

Join us at UHB



Building healthier lives

Welcome from our CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Chief Executive Officer

JOB DESCRIPTION

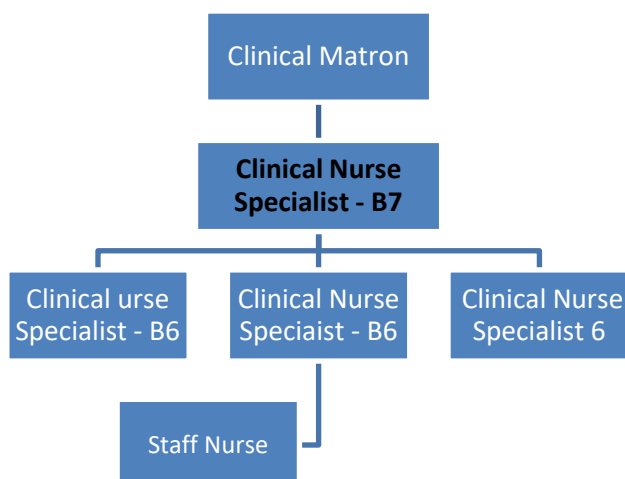
Job Title	Clinical Nurse Specialist
Pay Band	7
Department	Urology Department
Division	4
Reports to	TBC (i.e.: Clinical Nurse Specialist Team Manager, Matron, and Lead Nurse)
Professionally Responsible to	TBC (i.e.: Clinical Nurse Specialist Team Manager, Matron, Lead Nurse)

JOB SUMMARY

In partnership with members of the multidisciplinary team the post holder will develop, implement and evaluate seamless specialist service. They will ensure patients receive the highest standard of clinical care. As a nursing expert the post holder will demonstrate a high level of expertise within the specialist's service, providing advice, education and support to staff, patients their families and carers.

The post holder will lead on clinical audit activity within their specialist area. The post holder is responsible for contributing / leading the on-going development of clinical practice, standards of care within the service including the development of policies, procedures, protocols and guidelines. They will undertake service developments in collaboration with multidisciplinary colleagues. The post holder is accountable for their safe, effective clinical practice and working as part of a defined team and supporting team performance, ensuring efficient and effective use of physical and human resources. They will provide a range of educational and training packages for health care staff and patients.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- To act as an expert practitioner working autonomously, managing a caseload of patients within a speciality whilst working as part of a multidisciplinary team (defined or virtual), delivering individualised and personalised direct patient care.
- Provide a specialist nursing service and advice in a variety of clinical settings and disciplines for

staff, patients, their families and carers, effectively liaising with multidisciplinary colleagues. Receive referrals via a variety of media including (where defined) direct patient referral. Triage case load according to agreed protocols and working practices.

- Participate in nurse led and multidisciplinary clinics, ward rounds, patient reviews and multidisciplinary team meetings, where the post holder will co-ordinate treatment independently or in conjunction with a wider multidisciplinary team. Undertake and provide treatment / advice as per speciality and scope of practice. These may be face to face, virtual or telephone, and incorporate the use of agreed protocols clinical and professional guidelines. This service may be provided within an acute secondary health care facility or in primary care or home care settings in accordance with local service level agreements.
- Responsible for carrying out expert clinical practice within a designated group of patients as part of a multidisciplinary team. Ensure that high quality, current evidence based nursing care underpins all actions and interactions with patients and is aligned to the professional values of care, compassion and respect. Responsible for the application of knowledge across a range of work procedures and practices, underpinned by theoretical knowledge and practical experience.
- Have accountability for the correct administration and custody of medicines according to the Trust Policy to include the safe administration of medicines, controlled drugs intravenous drugs, transfusion of blood and blood products where this is a requirement of the clinical area. Where there is a requirement utilise scope of practice undertake Non-Medical Prescribing role and or provide advice on medicines management issues associated with the patient group.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review, referring to other specialists as required. Provide guidance to staff, patients, their families and carers on pathway navigation.
- Lead on/ contribute to the development and updating referral guidelines for the service, demonstrate competence in assessing and prioritising referrals and planning clinical and educational workload.
- Demonstrate safe, compassionate, consistent and appropriate practice and expert nursing advice using up to date knowledge and evidence to assess, plan, deliver and evaluate care, communicate findings, influence changes and promote health and best practice. Make person centred, evidence based judgements in partnership with others involved in the care process to ensure high quality care
- Communicate with patients and their relatives/carers, making reports and liaising as required with medical staff and other members of the multidisciplinary team both verbally and in writing. Where there is a requirement undertake training to support and enhance effective communication ability. Where required undertake additional advanced communication skills training.
- Continuously assess the communication, educational and information needs for patients and their families and devise plans to ensure needs are met; ensure instructions/information are understood. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report findings as required. Be mindful of own and others body language and

