

JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Nurse Practitioner |
| **Reports to** | Clinical Matron Emergency Services |
| **Band** | 6 |
| **Department/Directorate** | Emergency Care including the Minor Injury Units and Emergency Department |

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| **JOB PURPOSE** |
| The nurse will be a first level registered nurse, responsible for aiding the running of a nursing team in the assessment of care needs and the development, implementation and evaluation of programmes of care.  The post holder has specific responsibility for overseeing the provision of a safe and effective Minor Injury/illness Service.  To participate and support the Lead nurse in the development of clinical services. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * To rotate between the Emergency Department and local minor injury units * To have specific nominated responsibility for the day to day running of the service (responsible to the Lead Nurse). This includes:   + Ensuring that Patient Group Directives are followed   + Teaching and supervising junior staff   + Ensuring that all equipment is present, checked and working effectively.   + Regular liaison between A&E and MIU to ensure best practice   + Monitoring of all documentation   + Having a thorough and up-to-date working knowledge of procedures relating to safeguarding children and vulnerable adults.   + Providing any statistical information in relation to the minor injury stream, that may be required. * To provide strong clinical leadership by:   + Acting as a role model in terms of personal and professional conduct.   + Supporting the Lead nurse in providing advice and leadership in all nursing issues and areas of clinical practice. * To ensure that all patients’ individual needs are assessed on admission, their care planned appropriately, delivered in accordance with best practice, and evaluated. * To assist the Lead Nurse in the planning of annual leave rosters, ensuring staffing levels and optimal skill mix are maintained. * To work with the Matron, multidisciplinary, multi-agency and PCT teams to improve patient care by developing and implementing new services and improving the quality of existing services. * To be involved and an active participant in relevant meetings. * To have a flexible approach to the working day in order to meet the needs of the patients / services. * To provide support to the Lead nurse * Any other duty that may be reasonably requested by the Lead nurse. |
| **KEY WORKING RELATIONSHIPS** |
| Areas of Responsibility: Minor’s stream through the Emergency Department and Minor Injuries Unit    The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  In addition, the post holder will deal with the wider healthcare community, external organisations and the public.  This will include verbal, written and electronic media.  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Senior Sister | * Patients | | * Emergency Care Matron * Practice Educators | * SWAST * Police | | * Consultants |  | | * ED operational management team |  | |

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| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| Each registered nurse, midwife and health visitor shall act, at all times, in such a manner as to safeguard and promote the interests of society, justify public trust and confidence, to uphold and enhance the good standing and reputation of the profession.  Each registered nurse, midwife and health visitor will be personally accountable for his/her practice, and, in the exercise of professional accountability shall act in accordance with the guidance laid down in the Code. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| Provide and receive highly complex and highly sensitive information. Communicates very sensitive, complex condition related information to patients, relatives offering empathy and reassurance.  To communicate effectively between departments and Trusts to ensure patients journey is seamless.  To work in partnership with nurses and other health professionals to address people’s health needs through planning and delivering interventions which are based on best practice and clinical judgement |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Complex facts or situations requiring analysis, interpretation, comparison of a range of options. Requires skills for assessing and interpreting specialist acute and other patient conditions and taking appropriate actions, this may include non-medical prescribing.  To monitor and review the effectiveness of interventions with the patient and colleagues and modify this to meet changing needs and established goals of care. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Plan, organise complex activities, programmes requiring formulation and adjustment  Plan patients care, managing an individual caseload of complex patients effectively and efficiently.  To co-ordinate the management of outpatients presenting with symptoms of their disease or family history.  To receive direct referrals within the speciality and to provide assessment of patient’s needs  To work with the CNS to develop and provide a co-ordinated specialist service to patients with the relevant specialist diagnosis and theirs carers and to have direct clinical involvement in complex care in both the outpatient and inpatient setting  Plan & organise day-to-day service provision |
| **PATIENT/CLIENT CARE** |
| To support patients in meeting their own health and wellbeing through providing expert information, advice and support  To assess patients and their complex needs and those of their families and plan, implement and evaluate appropriate programmes of care – this will include communicating highly sensitive information about diagnosis, treatment options and issues surrounding terminal illness and bereavement.  To provide emotional, psychological and practical support to the patient and their family/carer throughout their pathway and to facilitate communication between patients, families and professionals  To recognise ethical dilemmas relating to care and act as the patient/relative’s advocate when required  To support the development of care pathways for patients with relevant specialist conditions |
| **POLICY/SERVICE DEVELOPMENT** |
| To support the development of specialist nurse led care where appropriate, in line with National guidance  To supervise/instruct unqualified members of the nursing team as appropriate  To act as an expert resource to others in developing and improving specialist knowledge and skills in clinical practice, through acting as an assessor, facilitator and teaching groups of staff as required.  To develop evidence-based standards, policies and guidelines at a local network and national level to improve the practice of own and other professions.  To evaluate clinical effectiveness within the speciality, identifying poor quality and a plan for quality improvement and produce an annual report  Act as facilitator in developing clinical practice and promoting changes in service that meet National Standards.  To participate in developing a shared vision of the service and work with the multi-disciplinary team, organisation and external agencies to achieve this  To employ effective decision-making skills to address complex issues and use effective change management skills to implement these  To use effective prioritisation, problem solving and delegation skills to manage time effectively  To establish networks with other specialists at a local, national and international level, to exchange and enhance knowledge and expertise  To maintain a peer network of support, information and learning with other nurse specialists within the organisation |
| **FINANCIAL/PHYSICAL RESOURCES** |
| The post holder has a personal duty of care in relation to equipment and resources.  The post holder will work within a defined day to day operational budget. Ensuring that any projects undertaken are established and managed in a financially responsible manner. |
| **HUMAN RESOURCES** |
| Day to day supervision of the Healthcare Assistants.  To promote a learning environment through identifying opportunities and seeking resources required for own and others learning.  To provide specialist input to post-registration courses and professional development programmes as required by the organisation.  To reflect on own practice through clinical supervision/mentorship and to act as a clinical supervisor/mentor to others  To act as a specialist resource to advice and support healthcare professionals and others involved in the delivery of care to patients, their families and carers  To support and facilitate the development of an education strategy which ensures that all those involved in the management of patients with relevant disease are able to deliver the highest standards of care |
| **INFORMATION RESOURCES** |
| Day to day supervision of Support Nurses  To document all patient contacts and maintain patients records as per Trust Documentation Policy.  To be involved in the Audit Programme relevant to the service  The post holder will use a wide range of computer systems e.g. word, excel and PowerPoint to create reports, documents and presentations |
| **RESEARCH AND DEVELOPMENT** |
| To maintain own and others’ awareness of relevant research evidence related to the speciality and work with others in applying this to practice  To identify areas of potential research relating to the speciality and to participate in national and local relevant research activities on a regular basis and to provide feedback to relevant groups.  To participate in local and national research and audit projects and service evaluation as requested in order to improve standards of patient care. |
| **PHYSICAL SKILLS** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role with Assessments, administering intravenous and oral medication, cannulation, and taking blood. |
| **PHYSICAL EFFORT** |
| High degree of competence and dexterity in practical nursing skills, providing a supporting role.  The role will have a combination of sitting, standing and walking with occasional moderate effort for several short periods along with sitting at a VDU for long periods of time. |
| **MENTAL EFFORT** |
| The work pattern is unpredictable and subject to frequent interruption.  Ability to carry a caseload of clients and formulate effective treatment programmes to cure or alleviate symptoms  Actively participate in strategic service planning & development  The post holder will require resilience to deliver specialist nursing care in at time, stressful and emotional demanding environments. Requirement to regularly concentrate to deliver and manage varied priorities and demands of liaising with a wide range of people. |
| **EMOTIONAL EFFORT** |
| * Work with patients/service users and carers who have a poor/life limiting prognosis, including the communication of distressing news on a day to day basis * Work with patients in the aftermath of bad news. * Work with patients with mental health problems or occasional challenging behaviour. * Talk to relatives following a death. * The post holder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment. * Ability to adapt to an unpredictable workload. * Frequent exposure to distressing or emotional circumstances |
| **WORKING CONDITIONS** |
| Occasional working with hazardous substances (cytotoxic drugs, bodily waste and fluids) when in clinical setting  Occasional aggressive behaviour when dealing with face to face complaints  Regular use of VDU |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are 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  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.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **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, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff. |

