

DIRECTORATE OF COMMUNITY AND THERAPY

**JOB DESCRIPTION**

<b>POST</b>	<b>CLINICAL NURSE SPECIALIST- CONTINENCE</b>
<b>PAY BAND</b>	<b>BAND 7</b>
<b>RESPONSIBLE TO</b>	<b>PATCH TEAM LEADER</b>
<b>ACCOUNTABLE TO</b>	<b>ASSOCIATE CHIEF NURSE</b>
<b>BASE</b>	<b>HALDENBY HOUSE</b>

**ABOUT US**

The Northern Lincolnshire and Goole NHS Foundation Trust is a dynamic and successful organisation with a strong focus on delivering quality care to our population of around 440,000 people. We provide a comprehensive range of secondary care services from 3 main centres, Grimsby, Goole and Scunthorpe as well as community services in North Lincolnshire.

We pride ourselves on being a friendly and caring place to work where we aim to combine our patient first approach with innovative and creativity against a backdrop of holistic team working, as encapsulated in our vision and values – Together we care, we respect, we deliver.

**ABOUT THE POST**

*The focus of the Clinical Nurse Specialist (CNS) role is on direct clinical care and is there to support services through the provision of extended nursing care that is underpinned by strong academic qualifications. The Clinical Nurse Specialist is afforded greater autonomy within their role and the care they provide should respond to patient's / client expectations.*

*The post holder will be responsible for addressing the specific needs of individual continence patients through direct or indirect intervention and the facilitation of multi-disciplinary working he/she must be highly organised, paying close attention to detail and as the post commands a significant level of responsibility, the post holder will need to be able to both work in conjunction with clinical teams and on their own initiative.*

*The post holder will provide specialist advice and a supportive role for those affected by continence issues. This process involves direct support to the patient, relatives and carers as well as providing this specialist advice to other professionals. The role also involves education, research and training to enhance standards of continence care.*

*The post holder will be required to develop and maintain a good work relationship with all staff and liaise closely with clinicians, nursing staff, Clinical Administrative Support Team and patient administration staff at all levels throughout the Trust and other affiliated services. The post*

*holder must have excellent communication skills, be organised, pay close attention to detail, and be able to work on their own initiative.*

## MAIN TASKS REQUIRED OF THE POST HOLDER

1. To assess individual needs, implement clinical practice and evaluate its effectiveness referring appropriately to services in the acute and community setting
2. To advise knowledgeably and skilfully all relevant staff in the care and management of continence, being continually aware of the importance of empowering other colleagues and the avoidance of dependency.
3. To provide appropriate advice and treatment through evidence based research.
4. Able to recognise medical emergencies and provide appropriate care.
5. Develop specialised programmes of care for each individual according to their health needs and in conjunction with the patient.
6. To act as a specialist member of the multi disciplinary team
7. To maintain accurate data relating to the clinical service ensuring strict confidentiality,
8. To make recommendations regarding future protocols worthy of nursing research and clinical/organisational audit, paying particular attention to the opinions of lay and professional users of the service.
9. Following systematic evaluation of the service ensuring the maintenance of high, clinical standards within an environment of finite resources.
10. To organise own caseload ensuring it reflects the core components of the Clinical Nurse Specialist Role.
11. To identify requirements to carry out this specialist role. To implement and manage the service provided and to further develop the role according to the patient's needs, working to co-ordinate the service across all disciplines.
12. To maintain a satisfactory record of continuing professional development in relation to the relevant professional body, this includes maintenance of registration
13. To communicate effectively with all services, to facilitate the provision of consistently high quality care for each patient and relatives.
14. Communicate highly complicated, sensitive and confidential patient and service information effectively with other health and social care professionals, senior

management, patients, carers and members of the public to the benefit of the patient. This information may be contentious and negotiation, persuasive, empathic and motivational skill are required

15. Establish and maintain relationships with patients, carers and other health care professionals in order to provide care across traditional, acute, community and emergency care sectors seamlessly and to the benefit of the patient
16. Communicate effectively and sensitively with patients, carers and relatives, including those with learning difficulties or for whom English is not their first language information regarding their condition and treatment pathway, which may be at odds with the patient's or carers expectations. Provide reassurance and counselling where appropriate in potentially traumatic, hostile or emotive situations in both clinical and non-clinical settings.
17. To communicate effectively to inform patients and, carers / families of relevant treatment modalities. To be able to discuss knowledgeably all treatments for continence with sensitivity, and where appropriate, act in the role of advocate in order to enable patients to undertake informed decision making.
18. Proactively support the management team in the development of an integrated approach to the delivery of patient care involving all relevant stakeholders including health, social care and voluntary organisations.
19. Able to professionally and appropriately challenge differing opinions as a patient advocate.
20. Initiate, develop and maintain, with other health care and social services partners, integrated care pathways, guidelines, PGD's and referral routes.
21. Pro-actively recommend and/or co-operate with any measures designed to improve patient care or the efficiency of the service.
22. Responsible for review of patient care, regular service audits, proposing, developing, implementing and evaluating departmental policies and guidelines which are evidenced based.
23. Responsibility to adhere to North Lincolnshire and Goole NHS Foundation Trust and national NHS guidelines and procedures.
24. Promote evidenced based practice and ensure that it is disseminated amongst colleagues and peers.
25. Facilitate and participate in courses and study days in order to cascade knowledge and understanding of continence care.
26. Ensure that all property, either belonging to the trust, patient or escort is transported

safely and securely at all times.

27. Responsible for security of all equipment carried.
28. To ensure that all equipment provided is kept to the highest standard and any defects or losses are reported immediately.
29. Ensure appropriate use of resources to ensure high quality of patient care.
30. To provide clinical supervision and guidance to other health care professionals, as and when required, and to act as a mentor to facilitate staff and students in their development although this is not in a managerial role.
31. Supervision of students within the field of practice, this includes performance assessment and completion of training records.
32. Maintain the day to day operation of the continence team.
33. Complete any documentation required e.g. Patient Report Forms, Incident Reports, or any other report associated with your duties.
34. Complete any information relating to Quality Monitoring.
35. Ensure that patient details are entered accurately on paper and electronic records.
36. Obtain and interpret information from other health professionals.
37. Generate and present audit and research information in various formats.
38. Initiate and develop, with other health care and social services partners, integrated care pathways and referral routes.
39. Develop, participate in and evaluate clinical research and audits appropriate to the role.
40. Be proactive in reviewing best practice in view of evolving evidence based practices and where necessary facilitate change.
41. To work as a competent, autonomous practitioner without supervision, in a variety of pre-hospital and clinical settings to effectively manage individual patients.
42. To work as a lone worker in a variety of pre-hospital and clinical settings
43. Dispense, supply or where appropriate administer medication and treatments as set down by agreed guidelines/Patient Group Directives.

## DUTIES AND RESPONSIBILITIES OF THE POST HOLDER

Whilst the Trust recognises that specific responsibilities fall upon management, it is also the duty of all employees to accept personal responsibility for the practical application of the general policies and procedures of the Trust. You should familiarise yourself with them, and ensure that you understand and adhere them.

You should, in particular, bear in mind the Trust's policies on Health and Safety, Fire Procedures and Equal Opportunities. These are available on the Human Resources Department section of the Intranet.

This job description is not intended to be an exhaustive or exclusive list of duties, but is intended to provide an indication of the range of duties that may be undertaken. The post holder will be required to undertake various other duties that are implicit in the smooth running of the services and in accordance with service developments working on own initiative. Northern Lincolnshire & Goole NHS Foundation Trust reserves the right to modify the job description (in accordance with the grade of the post) and any modifications will be made by mutual consent wherever possible.

The post holder will be subject to a system of Performance Review and Career Development. An individual development plan will be agreed to assist the post holder's personal growth to the benefit of the individual and the Organisation as part of the post holder's annual appraisal.

### Physical Effort

Frequent short periods (up to 12 times per shift/day) for staff to carry heavy/bulky equipment In/out cars, upstairs etc. This weight can total approximately 15.5 kg (DN bag – 5.8 kg, Ear Syringe bag – 4.4 kg, Doppler bag – 4.10 kg, Continence bag – 1.2 kg). All or a combination of the aforementioned equipment can be required according to identified client need. Occasional short periods of patient handling. Frequent short periods of driving, getting in and out of car, twisting, bending and stretching (opening car boot). Frequent long periods sitting in front of computers. Several short periods of kneeling, bending and stooping daily whilst carrying out patient care.

### Mental Effort

Several long periods of concentration daily when recording on care plans and inputting new patients onto systmone – daily. Frequent long periods of concentration when teaching new members of staff. Frequent long periods of concentration when mentoring students and completing associated documentation. Frequent interruptions from outside influences, e.g., carers, family, mobile phones – daily. The frequent stress of organising/negotiating and completing programmes for student placements.

### Emotional Effort

Occasional exposure to emotionally stressful situations .Occasional organisational change

## Working Conditions

Working as part of the team within the Department, there is close proximity to the Clinical and Management team. A close working support network is therefore always available. The office is adequate and all required equipment is available. Frequent daily unpleasant working environments. No control over home environments, e.g. Temperature fluctuations, cleanliness, flea/ant infestation cramped, dirty, smelly conditions, pets. Malodorous and exuding wounds. Body fluids associated with incontinence, blood and vomit. Temperature extremes in cars, unable to leave windows open. Frequent hazardous driving conditions (fog, rain, snow etc.). There will be occasions when responding to calls that hazards will be encountered which are unavoidable such as threats of violence and adverse environmental conditions (such as extreme heat/cold, smells, noise, and fumes). Encountering aggressive behaviour of patients, clients, relatives and carers is possible

## ORGANISATIONAL CHART

Operational Matron



Patch Team Leader



Post Holder

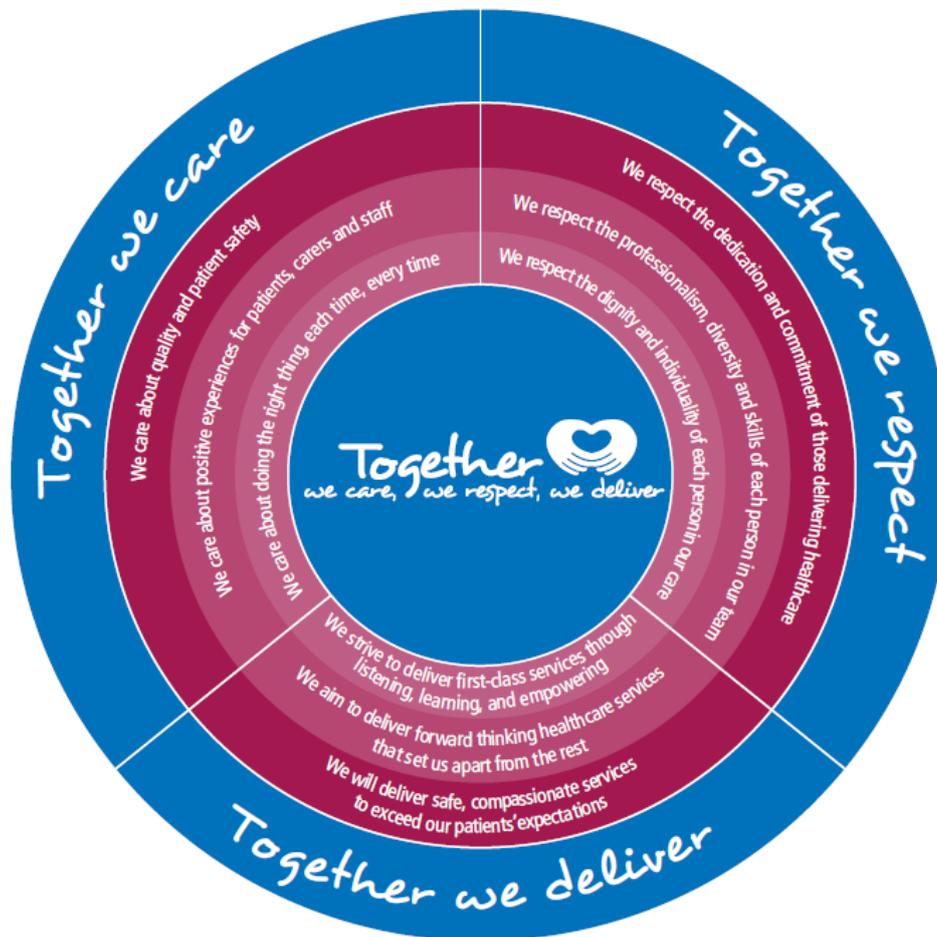
## VISION AND VALUES

**Together we care, we respect, we deliver is our vision.**

Created with the input of staff from all occupations our vision and its values set out a clear statement regarding why we are all here. Central to our vision is the sense of team, inclusivity and that everything we do contributes to the delivery of exemplary, safe patient care. We recognise that without each and every person in our team we could not provide the excellent services that we do. Crucially we recognise that looking towards the future we want to harness uniqueness through enhanced quality and innovation whilst making sure what we do is the right thing, each time and every time.

The Trust Board and each member of staff unanimously endorse our vision and values and pledge to deliver our hospital and community services through our values. In accepting employment with the Trust you enter into an express commitment to abide by the Trust vision and values, the NHS values and constitution. You are required to familiarise yourself with the Trusts vision and values behavioural standards observing and placing our patients at the very

forefront of everything you do. You should also be mindful that employment with the NHS also requires you to behave in manner that does not bring the Trust or your profession into disrepute whilst outside of work.



Complementing the vision and values is the Trust's zero tolerance framework relating to behaviours and non-compliance with your clinical and non-clinical responsibilities. Failure to observe the vision and values behavioural statements, or the zero tolerance framework, may result in disciplinary action, including gross misconduct and termination of employment action being taken against you.

#### ADDITIONAL INFORMATION PERTINENT TO ALL STAFF

##### Health and safety - Healthcare associated infection

Healthcare workers have an overriding duty of care to patients and are expected to comply fully with best practice standards. You have a responsibility to comply with Trust policies for personal and patient safety and for prevention of healthcare-associated infection (HCAI); this includes a requirement for rigorous and consistent compliance with Trust policies for hand hygiene including the 'bare below the elbows' approach, use of personal protective equipment and safe disposal of sharps. Knowledge, skills and behaviour in the workplace should reflect this; at annual appraisal you will be asked about the application of practical measures known to be effective in reducing HCAI. The Trust has the responsibility of ensuring that adequate resources are available for you to

discharge your responsibilities.

## Safeguarding

The Trust has in place both a Safeguarding Children Policy and a Safeguarding Adults Policy in line with national legislation.

The Safeguarding Policies place a duty upon every employee who has contact with children, families and adults in their everyday work to safeguard and promote their welfare. In the event that you have concerns about possible harm to any child or adult you should seek advice and support from the Trust Safeguarding team or in their absence contact your line manager or your Assistant Divisional Director. Out of hours contact should be made with the on-call manager through switchboard.

The Trust has nominated Safeguarding Leads who act as contact points for support and advice if concerns are raised about a child or adults welfare. These individuals can be reached through switchboard during office hours by asking for the Named Professionals for Safeguarding Children or Adults respectively.

The policies and procedures described below are located on the intranet and internet site and you should ensure you are aware of, understand and comply with these. In addition the Trust will publicise and raise awareness of its arrangements and provide appropriate resources and training.

## Confidentiality

All information, both written and computer based, relating to patients' diagnosis and treatment, and the personal details of staff and patients, is strictly confidential. The Northern Lincolnshire and Goole NHS Foundation Trust and its employees have a binding legal obligation not to disclose such information to any unauthorised person(s). This duty of confidence is given legal effect by reference to the Data Protection Act 1998 and the 'right to privacy' under the Human Rights Act 1998. It applies to any information which is processed by the Trust (i.e. stored, retained, maintained as a record, amended or utilised for the Trust's purposes as an NHS Hospital), from which a living person is capable of being identified. Individuals must observe a 'need to know' principle. No member of staff may seek out any information that they do not need to undertake their duties. This applies to clinical or other personal information of any third party.

## Equality impact assessment

The Foundation Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. We therefore aim to ensure that in both employment and the delivery of services no individual is discriminated against by reason of their gender, gender reassignment, race, disability, age, sexual orientation, religion or religious/philosophical belief, marital status or civil partnership.

