

CARDIFF AND VALE UHB

JOB DETAILS

Job title:	Consultant Nurse for Immunology & Allergy
Grade:	Band 8b
Salary Scale:	Current salary scale for post's grade
Hours of work:	37.5 hours
Department:	Clinical Immunology & Allergy Service
Directorate:	Haematology, Clinical Immunology and Metabolic Medicine Directorate
Service Group:	Specialist Services Clinical Board
Base:	UHW

ORGANISATIONAL ARRANGEMENTS

Responsible for:

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 <i>and</i> 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

Accountable to:	1. (Managerially) Lead Clinician for Immunology Specialist Services Clinical Board
	2. (Professionally) Director of Nursing, Specialist Services Clinical Board

Responsible for:

The post holder will be responsible for providing leadership, service development and patient care delivery within the Immunology & Allergy Service for Wales according to the agreed standards of Cardiff and Vale (C&V) UHB. The post holder will be empowered to develop and promote strategies that enhance the care given in a specialist immunology & allergy

setting and influence policy regarding all aspects of Immunology care, both within C&V and the national and international arena.

JOB SUMMARY

The Consultant Nurse will play a pivotal role in leading clinical practice within the service and is a key member of the Directorate Senior Team.

The post holder will be a recognised expert nurse in leading clinical practice and will have direct clinical involvement with patients attending the Immunology & Allergy Service for Wales.

The Consultant Nurse will provide specific professional leadership to CNSs within the Immunology & Allergy Service for Wales.

The role will provide a framework for clinical practice, education and research that will develop Immunology & Allergy services in line with Welsh Assembly Policy to improve patients' health and wellbeing and deliver an integrated approach to Immunology & Allergy services within Wales.

Key relationships:

- Lead Clinician for Immunology
- Director of Nursing, Specialist Services Clinical Board
- Clinical Board Director for Specialist Services Clinical Board
- Clinical Director, Haematology, Clinical Immunology and Metabolic Medicine
- Lead Nurse, Haematology, Clinical Immunology and Metabolic Medicine
- Directorate Manager, Haematology, Clinical Immunology and Metabolic Medicine

Functions

Professional – Delivering Expert Clinical Practice.

These responsibilities will encompass a minimum of 50% of clinical time.

- Work clinically across the Clinical Immunology & Allergy Service for Wales providing clinical care and developing patient management plans drawing upon a range of expertise, competencies and skills to assist in the prevention, identification and management of problems.
- Ensure that the development, implementation and evaluation of programmes of care are based on current best evidence.
- Conduct a physical examination and assessment of the patient, providing differential diagnosis and design a plan of care, developing a therapeutic relationship.
- Request investigations, be capable of interpreting them and use advanced decision making skills to make critical clinical judgements.
- Use professional autonomy to independently prescribe medications within scope of professional practice.
- Make and receive appropriate referrals, and exercise independent treatment and discharge within scope of professional practice.

- Act as a role model of expert clinical nursing practice.
- Act as a consultant, challenging practice and providing expert advice to the multi-professional team in order to provide patient centred care.
- Work collaboratively with other professional groups in providing care to patients that reflects best practice.
- Set up and participate in nursing initiatives and new roles including those that involve liaison with primary care and other agencies.
- Advise on and develop a national strategy for delivery of home treatment for immunology, including patient and staff education and the development of new roles to facilitate self-care and care provision in the community.
- Participate in teaching programmes for nurses, doctors and multi-disciplinary team teaching.
- Provide National and International training sessions for multi-disciplinary post registration clinicians.
- Motivate and influence Immunology & Allergy nursing staff in developing skills, expertise and excellent knowledge base for patients with Primary Immunodeficiency and Complex allergies.
- Work in partnership with the patients and their relatives, along with other professionals in order to make sound decisions, which are ethically based and in the interests of the patients in the absence of precedents and protocols.
- Develop Immunology & Allergy services that are focused on the individual patient and underpinned by research.
- Monitor and evaluate care in conjunction with the Multi-disciplinary team in order to improve the quality of care received by patients and their families.

Practice and Strategic Service Development - All Wales Service

- Develop and implement, in collaboration with other specialties and multi-disciplinary and multiagency teams, appropriate patient pathways, protocols and guidelines which meet the health needs of the Welsh population.
- Influence strategy and policy at local, national and international level.
- Lead in the setting of standards and guidelines for best practice within the Immunology & Allergy field in the UK and worldwide.
- Develop staff education and training programmes for the Immunology CNSs and nurses providing care for patients with Primary Immunodeficiency in other Health Boards.
- Provide clinical and professional leadership and career development for nursing staff across the Immunology & Allergy service.
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- Develop patient pathways to facilitate patient redirection to other MDT services such as GP, psychology and dietetic services and lead in developing pathways that ensure patients receive care from the most appropriate care provider.
- Lead on patient reported outcome measures (PROMS) and Patient reported experience measures (PREMS) for the Immunology service
- Lead in the development and utilisation of nursing competencies to improve patient care and further enhance and expand nurse led services for Immunology & Allergy care.
- Be responsible for the appraisal of clinical practice and provide assistance/advice/ supervision.
- Evaluate practice in line with the UK Primary Immunodeficiency Network, NICE and other National and International Guidance, and recommend practice or educational requirements.
- Utilise computer software to enable policy writing, data capture, maintaining data bases & designing presentation for formal education or conference/public speaking presentation.

