

Candidate Pack

For

**Lead Nurse
Rheumatology**



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Our
values



The North Middlesex University Hospital NHS Trust is a medium-sized acute and community trust with over 525 beds and over 600 community staff, serving more than 600,000 people living across Enfield and Haringey and the surrounding areas, including Barnet and Waltham Forest.

The hospital has been on its present site for over 100 years and was established as an NHS trust by statute in December 1990. The Trust's services are provided on the North Middlesex University Hospital site as well as a range of community sites across the London Borough of Enfield, including at partner hospitals. They provide services in collaboration with a range of partners, including local GPs, acute, mental health and other community health service providers across North Central London.

In the year ending 31 March 2022, the Trust reported a turnover of £419.7m and employed almost 4,000 staff. Following the transfer of Enfield Community Services on 1st April 2023, this has increased as we have welcomed over 600 new staff including District Nurses, Community Matrons, Community Physiotherapists, Psychologists and many more across a wide range of adult and children's community services in Enfield. It is an exciting time to join North Mid as we continue our journey to become an integrated care organisation to deliver high quality, seamless care in our local communities, with a focus on tackling health inequalities.

North Mid is part of North Central London integrated care system – consisting of the NHS and Local authority organisations in Camden, Islington, Barnet, Enfield and Haringey. As with other ICS's, we are working increasingly closely with partners and indeed many of our financial and performance objectives are measured at this system level. Whilst all organisations remain as standalone, statutory bodies we have an ICS infrastructure for making shared decisions and agreeing shared approaches.

We are proud of our staff and want to ensure their training allows them to provide excellent clinical care. We are also a training unit for medical students from UCL and St George's University Grenada, and for nursing and midwifery students from Middlesex and City Universities.

Our Vision

At North Mid, we've set out sights on Trust North: a set of five clear ambitions which describe our vision for our Trust.





North Mid
in the community



**North Middlesex
University Hospital**
NHS Trust



Additional Information

Location

Situated in North London with a multicultural community, the area provides a wide range of facilities and is close to the heart of London. Central London is easily accessible, with Liverpool Street and Kings Cross approximately 30 minutes away by public transport.

Benefits

We want to attract the best and brightest people to work at NMUH and that means looking after you from the moment you apply for a role at the Trust and throughout your career with us. Our staff are our most valuable asset, and we believe that investing in colleagues is crucial if we want to enable everyone to reach their full potential.

Learning and Development

As a University Trust, we recognise the importance of investing in our workforce to continue to deliver the right care in the most effective way, based on a sound evidence base and continuing professional development. We offer:

- A structured leadership and management development programme
- Core skills statutory and mandatory training programmes
- A 'one-stop' induction programme for all new staff – introducing you to the Trust, our values and our services
- A structured programme of learning for trainee doctors, student nurses and students across allied health professions
- A coaching network where trained coaches throughout the Trust are matched with staff of all disciplines to provide a powerful development opportunity.



- A wide range of Continued Professional Development (CPD) opportunities, working with
- partners – such as Middlesex University and University of Hertfordshire, to deliver training and development programmes and support.

Health and Wellbeing

We offer a Health Hub which helps improve staff health and wellbeing across the Trust – encouraging staff to step away from their work and think about their own health. This includes:

- Workshops, challenges and social events throughout the year
- Confidential and safe forums where staff can talk about the emotional impact of their work.
- An equality and diversity staff network providing support to all staff.
- Mindfulness bite size taster sessions
- Mini health checks
- Free, confidential counselling services 24/7
- Reduced gym rates at a number of local health clubs/gyms

Pay and Annual Leave

- Generous annual leave: starting at 27 days and increasing after five and 10 years.
- Maternity/paternity and shared parental leave schemes
- Sick pay for all substantive and permanent staff
- Range of flexible working options across the Trust including compressed hours, term-time contracts, part-time working etc.
- One of the best pension schemes in the UK

Road Access and Public Transport

North Middlesex University Hospital NHS Trust is situated on the North Circular Road, the hospital is within very easy reach of the M25, M1, A1, A10 and A12. The hospital is situated close to the residential districts of North London including Enfield and Winchmore Hill, which all have an excellent environment and schools. Silver Street main line railway station is a 5-minute walk away, with services direct to Liverpool Street Station and Seven Sisters underground Station.

Our community services are based in a various location around Enfield including:

St Michael's Primary Care Centre, Gater Drive, Enfield, EN2 0JB
Lucas House, 305-309 Fore Street, Edmonton, N9 0PD
Forest Primary Care Centre, 308A Hertford Road, Edmonton, N9 7HD
Chase Farm Hospital and the Skye Unit, The Ridgeway, Enfield, EN2 8JL
Eagle House Surgery, 291 High Street, Enfield, EN3 4DN
Highlands Health Centre, 3 Florey Square, Winchmore Hill, N21 1UJ
Bowes Road Clinic, 269 Bowes road, Enfield, N11 1BD
George Marsha Centre, St Ann's Hospital Site
Bay Tree House, Enfield

For more information about the services available at these locations click [here](#)



Our Values and Expected Behaviours

You are part of Team North Mid, a workforce over 4,000 strong. A big part of working here is having a culture and values that help us to achieve our vision of delivering outstanding care to local people.

We are caring:

What it means	Our behaviours
<ul style="list-style-type: none">• We are compassionate and take time out to check on colleagues and patients.• We are understanding and recognise each other as individuals.• We are committed to improving our community for colleagues, patients and carers	<ul style="list-style-type: none">• Showing empathy• Being curious• Showing humility• Listening to others

We are fair:

What it means	Our behaviours
<ul style="list-style-type: none">• We respect and understand each other's differences and backgrounds.• We are consistent with providing realistic, clear expectations and constructive feedback.• We are always looking for opportunities to develop all our staff and our services	<ul style="list-style-type: none">• Being consistent• Listening to others• Supporting each other

We are open:

What it means	Our behaviours
<ul style="list-style-type: none">• We embrace change and continuously challenge ourselves and colleagues to create meaningful improvement.• We ask for help when we need it; we offer help when we see a colleague struggling and we are always open to challenge.• We actively look for new ways of working and explore new partnerships across teams, divisions and organisations	<ul style="list-style-type: none">• Speaking up• Being curious• Learning from mistakes

These values are extremely important to us, and we expect everyone who works at the Trust in any capacity to share and uphold these values. Further information on the Trust's values is available on our website.

Our
values



Care and Compassion

Ensure that any escalation of care concerns or safeguarding escalations are made robustly through the appropriate channel. Undertake audits and where appropriate cooperate with the corporate nursing team to maintain Trust standards of care.



Job Description

Position: **Lead Nurse Rheumatology**

Salary/Band: **Band 8a**

Location: **North Middlesex University Hospital**

Hours: **Full Time 37.5hrs per week**

Responsible to: **Associate Director of Nursing
Specialist Medicine**

Accountable to: **Divisional Director of Nursing, AHP and Quality**

Key Working Relationships

The postholder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

- Chief Nurse Medical Director
- Divisional Directors of Nursing, Midwifery & AHPs Divisional Directors of Operations
- Divisional Directors
- Associate Directors of Nursing & Matrons in all divisions
- All medical/nursing/allied healthcare staff
- CCG and locality management teams
- Primary care providers
- Statutory and voluntary groups, including Hospice.
- Finance

External Relationships

- CQC
- CCGs / Commissioners / CSU GPs
- Other Trusts within the local health economy Patients and relatives
- NHS England
- Health watch
- Local Authorities
- Public and Patient Involvement Forums
- Voluntary Organisations
- Patient and Public Group
- Local Safeguarding Adult Boards
- Local Safeguarding Children's Boards

Job Summary

The post holder will take devolved responsibility for the care of patients in clinic daily, assessing care needs and carrying out all relevant forms of care without direct supervision. This will involve case management, running nurse-led clinics, a telephone "hot-line" and developing a patient education service both for individual patients and groups of patients.

Last reviewed April 24



The post holder will develop a support the strategy within collaboration with the medical team and also will co-ordinate the delivery biological therapies to rheumatology patients and perform the detailed clinical and laboratory monitoring as required. This includes keeping up to date records of patients on the British Society of Rheumatology Biologics Register. The post holder will provide support to ward nursing staff in the care of rheumatology in-patients and liaise with community colleagues in the promotion to avoid admissions and will also develop with the support of other CNS in the Rheumatology department education.

The Lead Nurse will be involved in audit and guideline development and be expected to write and update local nursing policies and evaluate their implementation. The post holder will be expected to demonstrate excellent communication and clinical skills and develop a teaching package for those caring for rheumatology patients.

Lead Nurse for Rheumatology will play a major role in helping to further develop the Rheumatology Service, with particular emphasis on improving and strengthening integrated partnership working with primary care colleagues and make sure our biological treatment is delivered.

Introduction to the Department

The Rheumatology department at NMUH consists of 2.9 WTE Consultant Rheumatologists; 3 full time Clinical Nurse Specialists, 1 SPR in Rheumatology and a GP VTS trainee. Additional support is provided by one Scope Physiotherapist.

Rheumatology activities are mainly based in the outpatient setting. There is a significant monitoring workload, especially for patients on Biologic treatments. In the department we promote an active audit and teaching interest to deliver the best care and patient experience. To provide a seamless service, continuity of care provision is essential and paramount and the Lead Nurse of Rheumatology will drive it.

The successful candidate is required to actively participate in the assessment and monitoring of patients with inflammatory arthritis and spondyloarthritis. Also, will be pivotal for delivery the strategy of the service and drive it forward with the medical support. The successful candidate is also expected to do nurse-led clinics. Lead Nurse Rheumatology will be part of writing policies and also will be part of national and local audits. There is a dedicated patient advice line for patients taking DMARDS and Biologics.



Organisation Chart

Duties and Responsibilities:

Clinical

- Manage and co-ordinate the care for patients referred for Rheumatology.
- Be responsible and accountable for all elements of professional nursing practice.
- To work autonomously in managing patients eligible for biologics and liaise with consultant and members of the multi-professional team.
- Maintain effective communication with patients, carers, and professionals to ensure seamless service delivery.
- Assist with the assessment of new patient referrals and working alongside consultants to ensure appropriate investigations are performed in a timely manner and an agreed management plan is in place.
- To undertake assessment of the patient which includes physical examination, when applicable, ordering and interpreting diagnostic tests as appropriate.
- Taking patient history relating to relevant condition and order diagnostic tests.
- Ensure all assessments are documented fully and communicated effectively to consultant, referring member of the medical team or GP and members of the multi-professional team.
- To review previous test results and identify any abnormalities with blood tests / imaging and instigate appropriate action or escalation to consultant.
- To be accountable for coordinating patient care with the Consultants and administration team, in order to meet agreed standards/pathways. This will include prescriptions and updating patient and patients' referring Consultant or GP of the care/treatment plan.
- To provide specialist clinical knowledge, support and practice, to patients and carers within the Department and wards. Ensure the patient and family are fully informed and understand the purpose of any investigations, treatment, and outcomes, in accordance with best practice and informed consent.
- To assess both outpatient base on national standards, to determine patient clinically fit for interventions/treatments.
- To communicate with the administrative team and confirm all appointments for diagnostic investigations/treatments are timely/appropriate and as per protocol.
- To make decisions independently regarding clinical care and priorities where appropriate. Demonstrate clinical decision making and an ability to monitor and improve standards of care.
- To undertake aspects of the extended role of the nurse following appropriate training. Perform and assist with agreed procedures appropriate to the role and function of the Lead Nurse Rheumatology
- To be responsible for setting, implementing, and monitoring acceptable standards of care for patients within Rheumatology department.
- Co-ordinate and run nurse led clinics in addition to managing and reviewing patients on an urgent basis in order to provide an expert and effective patient focused service.
- Communicate complex information following assessments and analyse information which is sensitive to patients/carers and health professionals. Support patients and their carers when giving bad news and dealing with difficult situations.
- Communicate information effectively and answer queries from patients, their relatives/carers and



the multidisciplinary team members. Provide telephone support and advice which is safe and effective.

- Provide psychological and emotional support for patients through facilitation of relevant groups, counselling and information sharing.
- Maintain accurate patient records of all care delivered, procedures performed, and decisions/follow up post procedure.
- Work collaboratively with nursing colleagues to share good practice and provide equity of patient care. Be visible within clinical areas and act as a resource.
- Care and control of all medications used and ensuring systems in place for safe administration, ordering and maintenance of stock.
- Be accountable for principles of infection control and the prevention of cross infection in relation to patient care and the clinical environment.
- Participate in case conferences in relation to future management or discharge arrangements.
- Working with Consultant Service Lead and other health professionals in order to achieve optimum waiting lists for rheumatology, reduce waiting time for biologic treatment

Management

- Co-ordinate a nurse led rheumatology service which promotes a safe patient pathway for those eligible patients. Work collaboratively with Clinical Lead and Service teams to optimise demand and capacity within Rheumatology.
- To collect, collate, evaluate information relating to patients referred and procedural outcomes. All patient pathways are tracked, and data collated on key events such as timing of receipt of referral, date of consultations, treatment options and clinical outcomes.
- Work collaboratively in developing straight to test triaging/assessment model including research through data collection and analysis of key outcome measures.
- Present information to professional groups, analyse data and provide written reports. Data will be analysed frequently to identify risks or delays in patient care which require immediate intervention by Clinical Lead or service teams.
- To establish and maintain effective communication links with all relevant personnel and departments, external agencies as necessary.
- To liaise with the health advocacy service to book advocates as appropriate to the patient's needs.
- Identify clinical risks and ensure appropriate escalation and action is taken, in accordance with policy, by providing expert advice.
- To maintain a safe environment for patients and staff within high-risk clinical areas of Endoscopy and take appropriate action to achieve this.
- The post holder should manage complaints on a local level where possible and escalate unresolved issues to the ADoN/GM.
- To be conversant with Trust and department policies and procedures and ensure that these are adhered to and available to others.
- To monitor clinical standards of nursing care and report to the Clinical Lead/ADoN when standards are not being met. This will include the notification of problems and incidents and initiating appropriate action.
- To provide nursing clinical leadership and be responsible for the delivery of high-quality patient care. Facilitate the development of nursing policies, procedures and patient education relating to the care of patients within rheumatology.
- Evaluate service and identify areas of improvement to be assured clinical and financial efficiency, effectiveness and resourcefulness. Participate in quality and audit initiatives.
- Attend multidisciplinary team meetings and present individual care studies or relevant data on service.
- Act as a patient advocate and counsel when informed discussion may lead to choices being made



concerning treatment options. Possess a thorough understanding of safeguarding procedures and policies in practice.

- Ensure that all relevant information is accurately documented in patient health records or on electronic patient records in line with professional standards of record keeping.
 - Implement the Trusts Corporate Governance Strategy regarding meeting the necessary standards of accountability, financial control, patient and public involvement and the delivery of clinical outcomes.
 - To support, enable, motivate, develop nursing staff and demonstrate Nursing leadership/ supervision.
 - Contribute to protocols, documentation systems, standards, policies and clinical guidelines for others to use in practice. Develop care protocols/pathways in conjunction with Clinical lead both locally and at a network level.
 - Identify, develop, and maintain ways to support patient involvement and feedback of service.
 - To take an active lead in advancing nursing/clinical practice within Rheumatology. Undertake research and implement evidence-based practice for patients undergoing routine and interventional levels.
 - In conjunction with multi-professional team, participate in setting objectives for service and engage with service improvement initiatives and strategies to deliver Rheumatology Services. Assist in developing audit to assess compliance with national and local standards.
 - Network within and outside of the organisation in relation to service development. Influence strategic developments in pursuit of advancement of quality of patient care, clinical outcomes, and patients' experience within rheumatology.
 - Lead or facilitate the policy development for the Rheumatology Service to enable active and measurable improvements. Expected to represent self in the service to assure that real improvements have been implemented.
 - Develop and strengthen interpersonal relationships with both Medical & Surgical teams and members of the Multiprofessional team to ensure good working and collaboration within practice.
- ☐ Be responsible for financial control of consumables/resources including medications required for biological treatments

