

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | |
| Job Title: | Nurse Consultant – Health Protection |
| Responsible to: | Lead Consultant for Health Protection |
| Department(s): | Public Health |
| Directorate: | Public Health and Health Policy |
| Operating Division: | NHS Lothian Board |
| Job Reference: | 085046 |
| No of Job Holders: | 1 |
| Last Update: | 2021 |
| 2. JOB PURPOSE | |
| <p>To lead strategic, operational, clinical and professional leadership for Health Protection nursing practice in Lothian, maintaining professional and clinical standards and ensuring safe and efficient working within a defined nursing budget to support the development of excellence in health protection nursing practice across Lothian, Scotland and the UK.</p> <p>To assure delivery of high quality person centred Health Protection nursing services and plans for and responds to changes in service demand and provision of service.</p> <p>To provide leadership and highly specialist professional expertise and leadership and development of Health Protection nursing services in the Public Health Directorate, taking accountability of the variety of specialist and sub specialist areas of nursing care within the team.</p> <p>Directly responsible for strategic and line management of nursing staff within the Health Protection Team including clinical, financial and staff governance issues.</p> | |
| 3. DIMENSIONS | |
| <p>Strategic and Planning Responsibilities: Direct responsibility for strategic development, leadership, direction and delivery of the nursing function in Health Protection including the Nursing team, the Test and Protect service and the Community Testing service.</p> <p>Lead for NHS Lothian in health protection nursing and provision of highly specialist, expert advice to directors, senior managers and key NHS Lothian committees and groups.</p> | |

Lead strategic direction to the service by:

- Participating in regional and national specialist and topic-based public health protection groups.
- Leading a review of the health protection nursing operational model, with a view to developing a nurse led health protection service.
- Providing strategic direction for the Test and Protect Service and lead its integration with the Health Protection nursing team.
- Providing strategic direction for the community testing service.
- Leading on health protection topics for key priority areas within NHS Lothian and nationally.
- Providing professional leadership to other nursing posts within the Directorate across Public Health e.g. Lead Infant Feeding Post.

Staffing Responsibilities:

Direct line management responsibility for 2 wte Clinical Nurse Managers - Band 8a.

Overall responsibility for:

