

JOB DESCRIPTION :

1. JOB IDENTIFICATION	
Job Title:	Spinal Nurse Specialist
Band/Grade:	7
Hours of Work:	37.5 hours per week
Accountable to:	Chief Nursing Officer
Responsible to:	Head of Nursing
Department:	Corporate Nursing
Job Reference:	
Last Update (insert Date):	26 September 2022
Disclosure and Barring(DB) Check Required:	Yes Level Enhanced

2. JOB PURPOSE
<ul style="list-style-type: none"> • To work as an advanced practitioner, effectively delivering an expert nursing service within the specialist area. • To work closely with the Lead Spinal Consultant and his team to ensure that there effective coordination of the patient surgical pathway from pre-assessment to surgery, post operative information and support and access to advice and support following discharge • To establish clear lines of communication within the specialty team to ensure cohesive multidisciplinary management of patients. • To link with healthcare teams both internal and external to the Hospital in order to increase knowledge and facilitate the care of this patient group. • To manage a patient caseload, ensuring continuity of a high standard of evidence based nursing from pre assessment through to post operative management and discharge. • To play an integral role in the operational/strategic development of both in/out patient services for spinal patients. • To provide expert advice and leadership to all members of the MDT on the provision of care for this patient group.

3. ORGANISATIONAL STRUCTURE

Chief Nursing Officer

Head of Nursing

Spinal Nurse Specialist

4. ROLE OF DEPARTMENT

Surgery is the key service provision of St John & St Elizabeth Hospital and through the establishment of this new role as the Spinal Nurse Specialist provides a dedicated specialist role to enable effective multidisciplinary working and coordination of the surgical pathway.

5. RESPONSIBILITIES OF THE POST

Key Tasks

- To work with key staff members to establish a robust nurse led pre-assessment service for spinal patients
- To work with key staff members to develop nurse led telephone and outpatients follow up services for the spinal patients.
- To undergo relevant training and assessment to develop advanced assessment skills and to achieve a level of competence (within a specified timescale) to enable full participation on nurse led pre-assessment services for spinal patients.
- To attend ward rounds contributing proactively to the decision making process plan of care and discharge arrangements.
- To work with and support ward managers/clinical staff to identify areas where changes in practice are required, also where opportunities exist for improving treatment and support of patients.
- Assess all spinal in-patient daily on both the ward and critical care unit liaising with consultants/medical team to discuss plans of care and follow up.
- To provide expert nursing advice/support to the ward staff, Critical Care, Out Patients Department and Theatre team. Working within existing operational policy and nurse lead guidance to ensure discharge plans, care and length of stay are all optimised.
- To have a good working knowledge of key Hospital initiatives/targets and priorities in terms of operational/strategic plan for the spinal service and related initiatives.
- To play a lead role in the ongoing development and implementation of integrated care pathways for patients with disorders of the spine.
- To assist in the delivery of an advanced specialist nursing service for people with disorder of the spine.
- To provide specialist nursing advice and support to patients, their families and other healthcare professionals following diagnosis and through treatment.
- To ensure continuity of a high standard of evidence based nursing care, assessing health, health related and nursing needs of patients, their families and other carers by identifying and initiating appropriate steps for effective care. This will include:
 - Managing a patient caseload
 - Ordering diagnostic tests
 - Making and receiving referrals
 - Admitting and discharging patients for specified conditions and within agreed protocols
 - Nurse led follow up
 - Nurse led spinal pre-assessment
- To accept responsibility for own patient caseload, ensuring all patients have an accurate plan of care which reflects the assessment undertaken and incorporate the issues and recommendations made

ensuring clear documentation in the patient's record and hand held records.

- To attend spinal MDT meeting ensuring all patients are represented.
- To deliver a seamless service through the development of enhanced Multidisciplinary team (MDT) processes and communication.
- To participate in the identification and development of clinical protocols and strategies to enhance both the continuity and standard of specialist care whilst ensuring equity of access to the service.
- To participate in the process of operational policies review annually in accordance with national standards.
- To ensure all care is given in accordance with agreed protocols.
- To work with key staff members to maintain nurse led pre-assessment/assessment and out patient follow-up services. Providing detailed baseline patient assessment and education and support to patients and their families.
- To regularly review those clinical notes of patients requiring imminent admission, ensuring all assessments, diagnostic investigation and test results are up-to-date and in place to ensure a smooth admission process.
- To attend out-patients, ensuring nurse consultation with all newly diagnosed patients.
- To follow-up patients as appropriate and ensure all relevant information is available to enable patients to make an informed choice about their treatment.
- To liaise with the ward staff to ensure appropriate and timely discharge/follow-up arrangement in place for patients.
- To maintain a suitable mechanism for MDT referrals to the Clinical Nurse Specialists.
- To work the MDT to develop, implement and evaluate integrated care pathways and systems of MDT documentation.
- To liaise with local community, social services, paramedics and voluntary organisations in order to develop existing services for clients, carers and health professionals.
- To actively involve service users in providing feedback of their experience of the current service and suggestions for improvements.
- To participate in the development of appropriate patient group directives to facilitate/enhance the discharge process.

Education and Research

- To ensure all patients are fully informed of the risks and benefits of proposed procedures/treatments, contributing to the process of securing informed consent.
- To produce and provide all patients with relevant and accessible written information regarding their treatment in accordance with Hospital standards.
- To supervise and participate in the delivery of programmes of education and training according to the identified needs of clients, carers and others involved in their care
- To work with other clinical staff to identify knowledge gaps in relation to specialist patients and ensure staff are appropriately educated.
- To contribute to the development of nursing practice within the team.
- Additionally, where appropriate, to act as a practice supervisor to Hospital and honorary contract employees.
- To actively participate in educational events provided by the Hospital.
- To attend meetings and conferences as appropriate ensuring that you are fully conversant with current issues both within the Hospital and within the specialist services locally and nationally.
- To promote and facilitate evidence based practice and clinical audit within the Hospital, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- To participate in and assist with any appropriate/relevant Hospital approved research projects conducted within the department.
- To promote nursing research and evidenced based practice relevant to the speciality.

Management

- To liaise effectively with all other disciplines within the Hospital and at local level
- To actively contribute to any relevant initiatives within the care group and provide support to colleagues and Heads of Nursing.
- To contribute positively to the leadership of nursing within the care group acting as an effective role model.
- To comply with measures to actively manage and reduce risk to patients. Ensuring the formal reporting and recording of adverse incidents in line with Hospital policy.
- To utilise and maintain information systems to aid audit and to provide regular activity analysis

reports.

- Maintain contemporaneous and accurate treatment records, submitting relevant statistics, reports and activity data as requested. To participate in the evaluation of the service in terms of clinical effectiveness, clinical excellence and value for money.
- To ensure the best use of available resources is used within agreed budget to provide a cost effective service.
- To forge effective links within primary, secondary and tertiary care to ensure effective communication.

Professional Development

- To achieve a range of clinical competencies as required to fulfil the role
- To keep up-to-date with current literature and research in the speciality.
- To maintain your own personal and professional development in accordance with PREP requirements, attending mandatory study sessions as required.
- To undergo and actively participate in own performance appraisals.
- To keep up to date with NMC, relevant specialist Faculty and Hospital guidelines and protocols
- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence.
- To be working towards higher degree or equivalent.

6. GENERAL INFORMATION:

- This job description is not intended to be an exhaustive list of duties, but mainly to highlight the current main responsibilities of the post. It may be reviewed and altered in the light of changed service needs and developments after discussion with the post holder.
- The post holder will be required to comply with all policies and procedures issued by and on behalf of the Hospital of St John and St Elizabeth.
- The Hospital is an equal opportunities employer and the post holder will be expected to promote this in all aspects of his/her work .

6.1 Other Duties:

To undertake any other similar duties, as required by the manager.

6.2 Confidentiality:

All information in relation to patients and staff must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of your manager or unless it is in the best interest of the individual. The post holder must maintain the confidentiality of information about patients, staff and other Hospital service business in accordance with the Hospital's Information Governance requirements, the Code of Confidentiality and the General Data Protection Regulation (GDPR) (EU) 2016/679 . A breach of confidentiality in relation to manual or computer data will result in disciplinary action being taken in accordance with the Hospital's disciplinary procedure and may lead to dismissal .

6.3 Health and Safety:

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act 1974 to ensure that the agreed safety procedures are carried out to maintain a safe environment.

6.4 Smoke Free Policy

The Hospital provides a smoke free environment.

6.5 Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Hospital's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

6.6 Equal Opportunities and Diversity

As a member of staff at the Hospital of St John and St Elizabeth you have a personal responsibility to ensure that you do not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination,

harassment or bullying by others.

You also have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Hospital's Equal Opportunities and Diversity Policy.

You are also required to co-operate with measures introduced to ensure equality of opportunity.

6.7 Codes of Conduct

The Hospital will provide a supportive environment, in line with the Hospital's Code of Conduct. Any breaches of the Code will be promptly, fairly and reasonably investigated in-line with any associated procedures.

6.8 Infection Prevention and Control

Infection Prevention and Control is everybody's responsibility. All staff, both clinical and non clinical are required to adhere to the Hospital's Infection Prevention and Control policy and make every effort to maintain high standards of infection prevention and control at all times thereby reducing the burden of Health Care Associated Infections. Line managers will discuss this with staff as part of the appraisal process.

6.9 Management of Hospital Values

Managers are expected to lead by example and deliver the values of the Hospital at all times. They must support the Hospital to deliver excellent service to our patients and visitors. It is understood that as the business evolves, the expectations of the patients will rise and so too will the level of service delivery.

This is an outline of the post holders key duties and responsibilities. It is not intended as an exhaustive list and may change according to the hospital's needs and priorities and following discussion with the post holder.

7. CREATED BY: Donna Alegata Chief Nursing Officer

SIGNATURE:

PERSON SPECIFICATION

Post Title: Spinal Nurse Specialist – Surgery

Criteria		Essential	Desirable	Assessment
Qualifications	<ul style="list-style-type: none"> ▪ First Level Registered Nurse ▪ Degree/Master level education and post registration qualification(s) in field of expertise. ▪ Evidence of further Professional Development ▪ Management qualification. 	√ √ √	√	Application form and interview Application form and interview Application form and interview Application form and interview
Experience	<ul style="list-style-type: none"> ▪ Significant experience in a senior nursing role within a spinal and orthopaedic surgery ▪ Experience of managing and influencing standard setting within clinical care ▪ Clear and thorough knowledge of the clinical care required for patients within ward areas ▪ Experience of working in a ward environment ▪ Track record of achievements in clinical care ▪ Experience of working within Multidisciplinary teams and successfully facilitating change. ▪ Experience of managing the complaint process. 	√ √ √ √ √ √	√ √	Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview Application form and interview

Skills and Knowledge	<ul style="list-style-type: none"> • Clear and thorough knowledge on specialist spinal nursing practice . ▪ Leadership & motivational skills ▪ Ability to lead and work as part of a multi-disciplinary team, negotiating constructively and successfully with team members. ▪ Evidence of good communication skills, written and verbal <ul style="list-style-type: none"> - Evidence of report writing - Confidence in presentations ▪ Involvement in service improvement. ▪ Ability to organise self and others. ▪ Fully understands the context in which complex problems arise and work effectively with multi disciplinary teams. ▪ Ability to monitor patient and carer satisfaction and evaluate outcomes. 	<div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div>	<div>√</div>	<div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div>
Other	<ul style="list-style-type: none"> ▪ Able to self motivate and work autonomously ▪ Engages in reflective practice. ▪ Demonstrable commitment to excellent patient and customer care 	<div>√</div> <div>√</div> <div>√</div>		<div>Application form and interview</div> <div>Application form and interview</div> <div>Application form and interview</div>