

JOB DESCRIPTION

This post has been identified as involving access to vulnerable adults and children and in line with Trust policy successful applicants will be required to undertake an Enhanced Disclosure Check.

The Trust is committed to recruiting and supporting a diverse workforce and so we welcome applications from all sections of the community, regardless of age, disability, gender, race, religion or sexual orientation. The Trust expects all staff to behave in a way which recognises and respects this diversity, in line with the appropriate standards.

1. JOB DETAILS

Job Title: Emergency Care Practitioner

Band: 6

Reports to: Lead Nurse practitioner

Department / Directorate: Emergency Department - Medicine Care Group

2. JOB PURPOSE

- The Nurse Practitioner (NP) within the Emergency Department will use specialist knowledge and skills to independently provide healthcare to patients (both adult and paediatric) with minor injuries and illnesses. The NP is accountable for the total episode of care of the patient including assessment, diagnosis, treatment and/or referral and discharge. The NP will undertake the role in accordance with Trust and department guidelines. This includes acting as an expert resource for the sisters and emergency department team to support them in the delivery of effective care.
- To act as a teacher and mentor for all grades of nurses, especially trainee NP's, and to work with other staff and agencies to promote the NP service.
- As a leader s/he will be responsible for ensuring a good working environment in which all patients and carers receive a high standard of care. It will mean that s/he leads by example and empowers staff in their personal and professional development to undertake a greater range of clinical skills to modernise and improve patient care, including updates of essential training.
- The post holder will be expected to work closely with the Senior Nurse , Lead Clinician and Clinical Services Manager in playing a proactive role in quality and service improvement and will assist in the monitoring and auditing of clinical standards of care within the defined area.

3. DIMENSIONS/KEY WORKING RELATIONSHIPS:

Directorate: Lead Nurse for Medicine
Senior Nurse for ED
Specialist Nurses

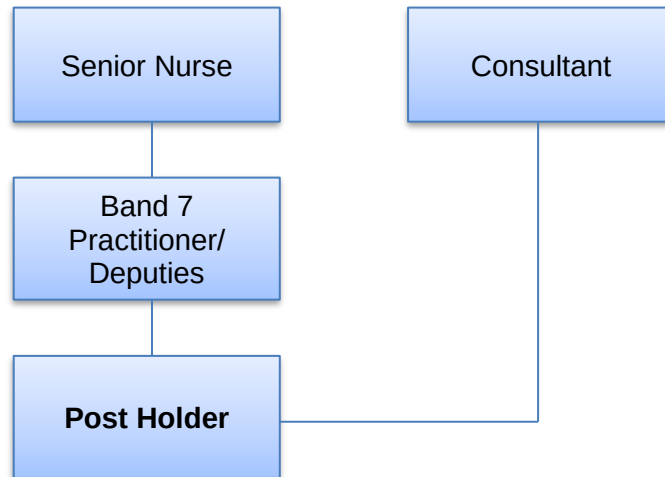
Clinical Area:

**Matrons, ED/Other team leaders
Nursing Staff/Support Staff**

Multidisciplinary Team:

**Clinical Staff
All functional managers – paramedical and
Support services**

4. ORGANISATIONAL CHART



5. KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES

Clinical & Professional practice

- Work autonomously to manage own caseload of patients with minor injuries / minor illness attending the E.D within department guidelines and recognising own limitations and when to refer to a medical practitioner.
- Use of advanced practice skills, demonstrating degree level application of theory and experience, to assess, investigate, make a clinical diagnosis, treat and discharge or refer patients.
- Request investigations (e.g. x-ray, blood tests) and interpret the results.
- Treat patients using advanced clinical skills such as;
 - Administration of local and regional anaesthetic
 - Elective manipulation and reduction of Colles' fractures within ED Colles fracture clinics
 - Manipulation and reduction of dislocations and fractures to shoulders, elbows, lower legs and digits.
 - Advanced suturing skills
 - Dispensing drugs as per ED PGD's or as Independent Prescriber.
 - Plaster of Paris application
 - Venepuncture and cannulation
 - Advanced Life Support skills
- Assist in monitoring flow of patients through the department and provide support and advice on management of the injured patient where appropriate.
- Participate in nursing or departmental audit
- Participate in education of student ENP's, nursing, medical and paramedic students and junior medical staff.
- Provides and receives sensitive / highly sensitive, complex or contentious information to patients, their relatives and members of the public with empathy and reassurance.

