# CORE JOB DESCRIPTION

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| **JOB TITLE** | XXXXX |
| **AREA OF SPECIALITY** | Respiratory Care (Advanced Practitioner) |
| **GRADE / SALARY** | XXXX |
| **HOURS OF WORK** | XXXX |
| **REPORT TO** | XXXXX |

**OVERVIEW**

XXXX – Insert background information

**OUR SERVICE OVERVIEW**

XXXX – Insert service specific information

**PRINCIPAL RESPONSIBILITIES**

Individuals will be able to work autonomously with patients living with respiratory disease (e.g. running respiratory clinics). This includes – but is not limited to – responsibility for assessing, review diagnosis, and providing ongoing management and support including smoking cessation counselling (with support/supervision where necessary).

For clinicians with experience of working with patients:

* Presenting with respiratory symptoms
* With a respiratory diagnosis (accurate or not)
* Worsening/progressive/poorly managed symptoms
* Act as an autonomous practitioner in undertaking clinical assessments of patients referred to the service to enable prompt assessment, review diagnosis, and treatment according to agreed policies, protocols, and guidelines.
* Request and perform appropriate diagnostic and/or therapeutic interventions in order to provide a holistic assessment of the patient within agreed policies and guidelines.
* As a prescribing clinician; to be responsible for the day to day alterations in prescriptions for patients in line with national & local guidelines
* To contribute to local initiatives to improve care of patients with respiratory disease, which may include development of local pathways and guidelines
* Lead in the professional development needs of junior team members within the service.
* Be proactive in offering health promotion and participate in health promotion activities, including health needs assessment for the caseload and local population.
* To contribute to the development of evidence-based practice using audit and other tools including user and stakeholder feedback.

**KEY CLINICAL DUTIES**

* To practice standards of clinical assessment through history taking and physical examinations as an autonomous practitioner
* Accurately record clinical data in line with locally and nationally agreed guidance and templates: and understand its significance, for example:
  + Heart rate and rhythm, respiratory rate, pulse oximetry, peak flow rate, blood pressure, carbon monoxide level and FeNo testing.
  + Scoring tools: RCP questions/ACT questionnaire, CAT score, MRC Breathlessness Scale
* Based on assessment findings make recommendations to the patient and other health care professionals on the best course of intervention and initiate appropriate treatment plan as indicated.
* Understand and apply knowledge of commonly used respiratory medications including indications, safety, optimal dosing, inhaler, and Nicotine replacement therapy (NRT) delivery devices and techniques
* Understand and apply knowledge regarding the use of non-pharmacological interventions such as weight management, physical activity, and psychological interventions

**EDUCATION / TRAINING**

* To be responsible for identifying own training and development needs in discussion with employer / appraiser or team lead to maintain standard level of practice and to maintain CPD portfolio to reflect this.
* Advanced clinicians are expected to work as part of a team and, as such, provide education and clinical advice to colleagues responsible for the care of patients living with respiratory conditions.
* Responsibility to ensure that those educational needs are discussed with line managers and met using appropriate providers of education. Where necessary additional qualifications may be required, which should be assessed and discussed with the clinical and managerial line managers in the Practice (or PCN) to ensure that training and educational levels are commensurate with the F2C documents (see below)
* Completion of NCSCT online training ‘Very Brief Advice on Smoking’ or similar online, locally provided accredited course, for example:
* <http://elearning.ncsct.co.uk/vba-stage_1>
* <https://pcrs-uk.org/tobacco-dependency-0>
* Excellent understanding of respiratory anatomy, function and common respiratory pathophysiology
* Familiar with local, national and, where relevant, international guidelines for management of asthma and COPD, for example:
* <https://www.brit-thoracic.org.uk/guidelines-and-quality-standards/asthma-guideline/>
* <https://www.nice.org.uk/guidance/cg101>
* To participate in appraisal using reflective practice in line with your registration body.

**MANAGEMENT**

* To work with other team members to develop and implement evidence based clinical practice within the team
* To be responsible for the upkeep and maintenance of equipment used in the respiratory service reporting all equipment defects for them to be repaired or replaced.

**COMMUNICATION / COLLABORATION**

* To work collaboratively with members of the respiratory team and other clinical specialties to provide seamless, high quality care.
* To maintain patient information systems in a timely and professional manner and in line with local guidelines and protocols.

**RESEARCH / AUDIT**

* To develop and deliver appropriate clinical audits to meet the needs of patient caseload, in discussion with senior members of Clinical Team.

**MANDATORY TRAIING -** XXXX - Insert mandatory statements in line with your policies

**PERSONAL SPECIFICATION**

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|  | **Essential** | **Desirable** | **Method of**  **Assessment** |
| **Values and Behaviours** | * Put the patient first by being helpful, caring, respectful and patient * Always taking opportunities to improve, encouraging excellence * Work as one team – communicate, collaborate and share * Respect each other by being polite, pleasant and listening |  | Application Form, Interview |
| **Education/ Qualifications** | * Professionally registration appropriate for the requirements of the post * Relevant first level degree/ or evidence at working at this level * Non-Medical Prescriber   + Mentorship/ Teaching experience/ qualification   + University accredited respiratory course/ Specialist practitioner qualification * ARTP (or equivalent) approved spirometry certificate (minimum in performing test and referring to qualified mentor for interpretation * Diploma level module/s in respiratory assessment relevant to practice; asthma; COPD * Completed NCSCT Training and Assessment Programme for Smoking Cessation and be on the NCSCT register of certified practitioners | Degree level module in respiratory assessment and/or conditions such as COPD and asthma | Application Form, Interview |
| **Experience** | * Clinicians working at this level should have basic training in how to conduct a respiratory review accurately in a well-managed patient living with a respiratory disease * Local NHS approved training/in-house training with a suitably qualified professional with an expertise in the field of respiratory care * Ongoing clinical supervision with a qualified mentor working at expert level in the field of respiratory care * Use of clinical pathways / protocols for the management of respiratory disease patients * Multidisciplinary teamwork * Able to mentor or advise clinicians providing standard levels of respiratory care * Experience of conflict resolution * Care Planning * Able to demonstrate knowledge of the national standards and * guidelines within BTS and NICE guidance * Understanding of the importance of building and maintaining * collaborative relationships * Computer literate and experience in Microsoft windows | Understanding of GP disease  Registers  Experience in leading change management    Able to mentor or advise clinicians providing standard levels of respiratory care | Application Form, Interview |
| **Skills/Abilities/ Knowledge** | * Be able to develop a respiratory leadership role within the organization. * Specialist knowledge and understanding of anatomy and physiology with regard to the cardiopulmonary system * Specialist knowledge and understanding of the pathophysiology of both common and less common respiratory conditions * In-depth knowledge of evidence-based treatments for tobacco dependency/to assist smoking cessation attempts as well as common respiratory conditions, both non-pharmacological and pharmacological * Clinical examination skills including percussion and auscultation * Understanding of possible differential diagnoses for respiratory symptoms such as breathlessness, wheeze and cough (e.g. heart failure, gastric reflux, anaemia) * Familiar with local, national and, where relevant, international guidelines for management of asthma and COPD, for example:   + <https://www.brit-thoracic.org.uk/guidelines-and-quality-standards/asthma-guideline/>   + <https://www.nice.org.uk/guidance/cg101> * Effective clinical skills * Clinical reasoning skills * Ability to promote self-care of patients * Excellent communication skills * Willingness to develop existing skills and learn new skills * Ability to demonstrate and use initiative * Ability to work under pressure, balance multiple priorities and meet deadlines * Appropriate Care planning skills * IT skills including keyboard and internet skills * Able to use email, and access e-patient records, access policies and procedures * Able to demonstrate evidence based clinical practice | Extended Skills or working towards | Application Form, Interview, References. |
| **Personal qualities** | * Commitment to working as part of a team * Flexible & Enthusiastic * Recognise individual rights in line with legislation, policy and procedures |  | Application Form, Interview, References |
| **Other requirements** | * Willingness to ask for and take advice * Ability to make decisions, using available evidence where necessary * Commitment to teamwork * Commitment to high standard of care * Commitment to personal and professional development |  | Application Form, Interview, References |