

## **JOB DESCRIPTION**

<b>TITLE OF POST:</b>	<b>Dermatology Day treatment Unit Manager/ CNS.</b>
<b>SALARY BAND:</b>	<b>Band 7</b>
<b>LOCATION:</b>	<b>Dermatology Day Unit. St Mary's</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Nurse</b>
<b>PROFESSIONALLY ACCOUNTABLE TO:</b>	<b>Senior Nurse/ Associate Head of Nursing</b>
<b>HOURS PER WEEK:</b>	<b>37.5hr/ week</b>

### **Aim of the role**

To provide high quality specialist nursing care to patients within Dermatology, who are being treated within Imperial College Healthcare NHS Trust. The nurse will provide support and advice to patients and their families/carers, attending the Trust, either for day treatment, as inpatients or receiving out patient therapy.

The post holder will be responsible for the management of the Dermatology Day Treatment Unit. This includes the management of the nursing team to include staff appraisal, staffing rotas, recruitment and selection and supervision.

Management of the unit budget.

The post holder will also act as a resource and plays a key education role to other professionals on Dermatology and associated treatments and issues. He/she will actively develop Dermatology nursing therapy and contribute to the strategic direction of nursing in the Trust.

The post holder is an experienced Dermatology nurse who will provide an effective and high quality patient-focused service that is sensitive to the needs of users and providers. The post holder will work with direction from the Clinical lead for Dermatology, and professional advice from the Senior Nurse.

The post-holder will utilise expert skills to assess and identify patient needs and implement delivery of appropriate individualised care for people with Dermatology conditions requiring Biologics therapy.

The post holder will provide expert clinical, social and psychological support to their clients enabling them, through counselling, education and health promotion to reach their optimum level of independence and health.

## **Key working relationships:**

Working with and reporting to nursing and medical and management teams within the Directorate of Medicine/Dermatology Reporting directly to Senior Nurse and Service Manager. Working with Dermatology clinicians, General Practitioner's and the Dermatology CNS within Imperial Healthcare NHS Trust as appropriate, also supporting the Dermatology CNS to Liaise with Specific MDT(s).

Patients, relatives and visitors.

## **Key result areas**

- Provision of specialist, high quality, expert nursing care and support for patients and their carers with a diagnosis of Dermatological conditions requiring treatment.
- To act as a resource for patients' relatives and the clinical team by the provision of comprehensive advice, information, teaching and training.
- Leadership
- Effective control of the department budget.
- Implementation of the Nursing strategy.
- Update own knowledge to provide and promote excellence in clinical practice, and the setting of quality standards within the dermatology speciality.
- Undertake, where appropriate, nursing research with published outcomes, and updating own knowledge to promote excellence in clinical practice, and the setting of quality standards within dermatology speciality.
- Contribute in audit processes, acting on findings and results.
- Maintaining and supporting effective communication within dermatology, medical and multidisciplinary team and patients.
- Active involvement in the development of the service.
- Manage and maintain systems that are in place for reporting and achieving Imperial and Government targets in relation to waiting times.
- **Support the Trust Dermatology CNS in working with the designated tumour site MDT to ensure efficient co-ordination of the MDT. Support the team with working to the requirements of the Quality measures for cancer services**
- **Support the Dermatology CNS to ensure systems are in place for reporting and achieving government targets in relation to Cancer referrals and waiting times.**

## **Main Tasks and Responsibilities**

### **1. Clinical Responsibility for Patient Care**

- 1.1 Assess the needs of patients, diagnosed with Dermatological conditions and accepting referrals for treatment as appropriate.
- 1.2 Undertake full nursing assessment, planning and implementation and evaluation of patient, care in liaison with families/carers as appropriate, to provide specific expert

nursing care, advice, psychological support and treatment where necessary. Both in the day treatment unit and on the ward as required.

- 1.3 Attend Multidisciplinary Team Meeting(s), (following support and development) in the absence of the Dermatology CNS for Cancer and advise it's members and those of the wider health care community, to enable the provision of high quality patient care. This might include advice on physical care, symptom control; care planning, social and psychological care, communication, resources and equipment.
- 1.4 Collaborate with medical colleagues in ensuring that appropriate investigations are performed to complete the patients' treatments and that families are fully informed and understand the purpose for these in liaison with the patients.
- 1.5 Act as patient's advocate and advise when informed discussion may lead to choices being made concerning treatment options or quality of life issues. Ensure that all relevant information is accurately documented in the patient health record.
- 1.6 Maintain a support network and contact link for patients and/or families/carers during and following treatment.
- 1.7 Manage own nurse led clinics for patients with inflammatory disease.
- 1.8 Assessing the physical, social and psychological need of the individual patient with dermatological conditions and formulate care plans and objectives with the dermatology team using best clinical practice for patients with dermatological conditions. Providing appropriate support, information and advice to patients, relatives and care givers during acute and chronic episodes of health.
- 1.9 Monitor the attendance of patients who attend the day treatment unit.
- 1.10 Organise, arrange and liaise with clinicians and patients who require treatment in the Day treatment Unit. Ensure the service is running in an effective and organised way.
- 1.11 Assess patients for NICE Guideline therapies; follow up care, and review of national standards and completion of any local paperwork or database as required.
- 1.12 Assessment of patients and administration of cytotoxic and biological therapy within the outpatient department. Monitor attendance for therapy.
- 1.13 Work on designated projects related to local policy development and service development.
- 1.14 Provide photodynamic therapy (PDT) in day treatment unit.
- 1.15 Follow service delivery plans and requirements.
- 1.16 Record, report and investigate all incidents and complaints involving staff, patients or visitors, in accordance with Imperial College Healthcare Trust policies and procedures.
- 1.17 Maintain effective and efficient use of resources and stock levels, adhering to procedures for the use of supplies.

## **2. Education of Patients and Staff**

- 2.1 To participate in the provision of information to patients and their carers regarding their disease, treatment and services available at all stages of their dermatological illness and disease process.
- 2.2 Organise information sessions with other multidisciplinary team members for patients, carers and relatives on dermatology inflammatory disease.
- 2.3 With senior staff, identify the training and education needs of the multidisciplinary team and promote specific skills related to dermatological conditions in the outpatients and inpatient department.
- 2.4 Support and educate patients about dermatology disease process and therapies
- 2.5 Play an active role in disseminating information such as NICE guidance to staff in the dermatology department.
- 2.6 Assist, supervise and provide education to nursing assistants in outpatient department in the care of patients attending the dermatology department

## **3 Research and Clinical Audit:**

- 3.1 Participate in the development and implementation of evidence based nursing practice for patients with dermatological conditions including the use/development of protocols to ensure appropriate, specialist care is provided for improved patient outcomes.
- 3.2 Ensure any information/data required for clinical audit or statistical analysis for research projects or registers is recorded and collected as appropriate.
- 3.3 Participate in the collection of audit and research data as required. Identify local audit requirements, conduct the audit, analyse findings and action. Develop tools to improve the quality of the service.
- 3.4 Monitor the quality of nursing care and action audit information to achieve agreed standards for the unit. Benchmark standards of care
- 3.5 Participate in Trust wide research awareness sessions for nurses and midwives and recommend innovations for clinical practice.

## **4 Personal Development:**

- 4.1 Work within the NMC Code of Conduce and scope. Updating own knowledge to promote excellence in clinical practice, attending and presenting at national and international educational events as appropriate.
- 4.2 Membership of national professional groups to facilitate updating and development of professional practice within specialist field.
- 4.3 Remain up to date with current practice and undertake educational programs relevant to specialist field.

## **General Responsibilities**

The post-holder will practice in accordance with the Nursing & Midwifery Council (NMC) Code of Conduct. Will work towards achieving the goals set out in the ICHT Nursing Strategy document. Will achieve national standards/guidance/requirements as appropriate.

## **Scope and Purpose of Job Description**

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation/discussion with the post holder.

## **ADDITIONAL INFORMATION**

### **Equal Opportunities**

The Trust aims to promote equal opportunities. A copy of our Equality Scheme is available from the Human Resources department.

Members of staff must ensure that they treat other members of staff, patients and visitors with dignity and respect at all times and report any breaches of this to the appropriate manager.