Leadership and Management

- As an expert practitioner, liaise, guide and advise the multi-disciplinary team and external agencies in the provision of optimum patient care.
- Be responsible for ensuring the environment and ward processes are responsive to the needs of patients and their carers recognising the importance of privacy, dignity and diversity.
- Individuals will be highly visible in their clinical areas, working alongside and supporting the teams in a clinical capacity.
- Acting as a role model, employ professional behaviour that encourages and coaches their team members to challenge their current competencies, whilst seeking opportunities to expand their roles. This includes the promotion of a culture of appraisals and personal development whilst setting clear smart objectives to meet the needs of the individual, clinical area and organisation.
- As part of his/her development, assist on specified and agreed directorate and Trust wide Nurse/Midwife Development Projects

Assist Senior Nurse in maintaining standards for:

- Conduct of Care
- Scope of Professional Practice
- Multidisciplinary Team Working
- Data & Information collection.
- Effective Systems
- Good communication
- Workload issues
- Good clinical practice
- Answering Complaints
- Financial and resource implications
- Health and safety
- Patient Flow
- Infection Control rates
- Drug administration

This includes monitoring standards and identifying action plans to address any areas of concerns. When appropriate inform the Senior Nurse where there are persistent problems.

Departmental and Staff Organisation:

- Act as a conduit between the clinical team and ward staff to ensure effective communication between the directorate and the teams within your remit.
- Ensure processes are in place to facilitate effective communication processes are established with all disciplines, patients and relatives, that meets individual needs
- Deal with complaints in a calm and courteous manner, ensuring that wherever possible complaints are dealt with efficiently and satisfactorily and resolved in the local clinical area
- Be responsible for using appropriate systems to ensure effective rostering, and making optimum use of the wards and departments skill mix.
- Manage the flow of patients within the clinical area ensuring effective utilisation of the multi-disciplinary team on a daily basis.
- Identify potential areas for service improvement. Plan and agree terms of reference with Senior Nurse and liaise as relevant with other Trust committees.
- Work closely with facilities staff to ensure high standards of environmental cleanliness – this includes the maintenance and effective cleaning of ward equipment. Report any problems/issues to the Senior Nurse

Delivery Plan:

To assist the Senior Nurse in the implementation and evaluation of the Directorate's strategic and operational plan focusing specifically in the following areas:

- Staff competencies
- Directorate objectives and targets
- Service development initiatives pertinent to sphere of responsibility

Resources:

Work with the Senior Nurse to maintain and review as appropriate the delegated pay and non -pay budget. This responsibility involves:

- Continually reviewing with ward/departmental sisters and teams the resource allocation and spend in relation to their sphere of responsibility. This includes identifying appropriate action plans to resolve any resource issues. Any adverse financial / resource situation must be reported to the Senior Nurse.

Risk & Governance:

Work with the Senior Nurse and the Lead Nurse to ensure that there is full compliance with internal and external governance and best practice requirements. To assist the Senior Nurse in:

- Ensuring all staff are aware of and follow the appropriate policies, legislation and MHRA alerts.
- Promoting an informal as well as formal process with regard to risk management to ensure that risk assessment is a continuous process and is embedded as part of the normal daily role for all staff
- Leading and managing an effective risk assessment process for the ward / clinical area ensuring high risk areas are identified and incorporated into the local risk register
- Ensuring all staff within sphere of responsibility have access to essential training and achieving 100% compliance.
- Promoting a blame free culture in reporting incidents and where appropriate initiating a local investigation in a timely manner.

Patient & staff involvement:

- Proactively seek feedback from patients and their families during their hospital admission on the standard of care that they have received
- Be responsible for using an appropriate and varied approach for resolving complaints and issues at a local level in partnership with patients, carers and their family and other healthcare professionals.
- Use own expertise to address issues of unfair or discriminatory practice in a manner that achieves a positive outcome
- Actively use PALS and Complaints feedback to review practice within own area
- Be responsible for developing the ward/departmental teams' knowledge and awareness to address and recognise equality and diversity.
- Use systems that focus on equality and diversity within their service, and continually strive to provide best practice in partnership working, user involvement, sharing best practice, significant event audits and open reflective feedback.

