

## **The Newcastle upon Tyne Hospitals NHS Foundation Trust**

### **Job Description**

#### **1 Job Details**

**Job Title:** Nurse Specialist (Discharge)

**Band:** 6

**Directorate:** COO

**Ward/dept/office base:**

**Hospital Site:** Trustwide

#### **Essential Requirements**

- Registered nurse (appropriate to branch)
- Current NMC registration
- Diploma plus specialist qualifications / experience within specialist area; prepared to take degree level study.
- Meets Nursing and Midwifery Council standards for student supervision and assessment (formally Mentorship) if relevant to role.
- Some post registration experience within related specialist area of practice.
- Extended clinical practice underpinned by training supervision & assessment.
- Knowledge and understanding of relevant NHS policy or project specific policy context.
- Has understanding / experience of adult / child safeguarding.
- Evidence of on-going continuous professional development.
- Good IT skills.
- Evidence of good communication and interpersonal skills
- Effective report writing skills
- Able to work independently and as a member of a team.
- Effective organisation and time management skills
- Current driving licence if relevant to role

#### **Desirable Requirements**

- Degree in health related subject
- Research or audit experience.
- Change management skills and involvement in project work.
- Evidence of contribution towards education and training programmes.

#### **2 Job Purpose**

- The Newcastle upon Tyne Hospitals NHS Foundation Trust define a nurse specialist as a qualified nurse where the primary purpose of role is to provide guidance and support based on advanced level knowledge to patients, carers and health professionals concerning a specific disease/condition.
- Within the sphere of specialist practice:

- Is working towards advanced knowledge and skills within specialist sphere of practice.
- Contributes to the facilitation of the planning, delivery and evaluation of care pathways for a designated group of patients.
- Support the development of nursing practice within the specialist field and contribute to the body of nursing knowledge.
- Contributes to training and education within specialist area.

### **3 Dimensions**

- Suitable post for a registered nurse who is interested and able, to work towards the development of expert knowledge and high level clinical practice within a specialised area.

### **4 Organisational Arrangements**

**Reports to:** Team Lead/Matron

**Professional accountable to:** Executive Chief Nurse via Deputy Chief Nurse and Associate Director of Nursing/Midwifery

**Staff responsible for:** see post specifics

### **5 Knowledge Training and Experience**

- See essential requirements
- Working towards highly developed specialist knowledge, underpinned by theory and experience demonstrated by:
  - Some post registration experience within related specialist area of practice.
  - Extended clinical practice underpinned by training supervision & assessment.
  - Evidence of on-going continuous professional development.
  - Knowledge and understanding of relevant NHS policy or project specific policy context.

### **6 Skills**

#### **Communication and Relationships**

- Communicates complex/sensitive information with patients, carers and the wider-disciplinary team on condition related information to ensure their active involvement in the care planning, treatment delivery and informed consent process.
- Assist patients and carers to develop understanding of health condition and promotes self-management.
- Acknowledge and accommodate barriers to communication and understanding including speech, hearing, language and emotion. Persuasion may be required.
- Working towards the provision of specialist advice to a range of health care professionals within the scope of specialist practice.
- Compiles comprehensive nursing records in accordance with Trust guidelines.

- Liaise with other nursing staff and members of the multidisciplinary team in order to achieve optimum levels of care in relation to specialised area of practice.
- Access external networks with peers to share good practice.
- Is working towards the development to present complex and sensitive information within a variety of both formal and informal settings to individuals and groups of sizes over 20 and different professional levels.
- Communicates with patients, carers and the wider multi-disciplinary team.
  - Receives and delivers complex, confidential and sensitive information (e.g. child protection or adult safeguarding).
  - Contributes to the assessment of complex issues and facilitates decision making relating to patient care, safety treatment options and outcomes.
- Communicates with other wards and departments as well as external agencies.
- Maintains accurate and up to date nursing and medical records, and ensures others do so.
- Contributes to the provision of specialist advice:
  - to individual patients and carers
  - to members of clinical team
  - to support groups
  - to allied professionals / multi-disciplinary meetings
- Will be expected to contribute to scholarly activity and communication.

### **Analytical and Judgemental**

- Will be expected to assess and interpret a range of complex clinical information and take appropriate action to ensure that individual patients' needs are met.
  - Adjusts treatment plans and patient pathway.
  - Applies developed clinical judgement to identify appropriate clinical interventions.
  - Recognise situations that may be detrimental to the health and wellbeing of the individual and take appropriate action including emergency action when required.
  - Applies risk benefit analysis principles.
- Contributes to the progress against expected outcomes and makes changes as required.
- May be the first point of contact for a complaint;
  - Informs Team Lead/Matron of any complaints, incidents or accidents that occur in their area of practice in accordance with Trust policy.
  - Report incidents at ward level to the person with continuing responsibility for the ward or department.
- Contributes to audit and service evaluation within specialist area.

### **Planning and Organisational**

- Ensure the delivery of evidence based nursing care to patients in relation to specialised area of practice.
- Organise own work on day-to-day, week-to-week and month-to-month basis (flexibility required).
- Contributes to the planning of complex, on-going specialist nursing service provision, including education and training which will need formulating and adjusting.
- Work with ward/department sisters/charge nurses, to support the delivery of seamless care.
- Respond appropriately to unexpected events in order to maintain service delivery.

### **Physical Dexterity**

- Highly developed physical skills with a need for accuracy to undertake for example:
  - Intravenous drug administration.
  - Venepuncture and intravenous cannulation.
- Basic keyboard skills to access blood results.
- PAS & electronic patient record for patient information.

## **7 Key Result Areas**

### **Patient / Client Care**

- Contributes to the development of specialised care to defined caseload supporting patients along clinical pathways and protocols of care.
- Supports patients to be partners in their own health care through education, discussion and explanation of care.
- Works as a member of the multidisciplinary team to advise and support colleagues in the delivery of specialised patient care across professional boundaries.
- Undertake or advise on the management of a specific aspect of care for a group of patients.
- Work in partnership with others to:
  - Ensure highest standards of patient care and safety.
  - Co-ordinate the care for patients in specialised area of practice.
  - Contributes to the delivery of a planned specialised programme of nursing care.
- Demonstrate advanced professional/clinical knowledge and applies this to practice.
- Act as a role model for other practitioners.
- Ensure best practice is shared and celebrated.
- Ensure privacy and dignity is achieved for all patients.
- Ensure a safe and comfortable environment for patients, staff and visitors.
- Prevent hospital acquired infection by ensuring the highest standard of infection control, cleanliness and healthcare environment.
- Contributes to Trust projects as requested.

### **Policy and Service Development**

- Adheres to the Nursing and Midwifery Council's Code of Conduct.
- Implements policy or service change within sphere of specialist practice.
- Will contribute to development of clinical practice to meet policy or service development for specialist area.

### **Financial and Physical Resources**

- Is aware of financial implications of own decisions.
- Exercise a personal duty of care with expensive equipment provided by the Trust.
- Monitor and ensure the appropriate use of clinical supplies and equipment within specialty.
- May provide advice on the purchase of specialist equipment.

### **Human Resources**

- Conform to Trust Policies, Procedures and Guidelines.

- Complies with Trust Health and Safety Policies.
- Will attend mandatory updates.
- Promote Equality and Diversity rights.
- Comply with Dignity and Respect at Work Policy

#### *Management*

- May be required to contribute to sickness management, staffing resource and appropriate nursing and support staff performance reviews as required for post.
- Ensures appropriate supervision of new staff, student nurses and other visitors to the clinical team.
- Support recruitment and retention of the best nursing staff to their ward/department.
- Will contribute to effective management of service and caseload to specific area of practice.

#### *Education*

- Takes a lead role in informing the education of patients and carers.
- Contributes to specialist education and training across the organisation to colleagues and students.
- Act as a resource to support the professional development of other staff.
- Advise on the promotion of health and the prevention of illness.
- Contribute to development and education within the multidisciplinary team and actively participate in all aspects of the ward/department training programme and team meetings.
- Foster a culture of lifelong learning and continuous professional development both personally and within the directorate team.
- Contributes to the corporate development of nursing/midwifery through a contribution to the wider organisation agenda.

#### *Leadership*

- Acts as a positive role model providing nursing leadership within speciality area.
- Demonstrate the highest professional standards and support the development of clinical expertise.
- Contributes to the development of practice within specific areas of practice, this may be within Directorate or across organisation.
- Contributes to practice development within specific sphere of practice.

#### **Information Resources**

- Maintains and updates patient and staff electronic records.
- Use information systems to access input patient information and access patients' results.
- Access information using the Internet, which is relevant to patient conditions to inform evidence based practice within speciality.
- In line with Nursing and Midwifery Council guidance and Trust policy ensures that the highest standards of record keeping are implemented and maintained.

#### **Research and Development**

- Support the implementation of clinical assurance measures and participates within area of specialist practice.
- Contributes and may lead clinical audit within speciality.
- Regularly contributes to R & D activity.
- May be involved in clinical trials.

- Considers application of research findings relating to sphere of practice.
- Disseminates research and audit findings and monitors the effects so that standards of care are maintained and improved.
- Ensures delivery of best practice within specialist area of practice.

## **8 Freedom to Act**

- Working towards/ lead specialist for defined area of practice.
- Work within the Nursing and Midwifery Council's Code of Conduct and Scope of Professional practice.
- To accept, manage and discharge referred cases based on criteria for specialist area.
- Works as an autonomous practitioner and within the larger nurse specialist and multidisciplinary team.
- Adhere to policies, procedures and guidelines, which govern practice at National and Local level.
- Working towards becoming a lead expert within own speciality using advanced knowledge to adapt plan of care to suit individual needs within defined parameters and objectives.

### *Clinical Governance*

- Ensure that care is evidence based and that potential sources of risk are identified and dealt with in proactive manner.
- Ensure that resources are used effectively and efficiently within own clinical area and nurse specialist team.

## **9 Effort & Environment**

### **Physical**

- Combination of sitting standing and walking is required (see post specifics).
- May be required to move and handle patients or objects in line with Trust guidelines using appropriate aids, including hoists.

### **Mental**

- Frequent concentration required:
  - When undertaking complicated drug calculations.
  - Assessing and advising patients.
  - Administering treatments.
  - Updating patient records or writing reports.
  - Admitting and discharging patients.
  - Recording and interpreting vital signs.
  - Scheduling patient visits.
  - Analysing and evaluating audit data.
- Work pattern predictable

### **Emotional**

- Support distressed patients and relatives who are given unwelcome news (see post specifics).
- Will be expected to provide support to colleagues in a personal and professional capacity.

- Occasionally, support and manage patients who display severely challenging behaviour.

### **Working Conditions**

- Expected to:
  - Occasionally handle blood and bodily fluids (see post specifics).
  - Occasionally undertake the disposal of elimination products.
  - Frequent exposure to VDU screen.

Date: August 2011  
Revised: August 2013  
Updated: February 2020

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**Signed:** .....  
(Post holder)

**Date:** .....

**Signed:** .....  
(Directorate Manager or equivalent)

**Date:** .....

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

### Job Description

#### Job Details

**Job title** Nurse Specialist (Discharge)

**Pay band** 6

**Directorate:** COO

**Ward/dept/office base:**

**Hospital site:** Trustwide

#### Role descriptor

- This is a core job description for a Band 6 Nurse Specialist.
- Post specific details on the first page. Additional core elements of the nurse specialist Band 6 role being detailed within the core job description and MUST not be changed.
- This job description is subject to change as requested by the Newcastle upon Tyne NHS Foundation Trust.

#### Post Specifies

- In addition to the core components of a Band 6 Nurse Specialist the post holder will:
  1. **(Patient group):**work with adults with complex discharge care plans and substantial emotional need. All patients will have complex needs.
  2. **(Geographical location/boundaries):** work across organisations and within acute and primary care setting via the discharge hub.
  3. **(KSE)** Require the following specific knowledge, skills and experience:

Knowledge of the national discharge policy and pathways 0-3
  4. **(Specific tasks)** The post holder will:
    - a. Be required/have the ability to act as case manager for a group of complex patients.
    - b. Provide specialist discharge advice and support specific multidisciplinary teams.
    - c. Enable patients with complex discharge care plans attain their best possible quality of life by adopting discharge to assess model.
    - d. Require enhance communication skills to ensure patients and families



understand discharge pathways on a frequent basis and provide telephone advice.

5. **(Complexity/sensitivity)**

- a. This post involves giving and receiving complex information
- b. This post involves giving and receiving sensitive information
- c. This post requires frequent physical effort
- d. This post requires frequent emotional effort

6. **(Additional information – driving, flexibility – on call etc)**

7. **(Organisational arrangements)**

Reports to: see post specific

Staff responsible for: see post specific

8. **(Key relationships)**

Discharge Hub

MDT

Agreed manager (print) .....

Date.....

## The Newcastle upon Tyne Hospitals NHS Foundation Trust

## Person Specification

JOB TITLE: Nurse Specialist (role descriptor – max 3 words)

BAND: 6

SITE: Trust wide

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
<b>Qualifications &amp; Education</b>	<ul style="list-style-type: none"> <li>Registered nurse (appropriate to branch)</li> <li>Current NMC registration</li> <li>Diploma plus specialist qualifications / experience within specialist area; prepared to take degree level study.</li> <li>Meets Nursing and Midwifery Council standards for student supervision and assessment (formally Mentorship) if relevant to role.</li> <li>Current driving licence if relevant to role</li> </ul>	<ul style="list-style-type: none"> <li>Degree in health related subject</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Some post registration experience within related specialist area of practice.</li> <li>Extended clinical practice underpinned by training supervision &amp; assessment.</li> <li>Knowledge and understanding of relevant NHS policy or project specific policy context.</li> <li>Has understanding / experience of adult / child safeguarding.</li> <li>Evidence of on-going continuous professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Research or audit experience.</li> <li>Evidence of contribution towards education and training programmes.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Good IT skills.</li> <li>Effective report writing skills</li> <li>Able to work independently and as a member of a team.</li> <li>Effective organisation and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Change management skills and involvement in project work.</li> </ul>	
<b>Values / Behavioural / Attitudes</b>	<ul style="list-style-type: none"> <li>Evidence of good communication and interpersonal skills</li> </ul>		
<b>Core Behaviours</b>	<ul style="list-style-type: none"> <li>Alignment to Trust Values and Core Behaviours</li> </ul>		

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE:

DESIGNATION: