

JOB DESCRIPTION

JOB TITLE: Paediatric Allergy and Respiratory Nurse Specialist
LOCATION: Mid and South Essex NHS Foundation trust
DIRECTORATE: Women & Children's Division 7
DEPARTMENT: Paediatrics
GRADE: 6
RESPONSIBLE TO: Matron Children's Services
ACCOUNTABLE TO: Associate Director of Nursing Paediatrics

JOB SUMMARY

MAIN DUTIES & RESPONSIBILITIES

The post holder will work within the Paediatric Multidisciplinary team and in Children's Out-Patients Department to support and develop the Paediatric Allergy and Respiratory Service. They will provide specialist expertise and knowledge to Children, Young people and their parents/carers in relation to allergy and respiratory investigations, treatments and understanding of the disease.

The Post Holder will collaborate with other professional bodies and voluntary patient groups to raise awareness and understanding of allergy and its management, and to act as patient advocates.

Teaching, educating and supporting parents, carers, children and young people to understand and manage allergy and Respiratory conditions in hospital and community settings will be central to this role.

1. Communication

Promote good relationships with all members of staff.

Ensure good communication verbally and via formal documentation and electronic sources with all members of the nursing, multidisciplinary teams, patients and relatives.

Ensure accurate and comprehensive nursing records are maintained using appropriate documentation.

Adhere to the NMC Code of Conduct and trust policies pertaining to patient confidentiality/ the Data Protection Act / Caldecott recommendations.

2. Analytical and Planning

Be involved in audit and evaluation of nursing care and practice. Review current policies and pathways in place in relation to Asthma and Allergy ensure national and local guidance is adhered to.

3. Clinical Duties (If Applicable)

The post holder will support the development of other nurses and professionals in order to benefit patient care.

Work in a collaborative approach within multi-disciplinary and multi-agency teams, to provide a comprehensive patient focused service.

Be responsible for providing and supporting the nurse led clinic service. Review caseload of children and young people with allergies and respiratory conditions, complete appropriate investigations blood tests, allergy skin prick tests and any other nurse led relevant test.

Be responsible for monitoring, auditing and evaluating the cost effectiveness and quality of services provided in conjunction with the Lead Paediatric Consultant, in order to achieve the best services and outcomes for clients.

Be responsible for safe, cost-effective prescribing.

Effective communication and listening skills will be required which are age appropriate for children and young people requiring treatment. Care is safe, effective and documented at all times, the post holder will model these behaviours within the senior position.

Safeguarding Level III is vital and the post holder will be able to recognise signs of child abuse/maltreatment and identification of vulnerable children and young people. They will keep up-to-date with relevant Safeguarding information and will attend the monthly psycho-social meetings when able to.

Act as a Role Model and support staff within COPD and across the paediatric unit .

To act as a role model in expert practice facilitating and supporting the delivery of direct specialist patient care to all members of the multidisciplinary team.

To assist nursing colleagues in establishing individualised plans of care for patients' with respiratory and allergic conditions.

Develop and support Allergy Clinic ensuring guidelines and policy are met. In accordance with national region and local standards

Collaboratively identify areas of nursing practice developments in specialist areas

To work collaboratively when required with the paediatric consultant in both the allergy and respiratory specialist clinics. Alongside tertiary centres, and community partners.

Liaise with specialist tertiary centers and local consultant/ senior respiratory and allergy clinical nurse specialist regarding care of specific children, initiating and implementing their care package locally.

Work in partnership with multidisciplinary colleagues, for example education, pharmacy, physiotherapy and Community Nursing Team.

In conjunction with Paediatric Consultant, to monitor the treatment and care of all respiratory and allergy inpatients in conjunction with nursing and medical staff advising as necessary.

4. Policy and Service Development

Work alongside the Paediatric matron to develop the service and work on policy develop in accordance to national guidance's.

5. Financial and Physical Resources

To be aware of the budget and assist the Band 7 team in managing pay and non pay resources effectively.

Responsible for the effective and efficient utilisation of resources.

The post holder will be aware of budgetary and contractual implications invoking consumables and equipment necessary to meet the nursing needs of children with Asthma and Allergy.

6. Staff Management

Support junior nurses and peers with education in Asthma and Allergy.

7. Information Resources

Develop and introduce systems to enhance the responsiveness of dealing with patients concerns, monitoring any trends, and developing appropriate actions.

8. Effort, Skills and Working

Physical Skills	Ability to work in a fast paced and changeable environment
Physical Effort	Ability to work to support the clinical teams if required

Mental Effort	Ability to support child, families and team through difficult and challenging situations
Emotional Effort	Ability to support team members on a 1:1 basis or as a team
Working Conditions	Required to work flexibly

KEY WORKING RELATIONSHIPS

Key Relationships:

Deputy Director Nursing Paediatrics & Neonates
Associate Directors of Nursing Paediatrics
Matron for Paediatrics
Senior Sisters
Deputy General Manager
Deputy Director of Operations
Clinical Director Paediatrics
Clinical Leads
Consultant Paediatricians
PEER groups

GENERAL STATEMENTS

COMPETENCY BASED APPRAISAL

The post holder will be appraised on an annual basis and the process will include a review of the past year's performance, setting of aims and objectives for the coming year and identification of educational needs.

TRAINING

All staff will undertake such training as is necessary to perform the duties allocated.

EQUALITY, DIVERSITY AND INCLUSION

Mid and South Essex NHS Foundation Trust (MSEFT) is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, diversity, inclusion, and human rights.

NO SMOKING POLICY

Mid and South Essex NHS Foundation Trust (MSE) operates a non-smoking policy. The restrictions will apply to patients, staff and visitors alike. While the Trust will not discriminate against employing smokers, all prospective employees should be aware of this policy. If you would like help to give up smoking you should contact your GP or call the NHS Stop Smoking Help Line on 08001690169 to find details of your local stop smoking service.

DATA PROTECTION ACT 2018

All employees are required:

- To ensure compliance with all Trust's policies, and those procedures relevant to the area of work.
- To maintain high levels of confidentiality and information security at all times, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.
- To ensure that the data is of good quality, accurate and relevant for purpose, where any processing of information takes place (paper records or electronically).

CODE OF CONDUCT – For Managers

As an NHS Manager, you are expected to follow the Code of Conduct or NHS Managers (October 2002), observing the following principles:

- Making the care and safety of patients your first concern and act to protect them from risk.
- Respecting the public, patients, relatives, carers, NHS staff and partners in other agencies.
- Being honest and acting with integrity.
- Accept responsibility for your own work and the proper performance of the people you manage.
- Showing your commitment to working as a team member by working with your colleagues in the NHS and wider community.
- Taking responsibility for your own learning and development.

INFORMATION GOVERNANCE

- All staff must be familiar with and comply with the contents of the Information Governance Handbook, a personal copy will be provided at Induction to all staff.
- All staff are required to maintain confidentiality of patient and Trust's information as set out in the Trust's Confidentiality Policy.
- All staff are required to read and comply with all policies that are issued relating to the electronic security of Trust's information.
- All staff who create, access, transfer, modify sensitive Trust's records have a responsibility to be both accurate and timely and ensure that all the information that they record either on paper or electronically is complete.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

All matters relating to patients' diagnosis and treatment, staff or the Financial or contractual position of the Trust are strictly confidential and under no circumstances is such information to be divulged or passed to any unauthorised person(s) under penalty of summary dismissal.

All staff should take particular care relating to the electronic storage and transfer of confidential information. This should only be done in accordance with the Trust's Information Security Policy.

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

QUALITY

The Trust aims towards maintaining the goodwill and confidence of its own staff and of the general public. To assist in achieving this objective, it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

INFECTION PREVENTION AND CONTROL

All employees are required to:

- Make themselves aware of their responsibilities for Infection Prevention and Control.
- Co-operate with the employer in ensuring that all infection prevention and control policies and procedures are complied with.
- Maintaining a high standard of infection control practice.

SAFEGUARDING CHILDREN

All employees of the Trust, regardless of the work they do, have a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services, it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the child protection procedures and the Trust's supplementary child protection guidance which is accessed electronically on the Trust's Intranet sites. To ensure you are equipped to carry out your duties effectively, you must also attend child protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's child protection training guidance.

SAFEGUARDING ADULTS

All employees of the Trust, regardless of the work they do, have a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services, it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow Trust policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend vulnerable adult protection training and updates at the competency level appropriate to the work you do and in accordance with the Trust's vulnerable adult protection training guidance.

LOCATION

You will be based at Care Group (1, 2, 3 or 4) which is located in Basildon, Southend, Britannia Park or Broomfield). You will generally be expected to undertake your normal duties at the principal place of work, however, in the course of your duties you may also be required to work at any of the sites within the Mid and South Essex NHS Foundation Trust areas as well as other NHS sites as part of the delivery of the service.

COVID-19 Vaccination

The successful applicant will be an NHS employee and may therefore have contact with vulnerable service users. During the COVID-19 pandemic, it has been necessary to take significant steps to protect the health and safety of our staff, service users and those attending our sites. To comply with our duty of care, we require our staff to have the COVID vaccine and we will ask for proof of vaccination during the recruitment process. Vaccination will be a condition of employment unless an exemption applies.

NOTE

These guidelines are provided to assist in the performance of the contract but are not a condition of the contract.

This job description is a reflection of the present requirements of the post and the content may be subject to review and amendment in light of changes and developments.

All Staff will also be expected to abide by the relevant code of professional practice relating to their discipline.

Review date - Yearly

Signed
Employee

Dated

Signed
Manager

Dated