 

**JOB DESCRIPTION**

**1. GENERAL INFORMATION**

Title: Respiratory Nurse Specialist/Specialist Respiratory Physiotherapist Job Title: Band 7

Salary:

Hours of Work: 1.0 WTE permanent

Annual Leave: 27 days per annum increasing to 29 days after 5 years

NHS service and 33 days after 10 years NHS service (pro rata)

Department: Integrated Medicine

Terms and

Conditions of Service: In accordance with the Agenda for Change NHS Terms

and Conditions of Service Handbook

Responsible to: Lead of Haringey/Islington HOS-R and Lead of CORE Team

Accountable to: Director of Nursing/Director of Integrated Medicine

# This post has two very distinct components, with specific required outcomes. For this reason the job description has been formatted with the clinical responsibility sections separated, to ensure clarity. 0.5 WTE will be for the review of people in Haringey/Islington prescribed home oxygen therapy and 0.5WTE will be working as part of the Community Respiratory (CORE) team to deliver care in the community to people with long term respiratory conditions and Acute Exacerbations of COPD.

**0.5 WTE - deliver care in the community to people with long term respiratory conditions**

**Post Summary**

The post holder will be part of a nationally recognised and award winning integrated Respiratory (CORE) multi-disciplinary team consisting of respiratory nurse specialists, respiratory physiotherapists, psychologists, community HCSWs and Stop Smoking Specialists, who

1. deliver evidence-based care for patients with COPD in Islington and Haringey
2. develop integrated respiratory service pathways through audit and evaluation, and
3. promote health through patient empowerment, health education and self- management skills.

The post holder will have the opportunity to work autonomously but in close collaboration with, and supported by, the Whittington Health Integrated Respiratory consultants, the CORE team (comprised of locality based teams in Islington/Haringey/Whittington Hospital), the in-patient respiratory nurse specialists, respiratory consultants and respiratory ward multi-disciplinary team, GPs and community services to provide comprehensive and co-ordinated care for suitable respiratory patients in the hospital environment, at home and in other community settings.

The post involves working from the Whittington hospital base and community site, within a multi-disciplinary team, providing specialist respiratory nursing /physiotherapist care to patients with chronic respiratory conditions in their own homes and acting as an expert in the clinical field. The role involves an integrated approach, including triaging referrals, assessing patients both in hospital and the community, diagnosing acute exacerbations, optimising treatment and prioritising this workload, whilst also providing a rapid response service to this group of patients. The aim of this role is to maintain and improve patient outcomes, reduce the impact of symptoms and improve the quality of care through supporting patients’ choices and self-management and effective team working across the patient pathway including enabling safe and effective transitions at admission and discharge from hospital. The post holder will be supported by the CORE MDT team and Whittington Health Integrated Respiratory Consultants in delivering this specialist service.

# Clinical Responsibilities

* To work independently as a respiratory nurse specialist/respiratory physiotherapist practising holistic patient-centred evidence-based care within local and national guidelines.
* To prioritise workload and manage own patient caseload, including planning and evaluating care provided.
* To be professionally and legally accountable for all work undertaken.
* To ensure that, as a lone worker in the community, appropriate risk assessments are undertaken to ensure safety at all times.
* To practice advanced standards of clinical assessment through history taking and physical examinations as an autonomous practitioner using highly specialised skills with advanced clinical reasoning; analyse findings, recognise and diagnose exacerbations of respiratory conditions and differentiate from other diagnoses (eg heart failure) appropriately seeking advice from team members and Integrated Respiratory Consultants whenever necessary and advising GP if findings are other than respiratory.
* To interpret assessment findings, using medical assessment tools such as X- rays, CT scans, spirometry, oximetry and blood tests, in collaboration, wherever necessary, with the Integrated Respiratory Consultants.
* On the basis of assessment findings, make recommendations to the patient, and other health care professionals, on the best course of intervention, and initiate appropriate medical therapy as indicated. This may be through the use of independent prescribing or initiation of standby medication via direct discussion with GPs.
* To promote self-management of respiratory conditions, through disease specific education, treating tobacco dependence (with appropriate referral to the specialist Stop Smoking Team), nutrition (with referral to the specialist dietetics and speech and language therapy teams), psychological interventions (with appropriate referral to integrated psychology service), physical activity/exercise and other health promotion.
* To triage and review patients referred to the CORE service using agreed protocols and procedures.
* To gain valid informed consent to intervention and treatment and act as an advocate for the patient in situations that impact on health, social and emotional well-being.
* To carry out follow up assessments and treatment in patients’ homes, liaising with other team members as required. Collaborate with community-based professionals including GPs, practice nurses, district nurses and home carers to promote continuity of care for patients.
* Collaboratively identify patients’ goals in relation to their respiratory condition and facilitate meeting these through education and support, empowering them to manage their long-term condition effectively, seeking advice and support when required.
* To provide support and advice to patients / carers / relatives on the use of domiciliary Non Invasive Ventilation (NIV) and Continuous Positive Airway Pressure (CPAP).
* To manage potentially stressful, upsetting and emotional situations in an empathetic manner, including delivering bad news, providing palliative care support and discussions about resuscitation and further management for patients awaiting lung transplant and others with advanced respiratory disease
* To attend the regular Virtual Ward Rounds (VWR) with the Integrated Respiratory Consultant to discuss any on-going or complex issues and to assist in planning appropriate future management.
* To attend MDT board rounds, ward rounds, meetings and in-patient care planning conferences (CPCs), as needed/indicated/appropriate for patients during admission to contribute to enhanced recovery, fewer days in hospital and to facilitate seamless high value care across transitions (in and out) in collaboration with the integrated team and ward teams.
* To act as a resource, and provide review of patients in the hospital, and/or home for all health professionals (doctors, nurses and allied health professionals) across Whittington Health to enhance the care, management and health outcomes for patients known and those referred to the service.
* To be responsible for keeping up to date patient records in shared case notes, ensuring all relevant information is documented in patients’ electronic notes (including Handbase), is pro-actively shared to support high value care and to write specific reports as required.
* To initiate and implement changes in clinical practice which improve standards of care and health outcomes for patients.
* In conjunction with other professionals, develop standards of practice against, which quality and value of care may be measured.
* To identify and address clinical issues and incidents within the community in order to improve the quality of care.
* To identify and resolve patient related or service problems and prioritise demanding and conflicting needs.
* To contribute to Mortality meeting discussions where patients who have been under the care of CORE are discussed.

