

Job Description

Job Title	Paediatric Respiratory and Cystic Fibrosis Clinical Nurse Specialist
Grade	Band 6
Directorate	Women and Children's
Professionally Accountable to	Matron for Paediatrics Consultant Lead for the Paediatric Respiratory Medicine service
Responsible to	Lead Paediatric Respiratory and Cystic Fibrosis Clinical Nurse Specialist

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

To be a nursing clinical and professional resource for paediatric respiratory and cystic fibrosis patients, their carers and the multi-professional team for the delivery of specialist nursing. The postholder provides skills, knowledge and expertise in the care and management of children and young people with respiratory illness/cystic fibrosis. This will encompass inpatient, outpatient and home or school visits.

The postholder is responsible for supporting the direction of the Paediatric Respiratory Service with the MDT including education, audit, research and service development. Also providing nursing support in the transition of this patient group to the adult services and further develop the existing transition process

MAIN ROLES OF THE POST

- Inpatient and out patient review of respiratory patients, providing education and support for the management of the child's condition
- Responding to families or other professionals in a timely way via telephone, email or text for queries between appointments
- Support with coordinating home support for those children needing technologies at home eg oxygen therapy or nebulisers and linking with tertiary teams for the management of more complex home care packages eg BiPAP
- Support with development and review of protocols, policies and SOPs relevant to the paediatric respiratory service in partnership with the wider respiratory team
- Participate in audit, research, MDT meetings and clinical networks to ensure up to date and governed patient care is provided at all times
- Participate in teaching for colleagues within and outside the organisation in conjunction with the wider respiratory team
- To develop extended clinical skills as appropriate to the needs of the team eg paediatric spirometry, oximetry downloads, venepuncture, etc
- Ensure regular CPD is taken to keep up to date within the field of Paediatric Respiratory Medicine including Cystic Fibrosis
- Support on specific tasks in the team appropriate to the nursing skill set such as transition documentation, cystic fibrosis annual review preparation, palivizumab clinics etc
- Ensure all clinical information and equipment required for patient care is kept up to date, well maintained and available for staff and patient use eg dummy inhalers, nebuliser parts, patient leaflets
- Deputising for the Lead Respiratory Nurse during leaves of absence

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

Job Title	Paediatric Respiratory and Cystic Fibrosis Clinical Nurse Specialist
Grade	Band 6

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Registered nurse RSCN/RN Child, Proven qualified experience	✓	
Cystic Fibrosis course or willing to work towards	✓	
Asthma management course or willing to work towards	✓	
Post qualification work with paediatric respiratory conditions	✓	
Community care experience		✓
SKILLS, KNOWLEDGE AND ABILITIES		
Experience of working independently		✓
Willingness to develop advanced clinical skills appropriate to paediatric respiratory medicine	✓	
Good IT skills	✓	
Experience of quality improvement processes including audit, risk management and clinical governance		✓
PERSONAL ATTRIBUTES		
Clinical credibility	✓	
Ability to work independently, under pressure and as part of a team	✓	
Show initiative within current service and evidence of improvement ideas	✓	
Forward thinking approach to care	✓	
Motivational	✓	
Reliability and flexibility	✓	