

## **JOB DESCRIPTION**

### **JOB DETAILS:**

Job Title:	Staff Nurse
Band:	Band 5
Directorate:	Surgery
Department:	Vascular/Leg Ulcer Service
Base:	Vascular/Leg Ulcer Service
Responsible for:	N/A
Responsible to:	Leg Ulcer Team Leader

### **Job Purpose:**

The Registered Nurse will work as an integral member of the Leg Ulcer Team, ensuring the smooth and effective running of the Leg Ulcer Service on a day-to-day basis.

The post holder will be expected to undertake comprehensive, holistic assessment of patients with leg ulceration and subsequently plan, implement, and evaluate the delivery of evidence-based care.

The post holder will be expected to provide evidence based professional advice on all aspects of leg ulcer management to patients and their carers.

**Date of Job Description: August 2023**

## **Duties and Responsibilities**

### **Communication and Key Working Relationships**

- Patients/Carers
- General Practitioners
- Matrons / Deputy Matrons
- Infection Control Team
- District Nurses
- Community Matrons
- Community Hospital Nurses
- Link Nurses
- Acute Trusts
- Company Representatives
- Department Heads
- Specialist Nurses
- Practice Nurses
- Tissue Viability / Leg Ulcer Service Manager
- Vascular Department
- Vascular Service Manager

### **Clinical Responsibilities**

Undertake direct care in leg ulcer clinics across Somerset.

- To deliver agreed services to patients in reference to leg ulcer management.
- Undertake holistic nursing assessment of patients with leg ulcers.
- To utilise specialist skills when using the Doppler or applying compression bandage therapy
- To delegate continuation of planned care to the Band 3 / 4 assistant practitioner/HCA
- To support the Band 3 / 4 assistant practitioner in reviewing patient care
- To support the Band 3 / 4 assistant practitioner in referral of patients to secondary care / communicating with the patients GP
- To advise on management of care for patients with leg ulcers
- To collaborate with the relevant General Practitioner (GP) to diagnose problems, areas of risk and develop a care plan to meet individual patient's needs.
- To liaise with secondary care to identify and refer patients requiring alternative vascular management.
- To document all findings contemporaneously and accurately in a systematic way and utilising recognised Trust documentation and the electronic patient data base system RIO.
- To deputise for Team Leader as required
- To contribute and assist the Leg Ulcer Team Leader with the development of the Leg Ulcer Service
- To contribute to and support the Team Leader in development of policies, standards and guidelines.
- Participate in clinical audit and measure outcomes



- To help maintain good communication, liaison and working arrangement with Trust Directorates, other Primary Care Trust's, Trusts and other agencies.
- To keep up to date with all relevant guidance and NHS targets and ensure the effective dissemination of relevant information as directed.

### **Planning and Organisation**

- To organise, plan and manage clinic work, prioritising workloads appropriately reporting any staffing issues to the Leg Ulcer Team Leader.
- To ensure that all accepted referrals meet with the agreed local referral criteria and any inappropriate referrals are discussed with the Team Leader and redirected to the relevant agency.
- To be aware of referral to treatment criteria and to work within this.
- To inform Leg Ulcer Team Leader when referral to treatment times will be breached.
- To work flexibly to provide cover for absent colleagues when required.

### **Responsibility for Patient / Client Care, Treatment & Therapy**

- Undertake direct care in leg ulcer clinics across Somerset.
- To deliver agreed services to patients in reference to leg ulcer management.
- Undertake holistic nursing assessment of patients with leg ulcers.
- To use specialist skills when using the Doppler or applying compression therapy
- To advise on management of care for patients with leg ulcers
- To collaborate with the relevant General Practitioner (GP) to diagnose problems, areas of risk and develop a care plan to meet individual patient's needs.
- To liaise with secondary care to identify and refer patients requiring alternative vascular management.
- To document all findings contemporaneously and accurately in a systematic way and utilising recognised Trust documentation and the electronic patient data base system RIO.
- To educate patients, families and carers using written and verbal information and promote self-care and independence where appropriate.

### **Policy, Service, Research & Development Responsibility**

- To contribute and assist the Leg Ulcer Team Leader with the development of the Leg Ulcer Service
- To contribute to and support the Team Leader in development of policies, standards and guidelines.
- Participate in clinical audit and measure outcomes.
- Be proactive and innovative in-service development and contribute to improvements of services relevant to leg ulcer management.

