

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Leg Ulcer Specialist Nurse</b>
<b>Band</b>	<b>6</b>
<b>Reporting to/ Accountable to:</b>	<b>Community Matron Tissue Viability / IP</b>
<b>Contracted Hours:</b>	<b>37.5 Hours</b>

### **Role Summary**

- To take overall responsibility for the assessment, provisions and evaluation of nursing care for those patients attending the community leg ulcer clinics/and within hospital inpatient/outpatient and domiciliary settings
- To support the Community TV/IPC Matron with the delivery of the Leg ulcer strategy
- Be competent to assess patients using Doppler ultrasound and apply compression therapy systems.
- To act at all times with the NMC code of conduct

### **Clinical**

- Undertake comprehensive health care needs assessment of patients, reassessing as appropriate.
- Assess, plan, prioritise, implement, and evaluate nursing interventions to meet patients' needs.
- Contribute to the organisation of multi-disciplinary, patient centred care.
- Enables patient choice and involvement and initiates appropriate action.
- Coordinates and develops patient care pathway and liaises across organisational boundaries.
- To undertake and promote practice sensitive to the needs of patients and families from multi-cultural backgrounds.
- Ensures patients and their families are given appropriate oral and written information regarding planned care.
- Provides clinical advice in accordance with current evidence-based practice.
- Communicate with clinicians as necessary.
- Plan systems of nursing activity, which satisfy agreed standards at Local, Trust or National levels.
- Provides clinical advice and support to healthcare professionals within and across organisation boundaries.

- Maintains accurate patient records and ensures all relevant information is documented in the patient's medical and nursing records.
- Demonstrate the mandatory competencies of the Trust, attending all required mandatory updates.
- To undertake NMP duties within the legal and professional framework for non-medical prescribing and adhere to the trust Non-Medical Prescribing Policy. Prescribe and review medicines, appropriate to patient needs and in accordance with evidence-based practice, national and local guidance, and within scope of practice

### **Communications**

- Provide support and ensure that close liaison is maintained with district nursing colleagues, GP's, hospital staff, educational staff, voluntary and private sector agencies as appropriate.
- To liaise with staff within the hospital settings to ensure continuity of care for those patients with leg ulcers are being admitted for in-patient care.
- To give telephone advice as appropriate, document and inform tissue viability team members as appropriate.
- Communicate effectively with patients, relatives, and staff in difficult circumstances.
- Maintain accurate records of all nursing interventions and other activities associated in line with Trust policies and procedures.

### **Planning and organising**

- To support the Tissue Viability Team in planning workload ensuring that all patients are triaged appropriately and seen in a timely manner.
- Arrange annual leave in conjunction with colleagues and delegate key role responsibilities when away from work.
- To manage and prioritise own workload through diary management.

### **Responsibilities for Physical and / or Financial Resources**

- Be responsible for ensuring the ordering and maintenance of stock levels within the leg ulcer clinics.
- To prescribe / advise safely in a cost-effective manner by following locally developed formulary

### **Responsibility for Policy and Service Development and Implementation**

- Support the team in the development and implementation of new processors and procedures within the team
- To contribute to develop clinical standards relating to leg ulcer care and prevention in conjunction with the Community Tissue Viability Matron
- Develop clinical care pathways/guidelines and protocols that promote EBP
- Provide the necessary drive to ensure that agreed developments are implemented in a sustainable way

### **Responsibilities for Human Resources and Leadership**

- Represent service at meetings including incident investigations as required in absence of band 7 or 8
- To ensure delivery of prescribed care and leg ulcer clinics through effective management of the leg ulcer clinics.
- To provide educational support both formal and informal to individuals and groups of healthcare staff who are or who may be involved in leg ulcer care and management.
- Read and respond to emails each day of duty
- Act as a positive role model

### **Responsibilities for Education & Development**

- Contribute to the delivery of specific and relevant teaching programmes for all disciplines and bands of staff, client group and carers within the Trust in relation to area of speciality.
- To develop a rolling programme of Leg Ulcer Management training (including Doppler Investigation) to update nursing staff in leg ulcer management.
- Provide skills training/training in the use of pressure relieving equipment
- Review and evaluate relevant teaching programmes and contribute to the development of new programmes when a need is identified.
- Maintain the education of link nurses, and clinical areas who contribute to the patient pathway.
- Pursue his/her own education in line with national agendas, and personal need formulating personal objectives related to service need within personal development plan.
- Seek appropriate peer support and clinical supervision, as agreed with the Matron and Senior Specialist Nurse in the infection prevention and control/tissue viability team.
- Act as mentor/preceptor and resource person for all nursing and support staff, as appropriate to the role.
- Ensure mentorship training is updated annually.
- Provide clinical supervision.
- Ensure clinical environment is conducive to supporting the education and learning of all staff and students.
- Provide educational and training opportunities to pre-registration nursing students to ensure placements satisfy the relevant elements of their learning agreement.
- Provide an environment that encourages client centred involvement where clients are facilitated to ask for help, advice and education.
- Participate in the development of clinical governance systems and structures ensuring service is represented as appropriate.

### **Responsibilities for data and information resources**

- To maintain systems of information collection relating to leg ulcer prevalence, management, reoccurrence and healing rates.
- To develop systems for collecting information relating to the patient experience within the leg ulcer service.
- Submit confidential information and reports as appropriate relating to leg ulcer service provision, complaints and coroners statements as required
- Ensure all EMIS data is updated and recorded as per Trust guidelines
- To contribute to the reporting of pressure Ulcer incidence, incidents and maintaining the pressure ulcer database

### **Research, Development and Audit**

- To continue to develop and maintain up to date knowledge in relation to leg ulcer management and Tissue Viability and undertake revalidation every 3 years as required
- To be responsible for developing systems of audit to identify levels of standards within the community clinics, as well as within the patients home/hospital settings and communicate concerns to relevant clinical managers, matrons and clinical governance leads as appropriate
- To work in conjunction with local Universities, assisting with research projects.

### **Physical Skills and Effort**

- To be physically fit to enable the collection of patient case notes.
- To safely use equipment in order to carry out job role.
- Use of physical effort to carry out demands of the job role.
- Frequent bending, stretching, kneeling and in highly restricted space for long periods.
- Frequent lifting, pushing and pulling as part of undertaking dressings and bandage procedures.
- IT skills and frequent concentration of 1-2 hours per shift

### **General Duties**

#### **Hand Hygiene**

To assist the Trust in reducing healthcare acquired infections (HCAI's) all staff should be familiar with all the Trust's Infection Prevention policies which are appropriate to their role. You are required to attend mandatory training in Infection Prevention and be compliant with all measures known to be effective in reducing Healthcare Associates infections (HCAI).

#### **Safeguarding**

All employees have a duty and responsibility to protect and safeguard children and

vulnerable adults. They must therefore be aware of child protection procedures and who to contact within the Trust for further help and guidance.

### **Data Protection & Confidentiality**

To abide by all relevant Trust and Departmental policies including information governance, confidentiality, and data protection. The post holder is reminded that any breach of the Trust's information governance and security policies and procedures will result in disciplinary action.

Compliance with the Data Protection Act 1998 and Information Governance – the post holder is required to process all personal data relating to patients and staff, in both manual and electronic records, in accordance with the Data Protection Act 1998, always ensuring the security and confidentiality of data. They must not for their own benefit or gain, or to divulge to any persons, firm, or other organisation whatsoever, any confidential information belonging to the Trust or relating to the Trust's affairs or dealings which may come to their knowledge during employment.

### **Health & Safety**

Compliance with the Health and Safety at Work Act 1974- the post holder is required to fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards, and a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

### **Harassment & Bullying**

As a member of staff you have a personal responsibility to ensure you do not discriminate, harass or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination, harassment or bullying by others.

### **Dignity & Respect**

All employees have a duty to promote a harmonious working environment in which all persons are treated with dignity and respect, whilst fulfilling our legal obligations under equality legislation and associated codes of practice.

The Trust takes the right of the patient/service user to be treated with dignity and respect seriously. We will treat every patient/service user and carer as a valued individual, with respect for his/ her dignity and privacy. Our aim is to give each patient/service user the care we would want for our families and ourselves.

To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.



**Manchester University**  
NHS Foundation Trust

The above indicates the main duties of the post which may be reviewed in the light of experience and development within the service. Any review will be undertaken in conjunction with the post holder.