

Candidate Brief
Respiratory Specialist Nurse
2023



Candidate Brief

Job title: Respiratory Specialist Nurse

Department: Surrey Downs Health & Care Community Services

Division: Surrey Downs Health & Care

Band: Agenda for Change Band 7

Surrey Downs Health and Care (SDHC) deliver care closer to people's own communities through our Primary Care Networks and our innovative partnership of local NHS organisations.

Surrey Downs Health and Care has a track record of providing person centric care that goes beyond organisational boundaries to do what is best for the individual. This partnership includes:

- The three GP federations representing practices that operate in the Surrey Downs area
- CSH Surrey
- Epsom and St Helier University Hospitals NHS Trust
- Surrey Council County

Historically, there have been boundary lines between the organisations that provide care to people in their homes, in GP surgeries and in hospitals, but we have always been united in our mission to provide great care to the people who need us.

It's on those grounds that the Surrey Downs Health and Care was formed – we want local people to receive the care that they need in the right environment. By bringing together our expertise, we can improve patient care and enable local people to access the right support, care and treatment more easily than ever before.

In bringing this partnership together, we are working to the same set of values that will translate into better care for our residents.

We collectively aspire to be an exemplar of how to deliver the highest quality and best value care in a complex health and care environment. An exciting opportunity has arisen for an enthusiastic, ambitious and highly motivated individual to join Surrey Downs Health & Care Partnership.

Our shared purpose

Developed by our patients and staff in the Your Voice Your Values project, 2018.



All of us who work at Epsom and St Helier

Choosing to work at Epsom and St Helier means I choose to sign up to our values, behaviours and expectations.

-  Respect and value other people's views, experience and skills
-  Develop myself to be a great role model of our behaviours
-  Treat patients with respect and as equal partners in their care
-  Treat everyone fairly regardless of protected characteristics, profession, role or level
-  Speak up whenever I have a concern, give feedback respectfully, receive feedback gracefully, admit mistakes, resolve issues together
-  Respect myself, looking after my own health and wellbeing
-  Create a respectful environment free from disrespectful behaviour
-  Respect my role, doing a good job to meet my objectives as they change, and doing the best I can with available resources.

Our ambition is to provide an outstanding level of care to our patients and communities.

Above all we value respect. This means everyone at the Trust – whether a member of staff, a patient or their loved ones – can expect to be treated with respect, whatever their role or background. This ensures kind, positive, professional teamwork, delivering great care to every patient, every day.

By choosing to work here, you also choose to value and role model respect. This means having respect for the Trust and your roles and responsibilities, as well as colleagues, patients and anyone who interacts with the Trust.



About us

At Epsom and St Helier – we run high performing hospitals with a strong track record in providing high quality care, delivering operational standards and meeting our financial targets. In addition to that, we are proud to host joint ventures with our partners in mental health, social care, community health and GPs in Surrey Downs and Sutton, providing adult community, children’s therapy and sexual health services as part of Sutton Health and Care, and adult community services as part of Surrey Downs Health and Care. We are committed to providing seamless joined up care for the 500,000 people we serve as their local hospitals and community services. We also have the privilege of running the South West London Elective Orthopaedic Centre at Epsom Hospital and a GP practice in Leatherhead.

Our future looks very bright and there has never been a better time to join our team. In September 2019, the Government announced a £500 million investment into our Trust to develop a new major specialist emergency care hospital. This investment will allow us to create a state-of-the-art hospital facility for our sickest patients. We are planning for this to open in 2025. This money also provides us with the funds to finish the refurbishment of our hospital buildings on both the Epsom and St Helier sites, and support our workforce to provide great care to our patients, every day.

We have been rated Good by the CQC and welcome applications from individuals committed to being part of the team to maintain and build on this.

We know that all of our achievements are only possible because of the commitment, team work and expertise of our staff – and we truly value the dedication our teams show. As a result, we want Epsom and St Helier to be an outstanding place to work where staff are treated with, and treat others with, respect at all times.

There is simply no place for bullying, racism, discrimination or other poor behaviours in our hospitals and we work together to ensure that respect is at the heart of every interaction we have with one another and our patients.

By choosing to work here, we all also choose to be role models of respect. We can make this commitment thanks to a recent comprehensive review of the culture of our organisation (including more than 3,000 pieces of feedback from our staff and patients and thousands of us going through bespoke training and workshops), which showed us that ‘above all we value respect’ and gave us the tools to make sure we can live by this powerful value.