### **Responsibility for Finance, Equipment & Other Resources**

- To ensure efficient and cost effective utilisation of all resources in line with the Trusts Wound formulary.



### **Responsibility for Supervision, Leadership & Management**

- To delegate continuation of planned care to the Band 3 HCA
- To support the Band 3 HCA in reviewing patient care
- To support the Band 3 HCA in referral of patients to secondary care / communicating with the patients GP
- To deputise for Team Leader as required
- Accountable for own professional actions and to work unsupervised, with the support of the Leg Ulcer Team Leader.
- To delegate ongoing patient care to Band 3 HCA as required.
- To work to develop own knowledge and clinical skills for the role.

### **Information Resources & Administrative Duties**

- Report any incidents in line with Trust policies.

## **WORKING CONDITIONS**

- The post will involve a combination of sitting, standing, and walking.
- The post holder will have exposure to variety of hazards i.e., bodily fluids, offensive odours.
- The post holder must work within the organisation's manual handling policy. The post holder's work will include working approximately thirty per cent of the time at a VDU.
- The post holder may be required to support anxious / distressed patients and relatives and may be subject to challenging behaviour.



## **Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

## **General Information**

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

## **Confidentiality**

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

## **Equality & Diversity**

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

## **Safeguarding**

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

## **Risk Management / Health and Safety**

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role.



## **Records Management**

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

## **Clinical Governance**

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

## **Prevention and Control of Healthcare Associated Infection**

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

## **Smoking**

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

## **Policies & Procedures**

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

## **Sustainability Clause**

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.



## Person Specification

This is a specification of the Qualifications, Skills, Experience, Knowledge, Personal Attributes and Other Requirements which are required to effectively carry out the duties and responsibilities of the post (as outlined in the Job Description).

Requirement	Essential / Desirable	How Assessed
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <b><u>Evidence of Qualifications required</u></b> <ul style="list-style-type: none"> <li>Registered General Nurse</li> <li>Appropriately registered with the NMC as per post requirements.</li> <li>Teaching /Assessor qualification</li> </ul>	E  E  D	
<b><u>KNOWLEDGE</u></b>  Knowledge in the management of leg ulceration	E	
<b><u>EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>Experience in managing complex wounds/leg ulcers</li> <li>Experience of clinical audit/research</li> <li>Experience of working in multi-agency services.</li> <li>Evidence of continuing professional development and to have undertaken post registration training.</li> </ul>	E  D  D  D	
<b><u>SKILLS &amp; ABILITIES</u></b> <ul style="list-style-type: none"> <li>Compassionate - Exceptional interpersonal skills with the ability to communicate effectively with patients, carers and relatives remaining sensitive and empathetic.</li> <li>Listens to others' views respecting and valuing individual patient needs.</li> </ul>	E  E	



<ul style="list-style-type: none"> <li>Professional and patient focussed approach with inspirational skills, acting as a role model to colleagues and junior staff members.</li> <li>Excellent organisational skills, ability to manage own time and plan timed activities for staff and patients.</li> <li>Ability to recognise and manage challenging situations in a calm and professional manner.</li> <li>Able to take instruction and direction and work effectively as part of a team.</li> <li>Ability to record and retrieve information on charts/paper and electronic patient records.</li> <li>High standards of written communication skills with the ability to use email and internet.</li> <li>Ability to teach/supervise junior staff/students.</li> <li>Ability to use specialised skills for example Doppler</li> </ul>	E  E  E  E  E  D	
<b><u>COMMUNICATION SKILLS</u></b> <ul style="list-style-type: none"> <li>Evidence of a good standard of Literacy / English language skills</li> </ul>	E	
<b><u>PLANNING &amp; ORGANISING SKILLS</u></b> <ul style="list-style-type: none"> <li>Ability to plan and organise self, good time management.</li> </ul>	E	
<b><u>PHYSICAL SKILLS</u></b> <ul style="list-style-type: none"> <li>The post will involve a combination of sitting, standing and walking.</li> </ul>	E	
<b><u>OTHER</u></b> <ul style="list-style-type: none"> <li>Willingness to use technology to improve standards of care and support to our patients.</li> </ul>	E  E	