Education

- To educate patients and their carers to understand the diagnosis, treatment options and their health care needs during and following treatment.
- To act as a patient advocate in line with the National guidelines and to actively apply in-depth knowledge of holistic/socio-economic and cultural aspects of care to clients within specialty.
- Participate in teaching and supervision of new and unqualified staff, including medical staff and learner nurses.
- Perform the role of a mentor to trainees, within the department.
- Advise on the promotion of health and prevention of illness.
- Maintain own professional/clinical requirements to act as a role model and resource to patients, significant others and staff.
- Be conversant with current legislation/NICE guidance for patients requiring rheumatology care and implement as appropriate.
- Participate in local/national audits and research relating to Rheumatology patients.
- To use information systems to aid regular audit of the clinical role and have an awareness of how information technology can contribute to clinical practice.
- Lead on audit, quality, and risk management initiatives in supporting rheumatology services.
- Utilise nursing research within clinical practice, keep up to date with, interpret and critically evaluate current literature in specialist area and within Professional arena.
- To ensure evidence-based practice is implemented and updates Trust guidelines to ensure high quality and effective care is delivered.
- To communicate and update staff on audit/research findings and to initiate any changes to practice, as required.



- Work with the Clinical and Nursing Lead to agree own learning objectives in order to develop both professionally and personally.
- To undertake clinical supervision and reflective practice and support other staff to do the same.
- Develop and maintain a professional portfolio, which complies with NMC recommendation and revalidation.
- To monitor/maintain a system for monitoring of self about the requirements of professional practice & the maintenance of NMC requirements regarding registration.
- To provide information and function as a resource for advice to GPs, primary care about patients requiring endoscopy with both written and verbal correspondence.
- Participate and contribute with staff review and appraisals and support Personal development plans for nursing and allied health professionals within Endoscopy.
- Act as an assessor/mentor for students and colleagues participating in induction programmes, teaching, developing and assessing competencies and support ongoing learning.
- Lead on the development and revision of patient information for patients undergoing endoscopy and ensure all information is in line with Trust standards and agreed within Trust Patient Documentation group.
- To produce annual service review report and keep the CNS team Job planning in line with the service

TRUST POLICIES

Probation

Employment by the Trust is subject to a six (6) month probationary period, during which time you will be required to demonstrate to the Trust's satisfaction your suitability for the position in which you are employed. During your probationary period, your employment may be terminated by you or the Trust by providing one (1) week notice in writing.

Equality, Diversity and Inclusion

The Trust is committed to fair and transparent recruitment and selection procedures and to providing a workplace where all staff are treated with respect and feel included. It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974 to maintain a safe environment for both staff, patients and visitors, to observe obligations under organisational and departmental Health & Safety policies, maintaining awareness of safe practices and assessment of risk.

Data Protection and Caldicott

To obtain, process and use information (held on computer and/or manual filing systems) in a fair and lawful way. To hold person identifiable information for specific registered purposes and not to use, disclose or transfer person identifiable information in any way that is incompatible with the Data Protection Act 2018, other legislation and Caldicott requirements. To disclose person identifiable information only to authorised persons or organisations as instructed. When using email to transmit person identifiable information within or outside the Trust, the Trust Email Policy must be strictly followed.

Customer Care

The aim of the hospital is to provide patients and clients with the best possible care and services. In order to meet this aim, all our staff are required at all times to put the patient and client first and do their utmost to meet their requests and needs courteously and efficiently. In order that staff understand the principles of customer care and the effects on their particular post and service, full

Infection Control

All healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about application of practice measures known to be effective in reducing HCAI.

Smoking Policy

The Trust provides a smoke free work environment.

Confidentiality

Under no circumstances, either during or after the end of your employment (however it is terminated), may you divulge any unauthorised person confidential information relating to the Trust. This includes but is not limited to, information covering patients, individual staff records, industrial relations, financial affairs, contract terms and prices or business forecasts.

Clinical Governance

Staff are expected to provide patients with timely and effective care. Treatment and direct / indirect support must be based on best practice. Everyone is responsible for this and his/her job in the Trust is important in achieving this.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a criminal check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions.

Safeguarding Vulnerable People

It is a basic human right of every child and adult to be protected from harm and NHS Trusts have a fundamental part to play in this. We expect all our staff to recognise signs of vulnerability and to report and act on any concerns in line with policy and guidance contained in 'Working Together - Every Child Matters' and 'No Secrets - guidance on developing multi-agency policies and procedures to protect vulnerable adults from abuse' on which our Trust Policies are based.

Organisational Change

As services develop and change, the post-holder may be required to undertake other responsibilities within the Trust.

Review

This job description is an outline, which reflects the present requirements of the post and is not intended to be an inflexible or finite list of duties and responsibilities. As these duties and responsibilities change and develop the job description will be amended from time to time in consultation with the post-holder.

PERSON SPECIFICATION

Last reviewed April 24

Post: Lead Nurse Rheumatology

Department: Specialist Medicine – Rheumatology

ATTRIBUTES/SKILLS	ESSENTIAL	DESIRABLE	MEASUREMENT
Education and qualifications	<ul style="list-style-type: none"> Registered Nurse on NMC register. Master's level learning or willingness to work towards. Post registration nursing qualification in Rheumatology. Independent Nurse Prescriber or working towards it. 		Application form/Interview
Skills and abilities	<ul style="list-style-type: none"> Competent in the administration of IV medications required within Endoscopy. Ability to work autonomously and analyses complex information. Knowledge of being an accountable practitioner and highly professional role model Prioritise workload Excellent in time and resource management Flexible and adaptable Excellent organisational skills Demonstrate advanced skills and act as a role model. Skilled in verbal and written communication. Ability to communicate sensitive information and address barriers to understanding. IT skills with ability to update and maintain Rheumatology Database. Patient examination and 	<ul style="list-style-type: none"> Venipuncture and cannulation Ability to coach, motivate and inspire. Experience of managing organizational change. Patient teaching / adult education 	Application Form/Interview



	<p>history taking</p> <ul style="list-style-type: none"> • Ability to supervise others. • Able to delegate appropriately. 		
Experience	<ul style="list-style-type: none"> • Significant experience at Band 7 level. • Experience of working in within specialty of rheumatology • Evidence of managing a caseload or care group in a clinical setting with multiprofessional groups. • Experience of teaching colleagues and patients using appropriate terminology • Evidence of having been responsible for day-to-day supervision or co-ordination of staff in a clinical setting. • Evidence of participation in quality assurance, audit and research 	<ul style="list-style-type: none"> • Evidence of providing written and verbal communication to Consultants and GPs as integral part of caseload responsibilities. • Evidence of implementing research into practice / conducting audit / QA or research in clinical practice. • Evidence of leadership skills • Responsible for safe use of equipment and resources / stock control. 	Application Form/Interview
Personal qualities	<ul style="list-style-type: none"> • Ability to communicate with people from varied social and cultural backgrounds. • Flexible, adaptable and methodical in the workplace • Ability to work under pressure and prioritise own workload. • Committed to personal development and the development of others / service. • Demonstrate knowledge 	<ul style="list-style-type: none"> • Knowledge of current changes and developments within the NHS 	Interview



	and experience in adult safeguarding policies and procedures		
Values	Demonstrable ability to meet Trust values		Interview/assessment
Other requirements	<ul style="list-style-type: none">• Knowledge of current clinical developments within specialty• Aware of national agenda and changes to improve services.• Knowledge of clinical governance, risk management, valid consent and withdrawal of consent.		Application Form/Interview