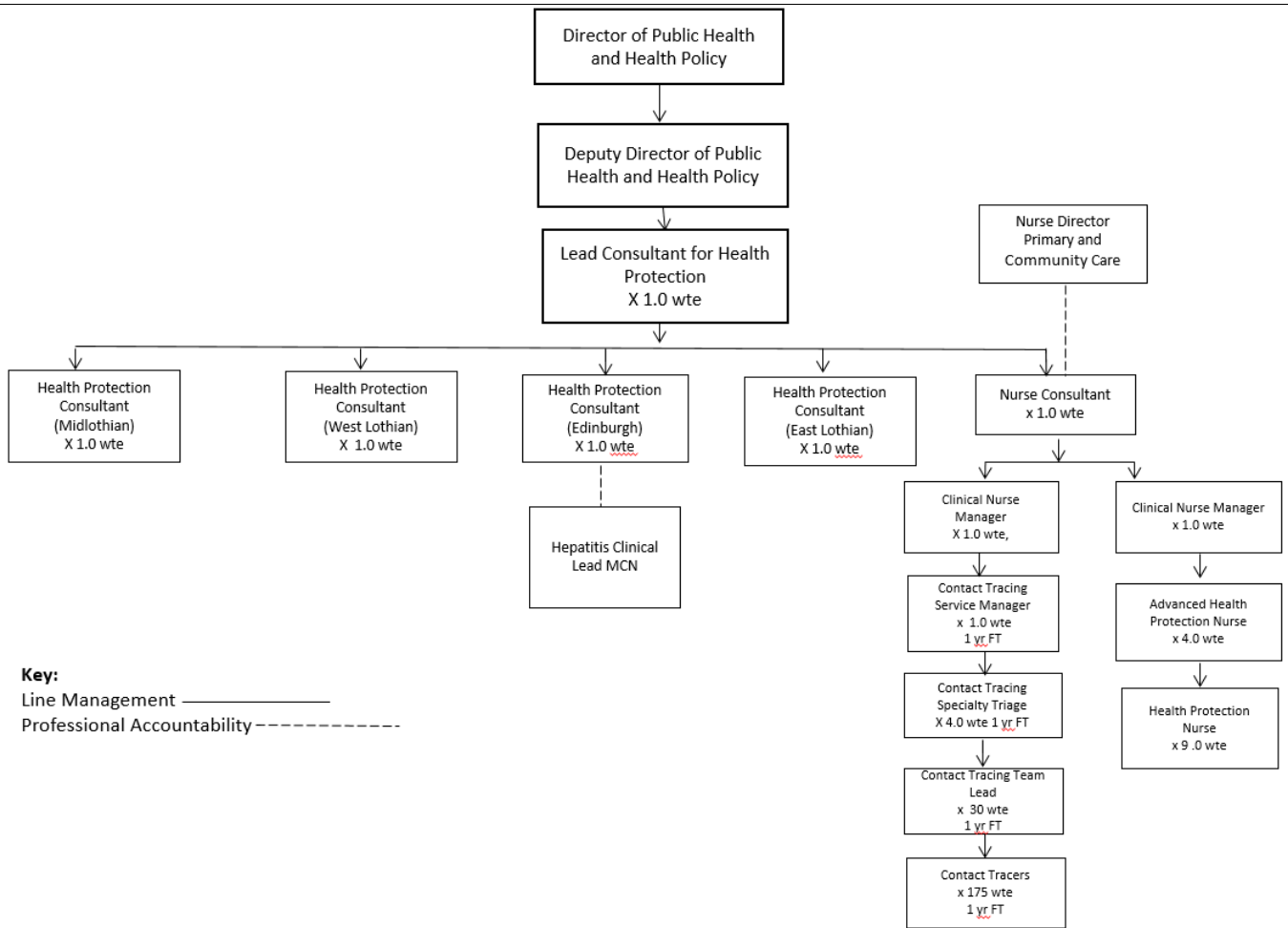
- 4 wte Advanced Health Protection Nurse Band 7
- 9 wte Health Protection Nurse, Band 6
- 1 wte Contract Tracing Service Manager, Band 7
- 4.0 wte Contract Tracing Speciality Triage, Band 6
- 30 wte Contact Tracing Team Lead, Band 5
- 175 wte Contact Tracers, Band 3
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Member of Health Protection Senior Leadership Team and Directorate Senior Management Team.

Financial Responsibility

- Responsible for management of a delegated service budget of circa £1m
- Responsible for delivering financial balance, delivering required efficiencies and implementing strong financial governance, including robust and auditable controls on financial governance.
- Preparing and implementing business cases and research proposals.
- Authorised signatory for £100k.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The Department of Public Health and Health Policy aims to improve and protect the health of the people of Lothian as part of a whole systems approach to public health in Scotland.

The department is organised around Population Health, Healthcare Public Health and Health Protection as the three domains of public health. All activity takes into account the recovery and renewal demands of COVID-19.

There is a strong commitment to multi-disciplinary public health reflected in the range of staff within the department.

The role of the Nurse Consultant post is to provide a lead and focus for specialist, professional, health protection nursing development and to support the wider public health workforce in NHS Lothian, Health and Social Care and partner agencies. There are approximately 300 staff working across all areas of public health, of whom approximately 150 are working in our Test and Protect team.

6. KEY RESULT AREAS

1. 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 Service Provision

2. Provide highly specialist, clinical expertise for individuals with highly complex Public Health care needs e.g. case management and informing of personal rights in TB, including detainment under Public Health Act and case review to Sherrif; informing individuals re infection through mistake in healthcare system; demonstrating advanced knowledge and skill in order to improve outcomes e.g. identifying population risks in the systems e.g. BBV, TB.
3. Act independently in making highly specialist health protection clinical decisions, offering assessment, initiating investigations, providing care, treatment, referral and undertaking expert reassessment of complex health and wellbeing situations, to provide seamless, holistic care for undifferentiated groups of patients. Referrals are received from; primary and secondary care clinicians, microbiology consultants, environmental health, Public Health Scotland. Holds own caseload assigned through HPzone.
4. Provide highly specialist, strategic, expert, advice in health protection to NHS Lothian, Health and Social Care Partnerships (HSCP) and other stakeholders, in order to improve standards and outcomes. To identify areas of concern by population and thereafter prescribing action including development and implementation of clinical pathways e.g. assessment of uptake of immunisation of babies born to Hepatitis B woman to improve current pathways and so uptake; plan mitigating action re carbon dioxide poisoning in specific population due to housing issues.
5. Promote and maintain legal, ethical and professional standards, competence and evidence based practice amongst public health and specialist nurses and other health professionals in Lothian and Scotland, thereby ensuring the best health care is delivered. Responsible for ensuring that clinical policy and guidelines developed for implementation across NHS Lothian are based on evidence and best health protection.

Research and audit

6. Initiates and assesses research protocols, the potential impact on services and advises and leads on the development of research projects. Seeks and prepares briefs for further funding opportunities for research and acts as grant holder, as appropriate. Leads on the development and implementation of criteria based clinical audit and evaluation within Health Protection for NHS Lothian, in relation to the provision of public health services, in order to ensure clinical effectiveness. Ensures dissemination of results which will improve public care outcomes.
7. Responsible for implementation of clinical governance standards within area of responsibility, including Health and Safety, ensuring compliance at all times and effectively managing risks and appropriate reporting of incidents accurately and promptly. Responsible for the investigation of incidents and for decisions regarding required action and changes to procedures and protocols.
8. Works collaboratively with Higher Education Institutions and research networks, in particular, strengthening links between health service staff and academic staff in order to promote a research agenda in public health protection nursing.

Service Development

9. Responsible for direct line management of 2 specialist staff and direct responsibility budget, circa 1m, for staffing, recruitment, resources, audit, research and development. Overall responsibility for 225 staff.

10. Responsible for the review of the departmental structures ensuring appropriate roles and skill mix in health protection nursing and contributing at a local level and national level to the development of public health nursing services.
11. Direct participation in professional networks and organisations, including presenting at conferences and courses and ensuring publication of research, the interpretation and implementation of relevant policy and strategy and dissemination of good practice. Responsible for contributing to the development of national policy and standards and influencing the career and professional development of health protection nurses in Lothian.
12. Establishing and maintaining links with colleagues in the rest of the UK to share and manage knowledge, examples of quality service and practice development and to influence policy and strategic decision making which will impact positively on the health of the nation.
13. Review service provision and undertake significant workforce planning to effect the implementation of service change, both strategic and operational. Liaise with staff partnership to ensure involvement in any change process. Utilise change management skills and facilitate skill mix to support and maintain the successful development of the health protection nursing workforce in the context of a modernised, integrated service and in response to changing evidence and policy.

Education and Professional leadership

14. Provide an appropriate and supportive learning environment, balancing continuing professional development and core competency needs, within budget pressures and the demands for service delivery. Ensure an effective framework of support and clinical supervision for all nurses working in the service to ensure clinical governance standards and delivery of a quality assured equitable, accessible and innovative service.
15. Plan and deliver education and training in Health Protection within NHS Lothian and Universities by means of lectures, seminars, workshops, tutorials and programmes of education aimed at equipping multi disciplinary post registration/graduate staff with knowledge and skills at foundation, specialist and highly specialist levels and in order to achieve specialist health protection clinical competence.
16. Directly accountable for the proactive leadership in nursing care provided within the Health Protection Team ensuring robust implementation, audit, monitoring, investigation, review and responsive change mechanisms are in place in compliance with Lothian NHS policies and procedures and national strategies.

7a. EQUIPMENT AND MACHINERY

Use of a range of general office equipment on a continual basis, including:

- Personal computer
- Laptop and projector
- Photocopier (including scanner)
- Printer
- Laminator, guillotine, binder, shredder
- Telephone/Answering machine
- Video / Tele conferencing

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

7b. SYSTEMS

Responsible for documentation and recording of the ongoing surveillance of clients with certain infections and outbreaks of infection in the community which requires the application of IT skills

Use of national web based systems for management, reporting and surveillance of communicable disease e.g. HP Zone.

Regular use of the Internet, Outlook email systems, Microsoft Word, Excel, PowerPoint etc as well as Acrobat Reader/Writer and Immediacy Intranet Editing Tool

Undertaking Risk Assessments using DATIX risk assessment tool to establish work required or action to be taken.

NHS Lothian Standing Financial Instructions.

Maintenance of office filing systems (electronic and paper copies) to a standard that complies with FOI and data protection requirements

HR management tools e.g. eEss, SSTS

Operation of annual appraisal system e.g. PDPR and KSF or similar

NHS Lothian Website editing tool e.g.- Immediacy

In-depth understanding of business management (procurement and finance) systems and NHS Lothian Capital Guidance process

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

8. ASSIGNMENT AND REVIEW OF WORK

The post-holder is line managed by the Lead Consultant for Health Protection who will agree a job plan and annual objectives based on national policy and the strategic objectives of NHS Lothian in relation to Health Protection. In addition work may be delegated to the post-holder through groups/committees (e.g. Area Immunisation Group, BBV Executive Group, Infection Control Committee).

The post-holder is professionally accountable to NHS Lothian Director of Nursing Primary and Community Care.

Workload management is the responsibility of the post holder. The post holder is require to deploy a high level of autonomy in prioritising workload across the team to ensure all demands of the organisation and deadlines are met.

Responsible for delegating work as appropriate to Health Protection Nurse's/Nurse Specialist.

9. DECISIONS AND JUDGEMENTS

The post-holder is expected to analyse complex clinical situations and make decisions affecting patient care, this frequently involves communication with medical and other colleagues. To respond objectively and make judgements on situations that are not legislated for in local or national policy/guidance e.g. Chair Incident Management Team on unprecedented environmental issues.

Exercises highly specialised, expert clinical judgement, taking lead responsibility for the investigation and management of health protection issues and Public Health incidents and emergencies within the Public Health Department for NHS Lothian.

To discharge duties under the Public Health Act (Scotland) 2008 and act as Competent Person to ensure public health protection e.g. impose exclusions and detainments. The post-holder will be expected to act without the benefit of precedent in unique situations initiate action taking account of the scope, pace and immediacy of the action required to protect public health e.g. making key decisions which affect populations/individuals where there is novel antibiotic resistant organism or novel virus.

Makes complex case management decisions based on information from patients, health care workers and other professionals to identify likely diagnosis/risk to the public health and exercise critical, clinical judgement to advise on immediate necessary action.

The post-holder is expected to advise and make decisions on NHS, Scottish Government national legislative changes, local, and interagency policy, and strategy regarding health protection in order that performance indicators and quality standards are set and met for the team.

Consults and co-operates with other departments/agencies (e.g. Lothian Council Environmental Services, Health Protection Scotland) where appropriate and provides strategic leadership and expert advice to direct their activities in order to minimise the impact of outbreaks of infection in the community.

Responsible for interpretation of national guidance, and translating it into Standard Operational Procedures, clinical protocols and policies in the department to ensure a proficient response to health protection issues.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Developing and maintaining working relationships, across NHS Lothian, to ensure that effective clinical leadership in this highly specialised area of work is undertaken when managers and clinicians have compelling competing priorities e.g. day-to-day services provision disruption when infection control is crucial.

To motivate the public, NHS and non-healthcare personnel to act on the prevention and control of infectious diseases within their organisation and across partner organisations. Dealing professionally and compellingly with conflict and confrontational professionals/patients/public reluctant to acknowledge and embrace the national strategy and standards required for the prevention and control of infections and communicable disease.

Leading the direction and prioritising work where there are rapidly developing and politically significant national agendas for health protection and related matters, adapting and changing delivery plans in light of new information, developments and deadlines e.g. novel emerging infections; response to demands for advice, reports and briefs within short timeframes from Senior Management Team, Scottish Government etc.

Maintaining leadership and highly specialist expertise and knowledge within a rapidly moving agenda to enable the provision of credible, highly specialist expert advice based on interpretation of robust reliable evidence.

11. COMMUNICATIONS AND RELATIONSHIPS

Highly developed communication and influencing skills are required to communicate highly specialised often sensitive information in an appropriate and easily understood manner, both verbally and written, to staff, patients, relatives and visitors.

Influencing and persuasion skills to ensure credibility through collaborative and partnership working and relationship building with senior colleagues within the NHS and other statutory and voluntary agencies at a local, regional and national level.

Devising and delivering a range of specialist training, education programmes and presentations on specialist, complex issues in a concise, coherent and understandable way, both internally and externally to a range of professionals and large and small groups.

Regular communications with:

Internal

Director of Public Health

Deputy Director of Public Health

Lead Consultant in Health Protection

Director of Nursing for Primary and Community Care

Consultants in Public Health – (NHS Lothian and other boards across Scotland)

Infection Control Manager/ Infection Control Team

Consultant Microbiologist

Clinical staff of all disciplines.

Non-clinical trained and untrained staff

Staff Health and wellbeing service.

General Practitioners.

Patients and relatives

Immunisation team/Immunisation Project Manager

Pharmacy staff

External

Health Protection Scotland

Scottish Government

NHS Education Scotland

Local Authorities

Environmental Health Teams (Lothian and outwith)

Scottish NHS Boards Public Health Departments/Health Protection Teams

Members of the public

Third sector organisations

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

Physical

Daily requirement for sitting for long periods, standing and walking.

Travel to meetings across NHS Lothian sites.

Mental

Frequent requirement for long periods of high level concentration when analysing and preparing complex information e.g. while producing reports and papers, often to non negotiable time-scales.

A requirement to deal with and respond to the frequent interruptions that occur within the Service.

Emotional

Exposure to emotional circumstances arising from staff uncertainty to change.

Exposure to emotional circumstances when undertaking staff management responsibilities.

Occasional exposure to emotional circumstances arising from conflict between staff, technical advisors or contractors. This will include working to implement and oversee change within delivery of work as required by the service and having difficult conversations around complex and/or sensitive information with staff.

Occasional exposure to conflict when professional opinion / approaches differ.

Working Conditions

Office conditions.

Frequent requirement to work in clinical settings e.g. while training or consulting with other clinicians.

Frequent travel across Board area is required e.g. 2-3 times per week.

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

- Registered Nurse
- Educated to SCQF level 11 e.g. Master's in Public Health
- Recognised Infection Control Qualification or Recognised Community Nursing Qualification (e.g. Diploma/degree in Health Visiting/Public Health Nursing) or equivalent post-graduate qualification.

Knowledge

Comprehensive specialist knowledge in Public Health Legislation and the ability to apply this in the formal role of 'Competent Person'

Understanding of health improvement and inequality principles relating to health protection issues

Significant knowledge of budget management and financial governance

Significant knowledge of project and research management

Significant knowledge of quality improvement approaches

Experience

Significant service development experience

Excellent written, IT and oral communication skills, and ability to tailor these to meet the needs of a wide range of individuals and agencies

Experience of working at a senior level in Health Protection

Experience in planning and delivering specialist training programmes

Experience in health protection research

Experience in quality improvement and service development

14. JOB DESCRIPTION AGREEMENT

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

Job Holder's Signature:

Date:

Head of Department Signature:

Date: