



JOB DESCRIPTION

Job Title : Nurse Advisor

Reporting to: Head of Clinical

Direct Reports: None

Main Role:

1. To be part of the Clinical Services team, providing clinical information and activities to support the charity's internal teams and outside bodies
2. To take clinical responsibility for special projects.
3. To support people affected by allergy.

Key responsibilities:-

1. To take clinical responsibility for special projects, i.e., collaborative research with academic centres or Allergy UK generated research
2. To assist the Communications team:
 - a. provide advice on clinical issues
 - b. be a spokesperson to the media on behalf of Allergy UK
 - c. write articles for the media on behalf of Allergy UK
3. To work on Corporate Partner Projects as directed by ELT
 - a. to give clinical advice
 - b. write clinical content for educational materials produced in conjunction with corporate partners
4. Provide allergy training both internally and externally
5. Represent Allergy UK at external meetings as required
6. Contribute clinical data to the developing Allergy UK database
7. Attend professional meetings as appropriate for professional development, as directed by ELT.
8. To provide clinical support to the Helpline Advisors and deal with escalation calls from the Allergy U.K. helpline, demonstrating good record keeping and safeguarding skill.
9. Liaise with Allergy UK's Health Advisory Board as required.
10. Assist with and deputise, during absence of the Head of Clinical in the management and organisation of the clinical projects, matters and services
11. To support the Helpline.
12. Implementing best practice to support helpline service users, e.g. telephone clinic
13. The improvement of the patient experience including initiating measures to improve services and information provided
14. To participate in audit that may be initiated by Head of Clinical Services or ELT
15. Identify situations where incident reporting is required, complete relevant incident form and escalate where applicable
16. Support people affected by allergy
17. To lead by example, ensuring high standards of clinical practice and compliance with professional codes of conduct and professional regulation

This job description is non-exhaustive, and is subject to regular review with the post holder and amended in line with the needs of the organisation.



Person Specification

Education and Qualification

Essential

- Registration on Nurses and Midwives Council Register: RN1/RN8, registered in the UK
- Post registration/graduate specialist qualification in allergy

Desirable

- Management Qualification
- Research Qualification
- Teaching Qualification
- Project Management

Experience

Essential

- Clinical experience of both adult and child allergic disease.

Desirable

- Extensive clinical experience in multiple aspects of allergic disease.
- Spirometry experience
- Management experience
- Research experience

Skills and Knowledge

Essential

- Proven ability to work well with multidisciplinary teams.
- Proven ability to talk with distressed patients and sufferers of allergy.
- A credible communicator at different levels of the organisation, with professional bodies and the general public.
- Innovation and the ability to progress ideas into action.
- Strong organisational ability.
- Listening and communication skills with staff, service users and their families
- Planning, prioritisation and organisation skills
- Critical thinking, analytical and problem solving skills
- Skills in relationship building, conflict resolution and negotiation skills when dealing with difficult or challenging situations.
- Flexible attitude to working
- Ability to motivate self and others

Desirable

- Project management skills.

Behavioural Competencies

Applying Expertise and Technology

Presenting and Communicating Information

Delivering Results & Meeting Customer Expectations

Analysing

Relating and Networking

Writing and Reporting

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