

JOB DESCRIPTION

Job Title	Specialist Nurse Colorectal/Stoma Care
Band/ Grade	Band 6
Directorate	Surgical Directorate
Professionally Accountable to	Matron – Surgical Specialities
Responsible to	Lead Colorectal/Stoma Care 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 responsible and accountable for the provision, management and development of a quality specialist nursing service that meets the needs of patients in accordance with national and local policies and initiatives, in conjunction with the multiprofessional colorectal team. The individual will be the key worker responsible for the co-ordination of the colorectal / stoma care pathway. Liaising with key agencies across care settings the individual will manage timely, safe and effective discharge of patients.

Programmes of practice development will be creatively delivered for staff caring and

managing patients within the specialty. The post holder will deputise for the senior nurse specialist during any absences.

ORGANISATION CHART - See Appendix (if applicable)

MAIN FUNCTIONS OF THE JOB

To deliver high quality and clinically effective colorectal / stoma care nursing to the populous of Herefordshire and South Powys based at Hereford County Hospital.

To act as a key worker for each individual patient for all stages of the colorectal/stoma care pathway

To promote education and information to raise awareness of colorectal / stoma care issues to health care professionals and the public.

To incorporate research findings into clinical practice.

To contribute to the achievement of corporate objectives.

Clinical Responsibilities:

- To demonstrate advanced practice in holistic assessment, planning, implementation and evaluation of patient care within colorectal / stoma care nursing that is evidence based, for example the recognition of peristomal skin disorders, intestinal obstructive symptoms and symptoms of disease recurrence.
- Through multi professional and cross boundary working develop policies and clinical guidelines to support the developing colorectal / stoma care specialist nursing service.
- To effectively communicate highly sensitive and complex information regarding diagnoses and treatment to patients and carers and provide level 2 psychological support to colorectal and stoma care patients and refer patients for appropriate psychological review to clinical psychologist or other agencies as appropriate
- To act as the key worker in the co-ordination of cross boundary treatment of colorectal cancer patients liaising with the local cancer centre (Cheltenham). Supporting colorectal cancer patients in the Hereford oncology clinic and Nurse Led Cancer Surveillance clinic.
- To demonstrate high levels of autonomy and advocacy and to act as a role model providing high standards of holistic care and clinical leadership relating to colorectal / stoma care.
- To demonstrate advanced patient assessment, knowledge, skills and innovative practice in discharge planning for colorectal/stoma care patients.
- To actively participate in the multi-disciplinary team meetings ensuring that patients views are represented and ensure proposed care plans have been agreed with patients.
- To be able to manage self and others within highly emotional or distressing circumstances.
- To receive direct patient referrals, undertaking an initial assessment of need and



through liaison with key agencies manages a seamless and safe transfer of colorectal /stoma care patients across care boundaries.

- To work within Trust policies and guidelines for safe moving and handling when working with patients or dealing with large cartons of stoma equipment.

Research & Audit:

- To demonstrate continual evaluation of practice and contribution to patient care/outcomes within colorectal/stoma care nursing, making agreed changes where appropriate.
- To facilitate, develop and monitor quality initiatives in line with local and national requirements or guidelines.
- To keep up to date with published research and audit findings external to the Trust, critically appraising outcomes and using them appropriately to improve practice
- To identify areas of practice which may be expanded to ensure the best clinical outcomes for the patients.
- To promote and disseminate research and audit findings and to publish and present own research findings or developments in care, locally, nationally and internationally as appropriate.

Training & Development:

- To identify the educational needs of the specialist group of patients and their carers and ensure that these are met through the service provided, for example the teaching of practical stoma care skills.
- To promote awareness of adult and child protection issues. Attend adult and child safeguarding sessions in accordance with the Trust policies and procedures.
- To develop and deliver a programme of practice development for staff and students caring for patients within specialty and deliver formal and informal educational initiatives as part of that programme.
- To identify own personal development needs to work at advanced levels and beyond within colorectal / stoma care nursing service and take appropriate action to ensure that these needs are met.
- Fulfil criteria for revalidation as an ongoing process.

Administrative Responsibilities

- To undertake appropriate risk assessments and implement risk reducing measures, ensuring there are appropriate arrangements for reviewing significant risks. Where appropriate, to review and update safe systems of work on a regular basis. To highlight risks that cannot be addressed at a local level to the appropriate Matron or Senior Manager and risk management department.
- To develop and utilise IT knowledge and skills to enhance patient centred care.
- To maintain accurate, contemporaneous patient records.

- To order and receipt goods in accordance with the Trust's financial framework.

Managerial Responsibilities:

- To actively seek the views of patients and carers and incorporate the findings into proposed developments of the service.
- To work proactively in managing change within the colorectal / stoma care service to improve practice and health outcomes for patients.
- In all aspects of work demonstrate an ability to work across organisational and professional boundaries.
- To define and implement service objectives which reflect the Trust nursing and midwifery strategy and business plans.
- To assess and monitor risk in own and others practice acting on the results thereby ensuring safe delivery of care.
- To assume a delegated responsibility to ensure that other team members are aware of Trust policies.
- To promote collaborative working relationships and effective communication, between all members of the multi professional team.
- To provide clinical and managerial support, mentorship and supervision to other team members participating/conducting performance review as required.
- To undertake any other duties required by the line manager appropriate to grade and relevant to the post.

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 of the Service Unit. 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

Directorate **Surgical**

Job Title **Colorectal/Stoma Care Specialist Nurse**

Band/Grade **6**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Registered Nurse	√	
Relevant Diploma/Degree or equivalent	√	
Post registration qualification within specialty: <ul style="list-style-type: none"> • Colorectal nursing; • Stoma care nursing 		√
Teaching qualification or equivalent relevant to specialty	√	
Counselling course or Advanced Communication Skills course		√
Cancer nursing course or can demonstrate previous experience of working with patients on a cancer pathway		√
SKILLS, KNOWLEDGE AND ABILITIES		
Leadership ability	√	
Time management of self and others	√	
Ability to work autonomously	√	
Effective and sensitive handling of difficult information and situations	√	
Ability to use analytical and judgemental skills to problem solve	√	
Ability to develop and lead audit in clinical practice		√
Planning and organisational skills for a range of complex activities		√
Advanced verbal and written communication skills	√	
Ability to manage own caseload of patients		√
Computer literate	√	

EXPERIENCE		
3 years post registration experience	√	
Demonstrate an understanding of Colorectal pathways and the impact of Colorectal disease on health	√	
Advanced level of patient assessment skills	√	
Experience of implementing change	√	
Experience of service development		√
PERSONAL ATTRIBUTES		
Demonstrate ability to use own initiative and discretion	√	
Reliable & adaptable	√	
Enthusiastic and motivated	√	
Ability to handle sensitive or difficult information and situations	√	
Calm and works well under pressure	√	
Team player	√	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	√	
Able to meet moving & handling requirements of job	√	