

## JOB DESCRIPTION – EAST LoTHIAN

### 1. JOB IDENTIFICATION

Job Title:	Lead Specialist Practitioner District Nurse
Responsible to:	Clinical Nurse Manager Community Nursing
Department(s):	District Nursing
Directorate:	NHS Lothian
Operating Division:	East Lothian Health & Social Care Partnership
Job Reference:	246500
No of Job Holders:	4

### 2. JOB PURPOSE

To play a key role in leading, co-ordinating and developing the District Nursing Service within East Lothian, including day to day management of staff, enhancing the provision of high quality person centred nursing care delivered to patients and families within the community setting.

To function as an independent practitioner leading and developing clinical practice, acting as an expert resource by virtue of in-depth knowledge and experience for patients, relatives, carers and health care professionals in East Lothian.

The post holder will work with the Clinical Nurse Manager and appropriate others in the enhancement and strategic development of the existing services as well as the development of any new services based on the needs of the local community. Play a key role in the prevention of hospital admissions and facilitating early discharge back to the community, alongside working with hospital at home to ensure that those who can be treated within their own homes do so.

The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands

### 3. DIMENSIONS

A nurse led service, G.P. aligned/geographically based within East Lothian covering the population of 15 G.P. Practices (Approx. 112,000). This covers socially and economically deprived areas within rural and urban settings.

The post holder is responsible for providing Specialist District Nursing Services to patients in community, residential and Care Home settings.

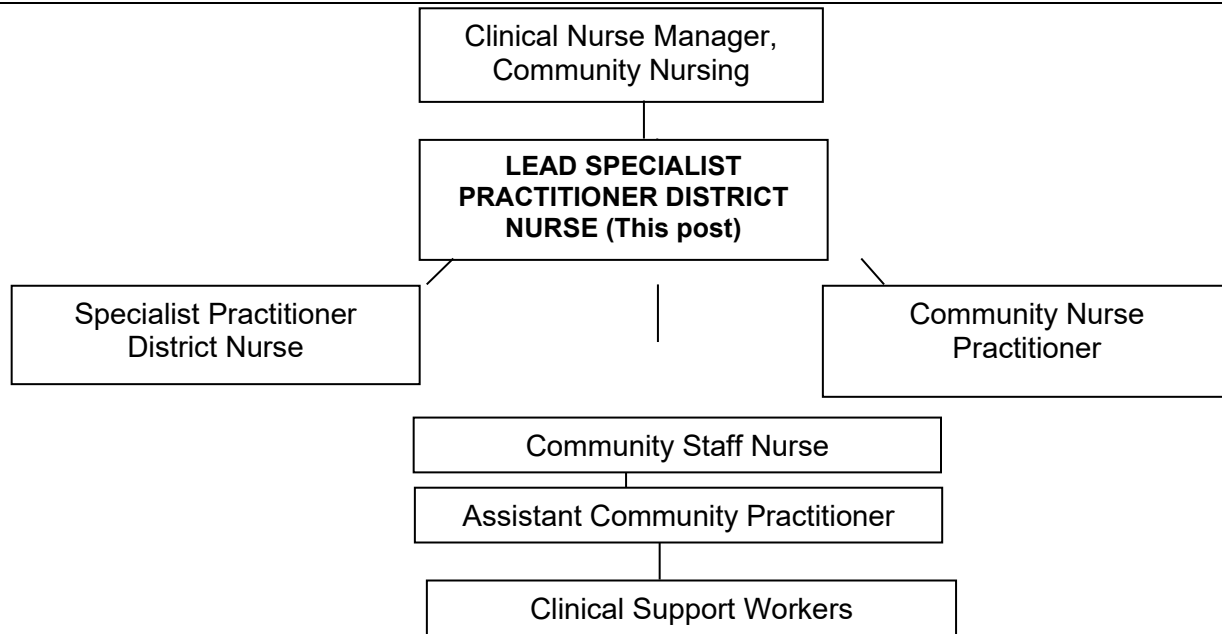
The service is provided for people of 16 years and over.

**Financial Responsibilities:**

The post holder will support the Clinical Nurse Manager to manage the delegate budget of allocated geographical area including staffing, stock and equipment.

**Staffing Responsibilities:**

Day to day management of District Nursing Teams in a designated geographical area, each area will consist of a range of staff Bands 2 – 6 and approximately 15-20. Oversee caseloads within a designated geographic area and provide expert clinical support and supervision to district nursing staff and the wider multi disciplinary team.



**5. ROLE OF DEPARTMENT**

The District Nursing Service in East Lothian works in partnership with the East Lothian Health and Social Care Partnership and in collaboration with NHS Lothian, Primary Care, Voluntary and Third Sector Services to support people to stay longer at home or in a homely setting. This includes participating in the Primary Care Improvement Plan by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community. The service includes planning, providing, managing, monitoring and reviewing nursing care in line with best practice guidelines and utilising the four pillars of clinical practice – clinical practice, facilitation of learning, leadership and management, research and development.

To offer continuity of care increased liaison and effective communication with other services, ensuring smooth transition between primary, secondary and tertiary care.

To be aware of, initiate and participate in appropriate research within the field of community nursing care and to disseminate same throughout the Primary Care and Community setting in accordance with relevant National Clinical Standards.

The post holder will be involved in policy and service development by participating in and be members of professional groups. Which include; Steering Groups, Link Nurse and Cancer & Palliative Care Strategy Groups. All of which contribute to the development of local and national protocols and guidelines, which impact across all disciplines.

The post holder will provide and participate in training and education across all disciplines.

## **6. KEY RESULT AREAS**

To support NHS Lothian's Values of Quality, Teamwork, Care and Compassion, Dignity and Respect and Openness, Honesty and Responsibility through the application of appropriate behaviours and attitudes.

### **Clinical**

1. Act as a specialist expert resource within Community Nursing when planning and communicating complex/highly complex programmes of care to all disciplines in partnership with person's, their families and carers to support timely access to relevant care.
2. Lead as a key member of the multidisciplinary team across all aspects of care, internal and external to the organisation to achieve an optimum level of service/care for person's their families and carers.
3. To support teams to promote a culture of independence, self care, self management and enablement for patient's whilst promoting evidence based practice in line with local, regional and national guidelines.
4. Have oversight of a designated caseload, providing support and advice to other members of the team to ensure that they are managing their individual case load effectively , efficiently and that care is appropriate and patient focused.
5. Use local population health information and develop health-improvement plans to address priority areas, proactively working collaboratively with a variety of stakeholders to develop health promotion strategies and reduce health inequalities.
6. Responsible for risk assessment (including patient behaviours and working environment) and incident management within the community/clinical setting including implementation of action plans and associated learning, to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients and staff.
7. Leads on continuous quality improvement of care through the use of audit and monitoring compliance to service and professional standards. Promote at a local level an evidence based approach to the delivery of patient care through implementing the ELHSCP agreed best practice standards that improve patients outcome and minimise clinical risk, ensuring good practice is shared locally, regionally and nationally.
8. To provide a specialist advisory role to GPs, Primary Care Teams and Hospital teams in relation to the complex care needs of patients particularly with regard to community nursing services.

9. To be responsible for assessing, prescribing to level V300, and evaluating these treatments, and to liaise with the multidisciplinary team involved to jointly plan care management.
10. To ensure there is a robust Clinical Governance Framework across the service, the post holder is responsible for establishing and ensuring maintenance of standards of care given to patients and their families. This is undertaken by initiating and participating in clinical audit, producing reports/statistics, in order to evaluate and develop the service, thereby ensuring delivery of a high quality of care.

### **Leadership and Management**

1. Lead by example and act as a positive role model for all staff. Promote team working to ensure delivery of effective, high quality, safe and person centred care. Manage the department skill mix using appropriate workforce toolkits and contribute to workforce planning.
2. To provide transformational leadership to deliver effective change management.
3. Day to day management responsibility for the delegated DN team including supporting and participating in recruitment, induction, mandatory training, identification of learning and development needs of all members of the team through performance review and personal development plan.
4. Be responsible for the control and monitoring of a delegated budget ensuring provision of high quality and cost effective service within the financial envelope.
5. To contribute to the provision of clinical practice for pre-registration and appropriate post-registration students in order to fulfil curriculum or other course requirements thus ensuring their educational needs are met. In addition the post holder will provide ongoing leadership and mentorship to wider nursing and medical teams including GP trainees, students and other health professionals, and participate in the development, teaching and delivery of relevant training programmes.
6. To contribute to NHS Lothian wide groups, through the provision of specialist advice, to assist in the development, support and implementation of policies, protocols and service developments and where appropriate, lead on aspects of local implementation. Supporting the development of strategic work streams as per national agendas and working in collaboration with Clinical Nurse Manager to ensure that these are embedded across the service.
7. To influence policies affecting health by acting as the patient/family advocate, in responding to current policies, programmes and services which have an impact on their physical, social and mental wellbeing.
8. Be involved in the management and resolution of Complaints in line with NHS Lothian Policy. Understand and share the learning points from the investigation ensuring structured feedback systems are in place and that action plans are implemented to enhance the delivery of the service and improve patient/carers experience.
9. Delivering a robust Clinical Governance Framework across all services that supports clinical decision making.

10. Lead the development and implementation of local procedures, protocols and standards ensuring adherence of staff at all times. Provide cross-cover for colleague Lead Specialist Practitioner District Nurses within East Lothian.
11. To be accountable for maintaining all records acting within the boundaries of NMC registration and in line with local and national guidelines and policies.

#### **7a. EQUIPMENT AND MACHINERY**

The following are examples of equipment which will be used when undertaking the role:

The post holder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

#### **7b. SYSTEMS**

Responsible for the creation and maintenance of accurate and up to date clinical records complying with the requirements for patient confidentiality and in accordance with all statutory policies and procedures of the Division, Board and the NMC Code of Professional Practice.

Responsible for recording all activity on TRAK

Responsible for inputting, updating and maintaining a range of information databases e.g. TRAK ,

HR Systems for recording of all staff information, training activity, pay information

Supplies and equipment ordering systems

Patient information recording systems

Risk Assessments

Staff Bank ordering system

Health roster

Responsible for authorising mileage forms and SSTS

**Note:** New systems may be introduced and the organisation and technology develops, however training will be provided.

## **8. ASSIGNMENT AND REVIEW OF WORK**

The clinical workload is generated by means of an open access referral system from patient/family carers and Healthcare professionals, and is self generated/directed from the service area e.g. hospitals, acute services, GP's, Hospice, Health and Social Care Providers in line with legislation and performance indicators set by the Scottish Government Health Department. There is no defined maximum caseload size. The post holder is required to monitor caseload activity of all delegated teams.

As an autonomous practitioner the post holder will be expected to prioritise their own workload on a daily basis and anticipate and resolve problems.

Responsible for initiating referrals to a wide range of agencies.

Receive an annual appraisal and agree a professional development plan with Line Manager. Work within broad occupational, national and local policies and guidelines.

Governance of clinical competence is undertaken in line with arrangements determined through the organisational structure which will provide professional nursing advice and assessment of clinical competence.

## **9. DECISIONS AND JUDGEMENTS**

As an autonomous practitioner the post holder will prioritise their own workload using analytical and judgement skills to deal with complex facts and/or situations requiring analysis and comparison of a range of options in order to determine appropriate actions.

Some decisions are made in conjunction with patients, carers and other professionals regarding all aspects of care and the management and coordination of treatment and care packages balancing conflicting priorities of all involved thus ensuring an improved quality of life for patients and families.

Determining when to refer to other healthcare professionals and statutory and voluntary services.

Recognising and addressing staff performance issues in a timely manner taking corrective action and continuous monitoring.

The post holder will require skills for assessing and interpreting specialist nursing care conditions and ensuring appropriate actions are taken based on highly developed specialist knowledge underpinned by professional experience and education to Masters level or equivalent.

Operational decisions relating to the management of a team of staff including e.g. taking action to support staff and resolve any staff problems/disputes within team.

Independently assess, implement, develop and evaluate planned care of patients and family taking into account the highly complex physical, emotional, social, financial and spiritual problems.

