

## Job Description

Job Information		
<b>Job Title:</b>	Consultant Nurse Clinical Immunology & Allergy	
<b>Directorate / Service:</b>		
<b>AfC Band:</b>	8b	
<b>Professionally Accountable to:</b>	Chief Nurse	
<b>Responsible to:</b>	Line Manager	
<b>Base Location:</b>	LUHFT SITES	
<b>Job Code:</b>	NM.NS.R0644	
<b>ESR Position Number:</b>		

Job Summary
<p>The post holder carries continuing overall responsibility for the management of an Immunology and Allergy Specialist Nursing Service and is the designated lead nurse. The post holder will provide an autonomous high quality, specialist and extended nursing service for patients with a range of immune disorders and allergic conditions from across Liverpool and the Mersey and Cheshire region. The post holder will use highly specialised knowledge underpinned by theoretical knowledge, judgement and practical experience.</p>
Key responsibilities
<p>The aims of the Immunology/Allergy Nursing Service are to:</p> <ul style="list-style-type: none"> <li>• provide high quality patient care</li> <li>• to provide expert guidance to patients and healthcare professionals</li> <li>• lead the delivery of nursing services which will improve service accessibility, standards of care and reduce waiting times</li> </ul>

The post holder works autonomously, and has continuing responsibility for the assessment of care, needs development and the design, implementation and evaluation of programmes of care. The post holder will provide an integrated service using extensive knowledge to provide expert advice, information and support to the management team within the service and relating to external services, healthcare professionals, other agencies, patients, carers, clients and relatives.

The post holder will lead and coordinate core educational training to the multi-disciplinary team and will lead research and audit within the Specialist area.

The post holder will contribute to the strategic development of services for Immunology and Allergy patients in line with current and national policy.

The post holder will have continuing responsibility for setting standards of care, developing guidelines /service within the specialist area which will impact on other disciplines.

The post holder will be responsible for developing NHS local policies, service changes and developments which will impact beyond own area and cross specialty boundaries.

The post holder will lead and coordinate ongoing research within the Specialist area.

The post holder will design, develop and deliver ongoing educational talks at local, regional, national and international level. This can be given to Consultants, General Practitioners, Biomedical Scientists, Nurses, other healthcare professionals, patients, carers and relatives.

The post holder will act as a clinical expert and provide LUFHT Hospitals with guidance on issues related to the speciality and will represent LUFHT NHS Trust on National and International Groups and at National and International meetings and conferences.

## **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

### **1. Clinical**

- Clinical expert working autonomously making highly complex clinical decisions with no supervision.
- Act as an Independent Prescriber to specified groups of patients within competence and knowledge to include Schedule 4 drugs, off label/off license and as part of commercial trial. Prescribe immunoglobulins to patients on home care and for those receiving infusions at hospitals.

- Initiate drug therapy/medications within the parameters of agreed clinical guidelines and, in accordance with legislation, supply and prescribing medications. To be aware of new products and protocols.
- Be highly competent in diagnosing and managing patients within Nurse-led Clinic with allergic disorders including: history taking and interpretation, performance and interpretation of diagnostic tests, differentiating allergic and pseudo-allergic disorders, disease management and development of individual management plans, symptom control and knowledge of the appropriate prescription only medicines.
- Manage patients with allergic rhinitis and venom allergy, including prescribing desensitisation therapy treatment and regular follow up.
- Provide a high-quality immunology service at an advanced level for patients with immune deficiency disorders and be responsible for nurse-led clinics.
- Be a highly specialist resource to the wider healthcare system and liaise effectively with all members of the multi-disciplinary healthcare team to achieve a co-ordinated and integrated specialist service.
- Offer an individual service and psychological support to patients and their carers, respecting their diverse cultural background.
- Lead in the development, implementation and evaluation of highly specialised programmes of care for patients with immunodeficiency disorders receiving intravenous and subcutaneous immunoglobulin infusions, according to national guidelines and identify best practice to ensure that all patients receive optimum nursing care.
- Lead in the assessment of patients for Home Therapy to ensure a seamless transition from hospital care in order to implement safe and effective home therapy (self-infusion) for all suitable patients, including if necessary, co-ordination with the Primary Care Team.
- Lead in the development, implementation and evaluation of highly specialised programmes of care for patients with Hereditary/Acquired Angioedema including where appropriate, assessing these patients for self/home infusion and train accordingly including training of patients and/or carers in intravenous bolus infusion and subcutaneous injection technique.
- Set up and prescribe for Home Delivery packages for IVIg, SCIg, icatibant, C1INH and others that become available.
- Lead and organise case conferences to identify circumstances where input from medical professionals and those allied to medicine is required (e.g. physiotherapy, dietician, social work) and arrange appropriate referral, including provision of adequate information to the

patient's clinical status in order to ensure a holistic approach to the patient's care.

- Carry out or deputise to CNS home visits for patients with Primary Antibody Deficiency receiving either intravenous or subcutaneous immunoglobulin to ensure that protocols are being adhered to and to identify any problems.
- Perform a wide range of advanced clinical skills and procedures (e.g. skin prick tests and interpretation, phlebotomy, cannulation)
- Order/organise/interpret relevant acute and monitoring investigations required for specialist patient care (laboratory, radiology/ultrasonography, pulmonary function tests). Be competent in managing devices/techniques including rescue medication e.g. self-injectable adrenaline devices (Epipen, Emerade, JEXT) subcutaneous syringe drivers, intravenous infusion pumps.
- Accept direct referrals from Primary Care and hospital practitioners working autonomously to assess, plan, deliver and evaluate care. Refer patients to other health care professionals, and to statutory and voluntary bodies.
- Provide highly specialised advice to other disciplines which contributes to the diagnosis, care and education of patients.
- Autonomously discuss treatment options in depth with sensitivity, knowledge and expertise.
- Make the decision in some cases about delaying/rescheduling individual patients receiving ongoing treatment. Such decisions are unplanned and require the post holder to exercise informed and competent clinical judgments based on patient safety and report these back to the Consultant. Make autonomous decisions about occasions when patients (new or ongoing) require to be seen urgently
- In autonomous clinics, see and diagnose new adult allergy patients.

## **2. Leadership and Management**

- Autonomously manage ongoing PID/SID/immunomodulatory patients on replacement immunoglobulin (SCIg or IVIg), both adults and paediatrics, and throughout Devon and Cornwall.
- Liaise with external home care companies and prescribe for such self-infusion patients. Monitor the Services provided by patient feedback and regular assessment meetings with pharmacy department representatives.

- To oversee transition of young patients from the paediatric to the adult service.
- Act as Clinical Governance/Quality Manager for the Clinical Immunology and Allergy service.
- Ensure that standards for record keeping are upheld and reviewed on a regular basis in order that the patient record is reflective of their current care needs and the delivery of high quality evidence based care, maintaining confidentiality of information.
- Establish, lead and implement systems to co-ordinate, monitor, assess and prioritise workload supporting contingency planning ensuring that the interests of patients/clients are met for self and service.
- Set up and manage a secure database of patients with Primary Immune Deficiency and others receiving immunoglobulin, which contributes to local/national audit performance and activity and is consistent with the operational organisation needs of patient confidentiality and Freedom of Information legislation.
- Be responsible for recruitment and selection processes within the specialist team, the planning with human resources and coordination of induction programmes, ongoing responsibility, line management and development of these staff.
- Line manage specialist nurses, staff nurses and HCA; be responsible for management of Day unit with particular attention to Infection Control, Health and Safety, DATIX/Risk management.
- Maintain staff training, annual leave, and sickness absence records for all members of the immunology and allergy nursing service and also be responsible for recruitment, retention and disciplinary procedures.
- Sit on National/International Boards for example UKPIN Steering Committee, as Assessor for RCP QPIDS National Accreditation Scheme, scientific committee of International Nursing Group for Immune deficiencies.

