

## Job description

<b>Job title:</b>	Specialist Nurse - Spirometry
<b>Reports to:</b>	Clinical Lead
<b>Place of work:</b>	Agile working, including working from Walton Clinic, Felixstowe, home working and occasional travel across Suffolk to our bases.

### Job Purpose

The specialist spirometry nurse will work as part of a team delivering the Spirometry Service across Suffolk Practices. After the spirometric test is carried out by our HCA, the specialist nurse will interpret this test. You will inform a clinical assessment of airflow obstruction and physiological investigation of airflow obstruction. You will determine whether the assessment results are normal, could be consistent with possible COPD or possible asthma, or whether the results are inconclusive and what further steps would be recommended.

The post holder will ensure patients receive optimal care and adhere to Suffolk GP Federation's policies and procedures.

This is a developmental position and it is expected that in due course the Service will expand to also include the FeNO service across Suffolk Practices.

### Main Duties & Responsibilities

- To use specialist skills to interpret spirometric tests carried out by team members and inform a clinical assessment of airflow obstruction and physiological investigation of airflow obstruction in line with guidelines
- To make recommendations to the referring clinician on the assessment of results, and identify what the most appropriate next steps would be
- To provide supervision and mentoring to HCAs
- To take responsibility for administration and paperwork directly from caseload recordkeeping and other written communications with local GP surgeries as required and ensuring all appropriate templates and coding is completed.
- Participate in team meetings which are essential to delivery of team-based care, contribute to discussion of clinical practise standards and developing protocols

- To adhere to key performance indicators without jeopardising the safety of the patient.
  - To contribute to the development of new models for service delivery which may have a positive impact on health economy.
  - 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
  - To ensure that infection control standards are current and consistently met
  - To be competent and current in anaphylaxis and resuscitation techniques
  - To be responsible for personal CPD, as required by your professional registration
  - To carry out any additional responsible duties as required by Suffolk GP Federation
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**Amending the job description:** It is expected that as the organisation develops and changes it may be necessary to vary the tasks and/or the responsibilities of the post holder. This will be done in consultation with the post holder and it is hoped that agreement can be reached to any reasonable changes.

**Confidentiality:** The post holder must at all times maintain complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The post holder must respect patient named confidentiality in keeping with "Caldicott principles".

**Data Protection:** The post holder must at all times respect the confidentiality of information in line with the requirements of the General Data Protection Regulation. This includes, if required to do so, obtaining, processing and/or using information held on a computer in a fair and lawful way, holding data only for the specified registered purposes and using or disclosing data only to authorised persons or organisations as instructed.

**Policies & Procedures:** The post holder will be expected to comply with all statutory legislation, the organisations governance framework and approved national and local policy. All employees are expected to comply with all of the organisations Policies and Procedures.

**General:** The post holder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the post holder. As the organisation develops, the requirements of the job may change and the post holder is expected to adapt to these changes.

**Health & Safety:** Employees must share responsibility for abiding by health and safety policies and regulations, infection prevention and control policies and act in accordance with the Risk Management Policy. This includes compliance with The Health Act 2006 Code of Practice for the prevention and control of healthcare associated infection. In addition, be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for themselves, other employees and visitors.

**Equal Opportunities Policy and Anti-Harassment:** The post holder will immediately report to their line manager any breach or suspected breach of both equal opportunity and anti-harassment guidelines

**Safeguarding Children:** Everyone employed by the organisation regardless of the work they do has a statutory duty to safeguard and promote the welfare of children. When children and/or their carers use our services it is essential that all child protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow the Southend Essex and Thurrock (SET) child protection procedures and the organisations safeguarding policy to ensure you are equipped to carry out your duties effectively, you must also attend mandatory child protection training and updates at the competency level appropriate to the work you do.

**Safeguarding Adults:** Everyone employed by the Organisation regardless of the work they do has a duty to safeguard and promote the welfare of vulnerable adults. When patients and/or their carers use our services it is essential that all protection concerns are both recognised and acted on appropriately. You have a responsibility to ensure you are familiar with and follow relevant policies in relation to safeguarding vulnerable adults. To ensure you are equipped to carry out your duties effectively, you must also attend mandatory vulnerable adult protection training and updates at the competency level appropriate to the work you do.

## Organisation Structure Chart

