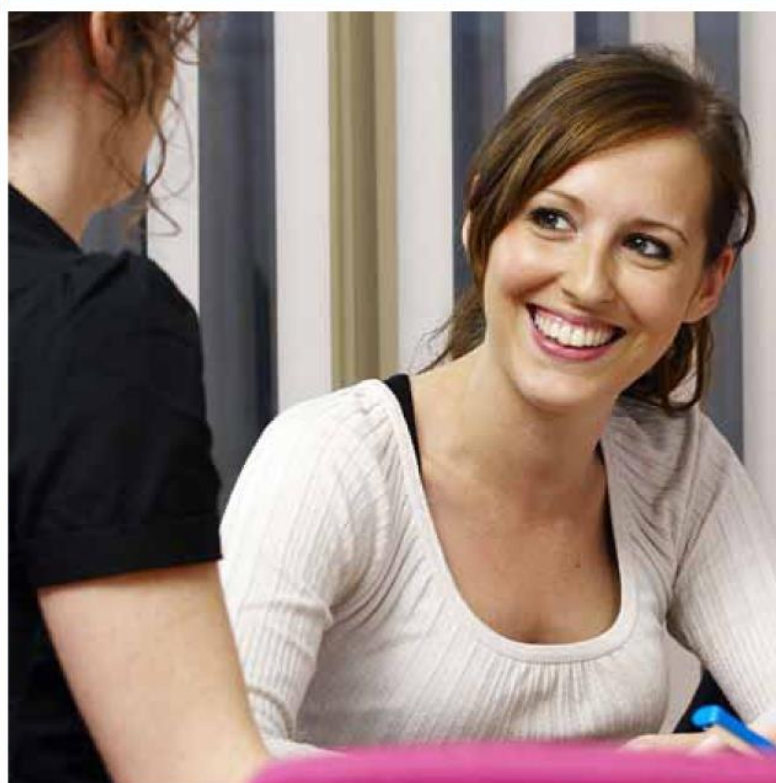




## Job description and specification



### Integrated Respiratory Team:

COPD team, Pulmonary Rehabilitation service, Home Oxygen

Service, Respiratory Virtual Ward, Breathlessness and Diagnostics •

Respiratory Nurse Band 6



## JOB DESCRIPTION

**JOB TITLE:** Respiratory Nurse, Respiratory Virtual Ward

**BAND:** 6

**RESPONSIBLE TO:** Operational Lead

This Job description is relevant to Integrated Respiratory Team which included COPD Team, Pulmonary Rehabilitation Service, Home Oxygen Service, Respiratory Virtual Ward and Breathlessness and Diagnostics as a whole unit. As an Integrated Service staff are expected to support all aspects of service delivery, your primary working area if relevant will be identified in the advert.

### KEY RELATIONSHIPS:

Internal	External
Own Team Line Manager Nursing colleagues Operational Lead Specialist Nurses Allied Health Professionals	GP Collaborative Care Social Services Acute Hospital Voluntary Services

### CONTROLS ASSURANCE STATEMENT:

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

### Aim of the role:

The post holder will be expected to support their team, department and organisation to achieve the Trust's Values in their day to day work. These are the 5P's:

- Putting people first
- Prioritising quality
- Being progressive, innovative and continually improve
- Being professional and honest
- Promoting what is possible – independence, opportunity and choice



The post holder will be a Registered Nurse who will work within the service area under the line management of the Clinical Lead. The post holder will have delegated responsibility for a caseload. The post holder will have a responsibility to carry out specific nursing care for patients, families/ carers. The post holder will work in partnership with the Multi-Disciplinary Team, and other agencies, to ensure that excellent standards of care are provided.

### **Service Summary:**

The purpose of this job description is to outline the level of responsibility and accountability of this post. This will ensure that all work undertaken by our staff is clearly identified and carried out under clear lines of accountability.

The Integrated Respiratory Team are an integrated service providing holistic Respiratory care for complex patients within the community, providing self-management support, expert advice and patient care. The service consists of Nursing staff, Specialist Physiotherapists, Assistant Practitioners, Senior Physiotherapy Assistants and Administration staff.

As the service title suggests we are an integrated team covering many aspects of community respiratory care, services including COPD Team, Pulmonary Rehabilitation, Home Oxygen Service, Respiratory Virtual Ward and Breathlessness and Diagnostics service.

With an ever-changing landscape of Respiratory Care, forward thinking and innovative work is at the heart of the service, we work closely with our local partners, working towards consistent care across Mid and South Essex.

As an integrated service there will be in house training on all aspects of service and staff are expected to support all areas of service provision where required, with the chance to upskill in nursing and therapy areas.

The post is Monday - Friday 9-5pm and Saturday - Sunday 9-3pm, this will be on a 4 week or suitable rota basis once all training and competency is signed off.

### **Key Responsibilities:**

- Promoting effective self-management of patients and/or providing professional intervention for community management in order to prevent unnecessary hospital admissions, improve quality of life and to actively identify patients who would benefit from case management.
- The post holder will make a contribution to both patient and professional education.
- The post holder will be expected to deliver a high level of respiratory care to COPD patients and other suitably identified respiratory conditions.
- The post holder will be required to perform and interpret ABG and CBG results for oxygen therapy assessment and review
- The post holder will be able to support with the assessment and delivery of Pulmonary Rehabilitation after upskilling and/or provide sickness and holiday cover to this service.
- The post holder will be expected to support the delivery of the Respiratory Virtual Ward (RVW) which supports Admission Avoidance and Early Supported Discharge pathways.
- To support Breathlessness and Diagnostics service by performing quality FeNo and ARTP accredited Spirometry and other testing.
- Support and deliver the Trusts Values.
- To be competent in supporting respiratory patients in the community



- Work as part of a multi-disciplinary team providing community based holistic assessments and participate in other areas of service provision within the Integrated Respiratory Team.
- Maintain a high standard of patient focused care reflecting an inter-disciplinary approach to rehabilitation and self-management of patient cohorts. Providing professional intervention for community management to prevent unnecessary hospital admissions and improve quality of life.
- Support and promote joint working with other services across professional and organisational boundaries and to be able to manage complex and sensitive situations with patients and professionals.
- To be responsible for organising and prioritising own and others workload in the day to day allocation of work.
- To have organisational knowledge relating to Trust protocols and procedures and adhere to them and to be aware of internal and team specific policy and procedure.
- To be responsible for providing accurate records of information required by the Trust for audit purposes.
- Be autonomous, responsible for own registration and competency; to work within these and/or to seek extra training if areas or training are identified.
- To ensure effective risk management at team level by accident/incident reporting, assessing, controlling risk and ensuring residual risks are added to the Trust register.

## Leadership

- To prioritise workload, delegate and to supervise more junior staff including support staff and students, to aid provision of high standards of patient care.
- To support the collection of data for use in service audit, monitoring performance, service evaluation and audit of the service.
- To provide planned advice and occasional spontaneous advice to colleagues in relation to patients under the services care.
- To act as a role model and motivate team members in working towards an innovative and high standard of practice.
- To demonstrate and apply a sound understanding of the pillars of Clinical Governance and Risk Management and apply these to your own and your team's clinical and non-clinical practice.
- To abide by NMC, HCPC and other governing bodies rules of professional conduct and local professional and quality standards.
- To work effectively and manage frequent and unpredictable interruptions during clinical and managerial work, such as requests for work, telephone calls, requests for advice and information, demonstrating an advanced ability to multi-task, delegate, supervise, problem solve on a daily basis.
- To manage and prioritise clinical and non-clinical responsibilities of the post including project deadlines, complex patient caseload, team supervision, service development and teaching/mentoring of staff.
- Networking with other multi-disciplinary, statutory, private, and voluntary organisations, users, carers and assisting in managing the interfaces between them
- To ensure organisational policy and internal policy within the team is adhered too and understood.
- Personal responsibility to maintain registration.
- To maintain high professional standards of behaviour, appearance and be professional and accountable at all times.
- To promote effective relationships with other members of the wider Long Term Conditions Team and other appropriate services





## Clinical Skills

- To attend mandatory training and induction courses as designated by the Trust.
- To undertake the comprehensive assessment of patients with respiratory disease, particularly chronic obstructive pulmonary disease (COPD), including those with complex presentation and those reaching end of life, using investigative and analytical skills, and to formulate individualised management and treatment plans, using clinical reasoning and utilising a wide range of treatment skills and options to formulate a specialised programme of care.
- To undertake a holistic assessment including clinical and non-clinical facts to support the patient's current needs including patient with complex co-morbidities or social circumstance.
- To monitor patients with Respiratory Disease, evaluate and modify treatment as required and ensure effectiveness of collaborative working with the appropriate health and social care professional, ensuring that a seamless approach to care is maintained across all agencies
- To work autonomously across the Integrated Respiratory Team.
- To be able to make best care clinical decision about a patients care and act on these in a timely and safe manor
- Effectively manage clinical risk.
- To implement the treatment plan involving other health professionals and carers as appropriate, monitor progress and modify treatment plans as and when necessary.
- To provide support to junior members of the team carrying out delegated suitable treatment plans and tasks.
- Maintain up to date with evidenced based practice in relevant fields.
- To liaise and support relationships with stakeholders including patients, GPs and other professionals for the best patient outcomes and effective care planning.
- To be able to interpret complex patient information and to take appropriate action.
- To work within competency and seek training where not competent.
- To be able to demonstrate and carry out a range of clinical competencies such as Spirometry, blood gases, Feno, prescribing etc or be willing to be trained

The above is not an exhaustive list of expected clinical duties to be undertaken. Full training and competencies will be given to ensure that the post holder has the appropriate skills to undertake the above.

## Audit, Data and Record Keeping:

- To have an understanding of the importance of quality data in service deliver and meeting of targets.
- To be responsible for ensuring that own clinical records are kept up to date and stored and managed to preserve confidentiality.
- To ensure accurate recording of actions, and updating patient's records, maintaining confidentiality always.



## **Computer/Administration:**

- High level of computer literacy.
- To be responsible for own administration including note taking, use of different systems including MS Teams, telly health, System one, Excel, Word and power point documents.
- Be aware of social media policy.
- Maintain accurate records.
- To take part, and assist, in the planning and administration relating to day to day running of the caseload using SystmOne (S1).
- To record activity and client related information on SystmOne
- To seek further training if required.

## **Communication**

- To have a wide range of knowledge in approaches to communicating and managing patient care.
- To be able to effectively communicate with colleagues, peers, senior managers and clinical leads within the Trust.
- To be able to communicate complex patient related information facilitating positive outcomes and ensuring collaborative working.
- Participate in the review and development of clinical policies and identifies improvements to service provision.
- To communicate in an appropriate and timely manner.
- Responsibility for ensuring that appropriate methods are initiated to facilitate effective communication with clients and informal carers who may experience communication difficulties e.g. those who have mental health issues, learning difficulties, cognitive or sensory impairment or those who require interpreters.
- To provide verbal and written communication with the multi-disciplinary team to co-ordinate effective client care or service/clinical development
- To provide clear record of all intervention and ensure confidentiality is maintained.
- Use a range of verbal and non-verbal communication tools to communicate effectively with patients.

## **Training**

- Maintain and develop current knowledge of evidence-based practice for Respiratory Conditions and Treatments and share with the team where appropriate.
- To undertake external and internal courses identified as part of appraisal by individual line managers leading to a personal development plan (PDP).
- To undertake, and assist, in the planning of own mandatory training and workshops.
- To support new staff and their integration within the team.
- To undertake a regular appraisal, developing a personal development plan that includes clinical competencies reflecting the health needs of the local population and relates to Trust strategy.
- To actively take responsibility for identifying own personal training needs and participate in on-going professional development ensuring taking advantage for maintaining and developing professional knowledge and skills.
- To seek added training where a learning need is identified as your own responsibility.



## **Working conditions and effort**

- To cope physically, emotionally, and mentally with a complex daily patient caseload.
- To work flexibly across multiple sites, sometimes at short notice and assist in effective and efficient delivery of the service.
- Extended periods of time sitting, driving or in and out of cars or buildings.
- Working alone assessing patients in their own home
- Working in cramped conditions within patients' home environments.
- To potentially have to work effectively in an environment that is physically unpleasant e.g. cramped, overcrowded, unhygienic, used by pets or hot and requires the sharing of equipment such as desk space.
- Occasional exposure to verbal and physical aggression.
- Virtual video assessments can be completed from home.
- Working with technologies for extended periods of time such as phones and laptops.
- Adhere to local PPE guidance
- To maintain a high level of mental focus frequently throughout the day when writing reports, using clinical reasoning and problem solving.

### **Additional Information of note:**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the organisation and Service.

This will be reviewed with the post holder.

There may be a requirement to undertake other duties as reasonably required to support the organisation, which may include work at other managed locations. This may also include work outside of the postholder's normal sphere of activities, including functions not detailed within this job description or working within another location, environment, or NHS organisation.

However, the postholder will not be required to undertake any function for which he or she is not trained or qualified to perform.

## **Health & Safety**

Employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) and subsequently published regulations to ensure that the Trust's Health and Safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

## **Infection Control**

Each staff member has a duty to take personal responsibility for the prevention and control of infection, in accordance with Trust Infection Prevention and Control Policies, which reflect the statutory requirements of the Health Act 2006 – Code of Practice for the Prevention and Control of Healthcare Associated Infection. They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs.

## **Risk Management**



You will be responsible for adopting the Risk Management Culture and ensuring that you identify and assess all risks to your systems, processes and environment and report such risks for inclusion within the Trust Risk Register. You will also attend mandatory and statutory training, report all incidents/accidents including near misses and report unsafe occurrences as laid down within the Trust Incidents

## **Safeguarding Children and vulnerable adults**

North East London NHS Foundation Trust (NELFT) is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults and families in their care. Staff are required to comply with Trust policies on Safeguarding.

## **Standards of Business Conduct & Conflict of Interest**

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the Trust's register of interests either on appointment or when such interests are gained.

As an employee you are required to make yourself aware of and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

## **Sustainability**

All staff has a responsibility for delivering high quality healthcare in a low carbon environment, where energy is used wisely and not wasted. It is the responsibility of all staff to minimise the Trust's environmental impact by recycling where possible, switching off lights, computers, monitors and equipment when not in use, minimising water usage and reporting faults promptly.

## **Smoking Policy**

It is the Trust's policy to promote health. Smoking, therefore, is actively discouraged. It is illegal within the Trust buildings and vehicles.

## **Codes of Conduct**

North East London NHS Foundation Trust (NELFT) requires the highest standards of personal and professional conduct from all of its employees. All employees must comply with the Code of Professional Conduct appropriate to their professional governing body.

As an NHS employee, you are required to observe the following principles:

- Make the care and safety of patients my first concern and act to protect them from risk
- Respect the public, patients, relatives, carers, NHS staff and partners in other agencies
- Be honest and act with integrity
- Accept responsibility for my own work and the proper performance of the people I manage
- Show my commitment to working as a team member of working with all my colleagues in the NHS and the wider community





- Take responsibility for my own and continuous learning and development

## **Data Protection**

Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed. It is the responsibility of all staff whose jobs requires them to record information in Trust Computer systems (e. g RIO and ESR) to ensure that the data entered into these systems is of high data quality and that information is recorded correctly and in a timely manner. Failure to adhere to this requirement could be considered a disciplinary matter

## **Information Security and Confidentiality**

All employees are required to observe the strictest confidence with regard to any patient/client information that they may have access to, or accidentally gain knowledge of, in the course of their duties.

All employees are required to observe the strictest confidence regarding any information relating to the work of the Trust and its employees.

You are required not to disclose any confidential information either during or after your employment with the Trust, other than in accordance with the relevant professional codes.

All person identifiable information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with NHS Confidentiality Guidelines [Caldicott] and the Data Protection Act 1998 unless explicit written consent has been given by the person identified, or where information sharing protocols exist.

Failure to comply with these regulations whilst in the employment of the Trust could result in action being taken under the Trust Disciplinary Policy and Procedure.

## **Equality and Diversity**

North East London NHS Foundation Trust (NELFT) is committed to the implementation of the Equality and Diversity at Workplace policy which ensures equal opportunities for all. NELFT is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. The Trust will ensure that it provides equal and fairness for all, and not to discriminate on the grounds of gender, marital status, race/ethnicity, disability, sexual orientation, religion, transgender or gender reassignment status, age, marriage or civil partnership/same sex marriage, and because of you being pregnant or being on maternity/paternity leave. All staff are required to observe this policy in their behaviour to employees and patients/service users.

## **Key Performance Indicators (KPI)**

Each individual and service will be set KPIs and achievement against these will be regularly reviewed. Performance against individual and service KPI's will be routinely monitored by your manager.

## **Review of this Job Description**



This job description is intended as an outline of the 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.

## **Other Duties**

There may be a requirement to undertake other duties as may reasonably be required to support the Trust. These may be based at other Trust managed locations.

### **For HR Use Only:**

**Date of template:** 1 January 2015

**Version:** 1

### **For Manager Use Only:**

**Date last reviewed:** 20.12.21

**Date to be reviewed:**

**Signed:**.....  
**(Manager)**

**Dated:** .....

**Signed:** .....  
**(Employee)**

**Dated:**.....



## Person Specification

	Essential	Desirable	Measurement
<b>Demonstration of Trust Values</b>			
Putting people first	✓		Application Form Interview
Prioritising quality	✓		Application Form Interview
Being progressive, innovative and continually improve	✓		Application Form Interview
Being professional and honest	✓		Application Form Interview
Promoting what is possible, independence, opportunity and choice	✓		Application Form Interview
<b>Qualifications</b>			
Registered Nurse (RN3 – NMC) and or Registered Nurse (RN1-NMC)	✓		Application Form
BSc Physiotherapy and HCPC registered	✓		Application Form
ARTP ABG		✓	Application Form Interview
ARTP spirometry course		✓	Application Form Interview
Assessment and Consultation Course		✓	Application Form Interview
Independent Prescriber		✓	Application Form Interview
Respiratory Care Course		✓	Application Form Interview
Willingness to upskill	✓		Application Form Interview Assessment
<b>Experience/Knowledge</b>			
Experience with spirometry and/or blood gasses		✓	
Relevant experience of working as a community nurse/practice nurse	✓		Application Form Interview
Diagnostic procedures in breathlessness		✓	Application Form Interview
Experience of working with older people		✓	Application Form Interview
Experience of Acute care		✓	Application Form



			Interview
Experience within respiratory care	✓	✓	Application Form Interview
Experience of initiating and implementing patient focused clinical or professional change	✓		Application Form Interview
Experience with vital signs	✓		Application Form Interview
Ability to undertake mentorship/preceptorship		✓	Application Form Interview
Commitment to working as part of a multi-disciplinary team	✓		Application Form Interview
Able to deliver core service requirement	✓		Application Form Interview
Understanding of external influences creating changes in NHS Knowledge of primary and community care issues and political changes.	✓		Application Form Interview
An awareness of NHS Plan, relevant respiratory guidelines	✓		Application Form Interview
Good understanding of Clinical Governance	✓		Application Form Interview
<b>Skills</b>			
Ability to use IT platforms such as MS Teams, Zoom, Systemone, Telly health, Excel, Word	✓		Application Form Interview
Time management skills	✓		Application Form Interview
Good interpersonal and organisation skills	✓		Application Form Interview
Ability to manage work as a team member	✓		Application Form Interview
Ability to manage own work and work autonomously	✓		Application Form Interview
Commitment to the provision of high-quality care	✓		Application Form Interview
Excellent verbal and written communication skills	✓		Application Form Interview
Ability to innovate and motivate	✓		Application Form Interview
Commitment to the future development of the service	✓		Application Form Interview
Ability to work flexibly across the area	✓		Application Form Interview
<b>Other</b>			



To be aware and demonstrate the Trust Values	✓		Application Form Interview
To be able to travel efficiently throughout the area	✓		Application Form Interview