## **COMMUNICATIONS & WORKING RELATIONSHIPS**

- Patients and their relatives / carers
- Director of Nursing/Deputy Director of Nursing
- Matron
- Immunology and Allergy Nursing team
- Consultant Immunologists
- Other specialty Consultants and nurses – respiratory, paediatric, haematology, neurology,

anaesthesia

- Clinical Director
- Imaging / diagnostic services
- Multidisciplinary team
- Ward Nursing Staff
- Out-patient administrative services
- Infection control team
- Directorate/Divisional teams
- Directorate financial teams / accountants
- Pharmacy teams / Non-medical prescribing lead
- Research and Development unit
- Human resources
- Primary care team / GPs
- Patient Advice and Liaison
- Complaints and governance team
- Patient support groups
- Third sector agencies
- Clinical Educational staff

#### **Clinical Governance / Quality**

- Provide a high-quality immunology service at an advanced level for patients with immune deficiency disorders and be responsible for nurse-led clinics.

#### **Education and training development**

- Lead and coordinate teaching/educational sessions to staff. This can be given to Consultants, General Practitioners, Biomedical Scientists, Nurses, other healthcare professionals, patients, carers and relatives.
- Lead and coordinate teaching/educational sessions to pre-registration students across all healthcare professions
- Present oral and poster presentations at Regional, National and International Professional meetings (UK Primary Immunodeficiency Network, Immunology and Allergy Nurses Group, British Society for Allergy and Clinical Immunology, INGID/ESID etc.) Encourage and aid Team members to do the same.
- Ensure the development of personal/career development plans is aimed at improving health care, maintaining and developing attitudes, skills, and knowledge facilitating personal and

professional growth in order to meet organisation service, users, professional and individual needs.

- Adopt a systematic approach to identify, analyse and prioritise own training and development needs and that of others.
- Maintain effective systems for the development and delivery of educational packages for patients/clients/carers/relatives and healthcare professionals and monitor and evaluate the effectiveness of educational strategies used.
- Ensure standards for supervision and support are implemented, monitored and evaluated to facilitate acquisition of skills required for patients/clients/carers to develop effective coping mechanisms and self-care strategies to enhance quality of life

## Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures and good practice;

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services;

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.
- With the support of managers develop an equality and diversity objective through the personal development review process.

## Values and Behaviours

### We are Caring

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues;
- We **recognise** and **appreciate** each other, taking pride in working here and our

contribution to success;

- We are **professional** and always seek to deliver the best standards of care.

### **We are Fair**

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution and we embrace diversity;
- We are confident in **speaking up** and we support all our colleagues to do the same;
- We are **open and honest**.

### **We Are Innovative**

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things;
- We **learn from mistakes**, striving to ensure we get things right first time;
- We **create and share knowledge** with each other, patients and our professional communities.

## **Infection Prevention & Control**

All staff will adhere to infection control policies and procedures at all times and carry out role specific duties as per roles and responsibilities.

## **Confidentiality**

Confidentiality/Data Protection regarding all personal information and Trust activity must be maintained at all times (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

## **Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

## **Management of Risk & Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.



All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

### **Safeguarding Children and Vulnerable Adults**

All trust employees are required to act in such a way that at all times safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

### **IT Skills**

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

### **Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

### **Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

### **Professional Responsibility**

As per any required registration & LUHFT policy.

### **Clinical Responsibility**

The post holder will provide an autonomous high quality, specialist and extended nursing service for patients with a range of immune disorders and allergic conditions from across Liverpool and the

