



JOB DESCRIPTION

Job Details

Job Title: Clinical Nurse Specialist
Pay Band: 6
Department: Rheumatology

Organisational Arrangements

Accountable to:

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| 1. (Managerially) | Rheumatology Operational Manager |
| 2. (Reporting) | Clinical Nurse Specialist, Band 7 |

Job Purpose

The post is one of 7 specialist nurses in the Rheumatology service working alongside a Rheumatology Consultant and experienced Clinical Nurse Specialists in Rheumatology. There are 7 permanent Rheumatologists, 3 Speciality Doctors within our team, with some locum cover. The post holder will undertake clinics at RJAH and will deliver outreach clinics in parallel with Consultant Rheumatologists.

The main purpose of the post is to assist the Band 7 senior Specialist Nurses to provide assessment and treatment of patients with rheumatic disease. To give advice and support to colleagues, patients and carers and to participate in the operation of a nurse led telephone advice line for patients.

Duties and Responsibilities

1. To provide a specialist nurse service for people with rheumatology conditions.
2. To assist in the development of specialist nursing assessment, evidence-based intervention, advice and support for clients with rheumatology conditions.
3. To participate in nurse clinics, working in parallel with consultant clinics, seeing follow up patients according to agreed written protocols, treating to target and working within agreed competencies and within a defined development plan. Clinics are held at RJAH (service hub) and from other outreach sites.
4. To assess patients with rheumatoid/Inflammatory arthritis using the DAS 28/PSARC score to assess suitability for and response to anti TNF therapy.
5. To complete funding applications for anti TNF treatment in line with commissioning guidelines.
6. To link with the nursing staff on Sheldon ward, where there are 2-4 Rheumatology beds and the specialist nurses who deliver the day case infusion service, to provide advice and support regarding patient management.
7. To act as a resource for patients and other professionals providing advice, support and information through a patient telephone advice line. The purpose of the telephone advice line

is to enable the nurses to provide support for patients/ Carers / GP's, / other specialists/ Practice and District nurses who may have queries regarding symptoms and treatment. The post holder will then liaise with the appropriate consultant to provide management advice to the patient. This will be in line with the standard operating procedure for telephone advice line.

8. To assist in providing supportive education in rheumatology related issues with colleagues, patients and their carers.
9. To promote best practice in line with relevant quality care standards and NICE guidance.
10. To work with the multi-disciplinary team of consultants, nurses, HCAs, therapists, pharmacist, dietitian, and administrative staff. To attend the monthly county rheumatology meetings and specialist nurse meetings.
11. To refer patients to other members of the MDT as appropriate and to community support service as required.
12. Maintain patient records to ensure information is accurate and up to date and complies with professional standards and the Data Protection Act.
13. Undertake patient satisfaction surveys and participates in clinical audit to fulfil the requirements of the organisation and the Rheumatology unit.
14. To participate in service improvement initiatives.

The post holder will be expected to cover 4 clinics a week (if working full time) across multiple sites. The job role will include helping to manage the help and advice line, monitoring of bloods as part of DMARD monitoring, drug education, pre-treatment screening, drug education and drug funding applications. The post holder will also be expected to provide support and advice to patients/ carers and other professionals.

Risk Management & NHSLA Good practice

Risk Management involves all staff identifying circumstances and practices which put patients at risk of harm, and then acting to both prevent and control these risks.

Staff are required to improve the quality of care by identifying, reporting and analysing actual and potential adverse events through the trust's Clinical Incident Reporting system.

Central to every clinician's practice should be the control and reduction of risk by changing clinical and organisational practice in order to eliminate or reduce adverse events.

All clinical staff are required to familiarise themselves with the Trust's Clinical Risk Management Strategy and all other Clinical Risk policies and guidelines, including the Trust's Complaints Procedure. (These documents are available on the Trust's Intranet Site).

Risk Management and Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by employee's acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

This requires the following:

- Compliance with the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999 and any other relevant safety regulation.

- Being familiar with and following the provisions of the Trust's Health and Safety Policy and all other policies, procedures and safety rules of the Trust and your specific work place
- Co-operating with all measures the Trust takes to maintain a safe working environment. This includes using manual handling equipment, wearing personal protective equipment, etc.
- Compliance with all instruction and training given by members of the Trust relating to health and safety.
- Bringing to the attention of the Trust any situation considered to be a serious and imminent danger; also reporting any other perceived shortcoming in the Trust's health & safety arrangements.

Infection Control

It is the responsibility of all staff, in accordance with The Health Act 2006, to:

- Ensure high standards of hand hygiene and that good practices in infection control are promoted and maintained in their area of control
- Co-operate with all efforts to reduce and/or eliminate the risk of spread of undesirable/infectious organisms
- Adhere to the appropriate policies regarding screening, admission and transfer of potentially infectious patients
- Report to their Manager and Occupational Health all incidents of sharps injuries where the sharp is contaminated with blood or serum.
- Participate in any screening programmes initiated by the Director of Infection Prevention and Control
- Protect the health and safety of patients and other staff by informing their Manager and/or Occupational Health before reporting to work with transmissible harmful/potentially harmful conditions

Confidentiality and Information Security

As a Trust employee, you are required to uphold the confidentiality of all records held by the Trust, whether patient records of Trust information. This duty lasts indefinitely and will continue after you leave the Trust employment. Please ensure that you are aware of, and adhere to, the standards described in the Trust's Confidentiality Policy as you are required to preserve the confidentiality of any information regarding patients, staff (in connection with their employment), and the practice business and this obligation shall continue indefinitely.

A breach of this requirement will be regarded as gross misconduct and as such will be grounds for dismissal, subject to the provision of the disciplinary procedure."

This does not affect your rights and obligations under the Trust's Openness Policy.

Records Management

As an employee of the Trust, you have a legal responsibility for all records (e.g. including patient records, financial, personal and administrative) that you father or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio, videotapes or x ray images etc. All such records are considered public records (under the Public Records Act 1958). You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Non-Medical Prescribing

The post holder;

- Where applicable, following completion of the non-medical prescribing course and registration with the NMC/AHP Professional body, undertake non-medical prescribing in accordance with the Trust non-medical prescribing policy, this includes to work within patient group directions for the supply and administration of medicines.
- Initiate drug therapy / medication as Nurse Independent Prescriber (NIP) or AHP Supplementary Prescriber within the parameters of agreed clinical guidelines and in accordance with present legislation, supply and prescribing of medications, including ongoing monitoring, assessment, evaluation and revision of therapies.

Competence

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties, you should immediately speak to your line manager/supervisor.

Safeguarding Children and Adults

The Robert Jones and Agnes Hunt NHS Foundation Trust takes the issues of Safeguarding Children and Adults very seriously. All employees have a responsibility to support the Trust in its duties by:-

- 1) Attending mandatory training on Safeguarding children and adults.
- 2) Being familiar with the individual and Trust requirements under relevant legislation.
- 3) Adhering to all relevant national and local policies, procedures, practice guidelines and professional codes.
- 4) Reporting any concerns to the appropriate manager or authority

General

This job description does not attempt to describe all the tasks the post holder will undertake. It does indicate the degree of authority, range of duties covered, and the flexibility required for the job.

This job description may be amended in consultation with the post holder as developments evolve, and as part of the appraisal process.

You have a responsibility for ensuring that you are committed to maintaining a high-quality service to patients by continual development of practice in the light of research evidence, National Service Frameworks, NICE Guidance and Clinical Guidance and by audit against clinically relevant standards.

To suggest and implement improvements to services, exercising professional responsibility, including lifelong learning within an open "no-blame culture".

To promote equality and value diversity.

Prepared by/Reviewed by: Mandy Bride

Date: 22/09/2020

Reviewed by: Soma Moulik/Marilyn Shields

Date: 22/11/2022

PERSON SPECIFICATION FOR THE POST OF CLINICAL NURSE SPECIALIST - RHEUMATOLOGY

Criteria	Essential Requirements	Desirable Requirements	Evidenced by
Qualifications/Training	First level registered Nurse	Clinical Post Graduate training (such as a rheumatology or orthopaedic post graduate course, nurse prescribing)	Certificates – verified and copies of originals taken for personal file
Experience	Proven post graduate experience in a nursing role. Clinical experience of working with adults with rheumatology conditions Experience of working with service users to develop practice Experience of treatment evaluation or audit	Experience working in an out-patient setting. Participation in service improvement activities	Application form Interview References
Skills and Competencies	Commitment to improve and maintain own development and skills and standard of care with evidence of on-going professional development. Good communication skills Able to prioritise own workload Good team working, supporting each other to deliver the service Able to work on own initiative Ability to build constructive relationships with empathy. Ability to treat users with respect and dignity, adopting a culturally sensitive approach which considers the needs of the whole person. Ability to operate effectively with associated agencies Able to use IT systems such as Microsoft applications	Presentation and teaching skills	Certificates Application form Interview References
Knowledge (including specialist or technical knowledge required)	Knowledge of rheumatology conditions and their nurse management. An understanding of the effects on an individual of common rheumatic diseases and effects of drug treatment. Relevant current NICE guidance, standards of care and legislation.		Application form Interview References

Personal Qualities & Trust Values	<p>To exemplify the Trust Values:</p> <p>Friendly – patients, colleagues, public are always put at ease and made welcome</p> <p>Excellence – ensure the care we deliver has great outcomes for patients</p> <p>Caring - put the patient first and be considerate of their needs</p> <p>Professional - apply high professional standards to your role</p> <p>Respect - for patients and each other</p> <p>Able to work in outreach clinics and if need be, undertake occasional home visits to patients' home.</p> <p>Able to work flexibly to adapt to the needs of the service.</p>	<p>Full driving licence</p>	<p>References</p>
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