

## Clinical Job Description and Person Specification

Thank you for considering a role at [Cambridge University Hospitals NHS Foundation Trust](#), which includes Addenbrooke's and the Rosie Hospitals.

### **About Us**

The Trust is one of the largest and busiest hospitals in the country and is a leading clinical and academic centre with a national and international reputation for excellence. Recognised as providing 'outstanding' care to our patients and rated 'Good' overall by the Care Quality Commissioner, is testament to the skill and dedication of the people who work here. It is their teamwork, energy, commitment and imagination that make us one of the best hospitals in the UK.

### **Our Values**

The Trust's philosophy is to keep the patient at the heart of everything we do and we expect staff to uphold our values of **Together - Safe, Kind, Excellent** at all times. The Trust's Values and Behaviour Standard is attached to this job description; it provides more information about the type of behaviour we expect and love to see, and those we do not want to see. In considering whether to apply for the post you should consider whether you understand and feel able to live our Values.

### **Supporting you to be the best you can be**

The Trust is committed to bringing the best out of its employees. We want everyone who works here to enjoy job satisfaction and feel proud to be an employee of the Trust. Each pay band has a set of Performance Standards which explains the level of competency and standard of delivery required to perform the role, you can download the performance standard for this post with the application pack. The Trust is committed to providing on-going feedback, development and an annual appraisal discussion.

### **Your Health and Well-Being**

As a world leading healthcare organisation, CUH is a champion of good health and is committed to providing a smoke free campus to protect its staff, patients and visitors. Smoking is not permitted on the CUH campus and all employees must comply with the requirements of the CUH No Smoking Policy and support the processes and practices in place in relation to patients and visitors.

Your health and well-being are important to us. If you have a disability or long term health condition and have questions or concerns about the role, or indeed any aspect of working at CUH, and how this may impact on your health, please contact Recruitment Services to discuss how we can best support you throughout the recruitment journey and as a member of the CUH family.

We offer an extensive staff benefits package, including, childcare, flexible-working schemes and the NHS pension scheme along with a range of facilities that includes on- site sport and leisure facilities. Do visit our website for more information about working at CUH and living in Cambridge: [Working for us](#)

### **Submitting your application**

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our Values, teamwork, reliable attendance, dedication and the ability to show compassion, care and respect to our patients, visitors and colleagues.

We recommend that you download the 'Information for Applicants - Completing your application' document which provides further details about how to complete each section of your application form and further information about the application process.

<b>Job title:</b>	<b>Senior Lead Nurse</b>
<b>Band:</b>	8a
<b>Hours of work:</b>	Full time 37.5 hours per week
<b>Location:</b>	Occupational Health and Wellbeing Building, Cambridge University Hospitals NHS Foundation Trust, Cambridge Biomedical Campus
<b>To whom professionally accountable:</b>	Divisional Head of Nursing
<b>To whom responsible:</b>	Head of Service – Occupational Health & Wellbeing
<b>Job summary:</b>	<ul style="list-style-type: none"> <li>• To provide an impartial, clinically safe, confidential and expert Occupational Health and Wellbeing service to the employees of Cambridge University Hospitals and external clients.</li> <li>• To provide professional and clinical leadership ensuring a high quality, customer-focused, efficient and cost-effective service delivered to the highest professional standards.</li> <li>• To be responsible for the assessment, planning, diagnosis, implementation and evaluation of care, as an autonomous practitioner with highly specialist skills.</li> <li>• To undertake clinical activities according to service needs, and responsibility for the management of complex cases.</li> <li>• As an integral member of OH senior leadership team, be involved in the strategic review of clinical services as appropriate</li> </ul>

**Key duties and responsibilities:**

**Expert Nursing Clinical Practice**

- Responsible for autonomous decision making within the confines of the NMC Code of Conduct
- To keep professionally updated and abreast of new and emerging guidance and legislation
- To be responsible for ensuring that the nursing team are appropriately trained, competent and confident to carry out their tasks and duties to meet the needs of the Trust and external clients
- Responsible for the assessment, planning, implementing and evaluating of care, as an autonomous practitioner with specialist skills