<ul style="list-style-type: none"> <li>Compassionate - Open minded, treats colleagues, patients, carers and relatives with dignity and respect.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Intuitive and caring nature.</li> </ul>	E	
<ul style="list-style-type: none"> <li>To be able to demonstrate an awareness and responsibility whilst recognising the impact frequent exposure to distressing circumstances has on care and compassion.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Flexible and adaptable to meet the needs of the patients.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Sympathetic and considerate towards patients, carers, and relatives.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Ability to inspire hope, support recovery and make a difference.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Act in a way that support equality and diversity.</li> </ul>	E	
<ul style="list-style-type: none"> <li>Car driver or otherwise mobile as required to work at outlying clinics. Will require appropriate business insurance.</li> </ul>		

### SUPPLEMENTARY INFORMATION

Physical Effort	Yes	No	If yes – Specify details here - including duration and frequency
Working in uncomfortable / unpleasant physical conditions			
Working in physically cramped conditions		x	
Lifting weights, equipment, or patients with mechanical aids	x		
Lifting or weights / equipment without mechanical aids	x		Patient's lower limbs
Moving patients without mechanical aids	x		Transferring patients who need some nursing assistance but do not require moving and handling aids
Making repetitive movements	x		Cutting bandages with scissors and bandaging legs
Climbing or crawling		x	
Manipulating objects		x	



Manual digging		x	
Running		x	
Standing / sitting with limited scope for movement		x	
Kneeling, crouching, twisting, bending, or stretching	x		
Standing / walking for substantial periods of time	x		Application and removal of dressings
Heavy duty cleaning		x	
Pushing / pulling trolleys or similar		x	
Working at heights		x	
Restraint i.e. jobs requiring training / certification in physical interventions		x	
<b>Mental Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Interruptions and the requirement to change from one task to another (give examples)	x		Interruptions from patients and staff Ability to respond to patient safety/emergency situations.
Carry out formal student / trainee assessments	x		
Carry out clinical / social care interventions	x		All clinical care
Analyse statistics	x		Research and audit
Operate equipment / machinery	x		Electric couches, Topical Negative Pressure Pumps.
Give evidence in a court / tribunal / formal hearings	x		Possibility
Attend meetings (describe role)	x		Participate and offer professional advice.
Carry out screening tests / microscope work			
Prepare detailed reports	x		Leg ulcer assessments
Check documents	x		Patient records, prescriptions
Drive a vehicle	x		To attend community clinics
Carry out calculations	x		Drug calculations and ankle brachial pressure measurement.
Carry out clinical diagnosis	x		Assessment of wounds /leg ulceration
Carry out non-clinical fault finding			
<b>Emotional Effort</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Processing (e.g. typing / transmitting) news of	x		Patient records/documentation



highly distressing events			
Giving unwelcome news to patients / clients / carers / staff	x		Involving patients and carers in the progress of their wounds
Caring for the terminally ill	x		Care of patients on the caseload
Dealing with difficult situations / circumstances	x		Involvement of patients and carers in the progress of their wound/ulcer.
Designated to provide emotional support to front line staff			
Communicating life changing events	x		Care of patients on the caseload
Dealing with people with challenging behaviour	x		Care of patients within the caseload.
Arriving at the scene of a serious incident			
<b>Working conditions – does this post involve working in any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>If yes - Specify details here - including duration and frequency</b>
Inclement weather		x	
Excessive temperatures		x	
Unpleasant smells or odours	x		Dealing with wounds/leg ulcers and body fluids on a daily basis
Noxious fumes		x	
Excessive noise &/or vibration		x	
Use of VDU more or less continuously		x	
Unpleasant substances / non household waste	x		
Infectious Material / Foul linen	x		As part of general nursing care and management of wounds and leg ulcers.
Body fluids, faeces, vomit	x		Patient care
Dust / Dirt		x	
Humidity		x	
Contaminated equipment or work areas	x		
Driving / being driven in <b>Normal</b> situations	x		Travel to community clinics
Driving / being driven in <b>Emergency</b> situations		x	
Fleas or Lice	x		Patient care
Exposure to dangerous chemicals / substances in / not in containers		x	



Exposure to Aggressive Verbal behaviour	x		Care of all patients on the caseload
Exposure to Aggressive Physical behaviour	x		Care of patients on the caseload

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.

### Job Profile Agreement

Agreed and Signed:	L Vickery	Date:	9/8/23
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Date Role Description is Effective From: 9/8/23			