Mersey and Cheshire region.
<b>Administration Responsibility</b>
n/a
<b>Research</b>
<ul style="list-style-type: none"> <li>-</li> <li>- Lead in the development and maintenance of audit and research projects within the Immunology service both local and national.</li> <li>- Work with colleagues from Research Department on Commercial trials, identifying appropriate income streams.</li> <li>- Lead in the responsibility for core training, education, research and audit activity and identify further opportunities for service development employed in the diagnosis of allergic or immune conditions.</li> <li>- Identify and develop frameworks and mechanism to monitor standards and quality of clinical practice, facilitate continuous quality improvement.</li> <li>- Lead on the development, implementation and evaluation of evidence based policies, procedures and guidelines within Allergy and Immunology.</li> <li>- Actively seek views of service users and carers to improve the health care experience for individuals.</li> <li>- Influence and support implementation of the organisation's Clinical Governance framework.</li> </ul>
<b>Strategic role</b>
<ul style="list-style-type: none"> <li>- Fulfil a clear strategic clinical Leadership role for service line developments, providing strategic leadership for the transformation of services and care for the speciality – working with senior clinicians, commissioners, patient groups and education providers</li> <li>- Network and establish effective relationships and involvement of stakeholders – including service users, carers, clinical and managerial colleagues; as well as representatives from statutory and non-statutory organisations.</li> </ul>

- Lead on the implementation and development of local strategies within the service line, towards re-defining, shaping and developing clinical teams, clinical practices and professional standards; to modernise and transform services for the local population
- Participate in the development of the service line business and strategic plans, providing both profession specific input and specialist clinical advice.

#### **HR Management**

- Line manage specialist nurses, staff nurses and HCA; be responsible for management of Day unit with particular attention to Infection Control, Health and Safety, DATIX/Risk management.
- Maintain staff training, annual leave, and sickness absence records for all members of the immunology and allergy nursing service and also be responsible for recruitment, retention and disciplinary procedures.

#### **Financial Responsibility**

Efficient use of resources

#### **Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.

## Person Specification

<b>Job Title:</b>	Consultant Nurse Clinical Immunology & Allergy		
<b>Band</b>	8b	<b>Job Code:</b>	NM.NS.R0644

Person Specification				
	Qualifications	Essential	Desirable	Assessment
1	Registered Nurse	E		
2	first level degree	E		
3	MSc degree	E		
4	PGCE	E		
5	Non-medical prescribing qualification	E		
	Experience	Essential	Desirable	Assessment
6	Substantial and extensive experience as Immunology Clinical Nurse Specialist	E		
7	Experienced at Phlebotomy, cannulation and familiarity with a variety of infusion devices (IV and SC)	E		
8	Experience with other rescue devices (adrenaline auto injectors)	E		
9	Experience in training others – staff and patients – in cannulation/self-cannulation, administration of injectable medication – IM, IV and SC, as both routine treatment and in highly charged emergency situations	E		

10	<p>Experience of Audit</p> <p>Competence in IT and use of database and spreadsheets</p> <p>Experience of Chairing regional/national/international nursing groups</p> <p>Experience of preparing posters, presentations at regional/national/international level</p>		<p>D</p> <p>D</p> <p>D</p>	
11	<p>Experience of writing patient information, writing papers and preparing posters</p> <p>Presenting to large groups of people – professional and lay</p>		D	
	<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
12	Expertise in management of patients with immune deficiency	E		
13	Expertise in the management of patients with allergic disease	E		
14	Expertise in interviewing patients with immune deficiency/allergy related problems and ability to analyse their needs.	E		
15	Expertise in interpretation of blood tests, imaging and pathology	E		
16	Understand the requirements for maintaining the DoH IVIg register	E		
17	Familiarity with and knowledge of relevant guidelines issued by the British Society of Allergy and Clinical immunology and UK Primary Immune Deficiency Network: the RCP Accreditation schemes	E		
18	Understanding of the interrelationships between primary, secondary and tertiary care in the context of Immune deficiency services and Shared Care of Allergy	E		

19	Knowledge and familiarity with research methodology	E		
	<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
20	Highly developed interpersonal and communication skills Exceptional ability to communicate with patients of varied background and ethnicity and to facilitate acquisition of knowledge by them and their families	E		
21	Ability to lead and motivate Demonstrable autonomy in clinical practice though previous experience with patient management or treatment clinics	E		
22	Demonstrate inspirational leadership	E		
23	Presentation skills	E		
24	IT skills	E		
25	Ability to work independently and to take initiative	E		
26	Ability to work within a multi-disciplinary team	E		
	<b>Other</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
27	Demonstrable leadership qualities	E		
28	Critical thinker	E		

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