

Job description

Job title	Bladder and Bowel Specialist Nurse Lead
Reports to	Alliance Community Services Service Manager
Place of work	Various across Suffolk, including Agile working

Job Purpose

Ensuring high operational and financial performance and effective delivery of the Bladder and Bowel Service (BABs) to appropriate standards. To identify opportunities within the specialism for implementing new ways of working (e.g. new models of care) or ways of improving services.

Service & Contract Management Responsibilities

Contract Oversight:

- Manage the incontinence products delivery company contract to ensure optimal financial outcomes for the Federation.



Suffolk GP Federation CIC

Registered in the UK. **Registration number:** 06183049

Registered address: Riverside Clinic, 2 Landseer Road, Ipswich, IP3 0AZ, UK

Reg. No: 1-140317426

- Oversee and manage the bladder scanners contract, ensuring efficient service delivery and compliance with agreed terms.

Data Management:

- Ensure regular cleansing and monitoring of databases, including those maintained by the incontinence products provider, to maintain accuracy and efficiency.

Operational Coordination:

- Monitor scheduling performed by the Care Coordination Centre to ensure effective resource allocation and service delivery.

Collaboration with CCG:

- Work collaboratively with the CCG Quality and Performance Team, particularly concerning nursing homes, to uphold high-quality care standards.

External Representation:

- Represent the Federation in external forums and initiatives within the broader health and social care system, such as:
 - Excellence Continence Care Programme Board.
 - Medicine Management Formulary Team (CCG).
 - Healthcare Associated Infection Group.
 - Alliance Service SystemOne Operational Group.

Financial Responsibilities

- Collaborate with the Alliance Services Service Manager to establish and monitor budgets, ensuring alignment with the Federation's financial procedures and optimising income generation.

Clinical Responsibilities

- Serve as the Lead Nurse for the service, ensuring high clinical standards and providing robust support to specialist BABs nurses in the running of the service, including supervision of Honorary Contract staff.
- Offer expert advice on complex continence symptoms, utilising advanced clinical knowledge to recommend appropriate and effective treatment plans tailored to individual patient needs.

- Conduct comprehensive assessments on new referrals during periods of high influx, providing critical support to the team and ensuring timely and efficient patient care.
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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.