



JOB DESCRIPTION

1. **JOB TITLE** Spirometry Service Development Nurse
2. **LOCATION** CBC Health Federation, Gateshead
3. **BAND/SALARY** AFC Band 5 / £28,407 – 42,618 depending on experience
4. **CONTRACT** Permanent

5. JOB PURPOSE/SUMMARY

An exciting opportunity has arisen for a Band 5 Respiratory Nurse to join the Spirometry Service team. This role has been designed to enable a Band 5 Nurse to pursue a career development by gaining skills and qualifications to develop into a Band 6 Nurse while in the team. The successful candidate will be supported and reviewed through managerial and clinical supervision to explore a work plan and competencies to help and support the skills required for a Band 6 Spirometry Nurse.

The Band 5 Spirometry Service Development Nurse will work as part of the multidisciplinary team delivering spirometry and FeNO service across various clinic locations within Gateshead. The post holder will work under the direction of the Band 6 Lead Nurse within Spirometry service and will support in the planning, delivery, and evaluation of care pathways for Spirometry patients.

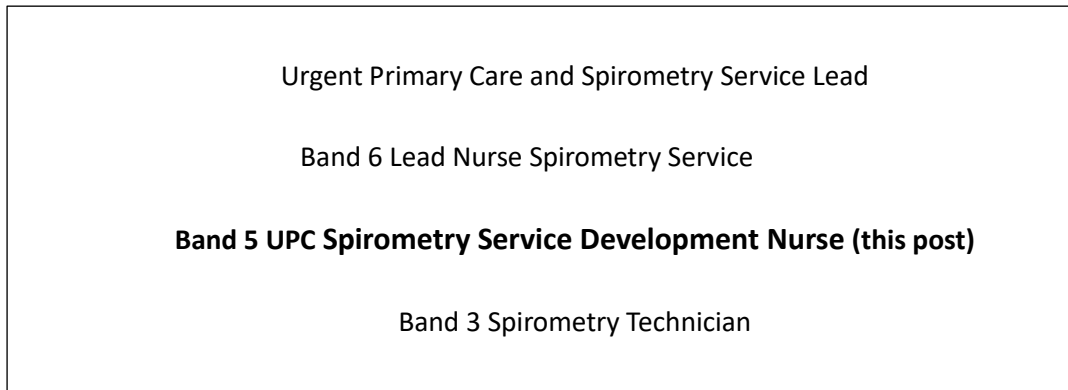
They will take a proactive approach to their own continuous professional development (CPD) and contribute to the continually improving clinical effectiveness of the service and work collaboratively and supportively with colleagues within the team.

On appointment there will be an individual agreement surrounding personal training development needs over a 12 – 18 month period, aligned with obtaining the necessary skills and knowledge, including accreditation in recognised post registration qualifications specific to role requirements in order to independently provide lung function testing to individuals.

The post holder must adhere to ARTP standards of proficiency for both performance and interpretation and be of a high professional standard as results will be used to support/confirm a diagnosis of respiratory disease and its management.

The post holder will support the development of nursing practice within the field of Spirometry through the use of evidence based practice and in line with agreed national standards, and contribute to the body of nursing knowledge.

6. ORGANISATIONAL CHART



7. ORGANISATIONAL VALUES



8. KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIRED

The post holder will work as an autonomous practitioner within their sphere of practice. Continuously improve clinical standards in line with clinical governance framework. Exercise accountability as set out in the NMC Code.

Contribute to training and education within the spiro area under the direction of the Spirometry Lead Nurse (Band 6)

The post holder will ensure patients receive optimal care and adhere to CBCs policies and standard operating procedures where relevant.

Essential

- Registered with the NMC
- Must be authorised to work in the UK.
- Level 3 Safeguarding of Adults and Children
- Demonstrates or meet competencies for all mandatory training as required within the policies of the organisation.
- At least two years post qualification experience

- Special interest in respiratory disease
- Experience of working in a multidisciplinary team
- Good organisational skills and the ability to manage and prioritise own workload.
- Excellent communication and interpersonal skills.
- Clear understanding of professional responsibilities and accountability.

Desirable

- Experience of EMIS clinical IT system.
- Evidence of any short course in interpretation of spirometry
- Post-graduation certificates relating to asthma or COPD.
- Teaching and / or mentorship qualifications
- Experience or evidence of working with FeNO testing.
- Trained and accredited to ARTP standards or willing to complete training course within 6 months of appointment.
- Experience working as a Practise Nurse in Primary Care
- Experience and evidence of working with spirometry results.
- Competence/understanding in providing spirometry services in Primary Care environment.

7. MAIN DUTIES AND RESPONSIBILITIES

Trained and accredited to ARTP standards *or* willing to undertake accredited ARTP training in delivery and interpretation of spirometry.

- To offer health promotion, education, and motivation for patients to change unhealthy behaviour, recognise the patients' readiness to change, develop and maintain health promotion material.
- Ensure that infection control standards are current and consistently met.
- Be competent and current in anaphylaxis and resuscitation techniques.
- Be aware of recognising the need for safeguarding children and adults, raising concerns appropriately.
- Take responsibility for administration and paperwork arising directly from caseload recordkeeping and other written communications with local GP surgeries as required and ensuring all appropriate templates and coding is completed for QOF (quality outcomes framework).
- Participate in team meetings which are essential to delivery of team-based care, contribute to discussion of clinical practise standards, developing protocols, mutual professional support for colleagues and will need to attend meetings and actively participate in these.
- Be responsible for personal CPD in a mix of in-house events, private study, or an external educational event to remain up to date as required by your profession registration.
- Participate in company training, join, and engage in events to maintain a good understanding of the business needs and colleagues.
- To adhere to KPIs without jeopardising the safety of the patient.
- To be professionally and legally responsible and accountable for all aspects of clinical decision making within area of clinical competence.

- To provide mentorship and support to junior staff when required.
- To contribute to development of new models for service delivery which may have a positive impact on health economy.
- To participate in regular performance reviews with designated line manager.
- Any additional responsible duties as a required by CBC Health.
- The post holder will be expected to contribute to and support the development of the service.
- Communicate and support the clinical governance lead with any governance issues that may arise.
- Work with Line Manager to ensure training, significant events, complaints, audits, surveys and other professional service development activities are achieved to ensure the smooth running of the service.

Health and safety, infection prevention and control

- Adhere to CBC policies and procedures and are responsible for making themselves aware of these policies and procedures.
- Adhere to the standards of behaviour expected by their professional body.
- Adhere to the standards of behaviour expected of all staff in line with CBC values.
- Treat information relating to patient employees and business of CBC in strictest confidence under no circumstances should such information be discussed with any unauthorised persons or organisations. At all times employees are required to comply with the provisions of the data protection act.
- Maintain their own awareness of and comply with policies and procedures relating to health and safety and assist in ensuring the compliance of other staff.
- Support CBC vision and values and in particular the promotion of a positive approach to diversity, equality, rights and treating others with dignity and respect to eliminate discrimination and support delivery of CBCs inclusion equality and diversity policy.
- Develop and maintain positive relationships with all colleagues.
- Take all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with CBC policy on confidentiality, data protection and GDPR relating to all information held.
- Always respect the confidentiality and privacy of patients and staff.
- Maintain a constant awareness of health welfare and safety issues affecting colleagues' patients' visitors and themselves reporting any incidents or accidents in line with CBC policy considering conditions associated with unsocial working hours.
- Fully participate in health and safety training and implementation.
- Staff are responsible for protecting themselves and others against infection risks, all staff regardless of whether clinical or non-clinical comply with current infection prevention control policies and report all potential infection prevention and control risks to their manager immediately.

Behaviour and Values:

- Maintains high standards of integrity in all interactions
- Deliver high standards of patient care recognise that improved patient care is at the heart of all decision making and supports the articulation of this in policies and processes.
- Makes robust clinical decisions and has a clear and safe rationale for those decisions made.
- Treats everyone equally with care respect and dignity
- Shares knowledge and information with appropriate members of the MDT in line with the patients' best interest
- Use own initiative and takes accountability and responsibility for all actions and behaviours.
- Supports the drive for improving and maintaining a healthy safe and pleasant work environment.
- Works across the organisation in accordance with policies developed by CBC Health Federation.
- Demonstrate excellent role model behaviour aware of the impact of their own behaviour on others, actively acts as a role model by fostering an inclusive culture with teamwork.
- Works autonomously and as part of a team

Human Resources

- Recruit and select team members required to deliver the spirometry and Feno contracts
- Carry out annual review of staff to ensure that they can continue to deliver the contract as and when required
- Fulfil mandatory CPD requirements and ensure that team members providing to the service do also
- Lead and manage an identified group of staff with day-to-day line management and operational management duties
- Provide appropriate clinical and professional leadership and training across the service within area of specialty
- Work as a senior clinician and expert in respiratory and spirometry within the company and nursing specialty.

8. CONFIDENTIALITY

In the course of their work the post-holder may have access to confidential information relating to the company, its staff, stakeholders, and patients. All such information must be treated as highly confidential, and any breach will be subject to disciplinary action. In addition, the nature of this role may mean that the post holder also has access to information regarding local general practices and this should also be treated as confidential.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Excellent communication skills with all staff including:
 - Directors of CBC
 - CEO of CBC
 - Divisional Managers
 - Staff of CBC
 - Regional Advisors
 - Gateshead Place based commissioning team/NE ICS/ICB
 - Local general practices
 - CBC Stakeholders

Confident communicator internal and external to the organisation.
Ability to deal with difficult situations professionally.

10. PERSONAL AND PEOPLE DEVELOPMENT

The post-holder will participate in any training implemented by CBC Health Federation as part of their employment. The post holder may be required to assist in recruitment and retention of staff within the organisation as and when required. The post holder will support junior or trainees.

11. WORKING CONDITIONS:

- Frequent use of VDU
- Occasionally exposed to verbal/violence and aggression
- Face to face direct patient
- Remote clinical assessment/patient contact
- Working autonomously
- Working as part of a team
- Remote working/need to drive to work across locations.
- Regular Interruptions when concentrating
- Competing priorities- time constraints
- Same day next day appointments
- Frequent interruptions/changes in requests
- May need to move around 1 or more facility frequently
- Will be required to work outside of “normal hours” including evenings, weekends and bank holidays as the service needs

12. HEALTH AND SAFETY RESPONSIBILITY

It is the responsibility of the individual to work in compliance with all current health and safety legislation and the company's Health and Safety Policy and to attend any training requirements both statutory and mandatory in line with the company's legal responsibility to comply with the Health and Safety and Welfare at Work Act 1974.

13. INFECTION CONTROL

It is the responsibility of all individuals to comply with infection control policies and to attend any appropriate training requirements in line with the company's responsibility to comply with Government Directives, including COVID-19 regulations.

14. PRIVACY & DIGNITY & RESPECT AND EQUALITY OF OPPORTUNITY

CBC Health Federation is committed to ensuring that all current and potential staff, patients, and visitors are treated with dignity, fairness, and respect regardless of gender, race, disability, sexual orientation, age, marital or civil partnership status, religion or belief or employment status. Staff will be supported to challenge discriminatory behaviour.

15. PROFESSIONAL CODE OF CONDUCT

To abide by the Code of Practice of Professional body as published by the relevant regulatory body.

16. PARTNERSHIP WORKING

CBC Health Federation delivers services with Partner organisations as part of Gateshead Care Partnership. The other Partner organisations are made up of, Gateshead NHS Foundation Trust (GHNFT), Gateshead Local Authority, and CBC Health Federation.

Collaboration, mutual respect, and trust are fundamental to successful partnership working. All staff employed into the company will frequently be working across organisational boundaries to ensure patient safety is paramount, and pathways of care are seamless and inclusive. All staff are expected to work professionally, respectfully and in collaboration with the partners and with frequent contact with voluntary and third sector organisations.

17. GENERAL

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the company.

PERSON SPECIFICATION
Spirometry Service Development Nurse

Criteria	Description	Essential	Desirable	Method of Assessment
Professional Registration	Registered with the NMC	✓		<i>A/C</i>
Qualifications	Must be authorised to work in the UK	✓		<i>A/I</i>
	Level 3 Safeguarding of Adults and Children	✓		<i>A/I</i>
	Demonstrates or meet competencies for all mandatory training as required within the policies of the organisation	✓		<i>A/I</i>
	Trained and accredited to ARTP standards		✓	<i>A/C</i>
	Experience and evidence of working with spirometry results		✓	<i>A/I</i>
	Evidence of any short course in interpretation of spirometry results		✓	<i>A/I</i>
	Post-graduation certificates relating to asthma or COPD		✓	<i>A/I</i>
	Teaching and or mentorship qualifications		✓	<i>A/I</i>
Skills knowledge and experience	At least two years post qualification experience	✓		<i>A/I</i>
	Experience of working in a multidisciplinary team	✓		<i>A/I</i>
	Special interest in respiratory disease	✓		<i>A/I</i>
	Experience working as a Practice Nurse in Primary Care		✓	<i>A/I</i>
	Competence/understanding in providing spirometry services in primary care environment	✓		<i>A/I</i>
	Experience or evidence of working with FeNO testing		✓	<i>A/I</i>

	Good organisational skills and the ability to manage and prioritise own workload	✓		A/I
	Excellent communication and interpersonal skills	✓		A/I
	Clear understanding of professional responsibilities and accountability	✓		A/I
	Ability to manage people's expectations and adapts communication to considering the intended audience to include colleagues and external stakeholders	✓		A/I
	Demonstrates motivational skills to encourage collaborative working to improve service and performance	✓		A/I
	IT literate across clinical IT systems e.g. EMIS web		✓	A/I
Other	Ability to maintains high standards of integrity in all interactions	✓		A/I
	Able to use initiative and take accountability and responsibility for all actions and behaviours	✓		A/I
Assessment will take place with reference to the following information				
A = Application form I = Interview P = Presentation T = Test C = Certificate				