



Job Description and Personal Specification

Job Title - Nurse Consultant



For the Attention of All Applicants

December 2020

Job Description Notice of Change

NHS Scotland Assure is a new service within NHS National Services Scotland that brings together the experience and knowledge of Health Facilities Scotland (HFS) and the Antimicrobial Resistance and Healthcare Associated Infection (ARHAI).

As a result the job description(s) associated with the current vacancy still reflects the HFS and ARHAI structure. Candidates are advised that all job description(s) shall be updated over the coming months to reflect NHS Assure branding and organisational structure as part of the establishment of the new service.

NHS NATIONAL SERVICES SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS

Job Title	Nurse Consultant
Immediate Senior Officer/ Line Manager	Clinical Lead for Nursing
Department	Health Protection Scotland (HPS)
SBU	Public Health & Intelligence (PHI)
Location	Meridian Court, Glasgow
CAJE Reference	NPPHIG197

2. JOB PURPOSE

To provide strategic nurse consultant level leadership to an HPS Programme or area of activity to make sure it effectively influences policies and actions to reduce the burden of ill health from this area on the population of Scotland.

To be the primary national source of highly specialised professional health protection related advice and knowledge to a wide range of stakeholders

To initiate and lead national and international research activities and provide education and training to other health protection staff and wider NMAHP colleagues through designated educational activities.

To support Health Protection Scotland (HPS) strategic developments by contributing towards the delivery of the appropriate health protection component of the Organisation's overall remit.

3. DIMENSIONS

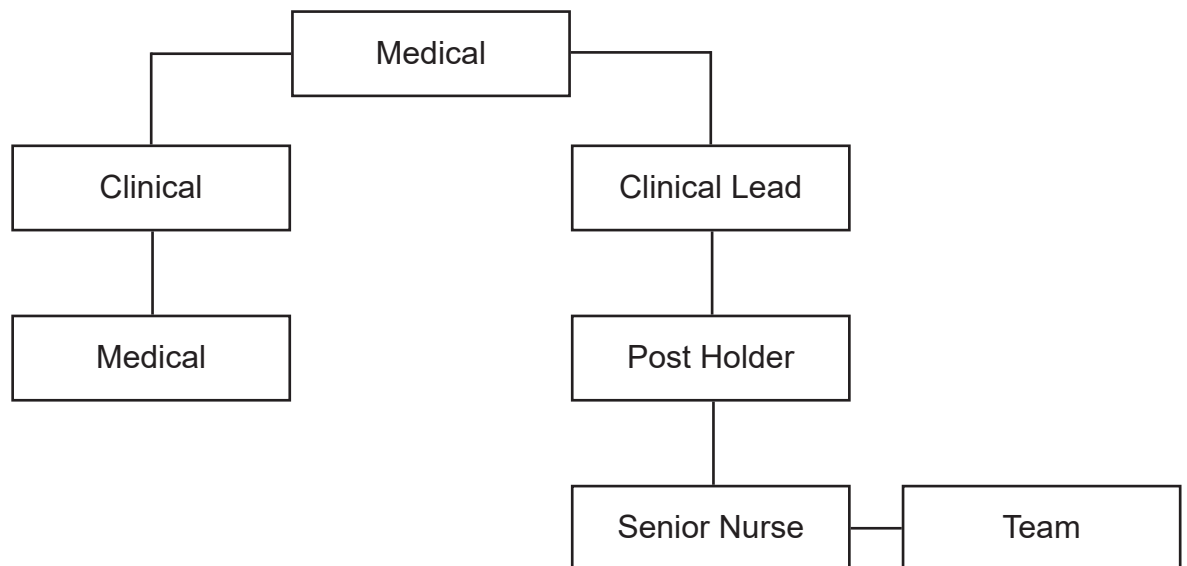
The post holder will report to and be professionally accountable to the clinical lead for nursing in the Public Health and Intelligence Strategic Business Unit. They will lead a team of staff responsible for their area of work on a permanent or project by project basis and have line management and/or professional responsibility for this team. They will direct and supervise junior staff and students and may also co-ordinate other non-HPS staff involved in health protection activities around joint programmes of work.

The post-holder will have responsibility for monitoring and investigating the extent and impact of public health challenges, working to ensure that steps are in place to reduce their incidence and consequences and evaluating the impact of control measures. The organisation is a recognised centre of health protection related expertise and is responsible for ensuring that this is best applied to protect Scotland's health. As such the post holder will develop and lead on a portfolio of national /international research projects, securing funding and working in partnership with a range of organisations including those within the academic sector.

The postholder may hold and monitor a delegated budget which will vary depending on nature of projects or research activities being undertaken.

The post holder will have an influential role in specialist training, development and educational programmes and will be expected to contribute to the HPS/NES strategy for Workforce Education Development for the health protection workforce and wider NMAHP workforce as appropriate.

4. ORGANISATIONAL CHART



5. ROLE OF THE DEPARTMENT

Health Protection (HPS) is part of the Public Health and Intelligence (PHI) Strategic Business Unit (SBU) of NHS National Services Scotland (NSS). HPS is a national, multidisciplinary organisation whose purpose is 'to protect Scotland's health'. HPS does this by providing the best possible information and expert support to practitioners, policy-makers and others on infectious and environmental hazards.

HPS carries out surveillance, working with NHS professionals and local authorities in a variety of ways, gathers health intelligence and data, detects emerging trends and works to prevent infections and hazards, or reduce the effects of these if they do occur.

HPS monitors the extent and impact of infections and other risks to Scotland's health and helps prepare plans to manage incident or outbreaks, particularly those that may stretch the resources of the NHS in Scotland.

HPS' aim is to communicate effectively with health professionals and the general public to promote the steps needed to stop the spread of infections and other hazards.

6. KEY RESULT AREAS

1. As a Nurse Consultant, provide strategic leadership to an HPS Programme or area of activity to make sure it effectively influences the development of policies and actions to reduce the burden of ill health from this area on the population of Scotland.
2. Provide highly specialised, evidence-based, expert advice and information to a wide range of stakeholders on issues relating to area of expertise where scientific or expert clinical evidence may be conflicting or unavailable.
3. Produces detailed reports of a highly specialised nature (eg. epidemiological, published evidence), examining, analysing and evaluating variations/exceptions or trends and highlighting and synthesising these with expert knowledge in an appropriate and accessible way for stakeholder groups, public and media, often required to make judgements on complex clinical issues.

4. When appropriate, lead the investigation of priority health problems. Lead the health protection investigation (epidemiological, microbiological or environmental) in incidents for which HPS has responsibility or when requested by NHS Boards; Ensure effective liaison with partners and assure and sign off HPS reports on public health issues related to the above especially those which enter the public domain.
5. Participate in the consultant daily on call rota for HPS, acting as a source of information and advice for key stakeholders across Scotland, supporting local decision making.
6. Ensure an effective and timely response to enquiries from the media, NHS management, parliamentary questions and other interested parties. Ensure effective risk communication to the public and professionals (e.g. via internet, social media, public materials etc) and assure the processes and outputs relating to the above reporting on them to stakeholders, HPS governance groups and other relevant bodies.
7. Develop and maintain close working links with key stakeholders (e.g. NHS Boards, Local authorities, Scottish Government, Academic bodies), providing input to the development and implementation of relevant Scottish and UK Government public health policy (e.g. through participating in expert national and international advisory groups)
8. Lead and influence national health protection programmes designed to achieve priority public health objectives identified by Scottish Government.
9. Participate in the strategic development, business planning and relevant corporate functions of HPS providing scientific professional leadership and participating in performance management and staff development of the multidisciplinary team working under the post-holder's leadership
10. Oversee the development and maintenance of surveillance and other systems designed to monitor public health challenges, and their consequences and the impact on these of health protection interventions. Oversee the design, processing and uses of data so that findings of significance are identified, their relevance to risks to public health assessed and when necessary, alerts or other communications issued. Ensure that the data processes involved in epidemic intelligence systems meet quality standards especially those related to confidentiality and statistics and sign off reports prior to publication taking account of Information governance requirements.
11. Design, develop and implement research, service and quality improvement and audit initiatives that contribute to the body of knowledge of health protection locally and nationally/internationally. Prepare bids and applications for funding and lead a variety of research activities aimed at meeting identified needs, informing policy, service delivery and best practice. Prepare articles and reports and publish findings both nationally and internationally.
12. Contribute to the organisation's corporate work-streams as required (e.g. Resilience, Clinical Governance, Clinical Effectiveness, Evidence and Expertise, Epidemic Intelligence). Ensure that work initiated or led by the post-holder follows NSS and HPS Clinical, Information and Research Governance guidelines. Promote the work of HPS at conferences, seminars and workshops, both nationally and internationally, via presentations and lectures etc
13. Maintaining the highly specialised level of competence required for a nurse consultant to retain the expert level skills and knowledge, through identifying and undertaking targeted professional development.

7. ASSIGNMENT AND REVIEW OF WORK

The post holder will be managerially accountable and professionally accountable to the Clinical lead for nursing in the Public Health and Intelligence Strategic Business Unit. Formal objectives will be set and a review of work will be undertaken jointly between the post holder and the line manager twice per annum as part of the NHS Knowledge and Skills Framework (Performance & Development Review process) and should be aligned to HPS' business and strategic objectives

This is a national expert and advisory role with a high degree of autonomy, working within HPS' strategic and operational framework. The post holder will have responsibility for delivering specific health protection programmes as defined in the organisation's strategic and business plans. They will have significant discretion (following broad health and governance frameworks) to utilise their specialist knowledge and experience to plan and deliver programmes and disseminate expert knowledge and advice to stakeholders, including stakeholders in other national organisations and partnerships.

The post holder will discuss risks and issues as they arise with the PHI Clinical Lead for Nursing and the HPS clinical director and, in liaison with management colleagues, they will ensure that the NSS Integrated Risk Management process is followed.

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

The post holder will play a major part in continuing the close working relationships between HPS and its stakeholders, e.g. Scottish Government, NHS Boards, Local Authorities, SEPA, Scottish Water, Public Health England, Food Standards Scotland, Animal Health and reference laboratories.

The post holder will be expected to communicate effectively with staff at all levels within stakeholder organisations on often contentious issues, and will require to adapt the complexity of information received and present as necessary. Furthermore the post holder will be required to communicate effectively with members of the public on potentially emotive issues (which may attract a high level of media or political interest) and provide complex information on a wide range of public health issues clearly at a level appropriate to the audience. Often these need to be done within short timescales and uncertain situations.

The post holder will represent HPS in a number of networks to exchange specialised clinical/epidemiological/scientific information in relation to surveillance, infection/exposure prevention and control etc., mainly through written and oral communications but also during attendance and participation at meetings, seminars and conferences at local, national and international level. This can involve engagement with and briefings of senior Government and NHS officials and, occasionally, Scottish Ministers.

The post holder will be expected to lead for HPS on multi-disciplinary and multi-agency groups charged with co-ordinating the delivery and assessment of a major health protection intervention or the management of a Scotland-wide public health incident.

The post holder will be required to effectively chair groups, lead on the achievement of collective decisions, and ensure clear and accountable reporting.

The post holder will effectively liaise with internal multidisciplinary colleagues– they may also be required to carry out duties in other teams or other areas of the organisation if required.

9. MOST CHALLENGING PART OF THE JOB

Maintaining consistently high standards in the provision of timely, comprehensive and high quality specialist nursing services relating to the analysis, management and communication of risk. Dealing with highly complex or emotive issues that may attract high public, media and political interest, while also being adaptable and flexible in responding to competing demands and priorities in a rapidly changing professional and organisational environment. Demonstrating leadership when faced with significant professional and organisational challenges.

10. SYSTEMS

The post holder will be expected to have advanced word processing and computer skills. These will be applied to the interrogation, extraction and manipulation of data (e.g. using Microsoft Access, Microsoft Excel). The post requires a working knowledge of packages for statistical analysis (e.g. Statistical Package for Social Sciences (SPSS)) as well as software for the referencing and cataloguing of literature (e.g. Endnote) in order to oversee work of junior staff within the team or project. Using Microsoft PowerPoint, the post holder will develop presentations for local, national and international audiences.

11. WORKING ENVIRONMENT AND EFFORT

Physical Effort

The position is desk based, in an open plan environment, with the requirement to sit at, read from or input into a PC for the majority of the day. As part of his/her role the post-holder is required to travel within Scotland, but may occasionally be required to travel elsewhere in the UK or abroad.

Mental Effort

Frequent requirement for intense concentration (e.g. report-writing, undertaking literature reviews or complex statistical analyses), as well as the ability to change activity on request. Expected to meet demands at short notice during outbreak and crisis situations whilst also providing leadership to others

Emotional Effort

The post requires an ability to cope with the demands associated with rapidly changing priorities, expectations of an immediate response and dealing with issues which can attain high public and political profiles.

The post holder may on occasion be required to deal with members of the public on issues that may be highly emotive or in situations where individuals feel particularly vulnerable or agitated. The post holder is expected to demonstrate empathy and provide reassurance to these individuals where necessary.

12. ENVIRONMENTAL / WORKING CONDITIONS & MACHINERY AND EQUIPMENT

Open-plan office setting. Requirement to use Visual Display Unit equipment for long periods. Requirement to use printer, photocopier and fax machine.

13. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

Qualifications & Training

- Registered general nurse (registration current with NMC)
- Primary degree in a scientific or clinical subject
- Postgraduate qualification such as MSc in a relevant topic plus extensive experience in a healthcare or public health setting
- PhD or equivalent high level experience in public health or health protection,
- Demonstrable experience utilising epidemiological research methods and applying in practice

Knowledge & Skills

- Computer literacy, excellent working knowledge of commonly used software
- Highly developed analytical skills, including experience in the utilisation of statistical analysis tools (e.g. SPSS, STATA)
- Highly developed communication skills, both verbal and written, with experience in managing contentious issues, areas of conflict or differences in professional opinion
- Experience of training and delivery and development of educational programmes in complex subject areas, to a range of audiences
- Experience in the leadership and delivery of health protection projects or programmes in line with recognised methodologies

Other Attributes

- Proven track record as a team player
- Ability to foster and maintain good working relationships with administrative staff, scientific staff, clinicians and NMAHP and health professionals at all levels
- Ability to influence and interact with a wide variety of stakeholders
- Ability to present detailed highly complex scientific information to a broad range of audiences
- Record of peer-reviewed publications
- Commitment to CPD requirements of NMC and aligning to NES and RCN nursing career competency frameworks
- Flexible approach and commitment to apply skills across HPS in support of clinical priorities

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each postholder to whom the job description applies.

Postholder Signature:	<input type="text"/>	Date:	<input type="text"/>
Postholder Print:	<input type="text"/>		
Manager Signature:	<input type="text"/>	Date:	<input type="text"/>
Manager Print:	<input type="text"/>		
Manager Title:	<input type="text"/>		
HR Stamp:	<input type="text"/>		

NHS NATIONAL SERVICES SCOTLAND PERSONAL SPECIFICATION

Job Title: Nurse Consultant Healthcare Associated Infection
Grade: Band 8C

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience at a high level in infection prevention and control/ health protection Publication record	National level working Research
QUALIFICATIONS	RGN Masters of Public Health Degree (or equivalent)	PhD
TRAINING	Computer Literate Epidemiology Research methods and critical appraisal	Project management Team building Curriculum development Healthcare Improvement
JOB EXPERIENCE	Wide experience of all aspects of infection prevention/ health protection including outbreaks, local surveillance and quality improvement Practiced in writing policies Experienced at presenting	Experience in Antimicrobial Resistance/Use
PERSONAL QUALITIES	Results focused Team focused Motivated by continuous personal and service improvement	
GENERAL	Commitment to excellence in providing service Data driven	