

Paediatric Clinical Nurse Specialist

Job Description & Person Specification –

A summary of the role responsibilities and person specification

Why Our Trust?

Terms and conditions

Post –Clinical Nurse Specialist

Division – Women & Children

Department –CNS Team

Band – Band 7

Salary - £43,742 - £50,056

Location – Bristol Royal Hospital for Children

Annual leave – Up to 33 days dependant on NHS Service

Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: www.nhsbsa.nhs.uk/pensions

Job Purpose

The post holder will work as an important member of the Multidisciplinary Team within University Hospitals Bristol NHS Foundation Trust across the community. The post holder will provide specialist nursing advice and support to patients (in-patient and out-patient) and their family, throughout the care pathway. The post holder will act as a point of contact for service users and providers within the south-west region, contributing to the co-ordination and management of this patient group.

The post holder will utilize skills of clinical expertise, education, and management to ensure a seamless service for patients, carers, and staff. S/he will provide advice, support, and information from the time of diagnosis and throughout curative, palliative and terminal phases.

S/he will work closely with the multidisciplinary team in hospital and the community to ensure a co-ordinated quality service and will be actively involved in education, audit and research

The post holder will engage and lead discussions in multidisciplinary team meetings

About us

Our mission is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

What you'll love about working here

UHBW has been rated by the CQC as 'Good' - Our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

A digital exemplar- Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

Sustainable healthcare - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

Access to further opportunities with the Trust - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

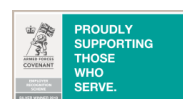
'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

The Trust will not tolerate discrimination, harassment or bullying under any circumstances and particularly

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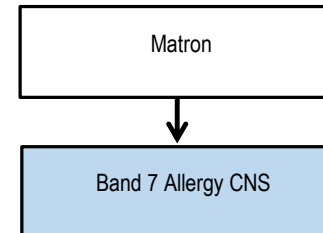
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Main Duties and Responsibilities

- To provide specialist nursing advice and support to patients, their families and carers from the time of diagnosis and throughout treatment and follow-up phases of treatment and care.
- To lead the development, improvement, management and promotion of the service ensuring the delivery of high quality, cost effective care.
- To lead on the implementation and monitoring of adherence to relevant clinical guidelines.
- To provide all staff with specialist advice on the management of symptoms
- To educate and share expertise with the multidisciplinary teams
- To act as a resource in the care of patients with specialist care needs, ensuring an optimum level of service to patients and their carers.
- To work closely with community and or network teams, other hospital and community staff to ensure an effective seamless service.
- To develop effective communication and support systems for patients and their families.
- To embed patient and public involvement within the sphere of practice.
- To ensure that all patients and families are aware of all treatment options, including clinical trials
- To function as a patient's advocate to negotiate and mediate to work with the system to ensure optimum care to patients.
- To establish nurse-led interventions to support services and manage patient's needs and expectations.
- To review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols and legislation (Non-medical prescriber or under Patient Group Directions -PGDs), and within scope of practice.
- To establish links with other organisations providing support and information and utilise these additional resources where necessary.
- To adhere to infection control guidelines and procedures.
- To act as a positive role model for nurses in the hospital through the demonstration of strong leadership skills.
- To provide support and advice in clinical areas, wards and outpatients, to optimise quality improvement opportunities. This may involve working alongside nurses in the clinical areas.

Organisational Structure



Key Relationships

- Allergy medical team
- Allergy multidisciplinary teams including dietician
- Ward managers – ambulatory care
- Peer group – band 7 colleagues, CNS forum
- Matron and Head of Nursing
- Divisional managers
- Ward nursing team and outpatient teams
- CNS team
- Patients and visitors
- Administrative / support staff
- Pharmacy staff
- Education and Learning teams
- Clinical site management team
- Research nurses
- Student nurses

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Main Duties and Responsibilities cont'd

- Analyse and respond to complex clinical situations utilising specialist knowledge to assess a range of options to formulate solutions and recommendations.
- To act as a change agent, using skills that will motivate and reassure staff through negotiation and training, to facilitate the change process.
- To offer basic genetic counselling to families with inherited disorders, referring on to specialist genetic services as/when appropriate.
- To develop and evaluate teaching programmes to empower families and children to manage their conditions at home, including self-administration and monitoring of treatment. Ensure quality of care within the home environment is maintained, through the use of standards of care, and local and national policies.
- Aid the smooth transition from the children to adult health care services by working closely with adolescents and their families, and the adult sector. In conjunction with the family support worker work with the adult services to provide transition clinics in a formal and informal setting.
- Undertake community visits to provide ongoing assessment of children and their families, and support for nurseries, schools and other community teams.
- Undertake regional outreach clinics for haemophilia in line with commissioned care.

Education

- To participate in the planning and delivery of formal and informal education programmes for patients, carers and all staff.
- To participate in education forums locally.
- To participate in national allergy conferences as part of ongoing learning
- To ensure that professional knowledge and practice is constantly updated
- Takes personal responsibility for life-long learning and personal development through clinical supervision, appraisal and Knowledge and Skills Framework.

Research and Audit

- To assist in the collation and recording of quantitative and qualitative data that provides evidence of productivity, outcomes and quality, through audit and research.
- To participate in clinical audit and research where appropriate as part of promoting excellent care through research.
- To work to promote a culture of evidence based practice.
- To be involved with health promotion

Management

- Planning the provision of day to day organisational tasks
- With support, manage a caseload based on flexible principles, prioritises and the care needs of patients.
- In conjunction with their line manager develop the skills to provide an initial response to complaints and queries, and have a working awareness of the UHBristol NHS Trust's complaints procedure.
- Maintain accurate and concise records that produce statistical data for the purpose of evaluation and development of the service.
- To keep accurate and up to date patient records.
- Actively engage with appropriate agencies to contribute expertise and experience
- To assist in the development of evidence based policies and procedures relating to the speciality
- To assist in the development of quality initiatives such as audit, evidence based practice and risk management within a culture of continuous quality improvements.
- To practice in accordance with current policies and procedures of UHBristol NHS Trust
- The post holder may be required to order supplies as advised and/or safely use equipment
- To participate in individual performance review annually.
- To record all patient related work to ensure this is commissioned correctly.
- To actively contribute to trust wide and divisional CNS work e.g. CNS away days, annual job plan reviews, and annual reports.

Additional specific knowledge and skills for this post (specialty specific)

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The paediatric allergy service is a busy service offering several consultant-led clinics each week. The post holder will be a crucial member of the multi-disciplinary team providing care to children with complex allergic diseases (e.g. food allergy, allergic rhinitis, asthma, drug allergies and venom allergies). The postholder will work with the MDT in monitoring and maintaining policies, standards of nursing care and staff development. This will involve dealing with complex situations and having to take appropriate action in elective or unforeseen situations.

The postholder will be involved in setting standards of care, service development and change management under the leadership of the consultant nurse and medical consultants to develop and enhance the service. This role requires a proactive individual with strong leadership skills who is comfortable working autonomously.

The successful candidate will be trained to become a strong source of clinical knowledge in order to support the development of the Puzzlewood nursing and wider multi-disciplinary teams. The postholder will be involved with the co-ordination and delivery of allergen immunotherapy, food and drug challenges and participate in allergy-related research. They will exercise a personal duty of care in relation to equipment, resource and stock control utilising equipment and supplies appropriately. They will liaise with Ward Managers to support and develop ward nurses skills and competences in allergy nursing by providing education programmes (formal and informal).

The postholder assumes overall oversight for ensuring appropriate nursing support is available for all consultant-led allergy clinics and will be involved in delivering selected food challenges.

The postholder will manage a small team of allergy and asthma CNS', including mentoring and supporting staff with their professional development. They will actively contribute to the strategic management of the speciality supporting the development of the service, patient

information, care pathways and user involvement. They will actively participate in all aspects of specialty and directorate clinical governance arrangements.

The postholder will assess, implement, plan and evaluate specialist care or treatment regimes with the wider MDT considering lifestyle, gender, cultural background and individual preference. They will provide nursing expertise and education to patients, families and to other health care professionals and deliver adequate education to help them understand the nature and management of their needs - including anaphylaxis management. The successful candidate will be responsible for the assessment of care needs, parent/carer advice and education that will inform them through the future management of their child's condition.

The service operates Monday to Friday between 0900 – 1700. Clinics are delivered at Southmead hospital, South Bristol community hospital, ~~and~~ Bristol Royal Hospital for Children and Weston General Hospital.

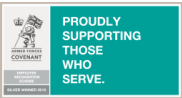
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Personal Profile - (E) = Essential (D) = Desirable

Knowledge and Experience

- Considerable relevant post registration experience **E**
- Current appropriate post registration speciality experience **E**
- Evidence of recent teaching experience **E**
- Experience of undertaking research or audit projects **D**
- Significant experience of working at Band 6 **E**
- Experience of change management – **D**
- Advanced clinical skills for managing critical illness and taking charge in an acute setting **E**
- Evidence of working as a proactive member of a multi-disciplinary team **E**

Skills and Abilities

- Excellent interpersonal and communication skills **E**
- Flexibility, adaptability to meet needs of a changing service **E**
- Good organisational skills **E**
- Ability to cope with emotional issues presented in the course of work, and to support others **E**
- Knowledge of national and local specialty issues **E**
- Information technology skills **E**
- Commitment to the development and provision of high quality nursing care **E**
- Be willing to travel across sites **E**
- Capable of lateral thinking
- Time management skills – able to prioritise workload
- Evidence of working as a proactive member of a multidisciplinary team

Aptitudes

- Able to work both autonomously and as part of within a team and independently
- Enthusiastic
- Flexible
- Positive change agent
- Capable of lateral thinking & able to prioritise workload

Qualifications and Training

- RGN.1st Level **E**
- Current NMC Registration **E**
- Degree or equivalent (in related health topic or willingness to work towards) **E**
- Recognised teaching and assessing qualification **E**
- Leadership qualification **E**
- Successful completion of relevant masters' level study module **E**
- Evidence of continued professional development - **E**
- Successful completion of relevant accredited asthma or allergy post registration qualification **D**
- Non-medical prescribing qualification and registration **D**

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Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

Workplace health and wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.

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