barriers which may affect communication.

- Lead on / participate in the active engagement of service users through facilitation of patient family and carer feedback via user groups, open days, support groups and ensure feedback informs service development
- Use professional judgment to intercede and act as an advocate for patients to ensure a patient focused approach to the delivery of care and service strategy .Support and enable patients and carers to make informed decisions relating to their treatment and management, escalate concerns within nursing/professional structures as required.
- Demonstrate critical analysis and decision making skills, ensuring patients receive high quality clinical care and a good patient experience, having regard to their customs, beliefs and doctrines. Escalate concerns within multidisciplinary teams / management colleagues as required; be mindful that ethical dilemmas may require discussion through an agreed / defined process.
- Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients. Advise on the promotion of health and prevention of illness escalating concern as required to appropriate members of the multi-disciplinary team. ,
- Using expert practice take a clear and concise history from patients by assessing their health and well-being, complete documentation (paper based and electronic systems) ensuring all entries are accurate, legible and timely and in accordance with Trust standards
- Carry out those activities required to conduct and record a comprehensive assessment of a person's nursing requirements. Be mindful and record relevant details of cognitive understanding, spiritual and religious beliefs and patient's wishes. Demonstrate competence to a level associated with underpinning training and education to ensure a comprehensive physical and mental patient assessment is undertaken
- Undertake a variety of physical observations appropriate to the scope of practice using a range of equipment, record and report and escalate exceptions as required to relevant multi-disciplinary team members.
- Recognise significant observations made, and use them to develop and initiate and devise plans of care. Within own scope of practice request/undertake diagnostic procedures/clinical investigations in accordance with Trust expanded practice protocols and clinical competence.
- As an autonomous practitioner or as part of a team monitor patients progress, ensuring accurate records of all relevant observation and clinical assessments are, take appropriate action as indicated
- Work towards safe and timely discharge and or transfer of care of patients from or between hospital and services and health care professionals and ensure barriers to discharge/ transfer of care are identified and acted on appropriately.
- Report and raise concerns about Safeguarding, accessing advice and support at the point of

need. Be conversant with Trust policies, procedures and systems for safeguarding including the assessment of Mental Capacity, the process for consideration requests for Deprivation of Liberty Safeguards (DOLS) and the application of the principles of Prevent (counter terrorism awareness).

- Supervise, carry out and assist with clinical procedures / practice as required, ensuring optimal recovery to health of the patient in accordance with Trust Policy, procedures, guidelines and expanded practice protocols. Delegate these tasks as appropriate and assess others in achievement of competence.
- Ensure effective handover of patients between health care professionals using a range of communication aids such as verbal handover, email, IT systems, written documents, reports and letters.
- Facilitate high quality cost effective specialist service through monitoring and audit and other quality initiatives, this includes the use of consumables associated with the service. Actively contribute to the evaluation and feedback of equipment and consumables ensuring economic use.
- Local area variation to core job description
To achieve and maintain skills and clinical competencies specific to the post/ department /role, including equipment training, expanded clinical practice, non-medical prescribing in accordance with Trust expanded practice protocols , guidelines , policies and associated procedures
 - Develop and maintain a working knowledge of local, national and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and reflected in service development plans.
 - Contribute to and where required lead on policy and strategy development at departmental and organisational level.