Makes decisions in relation to allocation of financial resources, skill mix and application of policy and procedure to support, guide and direct both staff and patients within area of responsibility.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Working within highly complex and emotional situations, continually dealing with the complex care and varied support needs of the housebound population in East Lothian.

Identification, assessment and prioritisation of clinical, educational, managerial and research aspects of the role.

The need to anticipate, analyse and act on the many complex needs of the individual patient and their family, carers to ensure that the care is patient focused.

Balance the needs of local teams and services within the wider strategic picture and to respond to the requirements of both Health and Local Authority demands, policies and strategies.

Creating an environment to enable implementation of change that supports and drives the delivery of improved patient outcomes.

## **11. COMMUNICATIONS AND RELATIONSHIPS**

The post holder will form effective working relationships with staff across the Health and Social Care Partnership including patients, their families and carers and their representatives and voluntary organisations.

Motivate and inspire the team to ensure effective collaborative working is achieved.

Ability to communicate highly sensitive and distressing information to patients and relatives with empathy, understanding and reassurance.

In addition to this other contacts falls into the following main categories.

### Internal:

All Members of Primary Health Care Team.

Out of hours nursing and medical colleagues.

NHS Lothian, Divisional and Board staff i.e. Head of Health, Chief Nurse, Clinical Nurse Manager, Human Resources, Finance, Information Technology, Facilities, Professional Development Unit.

Other NHS Services and Boards.

Staff representatives.

Oncology and other specialist teams.

### External:

Social work, education, housing, institutes of higher education, police, voluntary, hospice and other charitable agencies.

Communication is regular, face to face, on the telephone, electronically, or in written correspondence and may be about any aspect of service delivery.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Examples may include:

### **Physical Skills:**

Skills required undertaking clinical interventions e.g. administer intravenous injections and or intramuscular injections, syringe pumps and infusions, insertion of urinary catheters, wound management (this list is not exhaustive and will vary depending on clinical area).

### **Physical Demands:**

Patient movement with use of mechanical aides, manoeuvre patients.  
Regularly kneeling and bending for long periods to dress complex wounds.  
Carrying equipment daily.  
Regularly working in cramped and restricted conditions.  
Stairs – frequently.  
Stand/walking for the majority of shift.

### **Mental Demands:**

Frequent concentration required whilst undertaking both managerial and clinical aspects of role which may be unpredictable and complex. The post holder will be subject to frequent direct and indirect interruptions from patients, relatives and members of the team.  
The ability to act expediently and appropriately when responding to crisis situations.  
Ability to adapt to complex clinical situations when they arise, often without immediate medical support.

### **Emotional Demands:**

Frequently deal with team issues and individual staff support.  
Managing conflict  
Managing and dealing with aggressive behaviour in situations  
Facilitating and supporting staff through change.  
Communicating with distressed/anxious/worried patients/relatives.  
Caring for the terminally ill and their relatives.  
Caring for patients following receipt of bad news and supporting relatives.  
Balancing the demands of both NHS Lothian and independent contractors on a daily basis.

### **Working Conditions:**

Exposure to body fluids several times each shift.  
Exposure to verbal aggression high frequency.  
Home environments i.e. hygiene, ergonomics, pets, passive smoking on a daily basis.  
Travel in inclement weather.  
Working in offices i.e. Noise, disruptions and space  
Travel across designated geographic area on a daily basis

## 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

First Level Registered Nurse with Specialist Practitioner Qualification in District Nursing to Masters Degree Level 11

Independent nurse prescribing qualification to level V300

Community Clinical Decision Making Module or equivalent.

Evidence of management, education and training i.e. completion of Leading Better Care Modules, Institute of Leadership and Management (ILM) Sound knowledge and understanding of the Transforming Roles Agenda.

Experience of leading change within a practice setting.

Sound knowledge of NHS environment and current policies affecting the health of the population.

Excellent team-working skills and ability to motivate others with well developed communication and interpersonal skills, particularly influencing and negotiating skills.

General information and technology skills, including use of the computer to record and retrieve clinical information.

Excellent written and verbal communication skills.

A respect for all individuals and communities without prejudice.

Methodical approach to decision making.

Good time management skills.

#### **14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date: