

## JOB DESCRIPTION

<b>Job Title</b>	Bladder and Bowel Health Clinical Specialist
<b>Band/ Grade</b>	6
<b>Directorate</b>	Integrated Care Division
<b>Professionally Accountable to</b>	Bladder and Bowel Health Team Leader
<b>Responsible to</b>	Bladder and Bowel Health Team Leader

### VISION, MISSION and VALUES

#### Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

#### Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

#### Our Values

Compassion, Accountability, Respect and Excellence.

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

### JOB SUMMARY

The Bladder and Bowel Health Team support patients from the age of 4; the adult team offer specialist bladder and bowel advice, support and treatment to patients across Herefordshire over the age of 18; providing support to the Paediatric Specialist as required. They will be responsible for the timely specialist assessment and treatment of patients with bladder and bowel problems, ensuring when required, that the most appropriate products are prescribed to manage their symptoms.

Interventions take place in a variety of settings including hospitals, clinics, patient homes and residential homes. The role also provides education in the field of bladder and bowel care to WVT staff, patients and their carers.

The post-holder will be a non-medical prescriber or working towards this accreditation, within their scope of clinical practice.

## **MAIN FUNCTIONS OF THE JOB**

### **Clinical Responsibilities:**

- Ability to act as an independent practitioner and be professionally and legally accountable and responsible for all aspects of own work, including a defined clinical caseload of patients with bladder and bowel conditions with a Hereford GP
- To work autonomously to provide bladder and bowel health advice to patients and their carer`s in community clinics, the patients' own home, residential care homes and acute hospital settings.
- Use specialist skills to interpret bladder and bowel charts accurately in order to identify patient problems and implement effective treatment
- To promote the development of the Bladder + Bowel Health Team in Herefordshire
- To undertake clinical procedures, investigations or interventions competently whilst maintaining a safe, dignified and confidential environment
- The post-holder will have successfully completed or be willing to work towards an accredited non-medical prescribing course.
- To provide education and training for WVT and external staff on the management of continence problems and use of continence products
- To help to develop policies and procedures for WVT on the management of continence problems and use of continence products
- To have an excellent understanding and knowledge of current local and national guidelines and policies about the management of paediatric bladder and bowel conditions and act as a source of knowledge for the multidisciplinary team
- To work collaboratively with other members of the multi-disciplinary teams as required
- To understand and have an up to date knowledge of national and local guidelines in relation to continence management
- Have an excellent ability to manage own time, deciding priorities for work and balancing other patient-related and professional demands
- To work flexibly within the Bladder + Bowel Health Team to cover the work of colleagues during periods of absence or peak workloads

### **Research & Audit:**

- To complete service audits as required

### **Training & Development:**

- To work with community and acute based WVT teams to ensure they have up to date knowledge of bladder and bowel health management and product provision
- To have an annual appraisal and highlight training needs
- To ensure all mandatory requirements are completed
- To maintain a personal CPD portfolio in line with your professional requirements
- Ensure that personal and professional knowledge and skills meet the requirement of the post and are in line with current practice
- The post-holder will comply with the WVT Non-Medical Prescribing Policy

### **Administrative Responsibilities:**

- To maintain adequate electronic clinical records in line with national and local guidelines and policies
- To document all patient activity data in accordance with local and national standards
- To ensure patient data is held according to local and national data policies

### **Managerial Responsibilities:**

- To promote optimum bladder and bowel management in all aspects of day to day work, ensuring a positive and dynamic approach to the treatment of patients
- To contribute to the development of the Bladder and Bowel Health Team
- To help develop trust policies and procedures on the management of bladder and bowel health conditions

### **General Information**

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager of the Service Unit. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

## **Safeguarding Vulnerable Adults & Children**

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trusts safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

## **Health and Safety**

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

## **Confidentiality**

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

## **Policies and Procedures**

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

## **Infection Control**

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

## **No Smoking Policy**

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

## **Equal Opportunities**

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

## **Financial**

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

## **Data Quality**

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

## **Records Management**

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

## **Conduct**

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

## **Other**

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

**PERSON SPECIFICATION**

**Directorate: Integrated Care**

**Job Title: Bladder and Bowel Health Clinical Specialist**

**Band/ Grade: 6**

<b>PERSON SPECIFICATION</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION AND QUALIFICATIONS</b>		
Degree in nursing or physiotherapy	✓	
NMC/HCPC registration	✓	
Non-medical prescriber or willing to work towards becoming one	✓	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Specialist knowledge in the assessment and management of a broad spectrum of bladder and bowel conditions		✓
Evidence of working in both acute and community settings	✓	
Evidence of advanced assessment skills	✓	
An ability to work collaboratively across professional boundaries	✓	
Excellent communication skills	✓	
Good computer skills including the use of email and basic data inputting systems e.g. Maxims	✓	
<b>EXPERIENCE</b>		
Experience of working with bladder and bowel conditions	✓	
<b>PERSONAL ATTRIBUTES</b>		
Motivated and passionate to improve the bladder and bowel health of patients across Herefordshire	✓	
Friendly and approachable	✓	
An ability to be calm under pressure and prioritise and manage a busy workload	✓	
Ability to work both as part of a team and also autonomously	✓	
An ability to use initiative but also recognise limitations and ask for help when appropriate	✓	
Committed to personal and professional development	✓	

OTHER FACTORS		
Ability to fulfil the travel requirements of post	✓	