

# 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

<b>Job Title</b>	Interstitial Lung Disease Clinical Nurse Specialist
<b>Pay Band</b>	6
<b>Department</b>	Respiratory
<b>Division</b>	2
<b>Reports to</b>	Band 7 (Lead CNS/Senior CNS)
<b>Professionally Responsible to</b>	Band 7 (Lead CNS/Senior CNS)
<b>JOB SUMMARY</b>	
<p>An exciting opportunity to become an Interstitial Lung Disease Clinical Nurse Specialist (ILD CNS) in a well-established integrated multi professional interstitial lung disease service.</p> <p>In partnership with members of the multidisciplinary team the post holder will develop individual competence and knowledge which will support the provision of seamless, specialist ILD nursing service; ensuring patients receive the highest standard of clinical care.</p> <p>Through work based learning and development the post holder will develop specialist ILD knowledge and skills, demonstrated through the provision of advice, education and support to staff, patients, their families and carers. Whilst undertaking the role the post holder will be supported by more experienced ILD nurses to enable them to achieve the competence in agreed areas of specialist practice through exposure, training and education to agreed levels of competence to enable autonomous practice within the ILD speciality.</p> <p>The post holder is responsible for contributing, with collaboration of multidisciplinary colleagues, to the ongoing development of clinical practice, standards of care within the service, including the development of ILD policies, procedures, guidelines and protocols.</p> <p>The post holder is accountable for their safe, effective clinical practice and supporting team performance.</p> <p>The post holder will act as a role model for junior team members in the delivery of a consistent high standard of nursing practice. In the absence of the Senior Nurse, will deputise and will support the management of the department with particular emphasis on quality and clinical standards.</p>	
<b>TEAM/DEPARTMENT STRUCTURE CHART</b>	
<p>Senior Nurse Lead CNS Matron Deputy Director of Nursing for Division 2 Director of Nursing for Division 2</p>	
<b>KEY SKILLS</b>	
<p>The post holder will be professionally accountable for the maintenance of standards and professional practice as set by the NMC Code of Professional Standards of Practice and Behaviour and relevant professional guidelines.</p>	





The post holder will provide specialist nursing advice to Interstitial Lung Disease (ILD) patients referred for specialist intervention, care and support within the service, 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.

In liaison with others, support the development of staff caring for patients through support, formal education, practice development and role modelling.

As an ILD specialist nurse, the post holder will practice under the direction of the service lead/senior nurse, working towards achieving agreed levels of competence, skills and knowledge to enable independent autonomous practice within their scope of practice.

Within the practice setting, take responsibility for ensuring the coordination and direct provision of high standard of holistic, patient centred care by assessing nursing care and health education needs, and the development, implementation and evaluation of care for each patient.

In the absence of the Senior Nurse continue responsibility for the organisation and management of the practice setting.

In conjunction with others, assist with clinical development in maintaining and improving all aspects of ILD clinical governance, evidence based practice, quality assurance and monitoring within the service.

Use a range of techniques to ensure 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.

#### **KEY RESPONSIBILITIES**

Will work towards achieving agreed ILD competencies, skills and knowledge through work based practice, education and training to enable the provision of specialist nursing.

Will work towards independent, autonomous practice and be responsible for managing patients within the ILD specialism, delivering individualised and personalised care, advice and support to patients, families, carers and staff.

Responsible for carrying out clinical practice within designated clinical area ensuring that high quality, current evidence based nursing care underpins all actions and interactions with patients.

Provide a specialist service and ILD advice in a variety of clinical settings for staff, patients, families or carers, effectively liaising with multidisciplinary colleagues.

Triage case load and clinical priorities according to agreed protocols and working practices.

Act as a change agent, developing clinically effective practice through effective use and integration of evidence base ILD practice, setting implementing and monitoring evidence based standards of care, policies, procedures and protocols through regular audit. Be accountable in ensuring all delegated clinical/ documentation/ activity and audits are completed and submitted in a timely manner, make changes to care delivery as required to sustain and improvement practice standards.

To achieve and maintain clinical skills and competencies specific to the post, facilitating the



development and achievement of competence in others.

Participate in face to face and telephone ILD outpatient clinics, inpatient reviews and multidisciplinary meetings, working towards autonomous practice and co-ordinate treatment independently or in conjunction with the wider multidisciplinary team.

Demonstrate safe, best practice and specialist ILD nursing advice using up to date knowledge and evidence to assess, plan, deliver and evaluate care.

Advise on the promotion of health, assessing educational and information needs of patients, their families and carers and staff and devise plans to ensure needs are met.

Take a clear and concise history from patients by assessing their health and wellbeing, including cognitive understanding, spiritual and religious beliefs, and complete documentation ensuring all entries are accurate, legible, and timely in accordance with Trust standards.

Use professional judgement to intercede and act as patient advocate to clarify plans of care and treatment. Observe changes in patient's attitude, behaviour and emotional state, physiological observations and report/escalate findings to other the relevant health care professionals.

Support and facilitate a culture of protecting patients from harm and deprivation of basic rights ensuring a safe and effective service with continuous quality improvement.

Support the senior team in managing changes and improvement through the use of audit, patient and staff feedback and reflection on practice by self and others.

Promote a clean and safe environment for staff, patients and visitors by ensuring compliance with legislation / policies and procedures , health care associated infection prevention , clinical governance , including risk management and critical incident reporting. Take steps to act upon and escalate areas of concern or risk.

Recognise and act to avoid situations that may be detrimental to the health and wellbeing of patients and escalate to senior nursing colleagues, as required.

Report incidents and near misses promptly and appropriately taking effective action to minimise future risks and document this.

Ensure standards of care and record keeping is in accordance with, Trust and National policies, procedures, standards and guidance.

Communicate with patients and their families/carers, making reports and liaising with medical staff and other members of the multidisciplinary team.

Ensure effective and efficient patient's journey during their review, including the smooth transition to other settings, promoting safe, timely and effective transfer and optimising communication with multi-professional and interagency teams as required where appropriate.

Ensure effective handover of patients between health care professionals using a range of communications aids such as verbal handover/written documentation/referral letters and requests.

Co-ordinate nursing interventions and advise on clinical decisions and monitor the quality of



patient care and experience through using expert clinical knowledge relevant to own field of practice, underpinned by theory and experience.

Act as advocate for patients within the area, to ensure a patient focused compassionate approach to the delivery of care.

Be highly visible, communicating regularly with staff patients, relatives and or carers to promote transparency of services for patients and staff, promote a caring environment which respects individuals values and beliefs and promotes, equality and diversity, ensuring patients are enabled to be partners in their care, management and treatment.

In conjunction with the senior team, use patient and carer/ family feedback to develop and as required change care and services in response to, feedback, patient experience, complaints and comments.

Ensure people are treated as individuals and uphold their dignity; listening to and responding to their preferences and concerns, respecting the right to privacy and confidentiality whilst ensuring people are treated equally.

Contribute to the development and updating referral guidelines.

Demonstrate competence in assessing and prioritising referrals and planning clinical workload.

Access relevant IT databases to facilitate the effective monitoring patients on treatment pathways.

#### **BUDGETARY AND RESOURCE MANAGEMENT**

In the absence of the Service Lead/Senior Nurse manage the practice setting.

Ensure the department has adequate resources / equipment to provide an effective service.

Ensure equipment is safe and in working order by ensuring where required proactive and reactive maintenance contracts are in place ie: medical devices aligned to Medical Engineering Department.

Ensure registered health care professionals uphold and maintain professional standards of practice and behaviour and dress according the Trust dress code.

Be aware of and take appropriate action in regard of deteriorating patient condition, clinical emergencies, cardiac arrest, fire and major or internal incidents which affect business continuity.

#### **MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES**

Act as a role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.

Maintain expected standards of personal behaviour and appearance and ensure effective communication with all members of the multidisciplinary team, patients carers and relatives.

Lead by example, develop yourself and other staff, influence the way care is provided, and be open and responsive to the needs of others. Work alongside staff to support their development in practice.



Ensure that the nursing team take responsibility for the care they provide, 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.

Support the Service Lead/Senior Nurse in ensuring and maintaining robust communications process within and external to your team. Participate in and, as required, lead team meetings at an appropriate frequency. Where required record and circulate minutes of these and encourage the exchange of ideas and allow staff to contribute to the agenda. Take steps to ensure all minutes actions of meetings/ emails and circulars are read and communicated widely.

Take all reasonable care of health and safety at work for you, your team and others and undertake delegated tasks required by the departmental manager in relation to Health and Safety record keeping, risk assessment and aspects of procedural compliance.

Be proactive in risk assessment, management and mitigation whilst maintaining accurate records.

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 and application of the principles of Prevent (counter terrorism awareness).

Develop and maintain a supportive working relationship with senior nursing staff responsible for the practice setting. Ensure they are made aware of changes to circumstances which may affect safe competent practice, which could impact on patient experience or adverse incidents.

Seek opportunities for personal and team development.

Support the Service Lead/Senior Nurse in creating a learning environment that supports effective learning for staff / students. Utilise a range of support strategies, including mentoring, coaching and supervision to facilitate staff development and capability. Support the ongoing monitoring of training records for the team in conjunction with senior team.

Participate in a training needs analysis to support standards of care and practice.

Teach and supervise practice as required using proven and credible methods. Contribute to/ lead on the development of teaching materials as required.

Participate in education and practice development on a Trust wide basis and as required, attend and assist with the co-ordination of study days, seminars, forums and conferences.

#### **RESEARCH AND DEVELOPMENT**

Work cooperatively in partnership with others in planning, reviewing and developing the service.

Support the development of the role according to patients changing needs, service requirements and research findings.

Participate in and contribute to innovation and take a proactive approach to service redesign



or review where required, ensure these are linked to organisational priorities and support improved outcomes.

Support the senior team and the wider team through the process of change, demonstrating tenacity, drive, professional integrity, balance and perspective. Be mindful of and ensure consistent application of any organisational policies and procedures required.

Support the development of and be responsible for implementation of new ways of working, to include updated nursing practice and/ or standards.

Develop links and collaborative working relationships which enhance the interface between staff, patients, community and visitors across organisational and professional boundaries.

Be aware of research/trials being undertaken within the specialist field of practice.

#### **EFFORT**

Network with peers across professional groups and clinical disciplines sharing knowledge, skills and resources.

Attend and be a responsible representative at local, internal and external meetings and disseminate information from the meeting to the team you represent.

Develop and maintain a working knowledge of local, national and professional strategy and policy. Ensure organisational goals are reflected in personal objectives and ward / service / departmental development plans.

Contribute to policy and strategy development at departmental and organisational level.

#### **Professional**

Be fully conversant and wholly accountable for his / her practice as outlined within the NMC Code of Professional Standards of practice and Behaviour, as well as and associated national guidelines and abide by their guidance

Take responsibility and maintain professional records for personal and professional updating (portfolio of practice) for revalidation, taking an active involvement in their own professional development review and personal development plan.

Take personal responsibility for attendance at mandatory training and updating as per Trust statutory and mandatory training requirements and inform the manager if there is any deviance from training attendance at mandated intervals.

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.

Recognise the limits of individual competence and knowledge, undertake further training and academic qualifications as relevant to the role and service requirements.

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 personal practice.





Recognise the emotional impact of practice in self and others, and take appropriate action, escalating to line manager where this may be impacting on personal performance or the performance of others.

Act with personal and professional integrity within professional, ethical and legal frameworks and process to maintain and improve standards of care and practice.

Utilise opportunities to support ongoing professional development by undertaking delegated tasks for your line manager in his / her absence or representing them at meetings and forums.

The post holder may be deployed/ expected to work in any part 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

<b>JOB TITLE:</b> Interstitial Lung Disease Clinical Nurse Specialist, Band 6	
<b>TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS</b>	
ESSENTIAL	DESIRABLE
<p>Registered Adult Nurse on the NMC register (E)</p> <p>Mentoring qualification (E )</p>	<p>Health care management / leadership qualification (D)</p> <p>Post registration respiratory nursing qualification (D)</p> <p>Recognised spirometry training (D)</p> <p>NMP/Independent prescribing (D)</p>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	
ESSENTIAL	DESIRABLE
<p>Relevant Band 6 respiratory medicine experience (E)</p> <p>Advanced knowledge of caring for patients with acute and chronic lung disease (E)</p> <p>Professional portfolio which demonstrates continuing professional development, evidence of ability to maintain professional registration (E )</p> <p>Experience of mentoring undergraduate students ( E )</p> <p>Experience in learning from incidents /complaints and supporting changes in practice. (E )</p> <p>Demonstrate an ability, experience, passion in the following: (E)</p> <ul style="list-style-type: none"> <li>-leadership</li> <li>-team building</li> <li>-managing resources</li> <li>-time management</li> <li>-role modelling</li> <li>-change management / clinical developments</li> <li>-clinical governance</li> <li>-audit and research</li> <li>-workforce planning / management</li> <li>-NHS policy and political awareness</li> </ul>	<p>Working in outpatient clinical setting (D)</p> <p>Experience in palliative care field (D)</p>



<b>SKILLS &amp; ABILITY</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Counselling patients/carers with distressing conditions and symptoms (E)</p> <p>Demonstrates specialist expertise underpinned by theory acquired through CPD (E )</p> <p>Competence in expanded clinical practice associated with the role (E )</p> <p>Ability to empathise with respiratory patient group, giving support to patients and carers faced with life threatening conditions (E)</p> <p>Excellent Communication skills /written / verbal / IT (E )</p> <p>Plan and organise day to day service provision (E)</p>	<p>Physical assessment skills in respiratory patients (D)</p> <p>Ability to break bad news as necessary (D)</p>
<b>OTHER SPECIFIC REQUIREMENT</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p>Positive and enthusiastic attitude (E )</p> <p>Approachable and friendly (E )</p> <p>Supportive (E )</p> <p>Flexible (E )</p> <p>Well organised (E )</p> <p>Effective communicator (E )</p> <p>Sound clinical reasoning and decision making (E )</p> <p>Ability to perform in complex and challenging situations (E)</p> <p>Ability to work flexible shift pattern according to service need (E )</p> <p>Ability to travel across hospital sites (E)</p>	