Professional Leadership and Consultancy.

- Carry out the role of the clinical leadership in the field of Immunology & Allergy nursing for all Wales.
- Provide leadership and consultancy using a high degree of personal professional autonomy and acting as an expert resource.
- Use expert skills and critical thinking to inform decision making in highly complex circumstances.
- Develop and deliver Complex Allergy and Specialist Immunodeficiency Services in line with Welsh Assembly Policy to improve patient health and wellbeing.
- Provide expert advanced practice with 50% of clinical time directing and providing direct care.
- Role model as an effective leader inspiring and enabling others to take forward best practice initiatives in the development of new models of Immunology & Allergy care.
- Active in initiating, planning and implementing service improvements.
- Provide expert advice on clinical governance issues and collaborate with the Immunology Consultants and Lead Nurse, Directorate Manager, Clinical Director and key stakeholders within the department to develop service goals in relation to Corporate/Clinical Board/Directorate goals.
- Participate with other senior staff in relevant recruitment and retention initiatives.
- Establish and maintain lines of communication with WHSSC, WG, Health Boards, Nurse Consultant forums and multidisciplinary team meetings.

- In collaboration with the multi-professional Immunology & Allergy team, to contribute to the development and updating of policies, practices and guidelines.
- Work with community and patient group representatives to inform and educate the public about the role of Specialist Immunology and Allergy services.
- Contribute and influence local, national and international policy and strategy in Immunology & Allergy care in Wales.

Education and Research.

- Create a learning environment to maximise on experiential learning opportunities for competency development of the multi-professional team.
- Proactively influence Higher Education in development of educational programmes appropriate to the field of Immunology & Allergy.
- Participate in local, national and international teaching programmes of nurses, doctors and multi-disciplinary team.
- Develop a culture of empowerment for staff through professional education in order to meet the patients' needs.
- Provide inter-professional support and education for staff of all disciplines.
- Contribute to the development and delivery of educational programmes to meet the Directorate's training needs analysis.
- Facilitate nurses to be able to assess, implement and evaluate developments in nursing practice.
- Act as a resource for staff members for further education and career structure
- Act as a clinical supervisor and educational supervisor to facilitate others to develop clinical competencies as applicable to their role.
- Assist in the development of individual orientation programmes for all grades of nursing staff.
- In collaboration with the Consultant Medical Staff, participate in the education and training of doctors within the department.
- In partnership with Higher Education and Clinical Education Teams, lead in the integration of education, research and practice development.
- Demonstrate expertise in providing critical feedback on professional behaviour, aptitude, performance and provision of nursing care in order to be an effective mentor/preceptor.
- Lead nursing research projects within the Immunology & Allergy Service for Wales and provide leadership for the research team for the Immunology & Allergy Service for Wales
- Develop and lead the Specialist Services Research Nurse Forum identifying opportunities to undertake nursing research
- Liaise with Cardiff University and Clinical Research Facility to maximise nursing research in Immunology and Allergy Service
- Identify and facilitate opportunities to apply for research funding.

Planning & Management.

- Take the lead role in identifying Immunology & Allergy care processes, including new treatment options and challenges.
- Lead on all Wales treatment strategies and nurse led treatment clinics.
- Work collaboratively with the Practice Educator to identify, facilitate and prioritise clinical educational needs of nurses within the Immunology & Allergy Service.
- Initiate new programmes of education and training not previously envisaged, facilitating changes in practice and developing new roles applicable to service needs.
- Ensure that the Immunology & Allergy Service maintains a high profile through the organisation of courses and study days and represent the Directorate, Health Board and Welsh NHS at outside study days, conferences and committees.
- Manage all resources within established parameters, being aware of the resource implications specific to the area of practice involved.
- National and international benchmarking, patient outcomes, patient groups, 3rd sector, family resources, home service, supporting other areas with moving to home therapies. All of these can be added to this section

HEALTH AND SAFETY REQUIREMENTS

All employees of the UHB have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the UHB to meet its own legal duties and to report any hazardous situations or defective equipment.

5.0 FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder

6.0 COMPETENCE

You are expected to recognise the limits of your professional competence and be responsible for limiting your actions to those which, you feel competent to undertake and identify areas where further training is required.

8.0 REGISTERED HEALTH PROFESSIONAL

All employees of the UHB 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.

9.0 SUPERVISION

Where the appropriate professional organisation details a requirement in relation to supervision, it is the responsibility of the post holder to ensure compliance with this

requirement. If you are in any doubt about the existence of such a requirement speak to your Clinical Board Nurse.

10.0 RISK MANAGEMENT

It is a standard element of the role and responsibility of all staff of the UHB that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

11.0 RECORDS MANAGEMENT

As an employee of Cardiff and Vale UHB you are legally responsible for all records that you gather, create or use as part of your work within the UHB (including patient health, financial, personal and administrative), whether paper based or on computer. All such records are considered public records, and you have a legal duty of confidence to service users (even after an employee has left the UHB). You should consult your manager if you have any doubt as to the correct management of records with which you work.

12.0 CONFIDENTIALITY

All employees of the UHB are required to maintain the confidentiality of members of the public and members of staff in accordance with UHB policies.

Date Prepared: February 2019

Prepared By: Jennifer Proctor

Date Reviewed: July 2019

Reviewed By: Carys Fox

CARDIFF AND VALE LOCAL HEALTH BOARD

PERSON SPECIFICATION

Job Title Consultant Nurse

Department: Clinical Immunology and Allergy service

Grade: Band 8b

	Essential	Desirable	Method of Assessment
QUALIFICATIONS & TRAINING	<ul style="list-style-type: none"> • RGN Level 1 • NMC Registered • Masters Degree • Specialist Immunology & Allergy Qualification or significant experience in Immunology & Allergy settings. • Evidence of recent continued Professional Development. • Willing to undertake education and training to meet the requirements of the post • Independent prescribing qualification • Recognised teaching/education qualification or equivalent experience 	<ul style="list-style-type: none"> • Post registration Specialist Care Qualification • PhD or working towards a PhD • Advanced Nurse Practitioner qualification 	Application Form Certificate Check
WORKING EXPERIENCE	<ul style="list-style-type: none"> • Extensive clinical experience in Immunology & Allergy nursing for both adults and children. • Evidence of performing at advanced level nursing practice • Evidence of excellent senior leadership and change management skills. • Evidence of significant contributions to practice and service development. • Experience of applying research to practice. • Evidence of leadership in standard setting and audit. • Evidence of formal and informal teaching ability in academic and clinical settings. • Proven track record of working collaboratively with multidisciplinary teams. • Experience of developing evidence-based clinical guidelines / patient information. • Evidence of excellent senior 		Application Form Interview References

	<p>leadership and change management skills.</p> <ul style="list-style-type: none"> • International & National profile in Immunology & Allergy • Involved in the national agenda • Experience or evidence of research • Publications in the field of Immunology & Allergy 		
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work flexibly, particularly with regard to carrying own caseload. • Autonomous practitioner. • Ability to self-direct professional development • Highly tuned influencing skills and ability to change practice. • Ability to work across organisational boundaries • Demonstrable experience of working with clinicians across primary, community and hospital based settings. • IT skills with ability to manipulate info/data to create reports and documents • Knowledge of health service management, including change management and workforce re-design • Proven track record in leading a team • Ability to work at strategic level whilst having excellent knowledge and skill of operational management • Leadership skills • Diplomacy and negotiating skills. • Ability to undertake a patient consultation using a systematic approach to patient assessment • Ability to apply a medical approach to reviewing 'systems' to inform decision making • Knowledge and understanding of wider political and social drivers 	<ul style="list-style-type: none"> • Experience in delivering a teaching programme • Ability to speak Welsh 	Application Form Interview References
SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • Expert knowledge of managing patients with primary immunodeficiency & allergy • Advanced nursing practice 	<ul style="list-style-type: none"> • Curriculum development 	Application Form Interview References

Personal Attributes (Demonstrable)	<ul style="list-style-type: none"> • Effective communicator with patients, relatives and all members of the multidisciplinary health care team involved in primary and secondary care. • Self-motivator • Caring attitude to patients and clients • Shows respect to team members • Autonomous practitioner • Professional attitude to work • The applicant must be honest, trustworthy, motivated and possesses a non-judgemental attitude towards others. • Ability to develop working relationships locally, regionally and nationally • Confident, assertive, articulate and literate. • Resilient with the ability to work under pressure and respond positively to problems and constraints 	<ul style="list-style-type: none"> • Multi source feedback/360 degree feedback 	
Circumstances Mobility/ Availability attendance requirements	<ul style="list-style-type: none"> • Flexibility to meet service needs. • Amenable to change as required. • Able to travel to attend meetings within the Health Board and externally. 		Application form Interview References
Physical requirements and attributes	<ul style="list-style-type: none"> • Across Wales working • Able to undertake the full range of duties of the post 		Application form Interview References

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Organisational Structure