So if you want to be part of creating a truly integrated health and care service, where hospital staff, community health staff, mental health teams, primary care staff and social care teams work closely together; help us to develop a brand new specialist emergency care hospital; and do it in an increasingly

respectful environment, then we are the place to come and develop your career.

We offer an extensive range of services, including cancer, pathology, surgery, and gynaecology to 500,000 people in south west London and north east Surrey. We operate two busy general hospitals, Epsom Hospital and St Helier Hospital, and run services from other locations, including Sutton Hospital.

St Helier Hospital is home to the South West Thames Renal and Transplantation Unit and Queen Mary's Hospital for Children, while Epsom Hospital is home to the South West London Elective Orthopaedic Centre (SWLEOC). Both Epsom and St Helier hospitals have Accident and Emergency departments (A&E) and Maternity services (Obstetrics).

We also play an active role in the local healthcare economy, and are the lead provider in two innovative health and care partnerships.

In Surrey Downs (that's the Epsom, East Elmbridge and Dorking areas), we have partnered with CSH Surrey, the three GP federations in the Surrey Downs area, and Surrey County Council (who are an associate member), to provide adult community health services. This innovative partnership is called **Surrey Downs Health and Care**. You can visit our website <https://surreydownshealthandcare.nhs.uk>

In Sutton, we have joined forces with the London Borough of Sutton, Sutton GP Services and South West London and St George's Mental Health Trust to provide adult and children's community health services and sexual health services to local people. Together, we are called Sutton Health and Care – you can visit our website www.suttonhealthandcare.nhs.uk.

Surrey Downs Health and Care

Job Description

Job Title:	Respiratory Specialist Nurse
Responsible to:	Lead for Clinical Service Manager
Accountable to:	Head of Specialist Services
Working within:	Surrey Downs Health & Care
Grade	7

Role Summary

This is an exciting opportunity to work as part of a well-established community multidisciplinary respiratory specialist team consisting of respiratory nurse specialists', highly specialist respiratory physiotherapists. The Respiratory MDT's key aims are:

- To deliver evidence-based care for patients with COPD in the Surrey Downs area
- Develop integrated respiratory service pathways through audit and evaluation
- Promote health through patient empowerment, health education and self-management skills

Principle Duties to include:

- Referred to the service to enable prompt assessment, diagnosis and treatment according to agreed policies, protocols and guidelines.
- Request and perform appropriate diagnostic and/or therapeutic interventions in order to provide a holistic assessment of the patient within agreed policies and guidelines.
- Be responsible for prescribing such treatments as are deemed clinically appropriate, in line with local guidelines, the Nurse Prescribing Formulary and Trust protocols for Non-Medical Prescribing.
- Lead in the professional development needs of junior team members within the service.
- Be proactive in offering health promotion and participate in health promotion activities, including health needs assessment for the caseload and local population.
- To manage complaints according to Trust policy and within professional guidance. Research and Development
- To contribute to the development of evidence-based practice using audit and other tools including user and stakeholder feedback

Key Clinical Duties

1) Respiratory Nursing

- To work independently as a respiratory nurse specialist practising holistic evidence-based, guideline management strategies
- 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) and appropriately seeking advice from within the team or in-patient Respiratory Consultant.
- To interpret clinical assessment findings, using medical assessment tools such as spirometry; blood tests, etc.
- 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 treatment plan as indicated. This may be through use of independent nurse prescribing, and initiation of standby medication or via direct discussion with GPs.
- To promote self-management of respiratory conditions, through disease specific education, Health promotion, including stop smoking (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) and exercise.
- To participate in community pulmonary rehabilitation provision where required and will encourage cross supportive working.
- To triage and review patients referred to the service and AECOPD pathway using agreed protocols and procedures.
- To carry out follow up assessments and treatment in patient's homes, liaising with other team members as required. Collaborate with community based professionals such as GPs, 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 act as a resource to all professionals involved in the care of respiratory patients
- To be responsible for keeping contemporaneous up to date patient records by ensuring all relevant information is documented on EMIS nursing progress notes and 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 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.

