

JOB DESCRIPTION

JOB TITLE:	Pulmonary Rehabilitation Nurse/ Therapist
PAY BAND:	Band 6
LOCATION:	Various locations
ACCOUNTABLE TO:	Locality Manager
LINE MANAGER:	Pulmonary rehabilitation service lead
KEY RELATIONSHIPS:	Professionals, patients and service users, and the wider public
HOURS OF WORK:	Full or part time hours required. The post holder may be required to work flexibly to meet the needs of the service.
JOB SUMMARY	<p>To provide a high quality person centred approach to care delivery which always considers people's safety, privacy and dignity.</p> <p>To provide specialist care and interventions, assessments, treatments and managing patients on a caseload, as part of the wider multi-disciplinary care team.</p> <p>To provide specialist advice to others regarding the management and care of patients / service users.</p> <p>To devise specialist programmes of care for other professionals to deliver and ensure they are delivered appropriately.</p> <p>To plan, implement and review health improvement programmes in a range of settings.</p> <p>Provide supervision, mentorship, training and clinical support to students and trained practitioners.</p>

SECTION A: MAIN DUTIES AND RESPONSIBILITIES

1. CLINICAL RESPONSIBILITIES

- 1.1 To assess, plan, implement and evaluate specialist treatment and care to people on an allocated caseload; promoting independence and autonomy; working within a multi-disciplinary team.
- 1.2 Advance own clinical knowledge, skill and competence based on current evidence through advanced educational programmes.
- 1.3 Provide highly specialist advice to others regarding the management and care of patients/service users
- 1.4 Devise specialist programmes of care for other professionals to deliver and ensure they are delivered appropriately.
- 1.5 To demonstrate clinical effectiveness by use of evidence based practice and outcome measures.
- 1.6 Plan, implement and review health improvement programmes in a range of settings.
- 1.7 Where appropriate to profession, Independent Non-Medical / Supplementary prescriber, able to take a history, assess, examine, diagnose and prescribe and develop a management plan including medication and monitor response to medication.
- 1.8 Recognise, assess and manage risk across the immediate and wider working environment and make appropriate decision autonomously ensuring statutory requirements are met.
- 1.9 To be responsible for patient safety through knowledge of systems, legal requirements and understanding of litigation.

1.10 To communicate effectively in verbal and written form in the exchange of highly complex, sensitive or contentious information in difficult situations using de-escalation, mediation, resolution and professional Duty of Candour.

1.11 To evaluate care, taking appropriate action leading to improvement in quality standards through clinical audit, root cause analysis and dealing with complaints.

2. MANAGERIAL RESPONSIBILITIES

2.1 To inspire teams and demonstrate leadership qualities through delivery of a specialist service, working with others, demonstrating personal qualities, continuous service improvement, and setting direction.

2.2 Support the management of change through strategic thinking, use of negotiating skills, self-awareness and communication.

2.3 Act as a role model and promote the Trust Behaviours of being proactive, positive, respectful, supportive, reliable and trustworthy.

3. RESPONSIBILITY FOR HUMAN RESOURCES / WORKFORCE

3.1 To provide peer support to and receive peer support from other colleagues.

3.2 To provide regular advice/guidance/support to more junior staff.

3.3 To be responsible for teaching and assessing in clinical practice.

3.4 To participate in the development and delivery of specialist training.

3.5 To provide clinical supervision and mentor junior members of the team.

4. RESPONSIBILITY FOR FINANCE / RESOURCES

4.1 The post holder will be an authorised signatory for expenses in accordance with the limits determined within the Scheme of Delegation , namely up to £1,000 per month.

4.2 To be responsible for the maintenance and ordering of stock for sphere of activity.

5. RESEARCH & DEVELOPMENT

5.1 Participate in surveys, regular audits, and clinical trials relevant to role as required

5.2 To take responsibility for keeping abreast of developments and research relevant to specialist clinical work and the profession.

6. POLICY & SERVICE DEVELOPMENT

6.1 Responsible for contributing to the development of policies, procedures and practices applicable to their specialism and for policy implementation.