# 0.5 WTE – Review of People with Home Oxygen Therapy Post Summary

The post holder will be part of a respiratory consultant-led multi-disciplinary team that spans care from hospital to home for people in Haringey who have been prescribed home oxygen therapy. The aim of this post is to deliver Department of Health, NICE and London standards of care for these patients and ensure that we are providing best value care for patients and their families with home oxygen.

# Clinical Responsibilities

* To deliver evidence-based high-value (ie safe) care for people in Haringey who have been prescribed oxygen working with the Whittington Health respiratory oxygen lead consultant, respiratory pharmacist, respiratory nurse specialist oxygen lead, CORE team, and other members of the Whittington Health respiratory team.
* To work alongside both hospital and community based health care professionals, to provide the review component of a Home Oxygen Service (HOS-R) in Haringey.
* To work closely with the respiratory pharmacist to deliver and provide evidence that the Key Performance Indicators (KPIs) for the Haringey HOSR have been met.
* Single and joint proforma based home visits (eg with pharmacist, smoking cessation specialist, consultant)
* Uploading of information from visits, team spreadsheet data management, Air Liquide Haringey dataset management, notes reviews
* Organising and contributing to the home oxygen virtual MDTs and delivering on actions arising from visits and MDT discussions.
* Effective liaison with secondary care oxygen assessment and prescription services at Whittington Health, North Middlesex and other prescribers for Haringey home oxygen.
  + To regularly review all patients in Haringey, who are prescribed oxygen therapy, in accordance with national, London-wide and local guidelines.
  + To review all new users of home oxygen therapy, within the recommended time schedule, to ensure oxygen is indicated, safe, used appropriately and is correcting hypoxaemia.
  + To identify people who are no longer hypoxic and therefore not requiring ongoing home oxygen therapy.
  + To provide patient education, counselling and support for removing oxygen therapy, when appropriate.
  + To respond to information received on patients who are over or under–using their prescribed oxygen by assessing them at home and liaising with appropriate others.
  + To address safety in the provision and use of home oxygen where there is a risk of fire from smoking in a home with oxygen.
  + To work with the team in pro-actively identifying and providing Patient Specific Protocols (PSPs) for patients at risk of oxygen toxicity.
  + To work effectively and collaboratively with key partners in oxygen care including Air Liquide, London Ambulance Service, the London Clinical Oxygen Network and the Home Oxygen Contract Managers for London.
  + To support community nurses and primary care nurses in their care of patients who are receiving home oxygen therapy.
  + To work closely with Whittington Health and Haringey Smoking Cessation specialists to deliver, support and facilitate effective treatment of tobacco dependence where appropriate.
  + To facilitate the use of relevant information technology in order to collate accurate and timely information as and when required by Whittington Health, Haringey commissioners or other appropriate institution.
  + To contribute to the annual report and lead on evaluation of the service and innovations including clinical audits, quality improvement and, as appropriate, in clinical research.
  + To contribute to mortality meeting discussions where patients who have been seen by the HOS-R team are discussed.