### **Medical Examinations**

All appointments are conditional upon prior health clearance by the Trust's Occupational Health Service. Failure to provide continuing satisfactory evidence will be regarded as a breach of contract

### **Criminal Records Bureau**

Applicants for posts in the NHS are exempt from the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This includes details of cautions, reprimands, final warnings, as well as convictions. Further information is available from the Criminal Records Bureau and Disclosure websites at [www.crb.gov.uk](http://www.crb.gov.uk) and [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

### **Professional Registration**

Staff undertaking work which requires professional/state registration are responsible for ensuring that they are so registered and that they comply with any Codes of Conduct applicable to that profession. Proof of registration must be produced on appointment and, if renewable, proof of renewal must also be produced.

### **Work Visa/ Permits/Leave To Remain**

If you are a non-resident of the United Kingdom or European Economic Union, you are required to have a valid work visa and leave to remain in the UK, which is renewed as required. The Trust is unable to employ or continue to employ you if you require but do not have a valid work visa and/or leave to remain in the UK.

### **Confidentiality**

The post-holder must maintain confidentiality of information about staff, patients and health service business and be aware of the Data Protection Act (1984) and Access to Health Records Act (1990).

### **Health and safety**

The post holder must co-operate with management in discharging its responsibilities under the Health and Safety at Work Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

### **Risk Management**

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

### **Conflict of Interests**

You may not without the consent of the Trust engage in any outside employment and in accordance with the Trust's Conflict of Interest Policy you must declare to your manager all private interests which could potentially result in personal gain as a consequence of your employment position in the Trust.

In addition the NHS Code of Conduct and Standards of Business Conduct for NHS Staff require you to declare all situations where you or a close relative or associate has a controlling interest in a business (such as a private company, public organisation, other NHS or voluntary organisation) or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. You must therefore register such interests with the Trust, either on appointment or subsequently, whenever such interests are gained. You should not engage in such interests without the written consent of the Trust, which will not be unreasonably withheld. It is your responsibility to ensure that you are not placed in a position which may give rise to a conflict of interests between any work that you undertake in relation to private patients and your NHS duties.

### **Code of Conduct**

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

### **Infection control**

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection and the wearing of uniforms.

**Clinical staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure that they apply alcohol gel to their hands and also wash their hands frequently with soap and water. In addition, staff should ensure the appropriate use of personal protective clothing and the appropriate administration of antibiotic therapy. Staff are required to communicate any infection risks to the infection control team and, upon receipt of their advice, report hospital-acquired infections in line with the Trust's Incident Reporting Policy.

**Non clinical staff and sub-contracted staff** – on entering and leaving clinical areas and between contacts with patients all staff should ensure they apply alcohol gel to their hands and be guided by clinical staff as to further preventative measures required. It is also essential for staff to wash their hands frequently with soap and water.

Staff have a responsibility to encourage adherence with policy amongst colleagues, visitors and patients and should challenge those who do not comply. You are also required to keep up to date with the latest infection control guidance via the documents library section on the intranet.

### **Clinical Governance and Risk management**

The Trust believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the Trust you are expected to take a proactive role in supporting the Trust's clinical governance agenda by:

- Talking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following Trust polices, guidelines and procedures
- Maintaining your continue professional development

All Clinical staff making entries into patient health records are required to follow the Trust standards of record keeping

### **Information Quality Assurance**

As an employee of the Trust it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that such information is collected, recorded, processed and handled in compliance with Trust requirements and instructions.

### **Freedom of Information**

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Trust complies with the Act when handling or dealing with any information relating to Trust activity.

### **Management of a Violent Crime**

The Trust has adopted a security policy in order

- to help protect patients, visitors and staff
- to safeguard their property

All employees have a responsibility to ensure that those persons using the Trust and its services are as secure as possible.

### **No Smoking**

The Trust operates a non-smoking policy.

### **Professional Association/Trade Union Membership**

It is the policy of the Trust to support the system of collective bargaining and as an employee in the Health Service you are therefore encouraged to join a professional organisation or trade union. You have the right to belong to a trade union and to take part in its activities at any appropriate time and to seek and hold office in it. Appropriate time means a time outside working hours.

**IMPERIAL COLLEGE HEALTHCARE NHS TRUST**

**PERSON SPECIFICATION**

**POST:                   Dermatology Day Treatment Unit Manager/ CNS  
Band 7**

**LINE MANAGER:   Senior Nurse Band 8a**

<b>ATTRIBUTE/ SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEASUREMENT</b>
<b>EDUCATION</b>	First Level Registration  Post registration qualification in dermatological related subject SLICE or equivalent	Has attained a degree in management/professional nursing issues. Leadership qualification	CV/Application form
<b>SKILLS/ ABILITIES</b>	Excellent interpersonal skills  Ability to problem solve.  Adaptable  Works well as part of a team and independently  Ability to work effectively under pressure.  Ability to perform clinical activities specific to speciality.  Competency in medication administration including IV drugs.  IT skills including use of email and office packages.  Knowledge of quality, standard setting, benchmarking and audit.  Knowledge of NMC Code of Professional Conduct. Extensive knowledge of speciality Knowledge of budget management		Application/Interview

<p><b>EXPERIENCE</b></p>	<p>Minimum 4-5 years post registration experience and a minimum of 2 years in a dermatology speciality.</p> <p>Advanced theoretical and practical specialist knowledge of Dermatology.</p> <p>Experience of change management.</p> <p>In depth knowledge of current nursing and healthcare policy, guidance and issues with the ability to interpret and implement these within the specialty.</p> <p>In depth knowledge and understanding of the standards of professional practice, acting as an expert role model.</p> <p>In depth knowledge of clinical governance and evidence based practice and practices.</p> <p>Evidence of continuing professional development.</p>		<p>Application/Interview</p>
<p><b>PHYSICAL QUALITIES</b></p>	<p>Sufficient to fulfil the duties of the post with any aids and adaptations</p>		
<p><b>COMMUNICATION SKILLS</b></p>	<p>Excellent interpersonal and communication skills – both written and oral.</p> <p>Able to manage difficult situations.</p> <p>Able to use initiative.</p> <p>Maintain a friendly, caring, safe environment for staff, patients and visitors.</p> <p>Provide a polite and helpful telephone service.</p>		<p>Application/Interview/ Assessment.</p>

## CLINICAL PROGRAMME GROUP/CORPORATE SERVICE INFORMATION

### INFORMATION ABOUT IMPERIAL COLLEGE HEALTHCARE TRUST

Imperial College Healthcare NHS Trust was launched on 1<sup>st</sup> October, 2007. Made up of five hospitals; Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, Hammersmith, St Mary's and the Western Eye, and integrating with Imperial College London, it is the largest Trust in the UK with an annual turnover of £760 million and employing 9,700 staff. Offering more than 50 clinical specialities, and with one of the largest portfolios of services in the country we expect to treat more than one million patients a year.

The Trust has established the UK's first Academic Health Science Centre (AHSC). The AHSC aims to bring together the delivery of healthcare services, teaching and research in a partnership for the purpose of improving the health of its patients, advancing clinical teaching and scientific invention and innovation.

The Trust's sites:

- **Hammersmith Hospital** - a postgraduate teaching hospital, famous for its research, and a centre for respiratory medicine, rheumatology, cardiac sciences, gastro - intestinal disease, cancer, particularly gastro - intestinal and HPB, lung and solid organ cancers, and renal medicine. It contains the largest clinical research imaging centre in Europe.
- **St Mary's Hospital** - in Paddington is world renowned and provides general hospital services to local communities in West London and beyond, and specialist services in paediatrics, obstetrics, infection and immunity, ophthalmology, robotic surgery and cardiology which are accessed by patients from across the nation and the world. St Mary's is a teaching hospital for academic research and medical education.
- **Charing Cross Hospital** - An undergraduate teaching hospital and a centre for major trauma and serious illness, emergency surgery, neuroscience, vascular services and musculo - skeletal services.
- **Queen Charlotte's & Chelsea Maternity Hospital** - A world-renowned advanced obstetrics and fertility centre, women's health and ambulatory paediatrics services.

- **Western Eye Hospital** - is the inpatient specialist hub for ophthalmic services in West London offering the only 24 hour emergency eye care in London.
- **Imperial College** - is one of the largest and most influential medical schools nationally and internationally with excellent credentials in teaching and research. It is regularly assessed as one of the top three-biomedical research institutions in the UK. It is highly ranked for undergraduate medical education, has an outstanding record of postgraduate medical education and in producing the research leaders of the future. The College has one of the largest operational estates of any UK University. It includes six central London campuses: The main South Kensington campus, Hammersmith, Charing Cross, Chelsea and Westminster, Royal Brompton and St Mary's.