

Job Description

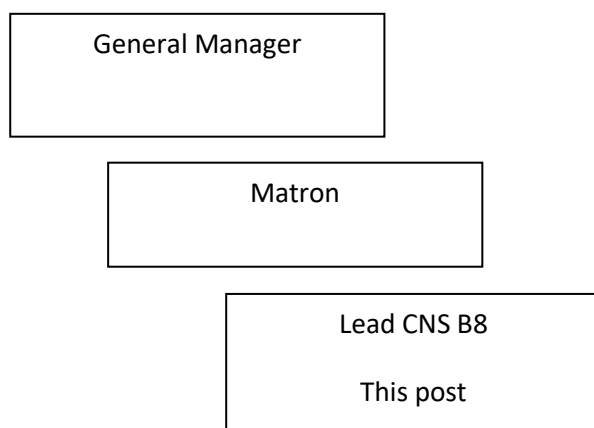
JOB TITLE	Lead Clinical Nurse Specialist
GRADE	Band 8a
REPORTS TO	Matron
ACCOUNTABLE TO	General Manager
DEPARTMENT	Gastroenterology
DIVISION	Medicine
DATE	March 2024

JOB PURPOSE:

The Lead Clinical Nurse Specialist Band 8a, takes overall responsibility and is accountable for performing specific procedures within the Business Unit following appropriate training. They will have been signed off by the Medical Lead prior to obtaining the banding. They will be responsible for the assessing, treatment and evaluation of the patient prior to and after the procedure and will work to specific guidelines. They will adhere to the specific LocSIPPS and be responsible for the auditing and review of the service as directed by the Lead Nurse.

The Clinical Nurse Specialist Band 8a, will provide clinical nursing leadership within a highly complex speciality and is accountable for patient, public and staff experiences. They will lead, act as an expert role model and offer expert clinical advice, working at Advanced Clinical Practitioner level, whilst managing and developing services to ensure the delivery of high quality, evidenced based, effective and compassionate care to specific community. This will be in line with local Trust wide and NICE policies, procedures, values and behaviours.

ORGANISATIONAL CHART



Dimensions

No budgetary responsibility

KEY RELATIONSHIPS

Internal

- Clinical leads
- Matron, General Manager, Service Manager, Divisional Nurse Director
- All members of the MDT
- Divisional management team
- All staff within the Surgical Business Unit
- Multi-professional teams including medical and Allied Health Professionals (AHPs)
- Pathology Leads
- Senior management and leadership teams including board members
- Diagnostic departments i.e. Imaging/ Pathology/ Histopathology
- Infection Control
- Urology Outpatients Services Team
- Research and Development Unit, Quality Improvement Team
- Language and interpretation services

External

- GPs across both county districts

KEY RESULT AREAS:

Clinical Expertise /Practice

To work at Advanced Clinical Practice (Masters) level, working independently in the performance of specific procedures. Make clinical decisions based on advanced clinical skills assessments. To assess, plan, perform and evaluate individual treatments, interventions resulting in safe and appropriate management, referral and discharge.

To have developed expertise in performing specific procedure deemed to be at this level. To develop training packages and train others in the performing of specific procedure once deemed competent to do so by the Clinical Lead.

Leadership and Management

To lead the overall development of the service, using effective change management strategies.

To ensure the collection and maintenance of statistical data required for regular and ad hoc

reports.

To work collaboratively to foster a multi-disciplinary and multi-agency approach to work in the development of service initiatives and regional and national priorities.

In partnership with all stakeholders, to be responsible for defining, monitoring and maintaining standards of treatment and care and for benchmarking and evaluation of service provision.

Autonomously manage the patient caseload. Lead the provision of consistently high standards of care, ensuring adherence to treatment regimes, using advanced nursing knowledge and specialist expertise.

Education

To attend appropriate and relevant professional meetings, conferences, and training courses, in support of continuous professional development and maintain effective registration with the NMC.

Participate in local, national and international communication networks to develop and disseminate expert knowledge.

To lead programmes of specialist education and training to others and develop a strategy for increasing knowledge and awareness.

To participate in clinical supervision, peer review and national specialist nursing networks and work in accordance with the NMC Code of Conduct.

To act as a training and education resource for the Trust.

Research and Development

To contribute to the wider development of Nurse Led procedures through publicising and disseminating developments locally, nationally and internationally, in the interests of patient care.

To co-ordinate and lead on-going clinical audit and research activity and influence the development of research through the appropriate allied research organisations.

To undertake relevant research with other NHS and non NHS statutory organisations.

Be responsible for developing clinical practice, policies and procedures for the procedure(s).

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	<p>NMC registration</p> <p>Evidence of continuing professional development, including leadership courses</p>	<p>Evidence of post registration education at degree level in relevant speciality or equivalent experience</p>
Experience & Knowledge	<p>Demonstrable commitment to and expertise in nursing relevant to the field</p> <p>Evidence of experience at a senior nursing role level in a relevant care setting</p> <p>Evidence of clinical knowledge to undertake specific procedure.</p> <p>Experience of working in partnership with multi-disciplinary teams.</p> <p>Demonstrable experience of managing change within a clinical environment</p> <p>Evidence of management, education and training, supporting, mentoring and coaching colleagues</p>	<p>Audit experience / research skills</p> <p>Experience of developing policies and procedures.</p>
Skills and Ability	<p>Ability to make judgements based on evidence based practice and translate this in reports to management</p> <p>Ability to identify and solve problems, analyse, compare and interpret complex information before reaching a judgement and making a decision.</p> <p>Ability to prioritise problems, assess associated risks and take appropriate action within the specialist area of practice.</p> <p>To be able to demonstrate understanding of current developments in the NHS and their implications for leadership and</p>	<p>Clinical skills including:</p> <p>Post registration qualification in clinical history taking and diagnostic skills.</p> <p>Non-Medical Prescribing</p>

	quality care for clients/service users.	
Communications and interpersonal skills	Demonstration of negotiation skills, empathy when delivering difficult messages and the ability to break down barriers in communication and understanding.	Persuasion and influencing skills
Values and Behaviours	Evidence of openness (inclusive, collaborate, listen), compassion (kindness, integrity, thoughtful) and excellence (responsibility, CPD, boundaries).	
Other requirements	Understanding of confidentiality & data protection	

Person Specification

Communication and relationship skills (include internal/external contacts)

Communicates highly complex condition related, sensitive information to patients, parents, public and staff. Including in a hostile, antagonistic or highly emotive atmosphere. Presents complex, sensitive information to groups. Negotiation, persuasion, motivation, reassurance, facilitation and influencing skills. Understands and overcomes barriers to communication and acceptance. Is able to use coaching skills. Able to provide constructive feedback. Can be diplomatic and escalate appropriately. Highly effective interpersonal skills. Ability to manage and resolve conflict. Communicates both locally and nationally across all networks. Able to present information to a wide audience using a variety of methods to suit audience type.

Knowledge, training and experience

NMC registration & revalidation requirements. Significant post registration experience, with experience at senior level post. Evidence of management / leadership skills gained through theoretical knowledge and or experience. Specific knowledge and experience of performing the procedure is essential. A first degree or equivalent experience is essential. Working towards a Masters level is expected within this role to include Non-Medical Prescribing and Clinical skills modules. Experience of mentoring, supporting, coaching and developing staff. Evidence of teaching. IT Literate. Meets mandatory and essential to role requirements.

Analytical and judgemental skills

Identify and solve problems, analyse, compare and interpret complex information before reaching a judgement and making a decision. Prioritises problems, assesses associated risks and takes appropriate action. Has an expert understanding of the procedure and the services. Is able to analyse and synthesise complex data and statistics relating to service.

Planning and organisational skills

Manages workload, prioritising and re-prioritising as necessary and ensuring the work of the

team members are planned and adjusted according to changing clinical situations. Experience of working autonomously and case load management
 Experience of organising multidisciplinary clinics and training / education and meetings involving different organisations / sites.

Physical skills

Developed physical skills to ensure accuracy and dexterity required to perform the procedure. Standard key board and IT skills. Combination of sitting, walking and standing. Frequent requirement for sitting in a restricted position when in office and walking.

Responsibilities for patient / client care

Assess, develops, plans, implements and evaluates individual treatment plans. Provides expert advice and support within area of clinical practice and professional issues. Delivery of high quality care which meets local and national requirements and reduces variation. Working at Advanced Clinical Practice level to assess, diagnose, prescribe and independently manage patient care within a variety of nurse-led clinics.

Responsibilities for policy and service development

Follows national, Trust policies and procedures and evidence base and ensures other members of staff do likewise. Develops policies/procedures for nursing services. Takes the lead for writing and implementing policies/procedures and changes practice/ procedures where necessary. Leads policy or service changes which impact beyond own area of activity. Able to lead and facilitate change. Able to standardise and reduce variation.

Responsibilities for financial and physical resources

Takes personal responsibility for effective management of resources and safe use of equipment. Ensures maintenance of equipment and takes responsibility for the appropriate safe handling and storage of patient's personal possessions. Authorised signatory for supplies/equipment/time sheets/ easy notification.

Responsibilities for human resources

Overall responsibility for ensuring appraisals takes place for personnel under direct management, staff development needs are identified and confirmers are in place to support NMC revalidation. Takes responsibility for the management of HR policies, including management of performance & sickness /absences where staff report to them. Is able to chair panels in the recruitment and selection of staff. Acts as a mentor / preceptor / clinical supervisor/ role model and coach to all staff.

Responsibilities for information resources

Accurately maintains patient/staff records, maintains contemporaneous records. Adheres to Information Governance standards.

Responsibilities for research and development

Leads audits and actively leads research within the service. Uses the results of audit, research,

dash-board metrics to inform own and others clinical practice.

Freedom to act

The Lead Nurse Specialist has significant discretion to act within broad occupational policies. Works within NMC and reflects Trust vision, values and objectives. Work is managed. Autonomous practitioner.

Physical effort

Physically able to perform the full range of duties related to the procedures May be required to travel to other sites within UHDB.

Mental effort

Frequent intense concentration required in routine and in unpredictable work situations Including in in-depth, complex mental attention and engagement required with patients and service users during risk assessment and counselling sessions.

Frequently need to respond sensitively and accurately to more than one person at a time while maintaining awareness of confidentiality of each subject.

Providing support to all team members.

Emotional effort

Deal with distressing and emotional circumstances relating to patients, public and staff.

Working conditions

Work across the whole of the UHDB if required, according to service needs Some bending, stretching and working in uncomfortable positions expected.

Signed (member of staff)		Date	
Signed (line manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".