# Education

* + To sustain own professional development through the pursuit of relevant professional and academic study and to be responsible for maintaining updated

clinical and consultation skills ie.to be responsible for identifying own training and development needs to maintain expert level of practice and to maintain CPD portfolio to reflect this. This also includes participation in reflective case presentations together with the full CORE team, integrated consultant and group facilitator. Continue to develop and maintain skills in shared decision making, behaviour change and smoking cessation.

* + Continue to develop knowledge and skills in oxygen prescription and treatment.
  + Identify the training needs of other professionals in relation to chronic respiratory care, both within primary and secondary care and plan, implement and evaluate teaching programmes with colleagues.
  + Employ a range of methods in education and training appropriate to the topic, participants, facilities available and events.
  + Participate, when asked, in the development of University based respiratory training courses for pre-registration nursing, therapy and medical students within the specialist (respiratory) area when requested.
  + To deliver and participate in respiratory training session for community and hospital staff including GPs, practice nurses and allied health professionals as requested.
  + Encourage and support quality improvement, audit and research based practice linking this to relevant service developments.
  + Act as role model and mentor to other team members and students. Identify and attend any personal and relevant training for this role.
  + To participate in appraisal using reflective practice.
  + Contribute to wider and greater understanding of the evidence base, treatment options including equipment, safety and other issues for people requiring home oxygen by service users, their families and carers, primary care teams and other teams involved in the care of people prescribed oxygen.

# Management

* + To act as a change agent and innovator, planning, instigating and evaluating change through robust cycles of quality improvement and audit.
  + To promote the provision of COPD/respiratory/breathlessness and home oxygen services to GP practices in accordance with Local Enhanced Services or equivalent and relevant national London-wide and local guidance.
* To develop and maintain collaborative relationships, partnerships and networks to influence and improve health outcomes and health delivery systems.
* To ensure service developments for COPD/respiratory/breathlessness and oxygen services to improve practice and health outcomes are underpinned by local and national guidance, patient and carer needs and utilisation of multidisciplinary skills to formulate and test new developments.
* To contribute to measuring the effectiveness and productivity of respiratory/COPD disease management provided through the collection and analysis of data for the team annual report and making recommendations to the CORE operational team meetings to which the post holder will be an active member.
* To develop and implement evidence based clinical practice within their specialist discipline and develop the nursing/physiotherapist role within the team, working alongside other team members to develop a case management model of care.
* To be responsible for the upkeep and maintenance of equipment used in the respiratory service including oximeters, spirometers and carbon monoxide monitors.
* To plan and prioritise own workload.
* To work collaboratively with rest of the oxygen team in managing, as well as delivering, the commissioned Home Oxygen Review Service (HOS-R).
* To contribute to measuring the value of the HOSR service through the collection and analysis of data, writing and presenting the HOSR annual report and contributing to service development ideas and delivery for the oxygen service
* Active member of regular HOSR team meetings.

# Communication/Collaboration

* To work collaboratively with members of the respiratory team and other clinical specialities including GP teams, palliative care team, community matrons, oncology, cardiology and neurology services in order to provide seamless, high quality care including appropriate use of oxygen in the boroughs of Haringey & Islington.
* To work in partnership with members of local respiratory teams to assist in the development and review of respiratory/COPD/breathlessness and oxygen pathways and relevant protocols.
* To develop and maintain collaborative relationships, partnerships and networks to influence and improve the delivery of high value respiratory disease care including case management for patients with COPD/ respiratory disease and care of people using home oxygen.
* To demonstrate ability to communicate complex and sensitive information through good communication skills even when there are significant barriers to

communication e.g learning difficulties, hearing and sight impairment, depression, other serious mental illness, denial, or speakers of other languages

* To contribute to the development of formal mechanisms to share good practice across Whittington Health and more widely sharing knowledge, skills and clinical expertise.
* To maintain patient information systems in a timely and professional manner and in line with local guidelines and protocols.
* When appropriate to have responsibility for student nurses/therapists and medical students. This might involve mentoring, monitoring and assessment of the students’ competency and grading them accordingly.
* To act as an advocate for the patient in situations that impact on patient health, social and emotional well-being.
* Possess excellent communication skills, to provide appropriate, understandable information to patients and their carers about complex respiratory issues in a confident manner with empathy and reassurance that supports shared decision making and behaviour change.
* Liaise, advise and communicate with other members of the multi-disciplinary team to provide high quality, seamless care for respiratory patients. This includes the hospital and primary care setting.
* To show clinical leadership and be a role model on the importance of team members having annual flu vaccination to help reduce the risk of health-care related influenza in vulnerable patients.

# Research/Audit

* To be proactive in local and national audits in order to assess the effectiveness and productivity of respiratory/ COPD/breathlessness and oxygen management and service provision. Participate in the department’s on-going quality improvement audits and appropriate work related research/ evaluation projects.
* To evaluate your work and current practice through the use of quality improvement projects, audit or outcome measures and apply learning and outcomes appropriately to improve care.
* Identify opportunities for further research, audit and quality improvement within specialist clinical area.
* Disseminate research, quality improvement and audit outcomes by presentation to large groups of clinicians and by publications in relevant journals.

# Professional Responsibilities

* + The post holder will ensure they communicate and maintain the team and Trust philosophy and professionalism in day to day work and when explicitly representing the team or Trust.
  + Work safely within Trust guidelines to provide high standards of care including taking appropriate action on identified risks to safety for patients seen at home.
  + Ensure adherence to the requirements laid down by NMC or HCPC.
  + Contribute to the planning and development of the respiratory service.
  + Maintain accurate written records of all patients contacts in line with department requirements.
  + Maintain up to date knowledge of developments in respiratory care.
  + Participate in professional respiratory clinical groups to help maintain high standards of respiratory care.

**Equal Opportunities**

It is the aim of the Trust to ensure that no job applicant or employee receives less

than favourable treatment on grounds of sex, marital and civil partnership status, gender reassignment, pregnancy and maternity, race, colour, creed, religion or belief, physical disability, mental health, learning difficulty, age or sexual orientation and is not placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable. To this end the Trust has an equal opportunities policy and it is for each employee to contribute to its success. The hospital has a single equality scheme, which underpins its duty to promote equality. You can access a copy of the scheme on the trust's website.

**Infection control**

All staff has a responsibility to prevent and control infections within the Whittington.

This includes ensuring personal and team compliance with all relevant policies; especially hand hygiene, the trust dress code, and MRSA screening policies.

The Whittington Health respiratory team philosophy is that all our staff who work with, and come into contact with, patients have annual flu vaccination to reduce the risk of health care related influenza (unless contra-indicated for health reasons).

**Working patterns**

The Trust is currently exploring ways in which patients can be given more choice

about when they can attend appointments at the hospital. In order to make this possible there may be a future requirement for administrative staff scheduling appointments for patients to contact them by telephone in the evenings or at weekends. This means that administrative staff may be required to work a shift pattern in future. Shifts will not normally operate beyond 9 pm in the evenings and appropriate pay enhancements will apply. Staff will be consulted about the introduction of / changes to shift systems.

Staff working in any department where an on 'call rota' operates will be required to participate in the rota. Managers will discuss with staff the level of 'on call' cover required taking into account their individual circumstances.

Staff in nursing posts may be requested to work in any area throughout the Trust by the matron or the site manager.

**Health & Safety Policy**

Employees must be aware of the responsibilities placed on them under the Health

and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

**Safeguarding children and child protection**

It is the responsibility of all staff to safeguard children and promote their welfare.

Child protection issues if identified must be notified promptly in accordance with trust policy and procedures.

**Data Protection**

This post has a confidential aspect. If you are required to obtain, process and/or use

information held on a computer or word processor you should do it in a fair and lawful way. You should hold data only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose and ought to disclose data only to authorised persons or organisations as instructed. Breaches of confidence in relation to data will result in disciplinary action, which may result in dismissal.

**Confidentiality**

You are required to maintain confidentiality of any information concerning patients or

staff which you have access to or may be given in the course of your work, in accordance with current policy on confidentiality at Whittington Health.

**Whittington Promise to Patients**

Whittington Health expects its employees to communicate with colleagues, patients

and visitors in a polite and courteous manner at all times. You are expected to contribute to improving our patients’ experiences by delivering the Whittington Promise:

* + We will be clean
  + We will be welcoming and caring
  + We will be well organised
  + We will offer the best possible treatment
  + We will give you information and listen to what you tell us

**Carbon Reduction**

All staff have a responsibility to contribute to a reduction in the organisation's carbon

footprint. You should actively encourage others through your own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste.

**Security**

It is the responsibility of all employees to work within the security policies and

procedures of the Whittington Health NHS Trust to protect the patients, staff and visitors and the property of the Trust. This duty applies to the specific work area of the individual and the Hospital in general. All staff are required to wear official identification badges.

**No Smoking**

Whittington Health promotes a No Smoking Policy as part of employee’s healthy

living style. You will be required to work within the framework of this policy. Smoking is not permitted within Whittington Health premises.

**Method of Payment**

Payment of salaries is made into your bank account/building society account by

direct bank system. Details of a bank account or building society account will be required on the first day at work. There is no facility for any other form of payment.

**Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and

will be amended in the light of the changing needs of the organisation. To be reviewed in conjunction with the post holder on annual basis.

**Initials and Date of Publication**

**AW MAR 16 updated Sept 17 (EJ)**