



## **JOB DESCRIPTION**

**Title:** Senior Respiratory Nurse - Band 6  
**Reports to:** Clinical Centre Manager

## **JOB CONTEXT**

Remeo is founded on improving the quality of life for people with complex respiratory ventilation requirements, through achieving the highest standard of specialist patient care.

In 2014, in partnership with Guy's and St Thomas' NHS Foundation Trust, we opened our first specialist centre in Redhill, Surrey. The Lane Fox Remeo Respiratory Centre is a 20-bedded award winning centre for complex respiratory patients. Since opening, we have cared for around 400 NHS patients.

In 2017, we started delivering community care for people requiring specialised respiratory support.

In 2019, we joined the Active Care Group, and now form part of a leading national provider of complex care, with a uniquely cohesive capability to deliver care services across case management, residential and supported living settings, and complex care in the home.

## **JOB PURPOSE**

The post holder is responsible for the assessment, planning and provision of specialist nursing advice and the carrying out of specialist nursing procedures.

They will:

- provide management and clinical supervision to colleagues and students.
- Participate in and lead clinical on audits in own specialist area and maybe involved in research
- participate in clinical care and supervision as appropriate, and act as a facilitator /mentor and role model for colleagues and students.
- support the development of practice in the Centre and maintain effective communication within the multidisciplinary team.
- be working independently/ autonomously and without direct supervision, accountable for their own professional actions
- ensuring the safety and wellbeing of services users, and always working in a manner that promotes dignity and human rights through the adoption of person centred care principles



## **KEY RELATIONSHIPS**

Clinical Centre Manager, Clinical Director, Head of Nursing, Consultants and Junior Medical Staff, Nursing Staff, Clinical Nurse specialists, Allied Health Professionals, Lane Fox Services Healthcare team, Facilities Management and Support Staff, Technical Staff, Remeo Management, Community Care Teams.

## **DUTIES and RESPONSIBILITIES**

### **Clinical and Patient Care**

- Independently manage a group of patients within the Centre whilst working as part of the multidisciplinary team, delivering individualised and personalised direct patient care.
- Demonstrate appropriate practice and specialist advice in the assessment, planning, implementation and evaluation of patient care. This includes history taking, physical examination and the requesting of agreed diagnostic procedures/clinical investigations.
- Responsible for the correct administration of prescribed medication including transfusion of blood products.
- Be responsible for assessing and recognising emergencies in the Centre. To interpret information and take appropriate action and to lead others to do the same.
- Act as an advocate for patients within the Centre, to ensure a patient orientated approach to the delivery of care and to meet standards within the NHS Plan, CQC and other relevant guidelines.
- Ensure patients receive high quality clinical care and a good patient experience, having regard for their customs, religious beliefs and doctrines. Ensuring the cultural and spiritual needs of the patient are recognised and accommodated within resources available.
- Recognise and avoid situations that may be detrimental to the health and wellbeing of individuals.
- Provide leadership, support and guidance to staff in monitoring the planning delivery and evaluation of individualised care.
- Be wholly accountable for their practice in line with the NMC code and takes every reasonable opportunity to sustain and improve his / her knowledge and professional competence.
- Ensure safe and effective care for patients requiring advance clinical skills and responsible for carrying out specialist nursing procedures to the Centre.
- To be responsible, for maintaining a safe environment for patients, visitors and other staff within the clinical environment.
- Ensure staff takes precautions to minimize the risk of cross infection, including the safe disposal of body fluids (including blood).
- Ensure that all patient records are stored appropriately.
- Support and enable patients and carers to make informed decisions relating to their treatment and management.
- Participate in case conferences in relation to the management of patients, ensuring the coordination of ongoing care.



- Assess educational and information needs for patients and families, and devise plans to ensure needs are met.
- To be an effective communicator with patients/carers/families regarding disease treatment and management.
- Promote high quality clinical care, and assist in the development of the specialist service, using evidence-based practice and clinical standards.
- Provide a seamless, high quality service from referral through to assessment, diagnosis, treatment and review.

### **Quality**

- Participates through monitoring and auditing process to support quality initiatives, patient safety and a cost-effective service.
- Lead on and participate in key developments relating to mechanical ventilation and weaning so that high quality patient focused services are promoted.
- Comply with the reporting of incidents and near misses to support patient safety, quality improvement initiatives and statutory reporting.
- Attend and participate in multi-professional team meetings.
- Identify and intervene where circumstances contribute to an unsafe environment for patients and staff and to bring instances to the attention of the Centre Manager.

### **Education and Leadership**

- Contribute to Remeo's clinical supervision programme for staff.
- Identify and raise awareness of the educational needs for patients and carers
- Support and participate in education and training programmes
- To assist the Clinical Centre Manager in developing a culture that is challenging, stimulating, rewarding and supportive
- To assist the Clinical Centre Manager to ensure that all students and newly appointed staff have identified mentors/preceptors
- To act as mentor/assessor to staff and to provide education, advice and support to the team
- Contribute and assist the Clinical Centre Manager to foster a learning environment within the clinical area
- To participate in education on a national and international level by attending, presenting at, and/or assisting in the coordination of study days/ seminars/ conferences or other learning events.
- Be aware of the local equipment training programme for staff in relation to the Clinical Negligence Scheme and maintaining training records.

### **Research and Development**

- Promote and undertake nursing research updating own knowledge to promote excellence in clinical practice.



- Utilise research findings in the delivery of specialist patient care, developing new ways of working and to disseminate relevant information to staff.
- Participate in and be aware of other clinical research trials for patients.
- Participate and contribute to audit and research in collaboration with colleagues.

### **Management and Leadership**

- Provide a leadership role model and demonstrate specialist knowledge and high standards of clinical practice and provide support or advice when necessary.
- Maintain accurate records of the clinical service and ensuring that confidentiality of information is adhered to and safe storage.
- Organise own work and practice, identifying and maintaining supportive networks for self and other staff members.
- To be fully aware of the targets and objectives set out by the Centre Management and in conjunction with the multi-professional team use the available resources to meet these targets
- Provide specialist education to members of the clinical team, which facilitates learning and individual personal development.
- Co-ordinate the day-to-day management of the clinical area, delegate duties and care appropriately whilst maintaining overall responsibility.
- Ensure that staffing and skill mix is maintained, always, to a level that does not compromise patient safety.
- Responsible for the assessment and subsequent ordering of bank and agency staff within the clinical area including being an authorised signatory for temporary staff.
- To be involved in the development, assessment and implementation of guidelines, protocols and pathways.
- To deputise for the Clinical Centre Manager in their absence.

### **Compliance and Governance**

- Take an active role of complying with the reporting of risks, incidents and near misses to support patient safety, quality improvement initiatives and statutory reporting.
- Promote a culture of fairness, openness, and learning which makes staff feel confident to speak up.
- Ensure all staff act in accordance with Remeo Healthcare statutory guidelines & policies including Health and Safety initiatives.
- Will ensure that the Centre's policy carried out regarding the safe transfer, storage, administration and disposal of medicines in line with legal requirements and the Control of Drugs Act.
- Will be familiar with the Centre's fire, manual handling and C.O.S.H.H. policies and ensure that all nurses in the Centre are aware of the policies to minimise and mitigate risks to patients and staff.



- Will be fully conversant with the site's major incident plan and ensure that all nurses in the Centre understand the procedure.
- Take all possible precautions to safeguard the welfare and safety of staff, service users, visitors and the public, by implementing all policies related to health, safety, security and risk.

### **Communication**

- Creates an environment that fosters good communication between patient and health care professionals, that meets individual's needs
- Will be responsible for maintaining confidentiality of complex, sensitive information related to patients, patient care, relatives, staff and other colleagues
- Communicate effectively and efficiently with all members of the multidisciplinary team regarding patient care
- Communicates effectively with patients and relatives, making reports and liaising, as appropriate; with medical staff other members of the care team and management
- Liaises with inter-hospital departments/personnel
- Attends and participate in Centre meetings and help promote new ideas and methods and assist in their implementation
- Attend and participates in multidisciplinary team meetings and case conferences to the benefit of patient care

The post holder is required to follow policies and procedures as required for the contracted service.

### **Confidentiality / Data Protection**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act of 1998. Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated any such information to an unauthorised person those staff will be liable to dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of unauthorized disclosure of information.

Following the Freedom of Information (Act FOI) 2005, post holder must apply the Company's FOI procedure if they receive a written request for information.

### **Information Governance**

All staff must comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as NHS Confidentiality Code of Practice) and compliance with local policies and procedures. Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed and forwarded in a secure and appropriate manner.

### **Equal Opportunities**

Post holders must always fulfil their responsibilities with regard to Remeo's Equality and Diversity Policy and equality laws.



### **Health and Safety**

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the Remeo's health and safety policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees.

### **Infection Control**

All post holders have a personal obligation to act to reduce healthcare-associated infections (HCAIs). They must attend mandatory training in Infection Control and be compliant with all measures required by the service to reduce HCAIs. All post holders must comply with infection screening and immunization policies as well as be familiar with infection control policies for the service provision, including those that apply to their duties, such as hand decontamination policy, personal protective equipment policy, safe procedures for using aseptic techniques and safe disposal of sharps.

### **Risk Management**

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with Remeo's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses to improve services. Post holders must also attend training identified by their manager or stated to be mandatory.

### **Safeguarding children and vulnerable adults**

Post holders have a general responsibility for safeguarding children and vulnerable adults during their daily duties and for ensuring that they are aware of the specific duties relating to their role.

### **Sustainability**

It is the responsibility of all staff to minimise the Company's environmental impact by recycling wherever possible, switching off lights, computers, monitors and equipment when not in use, minimizing water usage and reporting faults promptly.

### **Smoking Policy**

REMEO Healthcare is committed to providing a healthy and safe environment for staff, patients, visitors and contractors. Staff are therefore not permitted to smoke on Company property or in Company vehicles.

### **Review of this job description**

This job description is intended as an outline of the general areas of activity and will be amended in the light of the changing needs of the Organisation.

To be reviewed in conjunction with the post holder.



**PERSON SPECIFICATION**

**Senior Respiratory Nurse – Band 6**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education/ Qualifications</b>	<p>RN1: Adult Nurse level 1 on the NMC register Evidence of continuing professional development</p> <p>A 6-month Level 2/3 Critical Care Course or a High Dependency Course</p>	<p>Teaching and assessing qualification BSC/1st degree (health related) or</p>
<b>Previous experience</b>	<p>Previous post registration experience within critical care and/ or respiratory care (providing services for acute and chronic NIV patients and patients requiring tracheostomy care)</p> <p>Experienced and competent in the management of ventilated patients</p> <p>Experience of teaching/ assessing/ supervising others in a clinical setting</p> <p>Supervision of junior staff</p> <p>Experiencing of coordinating a shift</p>	<p>Experience in discharge management (incl carer training) of ventilator dependent patients or other complex care patients</p>
<b>Skills/Knowledge /Ability</b>	<p>Demonstrates specialist expertise underpinned by theory acquired through up to date knowledge of current clinical and professional issues.</p> <p>An understanding of audit and research evidenced based clinical practice.</p> <p>Ability to assess, plan, implement and evaluate specialist care delivered to patients/clients and give relevant advice/information to patients and relatives.</p> <p>In depth drugs knowledge and ability to administer prescribed medication including transfusion of blood and blood products</p> <p>Evidence of involvement and leadership in teaching and supporting learners</p>	

	<p>An understanding of resource management</p> <p>Good communication skills and ability to deal with sensitive information.</p> <p>Demonstrates ability to influence and negotiate with others.</p> <p>Ability to organise and plan own time and that of junior staff and learners</p> <p>Demonstrate an awareness of clinical governance and risk management</p> <p>Ability to decide how best to achieve expected results, whilst acting within clearly defined policies/ procedures and codes of conduct</p> <p>Computer skills including the ability to use Microsoft Office applications and Electronic Patient Records (EPR)</p>	
<p><b>Additional Information</b></p>	<p>The ability to undertake reflective thinking on own practice</p> <p>Flexible and positive approach to work Able and willing to work flexible shift patterns, internal rotation to day and night duty and unsocial hours, according to service needs</p>	

**Experience, Skills and Qualifications:**

- Registered Nurse with the NMC (current)
- Recognised 6-month Critical Care Course
- Successful completion of our in-house induction and clinical training

**Benefits of the role:**

- Workplace pension scheme
- Access to funded training
- Access to workplace wellness scheme



**Remeo is part of Active Care Group. Our Values are:**

**Responsibility**

Responsibility is taking ownership of all factors within your control.

**Passion**

Never underestimate the power of passion.

**Integrity**

Integrity is much more than honesty.

**Respect**

Everybody should feel worthy of respect. Acquiring it always begins with respecting oneself and showing respect to others.

**Support**

It takes a certain type of person to have the strength to support others.

Remeo is committed to safeguarding and promoting the welfare of vulnerable adults and children. All applicants must be willing to undergo the appropriate screening, including checks with past employers and an Enhanced Disclosure via the Disclosure and Barring Service.