

JOB DESCRIPTION

CARDIFF AND VALE UNIVERSITY HEALTH BOARD

JOB DETAILS

Job Title:	Clinical Nurse Specialist Team Leader
Pay Band:	Band 7
Department:	All Departments
Directorate:	All Directorates
Clinical Board:	All Clinical Boards
Base:	All Locations

ORGANISATIONAL ARRANGEMENTS

Managerially Accountable to:	Senior Nurse or equivalent
Reports to:	Senior Nurse or equivalent
Professionally Responsible to:	Lead Nurse or equivalent

Our Values: *'CARING FOR PEOPLE; KEEPING PEOPLE WELL'*

Cardiff and Vale University Health Board has an important job to do. What we do matters because it's our job to care for people and keep them well. We all want to do this to the best of our abilities – but we know that good intentions are not always enough.

At Cardiff and Vale University Health Board our values and example behaviours are:

**We care about the people we serve
and the people we work with**

Treat people as you would like to be treated and
always with **compassion**

We trust and respect one another	Look for feedback from others on how you are doing and strive for better ways of doing things
We take personal responsibility	Be enthusiastic and take responsibility for what you do.
We treat people with kindness	Thank people, celebrate success and when things go wrong ask 'what can I learn'?
We act with integrity	Never let structures get in the way of doing the right thing .

Our values guide the way we work and the way we behave with others. Post holders will be expected at all times to behave in accordance with our values demonstrating commitment to the delivery of high quality services to patients.

JOB SUMMARY/JOB PURPOSE

Working as an autonomous practitioner devise, implement and follow up specialist treatments across the disease spectrum for patients within a specific group. To be a skilled practitioner providing expert clinical care using an extensive theoretical knowledge base and practical experience to underpin the role, while acting as a role model for the delivery of expert care.

To deliver specialist educational programmes to a range of healthcare professionals in relation to the specific disease, including medical, nursing and Allied Health Professional staff.

To line manage staff in specialist area including staff from other disciplines.

To lead research and audit within given speciality internally and externally to the UHB

DUTIES AND RESPONSIBILITIES

Clinical and Patient Care Responsibilities

- To work as an autonomous expert practitioner
- To provide up to date evidence based care.

- To be an expert resource, providing expert clinical advice to all members of the interdisciplinary team, patients, carers and other agencies.
 - To utilise advanced nursing skills and extensive knowledge base to undertake specialist assessments, critically analysing complex information to make informed decisions regarding appropriate treatment/intervention to ensure the delivery of highly specialist care.
 - To be responsible and accountable for legible and contemporaneous records.
 - To devise, prescribe, evaluate and document care and treatment and outcomes
 - To assess patients condition and appropriately advise/prescribe and/or administer medication within UHB, Local and National best practice guidelines as accordingly.
 - To have a positive influential role and impact on care across the clinical area **Clinical Practice**
 - To have an active role in devising and participating in the development and implementation of policies, protocols and clinical pathways to improve care within the clinical area of expertise in line with UHB/ National strategic policy and implement where required throughout the UHB.
 - To actively participate in benchmarking with other specialist services across local/ national/ international organisations.
 - To autonomously manage individual caseload, using expertise in devising, providing and implementing highly specialised programmes of clinical care spanning primary, secondary and/or tertiary care.
- Provide highly specialist advice to patients, carers and other health professionals.
- To have a highly specialised knowledge base within clinical sphere and become an advice resource for other healthcare professionals from the multi-disciplinary team across primary and secondary care and, where required, tertiary care.
 - To ensure consultations and changes in treatment are communicated to all, (internal and external) involved

- To assess and critically analyse complex health information to implement and evaluate ongoing care management plans and to change as necessary to ensure prompt, effective and appropriate patient care.
- Using highly specialist knowledge, interpret complex clinical information to educate and advise patients, encouraging them to participate in informed decision making and informed consent

Communication and Relationships Skills

- To be the lead clinical link between specialist services and other care providers
- To ensure effective communication with patients and their carers, including the provision of patient and carer education, emotional support and health promotion
- To ensure adequate communication that is empathetic and reassuring to patients and families especially when information is complex, sensitive and highly emotive
- To provide patients and their carers/families with highly complex information providing empathy and reassurance while ensuring any barriers to understanding have been overcome
- To provide psychological and practical advice/support to patients' carers/ families whilst respecting patients' confidentiality

Professional

- To act as a positive role model within and outside the Health Board
- To work in accordance with Nursing and Midwifery Council Code of Professional Conduct, Standards for Conduct, Performance and Ethics
- Maintain own professional development in nursing and midwifery locally, nationally and seek opportunities to develop role
- Maintain confidentiality under the Data Protection Act
- Be accountable for own professional actions and decisions

- Ensure professional registration/revalidation is up to date
- To undertake Values Based PADRs within the team
- To actively participate in own Values Based PADR process
- To be responsible for annual update of independent prescribing scope of practice
- To continue ongoing professional development by participating in professional forums throughout the UHB/ locally and nationally.
- To undertake study days and self study to ensure continued development in the area of specialism.
- To encourage innovation in clinical practice (by motivation and example).
- Ensure there are processes in place to receive feedback from patients/carers/families with regard to their experience

Education

- To develop highly specialist knowledge base and be an expert resource for members of the interdisciplinary team regarding specialist care management.
- To apply highly specialised knowledge attained via MSc level of education to support clinical practice.
- To proactively engage and lead where appropriate in devising, planning and delivering specialist training programmes to a range of health care professionals in a range of settings (e.g. ward/clinic based/lecture theatre/conference) ensuring knowledge of caring for these patients is cascaded and UHB/local/national policies on the care of these patients is implemented throughout the UHB
- To actively consult local/national Universities as a specialised expert resource to devise and deliver educational sessions/ programmes for pre and post registration students across the MDT.

- To supervise and support the education and development of individual nurses caring for patient group in the clinical area
- To identify and ensure personal educational requirements are met at all times to support advanced clinical practice and skills.
- To set up, implement and manage professional interest groups within various specialities to ensure and maintain the profile of the field throughout the Health Board, using these forums as a platform to provide specialist professional teaching to allow the cascade of information throughout the UHB / local and national forums
- To be responsible for providing ongoing education, training and support for staff to develop new advanced skills.

Research

- To be able to understand, analyse and disseminate current research and be able to critically analyse its significance to practice. Implementing findings to improve care for service users where needed and share up to date practice with other nurses/health care professionals in the clinical area
- Actively devise and undertake research projects within specialist field
- To participate and/or co-ordinate UHB, local and national research activity within the specialist area of practice. Ensuring GCP (Good Clinical Practice) certification is 100% up to date
- To provide teaching, support and supervision to allow others to understand and participate in the research process.
- To formulate and/or implement research protocols for NHS/Commercial studies in accordance with UHB Research and Development policies.
- To publish and disseminate research conclusions.

- To present research findings at appropriate meetings locally/nationally/internationally

Management

- To take the role of Lead Clinical Nurse Specialist within specialist service
- To line manage staff within specialist area
- Undertake annual appraisals for all staff within sphere of responsibility.
- Ensure staff within sphere of responsibility are evaluated and that UHB policies and procedures are adhered to.
- Ensure concerns by staff/ patients/families are appropriately noted, investigated and reported.
- Using specialist knowledge and extensive clinical expertise be responsible for and manage own caseload
- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway / care.
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- Formulate/develop/implement care management policies, protocols and guidelines to improve patient pathway / care.
- To identify clinical areas requiring policy/protocol development and support those areas.
- To develop clinical interventions to improve patient pathway and patient flow and lead on the roll out of these interventions
- To develop and actively participate in service improvement initiatives for specialist client group

- To ensure awareness and where appropriate become involved in directorate / divisional / UHB / National service developments
- To be responsible for initiating, encouraging and evaluating change whilst improving clinical practice and service development within the specialist clinical area.
- To actively participate in the management of concerns, complaints and incidents within your clinical speciality

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To possess IT skills to facilitate the use computer packages to analyse data, results of investigations etc.

- To produce an annual report outlining activity and changes throughout previous year.

Audit

- To regularly plan, initiate and participate in clinical audits regarding care/patient management.
- To analyse audit data and disseminate/present information at clinical governance meetings, seminars, link nurse meetings etc, on a local, national and international arena.
- To become a resource to other health professionals undertaking care/patient management audits.

Quality and Safety

- To be responsible for the immediate identification and response to clinical risk issues within specialist area by instigating measures/action plans to protect patients and staff health and safety.
- To maintain accurate, easily accessible records of all clinical incidents (including the monitoring of trends).
- To agree action plans (when appropriate) to prevent recurrence of critical incidents.
- To raise concerns regarding clinical risk/poor practice within specialist area to Lead/Senior Nurse/Directorate Manager/Clinical Director/Clinical Risk Department.
- To comply with the University Health Board policies and protocols.

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- To present clinical risk issues at Health Board Quality and Safety meetings when necessary.

GENERAL

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the UHB individual performance review process, and as part of this process to agree an annual Personal Development Plan with clear objectives and identified organisational support.

Competence: At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their manager. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.

- **Confidentiality:** In line with the Data Protection legislation and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality in relation to personal and patient information including clinical and non-clinical records, as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left the UHB. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Records Management:** The post holder has a legal responsibility to create, maintain, store and destroy records and other UHB information handled as part of their work within the UHB in line with operating procedures and training. This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. The post holder has a duty to maintain the highest levels of data quality for all records through accurate and comprehensive recording across the entire range of media they might use. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will, in many cases, include access to personal information relating to service users.

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- **Health & Safety:** The post holder is required to co-operate with the UHB to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The UHB is committed to protecting its staff, patients, assets and reputation through an effective risk management process. The post holder will be required to comply with the UHB Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** The UHB is committed to safeguarding children and adults therefore all staff must attend the Safeguarding Children and Adults training.

Infection Control: The UHB is committed to meet its obligations to minimise infection. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of and complying with the UHB Infection, Prevention and Control procedures/policies, not to tolerate noncompliance by colleagues, and to attend training in infection control provided by the UHB.

- **Registered Health Professionals:** All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** The All Wales Health Care Support Worker (HCSW) Code of Conduct outlines the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed in NHS Wales. Healthcare Support are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.

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- **Health Improvement:** all staff have a responsibility to promote health and act as an advocate for health promotion and prevention
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all UHB sites including buildings and grounds are smoke-free. Staff are encouraged to promote and actively support our No Smoking Policy. Advice and support on quitting smoking is available for all staff and patients. A hospital based service can be accessed by telephoning 02920 743582 or for a community based service, Stop Smoking Wales can be contacted on 0800 0852219
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying because of someone's 'protected characteristics'. These protected characteristics are: age, religion, sexual orientation, belief or nonbelief, sex, disability, race, gender identity, pregnancy and maternity, marriage and civil partnerships. The line manager and post holder will be responsible for promoting diversity and equity of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with, whether they are patients, family/carer, visitors or colleague. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

Dignity at Work: The UHB condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the UHB Disciplinary Policy.

- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of the current UHB Welsh Language Standards and take every opportunity to promote the Welsh language in their dealings with the public. The UHB also encourages employees to use their available Welsh language skills

CAJE Reference:

RWM/2014/051

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- **Job Description:** This job description is not inflexible but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.

This document is available in Welsh

Date Prepared:

Prepared By:

Date Reviewed:

Reviewed By:

PERSON SPECIFICATION CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Job Title:	Clinical Nurse Specialist Team Leader	Department:	All Departments
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	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	First level nurse registration MSc Evidence of CPD Teaching and assessing in clinical practice/Teaching qualification	Independent prescribing	Application Form Certificate Check Registration Card – Nurse/AHP
EXPERIENCE	Demonstrable experience in relevant speciality Significant post registration experience	Experience of managing own caseload in relevant speciality	Application Form Interview References

SKILLS	<p>Evidence of excellent communication skills (verbal and written)</p> <p>Demonstrate sound IT skills</p> <p>Evidence of managing self development</p> <p>Evidence of ability to work independently</p> <p>Demonstrate ability to influence within and outside of service, across multi/inter disciplinary groups.</p>	<p>Involvement in audit and research</p> <p>Evidence of presenting work within and outside the organisation</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
SPECIAL KNOWLEDGE	<p>Evidence of specific knowledge and skills in speciality</p> <p>IQT Silver</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
PERSONAL QUALITIES (Demonstrable)	<p>Evidence of ability to motivate, influence change, support staff and evaluate services</p> <p>Evidence of professional and personal development</p>	<p>Ability to work flexibility to meet the needs of the service</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
OTHER (Please Specify)		<p>Welsh speaker</p>	<p>Interview Document</p> <p>Check*</p>

Date Prepared:		Prepared By:
Date Reviewed:		Reviewed By: