

**JOB DESCRIPTION**

<b>Job Title:</b>	Advanced Rheumatology practitioner
<b>Band</b>	7
<b>Care Group</b>	Medical Care Group
<b>Directorate:</b>	Networked Medicine
<b>Department:</b>	Rheumatology
<b>Location:</b>	University Hospitals Dorset, Poole and Christchurch sites
<b>Accountable to:</b>	Matron
<b>Accountable for:</b>	Practitioner administrators and trainee practitioners
<b>Main Purpose</b>	<p>To be responsible for managing practice within the Rheumatology service, using an advanced level of professional accountability, autonomy and judgement for highly complex decision-making across a broad range of situations/conditions.</p> <p>To play an integral part in the development of the service and support staff developing into practitioner roles.</p> <p><b><u>Key Working Relationships</u></b></p> <ul style="list-style-type: none"> <li>• Rheumatology department colleagues and medical teams</li> <li>• Multidisciplinary teams within directorate/care group</li> <li>• Other Advanced Practitioners, Practitioners &amp; Administrators</li> <li>• Therapy services / Imaging services</li> <li>• All relevant disciplines and levels of staff across Trust</li> </ul> <p>External: Members of the general public, GP surgeries / community nurses / practitioners, Higher Education Institutes and colleges</p>

**General Duties**

- Works autonomously, using advanced knowledge and skills in rheumatology conditions underpinned by theory and experience through post graduate study. This will include pre-treatment counselling and screening for specialist rheumatology medication
- Has highly specialised assessment skills to order and interpret appropriate investigations and evaluate treatment options to provide patients with the necessary information to maximise informed consent

- Delivers and monitors evidence-based specialist programmes of care, rheumatology drug therapies and holistically offers support to patients and their families, under the auspices of a rheumatology consultant
- Provides highly specialist advice concerning the treatment of rheumatology conditions to both patients and other health care professionals
- Works in collaboration with others, delegates and refers as appropriate, to optimise health outcomes and use of resources
- Engages in audit and research as part of regular practice
- Demonstrates high standards of care, in line with Trust and national guidelines

#### **Communication and Working Relationship Skills**

- Uses highly developed, sensitive communication skills to provide guidance, advice and support, using empathy and reassurance, to the patient/carer regarding management of their health/illness condition which, at times, may be highly distressing and emotional
- Identifies and overcomes barriers to understanding as appropriate, including language / physical disabilities
- Provides verbal and written information to patient, to enable them to give informed consent for treatment, obtaining written consent for specified procedures
- Demonstrates an ability to work autonomously across organisational and professional boundaries
- Establishes and maintains local and regional network of contacts sharing good practice and innovative ideas to promote development
- Maintains confidentiality while recording data and plans in line with professional standards / bodies

#### **Analytical and Judgmental Skills**

- Provides, receives and understands highly complex, sensitive and/or contentious information
- Takes responsibility for providing care and treatment in line with current evidence base at an advanced clinical practice level
- Demonstrates the ability to make critical judgements and solve problems regarding patient pathways for an agreed caseload of patients
- Initiates and carries out highly complex patient assessment; requests, analyses and interprets results, using highly developed advanced knowledge and skills

#### **Planning and Organisational Skills**

- Plans and manages own workload in a flexible manner ensuring the service provision meets the needs of patients
- Contributes to the long-term planning and development of the service
- Assumes responsibility for the day to day management of the rheumatology service, in the absence of more senior colleagues

#### **Responsibility for Patient/Client Care, Treatment and Therapy**

##### **Advanced clinical practice / direct patient care**

- Develops specialist programmes of care and advice which contribute to the diagnosis, care and education of rheumatology patients
- Assesses risks to health, safety and security and takes appropriate action in line with the Trust's governance process
- If professionally authorised - independently prescribes and modifies rheumatology DMARDs and undertakes injection therapy as part of autonomous management of caseload based on efficacy, safety

and cost

- Discusses assessment and agrees outcomes with patients, carers and other health professionals, to enable them to make informed decisions regarding their treatment and care
- Initiates appropriate, timely consultation and/or referral
- Evaluates patient's changing condition and response to therapeutic interventions, modifying plan of care for optimal patient outcome
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#### **Responsibility for Policy/Service Development**

- Contributes to service and policy development which could impact beyond own area, using best practice, local and national guidance
- Monitors and evaluates policies/protocols/guidelines relevant to caseload of patients in collaboration with the MDT
- Actively engages in policy and service review to include learning from critical incidents and mortality and morbidity as part of MDT review
- Participates in continuous quality improvement, using current evidence and making adjustments as required

#### **Responsibility for Finance, Equipment and Other Resources**

- Incorporates current technology appropriately in care delivery and uses information systems to support decision-making
- Has an awareness of financial resources available and influences decisions regarding its allocation; this may involve ordering specialist supplies.

#### **Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management**

- Acts as a resource for staff and patients by delivering specialist programmes of education and development to individuals and large groups
- Actively engages in continuous professional development, maintains a suitable CPD record, adheres to revalidation requirements and the annual appraisal process
- Provides day to day supervision for trainee rheumatology practitioners

#### **Responsibility for Information Resources and Administrative Duties**

- Records own clinical information in local databases
- Ensures that documentation is of the highest standard, adhering to local, national and professional guidelines
- Adheres to GDPR / information governance in line with local and national policy

#### **Responsibility for Research and Development**

- Actively participates in research and development at individual, team and network level, and facilitates change to improve practice and health outcomes
- Continually evaluates and audits clinical practice at individual level and participates in system-wide audits
- Critically appraises outcomes of relevant research and audits and shares learning across network to

improve practice.

### Freedom to Act

- The post holder is guided by principles and broad occupational policies. Has responsibility for interpreting policies in relation to a defined caseload using professional judgment to decide on appropriate action to achieve expected results
- Works with minimal supervision, clinically examining and assessing patients with a holistic approach, and initiating any appropriate action. This includes monitoring rheumatology follow up patients, adjusting treatment plans and assessing responses to treatment
- Seeks support as required from other Rheumatology practitioners or medical colleagues, to make decisions, which may be outside their scope of clinical knowledge
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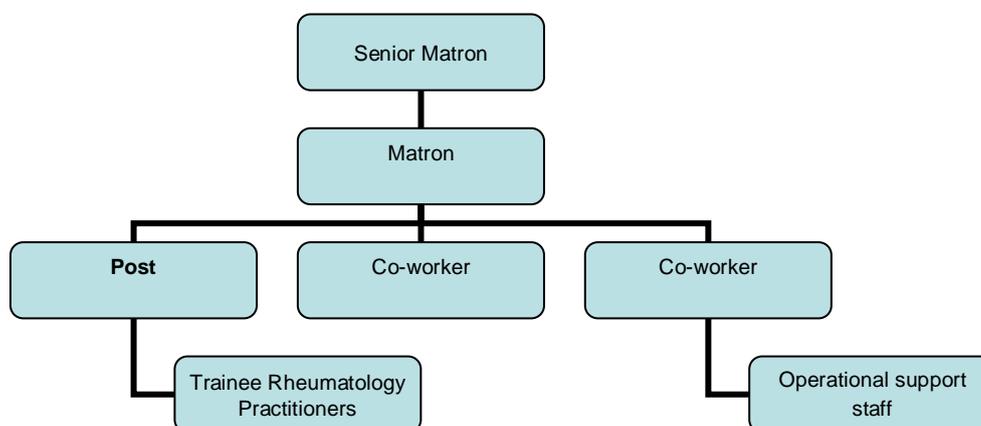
### Mental, Physical, and Emotional Effort

- Occasional concentration for long periods with tasks such as entering/verifying data or carrying out complex treatments.
- Occasional requirement for concentration where the work pattern is unpredictable
- Occasional exposure to distressing or emotional circumstances, for example imparting unwelcome news to patients or relatives such as challenges around patient lifestyle or treatment choices
- Frequent requirement for light to moderate physical activity during post-holder's shift, including patient support, manual handling and manoeuvring equipment
- Occasional exposure to unpleasant conditions and/or exposure to bodily fluids for example: whilst performing joint injections or urinalysis.

### Any Other Specific Tasks Required

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### Organisational Structure of Department



## **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

## **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

## Equality and Diversity

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general. All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

## Health and Safety at Work

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

### *All Staff*

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

### *All Managers/ Heads of Department and Clinical Leaders*

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

## **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

## **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
  - health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

## **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

## **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care

and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

**Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed.....  
Date.....Manager

Signed.....Date.....Employ  
ee

**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 changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.