KEY RESPONSIBILITIES

- The post holder will be professionally accountable for the maintenance of standards and professional practice as set by Trust Policies/Procedures, the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines,
- Provide expert nursing advice to a cohort of patients referred for specialist intervention, care and support within the services, being a point of contact for assessment, information and advice for the patient, family and carers and all staff involved in the care of the patients.
- Where working as part of a Clinical Nurse Specialist Team the post holder will assume a lead role in a sub-speciality area of practice , developing guidance , analysing data and outcomes and identifying areas of change
- Support the development of staff caring for patients through support, formal education, practice development and role modelling.
- To teach and act as a facilitator and supervisor and mentor to other staff.
- As an expert nurse the post holder will practice autonomously, working independently within their scope of clinical practice and in conjunction with other relevant clinical staff. The post holder will assist with clinical development in maintaining and improving all aspects of clinical governance, evidence based practice and quality assurance and monitoring within the service

and speciality.

- Use a range of techniques to ensure, set and monitor standards of clinical practice, audit, research and teaching to continually improve standards of care and patient experience.
- Ensure safe and effective clinical practice.
- Enhance patient experience.
- Ensure effective delivery of organisational objectives.
- Ensure efficient and effective use of resources , managing a devolved budget (where applicable)
- Take an active role in risk assessment, supporting the implementation of strategies to minimise risks. Ensuring incidents and near misses are reported and managed as per Trust Policy / Procedure.
- Where required be accountable for the management of incidents and have responsibility for the processing of reports as per Trust Policy and Procedures.
- Lead clinical incident reviews including the investigation of incidents. Draw up and support others to draw up action plans to minimise and manage risks
- Participate in learning from incidents, including provision of feedback, reflection and action in practice.
- Where required formulate the development of action plans which lead to systematic change through specialist advice or provision, seek additional support and advice as required Have responsibility for the implementation of agreed actions to support and enable changes to practice or service delivery resulting from incidents , complaints and feedback, policy and procedural changes and or national guidance. .
- Ensure risk registers are maintained and provide assurance that any investigations have led to systematic changes and these are actively monitored and sustained.
- Lead reflective discussion and dissemination learning from incidents and concerns associated with specialist practice.
- Work according to hospital policies, procedures, clinical guidelines and participate in the updating of these within the specialist field of practice.

BUDGETARY AND RESOURCE MANAGEMENT

- Provide highly visible clinical presence and demonstrate expert knowledge and high standards of clinical practice and provide support or advice when necessary to patients, staff, families and carers. Ensure you are accessible and patients, staff, families and their carers and that they are aware of how to contact you when they require advice and support.
- Develop the role according to patients changing needs, service requirements and research findings, national and local policy and guidelines.
- Work autonomously, organise own workload and manage own caseload and practice, identifying and maintaining supportive networks for self and others. Identify and articulate workload pressures to line manager and or capacity within case load accepting reallocated work when required to do so.
- Promote team working and collaborative working practices to maintain a harmonious working environment. Ensure effective communication and liaison with all members of the multi-disciplinary team. Actively participate in participation in, patient reviews, ward rounds, case discussions and multidisciplinary team meetings .Liaise with inter-hospital departments/personnel across organisational and professional boundaries.
- Actively participate in and when required lead service/departmental projects, audits, quality initiatives and statutory accreditation processes. This will include the setting, monitoring of clinical

standards and care on a regular basis and contributing or undertaking the lead role in updating of protocols, guidelines, policy and procedures. Undertake as required literature searches and reviews to support service development and when updating / developing Policy, Procedures and Guideline