This includes:

- Provision of care through screening programmes, nurse-led clinics and management referral appointments as well as undertaking diagnostic and therapeutic procedures where appropriate, including physical assessments and obtaining written consent to treatment
- Referring patients directly to specialists in other professions including mental health and staff support services
- Allocation of cases to other members of the specialist team
- Provide expert specialist clinical advice as appropriate including input into complaints, incident investigations and freedom of information requests
- Undertake clinical activities according to service needs, with responsibility for the management of complex cases
- Improve and maintain standards of care within the specialty
- Strengthen linkages with Trust nursing colleagues, networks and other health professionals (including doctors and physiotherapists) as appropriate to enable them to provide a high standard of care for patients within the OH specialty
- Provide a high level of communication by:
  - Liaising with all appropriate members of the multi-disciplinary team and ensuring a seamless service between acute and primary care services
  - Communicating very sensitive condition-related information to patients, requiring high levels of empathy and reassurance. This includes highly complex information that needs to be conveyed in easily understood language
  - Ensuring the provision of appropriate verbal and written patient information, thus empowering the patient to make informed decisions
- Provide professional advice and support to the Occupational Health nursing team to enable them to maximise their potential and work as specialist practitioners
- Lead on clinical input and delivery of the SEQOHS accreditation processes
- Participate in clinical activities according to service needs and participate in an emergency response service for incidents such as infection incidents, sharps and needlestick injuries and other immediate health issues
- Maintain own knowledge, competence and skill level through regular clinical supervision, appraisal, personal development plans and appropriate training programmes

### **Service Management and leadership**

- Take responsibility for the operational delivery of Occupational Health (OH) nursing services
- Provide strong professional leadership, advice, support and guidance to the Occupational Health Nurse Managers, OH Advisors and nursing team, demonstrating an understanding of personal and professional needs of individuals and the team
- Manage the delegated financial budget for the OH nursing team, ensuring cost effective use of resources
- Line manage the specialty OH nursing team taking overall responsibility for the workforce planning, continuing professional development, recruitment, selection and induction of nursing staff

- Work collaboratively with the head of service, senior nursing team and operational team leaders to ensure achievement of key performance indicators
- Be a proactive member of the OH senior leadership team – inputting professional knowledge and clinical expertise to contribute to the forward planning of the service.
- Assist OH service evaluation as required and manage complex, sensitive negotiations in order to deliver change and improvement in nursing practice and ensuring that developments in the nursing team are actioned in a timely manner
- Ensure timely appraisal and development of staff with clear and measurable objectives
- Manage and promote a culture that values all staff, recognising and acknowledging achievement and success whilst actively addressing any issues in performance
- Responsible for the development and provision of effective patient pathways and guidelines in line with national standards
- Responsible for development of specialty business cases in partnership with the head of service, and lead clinician
- Work collaboratively with colleagues to ensure that services are streamlined and meet patient expectations
- Develop an awareness of risks both actual and potential within the department and ensure appropriate mitigation and monitoring in place
- Work closely with the OH clinical lead on clinical governance activities, and audit, utilising OH record systems where appropriate
- Ensure timely provision of reporting including infection control updates
- Deputise for OH head of service where appropriate

### **Education and Training**

- Ensure the delivery of relevant specialist training for nursing and other health professionals
- Participate and contribute to the delivery of in-service training programmes
- Act as the key specialist OH nurse resource for the Trust
- Provide a specialist contribution to teaching, course development and curriculum planning with the senior clinical nurse for professional development
- Provide clinical supervision – a process by which individuals are able to reflect on their professional practice in order to improve, identify training needs and develop knowledge and skills
- Provide specialist accessible information and support to patients
- Ensure that the nursing team follow appropriate policies and procedures including use of Cority patient records system

### **Research and Audit**

- Lead research, audit or development work in specialist area, evaluating and sharing changes to practice and service delivery, both internally and externally.
- Regularly undertake literature reviews to ensure practice is based on best evidence
- Monitor weekly and monthly reports on activity and work with clients to ensure targets and KPIs are maintained

**General Compliance:**

1. To comply with all Trust Policies and Procedures, with particular regard to
  - Risk Management
  - Confidentiality
  - Equal Opportunities
  - Health & Safety
  - Data Quality
  - No Smoking
  - Information Governance
  - Freedom of Information
  - Being Open: a duty to be candid
2. All staff have a responsibility to comply with the current infection prevention and control policies, procedures and standards and ensure they have received training on infection prevention and control issues including hand hygiene and received refresher training appropriate to the job role. All staff should practice and encourage appropriate hand hygiene and act professionally to ensure the hospital environment is clean, safe and tidy.
3. To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.
4. To follow all the Trust Security policies and procedures and be vigilant to ensure the safety and secure environment for care.
5. All staff that have access to or transfers any data are responsible for those data, it must be kept secure and they must comply with the requirements of the Data Protection Act 2018 and the General Data Protection EU Directive (GDPR). All data must be kept in line with the Trust's policies and procedures. Data includes all types of data i.e. patient, employee, financial, electronic, hard copies of printed data or handwritten data etc.
6. The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.
7. The Trust is committed to carefully screening all staff who work with children and vulnerable adults. If this applies to this post, the appointment will be subject to a satisfactory Disclosure and Barring Service disclosure (formerly the CRB disclosure) of the appropriate Level.
8. All staff will receive training on Child Protection -Safeguarding Children Policies and Procedures as part of Induction and receive refresher training appropriate to the job role; this will equip the post holder with the knowledge of what you will need to do if you have concerns about the welfare of a child/young person under aged 18.
9. Participate in an annual Appraisal and Development Review meeting and ensure you are meeting the Trust's Performance Standard for the post.
10. CUH is a smoke free campus. All employees must comply with the requirements of the No Smoking Policy and support the processes and practices in place in relation to patients and visitors
11. To uphold the Trust Values and Behaviours standard.
12. Perform any other duties that may be required from time to time.

**Every post holder can make a difference to a patient's experience. You will come across patients as you walk around the hospital; we rely on all our staff to be helpful, kind and courteous to patients, visitors and each other.**

This job description may be altered to meet changing service needs, and will be reviewed in consultation with the post holder.

# Our Trust values and behaviours

Values	Behaviours	Love to see	Expect to see	Don't want to see
<b>Safe</b> I never walk past, I always speak up	Safety	Shares lessons learned to help others to improve safety.	Always follows agreed safety and wellbeing procedures. Learns from mistakes and asks for help if they need it.	Shows a lack of focus on safety and wellbeing in their day-to-day work.
	Raising concerns	Encourages others to raise concerns about safety or attitude.	Speaks up every time standards on safety, care or dignity are not met. Welcomes feedback.	Keeps concerns to themselves, and rejects feedback about their own behaviour.
	Communication	Seeks ways to enhance understanding of information being communicated to meet people's needs.	Keeps people informed and gives clear explanations in ways people can understand.	Doesn't give people the information they need. Uses jargon inappropriately.
	Teamwork	Encourage others to contribute and demonstrates better ways of working within and across teams.	Works as part of a team. Co-operates and communicates with colleagues. Values other people's views.	Excludes others and works in isolation.
	Reassuringly professional	Is constantly aware that what they say and do affects how safe other people feel.	Is calm, patient and puts people at ease. Takes pride in their own appearance and our environment.	Passes on their negativity/stress. Is critical of other teams or colleagues in front of others. Displays unprofessional appearance.
<b>Kind</b> I always take care of the people around me	Welcoming	Goes out of their way to make people feel welcome.	Is polite, friendly, makes eye contact, smiles where appropriate and introduces themselves. 'Hello my name is...'	Ignores or avoids people. Is rude or abrupt, appears unapproachable/moody.
	Respectful	Applies a broader understanding of the diverse needs of patients/colleagues. Supports others to be themselves.	Treats everyone as an equal and valued individual. Acts to protect people's dignity.	Ignores people's feelings or pain. Makes people feel bullied, belittled or judged.
	Helpful	Thinks about the needs of others. Goes the 'extra mile' for other people.	Is attentive and compassionate, helps people who need help, or finds someone who can. Never walks by.	Makes people feel like a burden: 'It's not my patient / job / problem'.
	Listen	Makes time to listen to people even when busy.	Listens to people in an attentive and responsive manner.	Disinterested, dismissive or talks over people.
	Appreciate	Goes out of their way to make people feel valued for their efforts and achievements.	Encourages people's efforts. Notices when people live up to our values, says thank you.	Doesn't notice or appreciate people's efforts.
<b>Excellent</b> I'm always looking for a better way	Aiming high	Their positive attitude inspires others to achieve the highest levels of quality.	Always aims to achieve the best results.	Accepts mediocrity or moans without looking for solutions.
	Improving	Helps others to find creative solutions to problems and shares good practice.	Suggests ideas for better ways of doing things and looks for opportunities to learn.	Resists change: 'we've always done it this way'.
	Responsible	Shows enthusiasm and energy to achieve excellent results.	Takes responsibility and has a positive attitude.	Avoids responsibility. Blames or criticises others.
	Timely	Always respects the value of other people's time.	Is on time, efficient, organised and tidy. Apologises and explains if people are kept waiting.	Misses deadlines or keeps people waiting, without explanation/apology.
	Makes connections	Helps others to understand how services connect.	Thinks beyond their own job and team to make things easier for people.	Focuses on their own department needs to the detriment of the people they serve.

**Post Title:** Senior Lead Nurse

**Band:** 8a

**Department:** Occupational Health & Wellbeing

**How evidenced:** **A** = Application Form    **I** = Interview    **T** = Test

Factors	Essential Criteria	How Evidenced	Desirable Criteria	How Evidenced
<b>1 Qualifications</b>	<ol style="list-style-type: none"> <li>1. Registered Nurse</li> <li>2. Postgraduate qualification in Occupational Health (OH) or equivalent or working towards</li> <li>3. Advanced clinical assessment skills</li> <li>4. Management/leadership skills qualification, training and/or development</li> </ol>	All A, I	<ol style="list-style-type: none"> <li>1. Non-medical prescriber</li> <li>2. OH research module</li> <li>3. Advanced communication skills or counselling qualification</li> <li>4. Master's degree in OH or other relevant discipline e.g. public health or willingness to work towards</li> <li>5. Teaching and coaching/mentoring qualification</li> </ol>	All A, I

<p><b>2 Knowledge/ Experience</b></p>	<ol style="list-style-type: none"> <li>1. Significant clinical experience as a nurse specialist in the OH speciality (including case management, vaccination programmes, triaging referrals and health surveillance)</li> <li>2. Recognised as an expert in the field of practice with the ability to clinically assess and diagnose.</li> <li>3. Line management including recruitment and selection, induction, continuing professional development and performance management</li> <li>4. Operational service management including developing, monitoring and reporting on activity targets and key performance indicators (KPIs)</li> <li>5. Risk management</li> <li>6. Understanding of clinical governance and management of complaints and investigations</li> <li>7. Sound knowledge of relevant OH and staff health and safety legislation</li> <li>8. Experience in project management</li> <li>9. Evidence of leading service change.</li> <li>10. Managing resources</li> </ol>	<p>All A, I</p>	<ol style="list-style-type: none"> <li>1. Practical experience of policy and process development</li> <li>2. Audit or research experience</li> <li>3. Experience of Safe Effective Quality Occupational Health Service (SEQOHS) standards and accreditation processes</li> <li>4. Broad range of OH experience both within an NHS OH setting and/or the private sector</li> <li>5. Infectious incident management experience</li> <li>6. Experience of leading staff health and wellbeing initiatives</li> <li>7. Experience of using NHS Occupational Health records systems e.g. Cority</li> </ol>	<p>All A, I</p>
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<b>3 Skills</b>	<ol style="list-style-type: none"><li>1. Advanced clinical skills in OH specialty</li><li>2. Advanced communication skills including interpersonal skills, liaison, influencing, and negotiation skills, writing and presentation skills.</li><li>3. Ability to work autonomously as an independent practitioner.</li><li>4. Proven effective leadership and team leading skills with the ability to empower others</li><li>5. Proven ability to manage and progress own professional development.</li><li>6. Able to respond to change and apply themselves to development in practice.</li><li>7. Excellent attention to detail</li><li>8. Confident to manage complex sensitive negotiations to deliver service change and improvements</li><li>9. Good organisational skills and proven ability to prioritise work and meet tight deadlines</li><li>10. Good IT skills – MS Word, Excel, PowerPoint</li></ol>	All A, I		
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<p><b>4 Additional Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Highly motivated and proactive to find solutions</li> <li>2. Committed to continuous service development and quality improvement</li> <li>3. Ability to work under pressure to meet deadlines and targets</li> <li>4. Reliable and supportive</li> <li>5. Ability to synthesise information, consider and evaluate risks and options when making difficult decisions</li> <li>6. Able to occasionally work outside of core office hours and at weekends when required for service delivery e.g. vaccination programmes and major incident responses</li> <li>7. To be primarily based on site with occasional home working subject to service need</li> <li><b>8.</b> The ability to understand and behave at all times, towards patients, visitors and colleagues according to the Trust values of <b>safe, kind, excellent.</b></li> </ol>	<p>All A, I</p>		
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## Information for Applicants - Terms and Conditions of Employment

This information is a summary of the main terms and conditions for pay, annual leave, hours and pension that is governed by the NHS Terms and Conditions of Service Handbook.

### Pay

The advertisement provided the information about the pay band for this role. All pay bands have a minimum and maximum point with opportunity for progression to the next pay step point when a minimum length of service has been reached. This is subject to meeting expected levels of performance. For more information about Agenda for Change Pay please visit: <http://www.nhsemployers.org/your-workforce/pay-and-reward/pay/agenda-for-change-pay>

New entrants to the NHS will normally commence on the minimum point of the pay band. Only in exceptional circumstances where the employee has considerable relevant experience to the post can a higher starting salary be considered. If a current NHS employee applies for a post at a higher band they move onto the higher band receiving a promotional increase in accordance with NHS Terms and Conditions. Current NHS employees transferring on the same pay band retain the same salary.

### Pay Progression

Employees will receive progression to the next pay step point (where available) subject to meeting expected performance and compliance requirements. If you are an existing NHS employee applying for a role on the same band, progression will be awarded in accordance with the Trust's current ADR and Pay Progression policy. If you are new to the Trust or are applying for a promotion, progression will be awarded in accordance with the new national framework agreement.

### Hours

Full time is 37.5 hours per week and is in accordance with the working patterns/rota patterns within the ward/department. These may be changed from time to time depending upon patient / service needs. If the post you have applied for is part time, the salary will be calculated pro rata to 37.5 hours. If you are required to work nights/weekends/public holidays you will receive the appropriate unsocial hour's enhancements.

### Annual Leave Entitlement

This is dependent on complete years of NHS service.

Years NHS service	Annual leave entitlement per year
0-5 years completed NHS service	<b>202.5 hours</b> (based on 27 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
5-10 years completed NHS service	<b>217.5 hours</b> (based on 29 days x 7.5 hrs per day) plus public holidays (pro rata for part time)
Over 10 years completed NHS service	<b>247.5 hours</b> (based on 33 days x 7.5 hrs per day) plus public holidays (pro rata for part time)

### Pension

Employees are automatically enrolled onto the NHS Pension Scheme upon commencement. There is both an employer and an employee financial contribution to the pension scheme, with the employee contribution ranging from 5% to 14.5% depending upon your salary. New employees will receive a detailed information pack on commencement. For further information about the scheme and how to opt out following commencement, please visit [www.nhsbsa.nhs.uk](http://www.nhsbsa.nhs.uk)