertake
Accountable to	Head of Nursing
Key Relationships	Director of Nursing & Quality

Job Summary

The post holder will work within the Respiratory Specialist Team and will be responsible for assessing, implementing and monitoring care of Respiratory patients, predominately in the out-patient setting.

The post holder will run Nurse Led Clinics and will demonstrate a high level of practical skill in specialist procedures to benefit patient care.

The post holder will provide support to patients and carers ensuring the appropriate education to meet their physical, psychological and social needs, referring to other agencies as appropriate.

The post holder will be a point of contact for patients within the Respiratory Department and will act as a resource to other health professionals to optimise patient health, reduce risk and manage any issues related to Respiratory conditions.

1. Main duties and responsibilities

- Provide a level of advanced and comprehensive nursing assessment based on specialist knowledge and experience.
- Assess, interpret and compare complex clinical information and take appropriate action to ensure individual patient needs are met including:
 - Adjustment of treatment plans
 - Application of expert clinical judgement to identify appropriate clinical interventions
 - Recognise situations that may be detrimental to health and well-being of individual patients and take appropriate action
- Supervise and run nurse led clinics for patients.
- Assess patients response to treatment and taking action on any abnormalities.
- Run telephone helpline service addressing patient queries and problems giving appropriate advice, counselling and support.

- In accordance with Trust policy for nurse prescribing prescribe from Trust formulary as an independent nurse prescriber.
- Use communication skills in order to convey complex and sensitive information effectively to patients, carers, colleagues and other staff overcoming barriers to understanding and provide support during distressing or emotional events.
- Ensure patient documentation is completed correctly and concisely and in a timely manner.
- Support patients to be partners in own healthcare through education, discussion and explanations of care.
- Work as a member of MDT to advise and support colleagues in delivering specialist patient care across professional boundaries.
- Advise secondary and primary care staff including GP's on delivery of care to patients with Respiratory condition.
- Provide specialist education and training across organisation to colleagues and students.
- Participate in Respiratory MDT meeting.
- Act as a role model for other practitioners.

2. Management

- Manage a caseload of patients, liaising closely with Consultants, medical staff and other clinical nurse specialists.
- Ensure all work is carried out in accordance with National legislation and within policies, procedures and guidelines.

- Design, develop and implement clinical protocols, guidelines and information leaflets for use locally and nationally.
- Responsible for managing, arranging, recording and monitoring own activity and practising effective time management.
- Evaluate the ongoing needs of the Respiratory nursing service and plan/shape for future expansion in agreement with the CBU Management Team.

3. Clinical Governance

- Leads audit and service evaluation within specialist area and implement necessary action dependant on results.
- Develop and implement clinical audit of own practice, protocols and procedures to demonstrate clinical effectiveness.
- To continually update and develop own clinical and theoretical knowledge of Respiratory conditions by attending relevant conferences and reviewing the relevant literature on a regular basis.
- Participate and lead in patient satisfaction surveys and ensure actions are undertaken to improve patient experience.
- Act on concerns raised by team members or service users taking appropriate action according to Trust Policies and Guidelines.
- Record and report incidents, accidents or complaints and act in accordance with Trust Policy.

- Responsible for ensuring own continuing professional development and identifying development needs within the Trust knowledge and skills development review process.
- Provide annual report to Head of Nursing.
- Act in accordance with the Nursing and Midwifery Code of Conduct at all times.

4. General

- To abide by the relevant Codes of Professional Practice if applicable and NHS Codes of Conduct.
- It is a requirement of employment within the Southport and Ormskirk Hospital Trust that all staff must comply with the obligation of confidentiality to person identifiable information. The Data Protection Act 1998 safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to uphold the principles of the Act.
- Any employee disclosing confidential/patient records or information to any unauthorised person or persons will render the employee subject to disciplinary action.
- The Freedom of Information Act 2000 requires all public organisations to provide any member of the public, upon receipt of a written request, with the information they require, subject to certain exemptions. Every member of staff employed by the Trust must take responsibility for any request for information that they receive and respond in line with Southport and Ormskirk Hospital Trust's Freedom of information Policy and guidance.
- All employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

- All staff employed by Trust must adhere to the standards of record keeping outlined in the Records Management Policy and guidance documents.
- To ensure compliance with all Trust Risk Management, Research Governance and Infection Control Policies and Procedures and abide by the Essential Standards of quality and safety.
- Undertake appropriate Induction and Mandatory training, including infection control and comply with all Trust Infection Control policies relevant to the post, particularly with regard to the hand hygiene policy. To remind and challenge colleagues of their Infection Prevention and Control responsibilities if there is a potential or actual breach of policy.
- It is incumbent on the post holder to continually update his/her professional awareness and carry out other duties deemed appropriate to the grade of the post.
- The post holder is required to take all reasonable measures in relation to their health and well-being.
- The post holder is required to adhere to Trust procedures in relation to Equality and Diversity, including the Staff Charter and NHS Constitution.
- The post holder is required to adhere to the values of the Trust.
SCOPE: Supportive, Caring, Open and Honest, Professional, Efficient.
- Staff must be aware of and comply with Safeguarding Policies and Procedures for both adults and children in order to promote safeguarding and prevent abuse to vulnerable people who may be working, visiting or receiving treatment within the organisation. All staff have a responsibility to report any suspicion of abuse to their Line Manager or Safeguarding Leads.
- This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder.

- The duties listed above may change over time and additional duties may be required appropriate to the pay and band of the post.

DATE JOB DESCRIPTION	
AUTHOR	

Table below to be inserted for job description reviews only (please delete for recruitment to vacancies).

I agree that this job description is an accurate reflection of the duties and responsibilities the post holder is expected to perform	
Manager's Signature	
Manager's Name	
Date	
Post holder's Signature	
Post holder's Name	
Date	

PERSON SPECIFICATION

Recruitment Criteria	Essential	Desirable
Qualifications		
1 st level Registered Nurse		
Current NMC registration	E	
Post Graduate Qualification relevant to speciality	E	
Degree in health related subject	E	
Masters Degree or willing to work towards		D
Independent non-medical prescriber		D
Teaching and Assessing Qualification	E	
Evidence of ongoing continuing professional development	E	
Knowledge & Experience		
Ability to work as part of Multi-disciplinary Team autonomously	E	
Evidence of self-developed and up to date clinical knowledge	E	
Evidence of working independently	E	
Able to demonstrate awareness of professional limitations	E	
Skills and Abilities		
Knowledge / Management of respiratory conditions	E	
Effective communication skills	E	
Good organisational skills	E	
Coaching and counselling skills		D
Experience in teaching, oral and written presentation skills	E	
Excellent time management skills	E	
Committed & Self Motivated	E	
Approachable & Supportive	E	
Flexible to meet the needs of post	E	
Ability to work under pressure	E	

Physical effort		
Manual dexterity	E	
Keyboard skills	E	
Mental Effort		
Ability to work under pressure and balance competing demands	E	
Effective decision maker	E	
Deal empathetically with distressed/anxious patients and relatives	E	
Analyses problems and implements effective and appropriate solutions	E	
Emotional Effort		
Displays exemplary standards of personal and professional behaviour and integrity at all times	E	
Be responsible for imparting sensitive information to patients and carers	E	
Working Conditions		
Ability to deal with unpleasant work situations	E	
Ability to deal with conflict	E	
Personal contact with relatives and carers	E	