- Develop links and collaborative working relationships which enhance the interface between staff, patients, community and visitors across organisational and professional boundaries.
- Contribute to and where required lead on initiatives that are aimed at improving patient quality of care and patient experience. Where appropriate suggest changes which are aimed to improve standards
- Contribute to or where required lead on the development and or updating of information systems , and utilise information systems to aid clinical audit and decision making, and provide information and annual activity analysis, statistical returns and service reports.
- Maintain a safe, clean environment. Ensure that hazards in the practice setting are reported as per Trust procedures and any equipment in use is in good working order and report appropriately when defective. Where required lead on the procurement or assessing of equipment during trials and replacement programmes. Where the post holder is responsible ensure any departmental / service equipment is safe and in working order by ensuring proactive and reactive maintaining contracts are in place with named 3rd parties.
- Lead on or participate in procurement or assessment of equipment during trails and replacement programmed.
- Lead on or participate in patient experience initiatives, seeking innovative ways to seek patient experience and feedback in relation to service. Address any immediate concerns or complaints as they arise and escalate as required. Where required respond to concerns, complaints or feedback within agreed timescales.
- Attend and where required chair multi-disciplinary meetings and forums as a representative of the service. Ensure minutes and actions are recorded and cascaded to relevant stakeholders as required and agreed actions are undertaken according to timescales set.
- Take responsibility for the care provided, communicate clearly, work cooperatively with others, share skills knowledge and experience with others in a manner which meets the requirements of organisational policies, procedures and guidelines.
- Participate in the appraisal process, where required undertake appraisal of others and actions to support revalidation.
- Establish and maintain robust communications process within and external to your team.
- Attend team meetings at an appropriate frequency, reading or where required preparing minutes of these, participate in the exchange of ideas and contribute to the agenda.
- Work cooperatively in partnership with others in planning, reviewing and developing the service / ward, promoting the involvement of patients /public. Work according to agreed work patterns and or rosters.
- Contribute to job planning and service planning and the production of reports associated with service and role. Produce reports and information as required in an agreed format for internal and external communications to support reporting and regulatory requirements of quality service provision.
- Take, participate in and contribute to innovation, service redesign or review where required, ensure these are linked to organisational priorities and support improved patient clinical and experience outcomes.
- Support the development of, and be responsible for the implementation of new ways of working, updating nursing practice and standards.

- Seek opportunities for personal and team development.

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

- Act as an expert educational resource for clinical staff, patients' carers and relevant external agencies by providing formal and informal education
- Ensure the learning environment and specialist training is appropriate for both pre and post registration learners.
- Lead on and support the development, updating and coordination and delivery of multidisciplinary training programmes and seminars based upon agreed protocols, clinical guidelines and standards. Utilise a range of media including teaching packages for students, staff, patients and carers. Ensure appropriate recording of activity to support reporting of service activity. Participate in a range of education and training programmes internally and externally to the Trust as required.
- Act as a mentor/assessor and supervisor to staff as required, provide education advice and support to staff. Ensure the departments can access appropriate teaching, support and guidance, in accordance with the clinical area/departmental needs to agreed levels of skill and competence. Support and contribute to the development of standards for education and training associated with the field of specialist practice.
- Contribute to fostering a learning culture that is stimulating, supportive and rewarding to staff.
- Participate in education and practice development on a Trust wide basis and as required in a national and international level by attending, presenting at, and/or assisting with the co-ordination of study days, seminars, forums and conferences. Undertake further training to support strategic witness requirements for expert practice , including legal , ethical and expert practitioner reviews /testimonials where this is a requirement of the role.
- Where required ensure staff are fully trained on the range of equipment, consumable products associated with the care and treatment of patients. Ensure that they are educated to understand the correct method of clinical assessment before using such items with patients and document this as required. Maintain own skill and competence with the range of consumables and equipment required to undertake the role and train and assess others to agreed levels of competence in practice.

RESEARCH AND DEVELOPMENT

- Utilise research findings in the delivery of specialist patient care, developing new ways of working to disseminate relevant information to staff.
- Where required assist with clinical trials and research. To promote a progressive attitude to the continual improvement of patient care through research and evidence based practice.
- Be aware of research/ trials being undertaken within the specialist field of practice and identify areas to be considered.