7. RESPONSIBILITY FOR INFORMATION / DATA

7.1 To maintain and ensure the highest quality of recording of patient data into the relevant record system in line with professional guidance and Trust Policy.

7.2 Analyse data and provide high quality reports relevant to role using Trust record systems using Microsoft Office components such as Word and Excel.

8. PROFESSIONAL RESPONSIBILITIES

8.1 Ensure that personal performance meets job requirements, Professional Codes and standards, Trust and post competency standards at all times.

8.2 Ensure the required level of IT competence required for the role to process, record, evaluate, analyse and report data.

8.3 Demonstrate commitment to the role and to service improvement through developing relationships with

Commissioners, innovative thinking and small scale project management.

- 8.4 Challenge poor practice and take appropriate action making full use of current support systems.
- 8.5 Provide a positive, compassionate role model to junior staff and colleagues to ensure the delivery of people centred care and the key components of compassionate care
- 8.6 Create effective team work across professional boundaries using team building skills, creating common goals, and through engagement.
- 8.7 Respect and apply the requirements of equality and diversity, promoting and role modelling these across the multi-disciplinary team.

9. OTHER RESPONSIBILITIES

- 9.1 To be responsible for providing clinical nursing or therapy input into Pulmonary Rehabilitation groups and programmes
- 9.2 To provide comprehensive and evidence based assessment for individuals attending Pulmonary Rehabilitation
- 9.3 To support the service lead in service planning, development and audit

10. ENVIRONMENTAL FACTORS

- 10.1 The post holder may be required to participate in the prevention and management of violence and aggression (PMVA) where required and following relevant training.
- 10.2 The role will require highly developed physical skills where accuracy is important e.g. for patient interventions and specialist therapy appropriate to profession and area of specialism such as use of specialist equipment and fine tools; manual, sensory and cognitive assessment and treatments, intravenous injections, insertion of catheters, removal of sutures; use of diagnostic equipment such as audiometers....

SECTION B: TERMS AND CONDITIONS OF SERVICE

- 1. Dorset HealthCare has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies, procedures and guidance, copies of which can be found on the Trust Intranet or obtained from the line manager or Human Resources Department. The post holder is expected to be aware of all policies, procedures and guidance which applies to them and to observe their provisions at all times.
- 2. Employment in this post is subject to a Disclosure & Barring Service criminal records Disclosure. The post holder may be required to undertake a Disclosure application at any time during employment.
- 3. Staff are not permitted to smoke on Dorset HealthCare premises, either inside or outside, or inside Trust vehicles.
- 4. Staff are expected to undertake all mandatory training and refresher training appropriate to their role. This may include preventative management of violence and aggression (PMVA) and/or breakaway techniques, and cardio-pulmonary resuscitation (CPR). If in doubt as to which mandatory training applies to this post, advice should be sought from the line manager.
- 5. All staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety and Hygiene (England) Regulations 2013.
- 6. Dorset HealthCare is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply, with their roles and responsibilities in relation to safeguarding vulnerable groups.
- 7. Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, patients/service users/carers and others in the course of their duties.

SECTION C: CORE ATTRIBUTES AND BEHAVIOURS

Staff are expected to adhere to and demonstrate Dorset HealthCare's Core values and behaviours at all times.

Values

Our values underpin all that we do and provide a sense of direction to people, teams and the Trust overall.

1. **Respect and dignity**
We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.
2. **Commitment to quality of care**
We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.
3. **Compassion and kindness**
We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.
4. **Improving lives**
We strive to improve health and wellbeing and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.
5. **Working together for patients**
We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.
6. **Everyone counts**
We use our resources for the benefit of the whole community and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.
7. **Being a learning organisation**
We wish to continue to be a learning organisation in partnership with Bournemouth University and other local academic organisations.

Behaviours

Our behaviours provide a guide to how we can bring our values to life and constantly remind us that how we do things is as important as what we do and achieve.

7. **Positive**
Embracing change and feedback, utilising constructive feedback to make improvements and promoting achievements of the Trust and others.
8. **Proactive**
Challenging unacceptable behaviour, showcasing learning and innovation, actively encouraging ideas and involvement from others.
9. **Supportive**
Being attentive, encouraging and helping others, giving and receiving feedback to enable people, teams and services to develop.
10. **Respectful**
Empowering people to voice their opinion, introducing yourself and ensuring language is professional and inclusive.
11. **Reliable and trustworthy**
Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

SECTION D: CHANGES

This document represents a description of the job, and the skills, knowledge, experience and attributes required, at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

PERSON SPECIFICATION –Pulmonary Rehabilitation Nurse/Therapist Band 6

1.	KNOWLEDGE, SKILLS AND TRAINING	ESSENTIAL	DESIRABLE
1.1	Registered practitioner to degree/diploma level supplemented by post registration diploma level specialist training and/or short courses or demonstrable extensive experience in the relevant specialty	Yes	
1.2	Membership of the relevant Professional Body	Yes	
1.3	Learning and Assessing in Practice Qualification or equivalent practice assessors training	Yes	
1.4	Evidence of recent professional development in an up to date portfolio	Yes	
1.5	Non-Medical Prescriber (if professionally appropriate)	Yes NO	
1.6	Knowledge and understanding of Trust Strategy relevant to role		Yes
2.	JOB SPECIFIC EXPERIENCE		
2.1	Experience at Practitioner Band 5 level	Yes	
2.2	Experience of specialist working	Yes	
2.3	Recent previous experience within a comparable role		Yes
2.4	Experience of managing change	Yes	
2.5	Demonstrable knowledge of assessment and therapeutic interventions in area of specialism	Yes	
2.6	Experience of developing specialist programmes of care for an individual or groups of patients/clients and of providing highly specialist advice	Yes	
2.7	Able to demonstrate specialist clinical reasoning skills to assimilate information in order to make a clinical judgement regarding diagnosis and intervention.	Yes	
2.8	Ability to prioritise and organise workload effectively	Yes	
2.9	Trained in PMVA techniques or willing to be trained.	Yes	
3.	MANAGERIAL/SUPERVISORY EXPERIENCE		
3.1	Experience of providing clinical supervision and mentoring to junior staff	Yes	
3.2	Experience of devising and delivering training	Yes	
4.	FINANCE/RESOURCES		
4.1	Able to effectively manage available resources in the pursuit of quality service provision ensuring a safe environment	Yes	
5.	INFORMATION TECHNOLOGY/RESOURCES		

5.1	Able to analyse data and produce reports using Microsoft Excel and Word	Yes	
5.2	Experience of using electronic patient / service user record systems	Yes	
6.	PERSONAL QUALITIES/ATTRIBUTES		
6.1	Evidence of demonstrating the Trust's values and behaviours.	Yes	

6.2	Able to communicate effectively at different levels of the organisation and with staff, patient/service users, visitors or external organisations both verbally and in writing in the exchange of highly complex, sensitive or contentious information which may require the use of negotiating and/or persuasive skills.	Yes	
6.3	Able to overcome barriers to understanding where there are physical or mental disabilities.	Yes	
6.4	Able to analyse and assess situations and to interpret potentially conflicting situations and determine appropriate action, where there is a range of options and judgement is required.	Yes	
6.5	Experience of planning and organising complex activities, e.g. organise own time and that of junior staff and learners, planning off duty rotas and undertaking discharge planning involving co-ordination with other agencies.	Yes	
6.6	Ability to use own initiative within sphere of authority	Yes	
6.7	Demonstrable ability of using tact and diplomacy	Yes	
6.8	Demonstrable ability to analyse situations and provide a resolution	Yes	
6.9	Knowledge and understanding of legislation relevant to practice	Yes	
6.10	Ability to evaluate care leading to improvement in quality standards and service improvement	Yes	
6.11	Demonstrable leadership qualities and the ability to perform as a role model	Yes	
6.12	Willingness to advance own clinical knowledge, skill and competence based on current evidence	Yes	
7.	BUSINESS TRAVEL		
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1/2	
8.	ADDITIONAL REQUIREMENTS		
8.1	Demonstrable skills in written and spoken English to a standard which enables the post holder to carry out the full range of duties and responsibilities of the role effectively.	Yes	



***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- *travel an average of more than 3,500 miles a year;*
- *or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;*
- *or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.*

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non-essential car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.