Service Improvement:

- Assist the Senior Nurse in implementing the Trust Service Development Programme and participate in Directorate or Trust work streams that contribute to the modernisation and improvement of patient services.
- Be responsible for ensuring that systems are developed that encourage the team to offer suggestions of how the service can be improved.
- Continually review data bundles appropriate to own area and use this information to identify areas for service improvement – e.g. saving lives bundles.

R&D, Education and Training:

Assist the Senior Nurse in promoting a learning environment. This includes:

- Establishing links to enable effective student nurse/midwife placement and facilitation of other learners
- Assist the Senior Nurse in ensuring that all mandatory training is undertaken and recorded.
- On a continual basis working alongside their team, acting as a role model, leader, supervisor and support contact to ensure all staff members are facilitated in their allocated responsibilities
- Assist the Senior Nurse in ensuring that all staff are competent in the Early Warning Score system within the clinical area
- Being responsible for developing own skills and knowledge and contribute to the development of others.

Other Responsibilities:

- To take part in regular performance appraisal
- To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling
- To contribute to and work within a safe working environment
- The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection.

THE TRUST - PURPOSE AND VALUES

We are committed to serving our community by being a high quality specialist Hospital with consultant-led services. We aim to co-ordinate our services with primary and community care, and to develop a limited number as Sub-Regional Referral Centres with appropriate levels of research, development and educational involvement. Where appropriate, and consistent with our services, we may provide services aimed at preventing disease and debilitation.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff's commitment to meeting the needs of our patients.

We are committed to equal opportunity for all and encourage flexible working arrangements including job sharing.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the Manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, the Trust reserves the right to insist on changes to your job description after consultation with you.

The RD&E is a totally smoke-free Trust. Smoking is not permitted anywhere on Trust property, including all buildings, grounds and car parks. For help to quit call 01392 207462.

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

The post holder is expected to comply with Trust Infection Control Policies and conduct him/her at all times in such a manner as to minimise the risk of healthcare associated infection.

Job Title	Emergency Care Practitioner
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Requirements	At Recruitment	1st PDR or (award of) increment
QUALIFICATION/ SPECIAL TRAINING		
Registered Nurse/Paramedic/Allied Healthcare Profession	E	E
Post graduate diploma or equivalent experience in relevant area	E	E
A degree or degree level post registration qualification or equivalent in advanced clinical assessment.	D	E
Willingness to undertake training at master's level if required qualifications not already held	E	E
Non-medical Prescribing Qualification	D	E
ILS/PILS	D	E
KNOWLEDGE/SKILLS		
Good decision-making skills	E	E
Excellent clinical knowledge, skills and confidence in minor illness and minor injury	E	E
Ability to apply research findings and support evidence-based practice	E	E
Proficient IT skills	E	E
Excellent Communication Skills	E	E
Able to work autonomously	E	E
EXPERIENCE		
Minimum 5 years' post qualification experience	E	E
Autonomous practice in an acute or primary care setting, utilising patient assessment skills	E	E E
Demonstrable experience of leadership	D	E
Evidence of leading change in clinical practice	E	E
Experience of standard setting and audit	D	E
Teaching skills	D	
PERSONAL ATTRIBUTES		
Able to work as a team member	E	E
Self-motivated to work without direct supervision	E	E
Motivated towards development of others	E	E
Able to deal with stressful situations and work under pressure	E	E
A commitment to patient centred compassionate care	E	E
Excellent interpersonal skills	E	E
Flexible and adaptable to change	E	E
Commitment to openness, honesty and integrity	E	E
OTHER REQUIREMENTS		
Motivated to maintain a professional portfolio to evidence competence in autonomous practice	E	E
Successful completion of a Clinical Competency Assessment	D	D

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	Y			X	
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y		X		
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y				X
Working in isolation	N				
Challenging behaviour	Y			X	