PROFESSIONAL RESPONSIBILITIES

- Be fully conversant and wholly accountable for their practice, act and uphold the professional standards detailed within the Nursing and Midwifery Council Code of Professional Standards of Practice and Behaviour for nurses and midwives and associated national guidelines and abide by their guidance.
- Take responsibility and maintain professional records for personal and professional updating (portfolio of practice), taking an active involvement in their own professional development discussions and personal development plan. Ensure that their own professional competency

document/portfolio containing attainment of skills and practices is regularly updated to support revalidation.

- Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.
- Take personal responsibility for attendance at mandatory/ statutory training and updating as per Trust statutory and mandatory training requirements and inform your manager if there is any deviance from training attendance at mandated intervals.
- Maintain a high standard of personal behaviour and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.
- Provide and accept constructive feedback and use this to reflect on your own practice.
- Recognise signs of stress in self and the emotional impact of care in self and others and take appropriate action. Be proactive in the recognition and management where this may manifest on personal performance and take steps to address this where required.
- Adhere to all Trust policies ensuring a high standard of personal and professional behaviour is maintained at all times whilst acting as an ambassador for the trust and a role model to others. Where required wear a uniform according to the Trust Dress Code.
- Utilise opportunities to support on-going professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums
- The post holder will act as a positive professional role model at all times in promoting the personal growth of self, peers and junior colleagues. Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice
- The post holder may be deployed / expected to work in any part of the organisation should the need arise to ensure patient safety is maintained. The post holders will be expected to undertake direct clinical care on in-patient wards where this is a requirement of the organisation

TRUST VISION & VALUES

DO NOT AMEND THIS SECTION

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: BAND 7 CLINICAL NURSE SPECIALIST	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Registered Adult / Child Nurse on the NMC Register (Field dependent upon role) Evidence of post registration CPD / Post registration qualification in (appropriate area of speciality or professional knowledge supplemented by specialist experience and short courses to degree / masters level equivalent FHEQ Level 6 /7 Recognised mentorship course 	<ul style="list-style-type: none"> To have or working towards a MSc/ Masters qualification To have or working towards advanced health assessment module – where applicable to the role Non – Medical Prescriber/ willingness to undertake - where applicable to the role
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Evidence and ability to revalidate as required by the NMC Significant years post registration experience as a Clinical Nurse Specialist at B6 or above in defined or associated speciality Extensive experience of working autonomously at a specialist level Evidence of achievements and career development in current post and of on-going professional development/ competence Demonstrate expert knowledge underpinned by theory and CPD relevant to speciality Experience and enthusiasm for developing educational programmes and teaching / assessing and supervising others in a clinical setting Working in a multi-disciplinary and cross agency work environment Experience of patient service user advocacy role Can demonstrate expert nursing knowledge with an ability to assess, plan , implement and evaluate specialist care delivered to patients and give advice and information to patients / relatives/ care staff Awareness of current relevant NHS policy context relating to the speciality Has understanding / experience of the principles of Safeguarding 	<ul style="list-style-type: none"> Experience of delivering change management both personally and as a facilitator Experience in service development Awareness of current research related to the speciality



<ul style="list-style-type: none"> • Knowledge of corporate and clinical governance 	
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to explain the requirement to balance clinical caseload • Ability to communicate with a wide range of health care professionals, on a variety of complex and sensitive issues which require persuasive and empathetic skills. • Ability to work autonomously , manage / prioritise own workload , supervise / appraise and assess junior staff • Competent in a range of clinical skills and expanded practices relevant to the scope of practice required • Ability to work under pressure across competing priorities • Ability to, undertake clinical audit , analyse information and develop robust measurable action plans to support improvement / change • Evidence of ability to compile reports and documents for internal / external communication • Knowledge of current evidence based practice and ability to apply to service and policy development 	<ul style="list-style-type: none"> •
OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to adapt behaviour to changing circumstances • Positive and enthusiastic attitude • Ability to communicate articulately and motivate others • Evidence of flexible and innovative approach to service delivery and development • Ability to work a varied shift pattern where required • Ability to act on own initiative 	<ul style="list-style-type: none"> •