PERSON SPECIFICATION

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| **Job Title** | Nurse Practitioner |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  NMC Registered Nurse at Level 1/2/Registered Operating Department Practitioner  Evidence of Continuous Professional Development (CPD) at degree level  **plus**  Will require a specific specialty qualification/equivalent experience related to post  Willingness to undertake Managerial qualification  Mentorship qualification or willingness to work towards within 18 months of commencement of post | E  E  E  E | D |
| **KNOWLEDGE/SKILLS**  Proven experience working as a Band 5 with an Urgent Care Setting  Can demonstrate team leadership experience  Can demonstrate a specific interest in area of work  Good Leadership Skills  Good organisational / time management skills  Ability to record and deal with accurate facts, figures and information  Ability to interpret and adhere to Trust and departmental policies protocols, procedures and guidelines and ensure other team members comply  Clear written and verbal communication at all levels  Ability to problem solve  Ability to support unregistered staff / students  Ability to identify and manage risk  Ability to prioritise work and delegate  Flexible to change in demands of the service  Willingness to acquire new skills  Willingness to maintain skills via the skills passport and to ensure other team members maintain their skills  Willingness to lead and assist with change projects  Computer literate – to a minimum of Core B standard  Budget management and reporting as delegated  Understanding of individual and corporate responsibilities towards Health & Safety  An understanding of health policy, national priority and the relevant professional bodies agenda  The application of clinical governance in practice  Well-developed interpersonal skills | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E  E |  |
| **Physical Skills and effort**  Constant standing / walking  Assists patients with walking/sitting and other activities of daily living  Ability to undertake manual handling and Movement tasks  Prepared to work variable shift patterns  Manual dexterity e.g. Venepuncture and cannulation skills, handling of instrumentation and use of equipment | E  E  E  E  E |  |
| **Emotional effort**  Ability to think clearly under pressure  Provides appropriate emotional support to colleagues, patients and carers.  Provides leadership and support to junior members of the team  Ability to deal with the emotional aspects of the post e.g. Terminal illness, Trauma and chronic disease  Ability to explain condition and related interventions to patients / carers  Ability to deal with patients, carers, families or staff who may be distressed, upset or angry | E  E  E  E  E  E |  |
| **Mental effort**  Concentration undertaking complex procedures  Ability to accurately monitor and record the patient’s clinical status, recognising changes in condition and report those changes to the appropriate person  Regular interruptions to daily tasks  Regularly multi-tasks in a constantly changing environment to maintain required standards of care through the effective supervision of junior staff | E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

Complete the table below as appropriate

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