2) Oxygen Caseload

- To assist and support HOSAR Nurse for patients referred for Respiratory/Oxygen Assessment, in the most appropriate setting, identifying and managing clinical risks, within a specialist field and be responsive and adaptable to the perpetual changes in patients' clinical states.
- To assist the delivery of oxygen services as outlined in the service specification with responsibility for related work streams.
- To provide education and support to patients, and their carer's, and support local development with support networks on oxygen, respiratory and pulmonary rehabilitation
- To actively engage with GP practices in delivering care to patients requiring oxygen, providing specialist advice and support when required to primary health care professionals on their patients' treatments and on-going management.
- To assist when required in conducting regular reviews of the Oxygen patients on the Concordance report
- To assist and provide support when required maintaining high standards of clinical care throughout the oxygen service team by keeping up to date with clinical developments, analysing current research, critiquing new guidance, lead audit and service evaluation within specialist area and implement changes in clinical practice dependent on results
- To use professional judgement when dealing with patients who display adverse behaviour towards the use of oxygen and the removal of oxygen where appropriate.
- To undertake Capillary Blood Gas analysis as appropriate to the patient's needs.
- To provide specialist clinical advice, teaching and instruction to patients, relatives, carers and other professionals, regarding the management of patients within the area of Oxygen therapy
- To ensure patients with conditions requiring Oxygen get timely access to appropriate services and care/treatment in the most appropriate setting for the individual – primary or secondary liaising with other appropriate services as necessary.
- Liaise and develop communication links with other health professionals/specialists around other disease areas where patients require oxygen therapy to ensure continuity and holistic care is seamless, eg pulmonary rehabilitation.
- Plan for emergency situations to make sure that oxygen supplies are continued for patients in line with service specification and contingency planning policy.
- To assist in the development of care pathways to ensure that patients requiring oxygen therapy flow seamlessly between the different levels of care according to their needs and this will involve linking with other related respiratory services.
- To be responsible for the safe use of equipment used in assessment or implementing oxygen therapy and ensure all team members adhere to trust and departmental medical devices policies, including competence to use equipment through teaching, training and supervision

3) Education

- To be responsible for identifying own training and development needs to maintain expert level of practice and to maintain CPD portfolio to reflect this.
- 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.
- Employ a range of methods in education and training appropriate to the topic, participants, facilities available and event.
- To lead in the development of University based respiratory training courses for pre-registration nursing students within the specialist (respiratory) area when requested.
- To organise and provide respiratory training session for GP's, nurses and allied health professionals as requested
- Lead in the use of research based practice linking this to relevant service development.
- 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.

4) Management

- Manage own respiratory clinical diaries and templates.
- To act as a change agent and innovator, planning, instigating and evaluating change through robust cycles of audit.
- To lead in the development and maintenance of collaborative relationships, partnerships and networks aimed at influencing and improving health outcomes for respiratory patients
- To assist and develop COPD 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 correlation of data for the team annual reports
- To develop and implement evidence based clinical practice within the team
- To be responsible for the upkeep and maintenance of equipment used in the respiratory service reporting all equipment defects in order for them to be repaired or replaced.

5) Communication/Collaboration

- To work collaboratively with members of the respiratory team and other clinical specialities, i.e. ILTs, GP practice, palliative care team, in order to provide seamless, high quality care in the borough

This job description is subject to review and development from time to time in liaison with the post holder. As an employee of SDH&C you will be required to adhere to all the organisations policies and procedures.

Standards of Business Conduct

The post holder will be required to comply with SDH&C Leadership behaviours, corporate and financial policies and any relevant Codes of Conduct eg: for NHS Managers. S/he is required, at all times, to deal honestly with the organisation, with colleagues and all those who have dealing with the organisation including patients, relatives and suppliers.

Confidentiality

The post holder is required to:

- ensure confidentiality in all matters relating to clients, to employee personnel issues and to information obtained during the course of employment
- not release such information to anyone else other than acting in an official capacity
- Comply with the regulations of the Data protection Act and Freedom of Information Act.

Safeguarding of children and vulnerable adults

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

Child protection and vulnerable adult safeguarding issues when identified or areas of concern must be referred by you promptly in accordance with SDH&C policy and procedures. Details of Leads on Safeguarding are detailed in the SDH&C procedures. Please ask your line manager or HR for details.

Performance Review

This job description only covers the key result areas and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the postholder and may develop to meet changing needs of the service. The SDH&C Performance Development Review includes a review of leadership behaviours.

Equal Opportunities

The organisation aims to maintain the goodwill and confidence of its own staff, service users and the general public. To assist in achieving this objective, it is essential that at all times employees carry out their duties in accordance with the organisations Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

Infection Control and Prevention

SDH&C is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees are required to be familiar with and comply with Infection Prevention and Control policies relevant to their area of work.

Health and Safety

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of himself/herself and persons that may be affected by his/her work ensuring compliance with the requirements of the Health and Safety at Work Act (1974):

1. To follow and promote safe working practices and to comply at all times with the Health and Safety at Work Act 1974, and Manual Handling Operations Regulations 1992, and SDH&C policies and procedures
2. To assist in the regular monitoring and maintenance of equipment in accordance with health and Safety regulations.
3. To act immediately on safety notices, hazard warning notices and any other notifications in relation to equipment used/prescribed by the organisation.
4. To take reasonable care of the health and safety of yourself and other persons who may be affected by your acts or omissions at work and to co-operate with SDH&C to ensure that statutory and departmental regulations are adhered to.
5. To report all clinical and non-clinical incidents or near misses promptly and when required to co-operate with any investigations undertaken.

Security

1. It is a condition of employment that identification badges be worn at all times.
2. All employees have a responsibility for security and the proper care of property. In accordance with standing financial instructions all managers have a particular responsibility for security and loss prevention arrangements in their areas of responsibility.

Continuous Improvement

SDH&C has a full programme of learning and development opportunities to support continuing professional development, statutory and mandatory training and personal development.

Registered Health Professionals

All co-owners who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements and maintain their professional membership to the relevant body.



Disability Discrimination Act (1995)

Please note that some flexibility may be exercised in the application of the criteria outlined below where a disabled candidate covered by this Act is unable to meet certain parts of the specification by reason of their disability. If you believe this applies to you please outline the details on your application form. Each case will be assessed on an individual basis at shortlisting and/or interview with advice from the Human Resources Centre.

Person Specification

Job Title:

Business Unit:

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

	Essential	Desirable	Assessment Method
Qualifications	<ul style="list-style-type: none"> • NMC Registered General Nurse. • Relevant First Level Degree/ Mentorship/ Teaching experience/ qualification • University accredited respiratory course/ Specialist practitioner qualification such as COPD, Asthma or Spirometry qualifications • Physical assessment course or willing to undertake 	<ul style="list-style-type: none"> • Non-Medical Prescriber 	Application Form & Certificate
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of managing complex care for respiratory disease patients • Use of clinical pathways/ protocols for the management of respiratory disease patients • Operational management experience • Multidisciplinary team work • Experience in respiratory medicine, for minimum of 3 years. • Demonstrate knowledge of the national standards and guidelines within BTS and NICE guidance • Understanding of the importance of building and maintaining collaborative relationships • Commitment to the delivery of and development of integrated ways of working • Able to demonstrate a commitment to innovation and practice development • Able to demonstrate experience in research, critical appraisal, audit and evaluation • Computer literate and experience in Microsoft 	<ul style="list-style-type: none"> • Understanding of GP disease Registers • Experience in leading change management 	Application Form & Interview

	windows		
Skills	<ul style="list-style-type: none"> • Holistic Assessment skills • Effective clinical skills • Clinical reasoning skills • Ability to promote self-care of patients • Excellent communication skills • Ability to work unsupervised • Willingness to develop existing skills and learn new skills • Ability to demonstrate and use initiative • Ability to work under pressure, balance multiple priorities and meet deadlines • Appropriate Care planning skills • IT skills including keyboard and internet skills • Able to use email, carryout research and access e-patient records, access policies and procedures • Able to demonstrate evidence based clinical practice • Insight into current issues relating to delivery of community/primary care • Understanding of the Care Quality Commission and policies • Understand current trends in nursing and health • Demonstrate an understanding of quality and risk 	<ul style="list-style-type: none"> • Extended Nursing Skills or working towards 	Application Form
Other	<ul style="list-style-type: none"> • Commitment to working as part of a team • Flexible & Enthusiastic • Recognise individual rights in line with legislation, policy and procedures • Willingness to ask for and take advice • Ability to make decisions, using available evidence where necessary • Commitment to team work • Commitment to high standard of care • Commitment to personal and professional development 	<ul style="list-style-type: none"> • Car owner/driver insured for business use 	Application form & interview

