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JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Nurse/Paramedic Practitioner |
| **Reports to** | Lead Nurse Practitioner |
| **Band** | Band 6 |
| **Department/Directorate** | Walk in Centre (WIC), Medicine Division |

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| **JOB PURPOSE** |
| To work as an autonomous, independent practitioner. To provide a holistic approach to individuals including: assessment, diagnosis, treatment and safe discharge and referral to other agencies if necessary.  The post-holder is responsible for his/her own workload within the designated clinical area; for the assessment and treatment of patients on a day to day basis; and to deputise for and support the clinical manager in his/her absence.  The post holder will be expected to play a proactive role in quality and service improvement and working closely with the Clinical Nurse Manager & Clinical Matron. The post-holder will be responsible for the monitoring and auditing of clinical standards of care within the defined area. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * The Practitioner will use specialist knowledge and skills to autonomously provide healthcare to patients (both adult and paediatric) presenting with primary care conditions. The Practitioner is accountable for the total episode of care of the patient including assessment, diagnosis, treatment and/or referral and discharge. The Practitioner will undertake the role in accordance with Trust and department guidelines. This includes acting as an expert resource for the team to support them in the delivery of effective care. * S/he will provide and receive sensitive / highly sensitive, complex or contentious information to/from patients, their relatives and members of the public with empathy and reassurance. * S/he will act as a teacher and mentor for all grades of staff, especially trainee practitioners, and will work with other staff and agencies to promote the Practitioner service. * 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. * S/he will be aware of child and adult protection issues and appropriate referral procedures acting on them when necessary. * S/he 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. * S/he will work with the local provider in delivering out of hours primary care services in Exeter * As part of the trainee programme, the post holder will be working towards completion of a recognised advanced practice and working towards being able to: demonstrate clinical leadership; be accountable for episodes of care; be involved with service improvement; shift lead and act as a supervisor; demonstrate critical thinking; work autonomously with minimal supervision; monitor risk; demonstrate evidence-based practice; promote health; evaluate and audit; demonstrate innovation in practice; promote staff development; demonstrate advanced health care assessment; autonomously utilise NMP qualification and demonstrate very high standards of care. |
| **KEY WORKING RELATIONSHIPS** |
| 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 and the public.  This will include verbal, written and electronic media.  **Directorate: Assistant Director of Nursing**  **Senior Nurse for RD&E ED**  **Specialist Nurses**  **Clinical Area: WIC Lead Practitioner, Consultants, Matrons, ED/Other team leaders, Nursing Staff/Support Staff**  **Multidisciplinary Team: Clinical Staff**  **Out of Hours GPs**  **All functional managers – paramedical and**  **Support services** |
| **ORGANISATIONAL CHART** |
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| **FREEDOM TO ACT** |
| * Post holder makes decisions autonomously, within local and national policies such as NICE guidelines, North and East Devon formulary and RD&E Emergency Department guidelines. * Post holder decides how results are best achieved and work within own scope of practice. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Work autonomously liaising routinely with GPs and other colleagues in both primary and secondary care. * Frequent empathetic imparting of sensitive information to patients, occasionally necessitating persuasive skills and/or overcoming barriers to understanding. * Act as a role model, demonstrating high standards of holistic care and provide clinical leadership across the trust for this specialist area. * Communicate with patients and families with professionalism, empathy and appropriate discretion. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| * Accountable for entire episodes of care * Autonomy with minimal supervision * Autonomous decisions and diagnoses * High standards of exemplary practice * Identify own personal development needs |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * Manage own workload effectively and safely. * Prioritise and triage patient care. * Escalate capacity issues to senior team. * Maintain an overview of flow within the service. |
| **PATIENT/CLIENT CARE** |
| * Promote and provide services in the treatment of patients presenting with minor illness and injuries with specialist knowledge and skills, ensuring the delivery of high-quality care. * Undertake holistic assessment and consultation of patients, including diagnosis, treatment and formulation of management plans, making use of the clinical support systems and working within agreed local and national guidelines. * Use effective communication and advanced listening skills with patients and their carers, including provisions of patient education, emotional support and opportunistic health promotion where appropriate. |
| **POLICY/SERVICE DEVELOPMENT** |
| * Comply with all local policies, procedures and guidelines. * Comply with the Trust’s policies on equal opportunities. * Responsible for the health & safety and welfare of self and others; ensuring compliance with health & safety regulations. * Involvement in risk management and mitigation. |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Be responsible for effective and efficient use of resources. * Responsibility for ensuring stock levels are maintained through appropriate purchasing. * Ensuring cost effective and safe staffing levels; and the rostering of staff thereafter. |
| **HUMAN RESOURCES** |
| * Participate in and promote clinical supervision to develop high standards of practice. * Responsible for provision of training, support and mentorship for all colleagues as required. * Participation in teaching programmes. * Often responsible for day to day management of nurse practitioners and trainee nurse practitioners. * Participate in annual appraisal and identify own training needs in conjunction with clinical manager. * Continue to develop leadership and management skills. * Continue to develop evidence-based practice, research and audit. * Completion of level 3 Advanced Practice |
| **INFORMATION RESOURCES** |
| * Record and maintain full and accurate electronic records on MyCare. * Comply with Data Protection Act. * Document all relevant information regarding patients in keeping with local policy. * Maintain confidentiality at all times in line with information governance policy. |
| **RESEARCH AND DEVELOPMENT** |
| * Ensure care is research and evidence based * Challenge existing practice and act as a change agent in the clinical environment. * Work collaboratively with staff and managers to assess and evaluate practice. * Contribute to the formulation of policies and protocols relevant to the area of practice. * Promote and participate in clinical governance issues, including audit and quality initiatives. |
| **PHYSICAL SKILLS** |
| * Use advanced analytical and judgement skills within the diagnostic process and with reference to evidence-based practice to ensure safe delivery of care. * Use of display screen equipment. * Routine procedures such as venepuncture, wound closure and advanced assessment skills, where accuracy is key. |
| **PHYSICAL EFFORT** |
| * Requirement to sit for extended periods of time whilst seeing patients, typing at a keyboard to input their notes. * Requirement to bend/kneel when presenting injury necessitates; often as a result of injuries to feet, ankles or lower legs. |
| **MENTAL EFFORT** |
| * Frequent requirement for concentration on patient assessments. * Frequent requirement for concentration on administering of correct type and quantity of drugs. * Rare occurrences of emergency situations requiring all staff attention to be turned toward the emergency at hand. |
| **EMOTIONAL EFFORT** |
| * Regular dealing of challenging behaviour from patients. * Occasional exposure to highly distressing or emotional circumstances of patients; such as stories of abuse, self-harm, addiction and so on. |
| **WORKING CONDITIONS** |
| * Occasional aggressive behaviour by patients; often necessitating de-escalation techniques. * Located within an area of deprivation, frequented by people whom can be inebriated and/or intoxicated. |
| **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. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **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.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability. |

PERSON SPECIFICATION

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| **Job Title** | Nurse Practitioner |

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| **Requirements** | **At Recruitment** | **1st PDR or (award of) increment** |
| **QUALIFICATION/ SPECIAL TRAINING**  Registered Nurse/Paramedic  A degree or degree level post registration qualification or equivalent in Minor Injuries and Minor Illnesses including autonomous practice  Willingness to undertake training at master’s level if required qualifications not already held  Non-medical Prescribing Qualification  ILS/PILS  Teaching Qualification | **E**  **E**  **E**  **D**  **E**  **D** | **E**  **E**  **E**  **E**  **E**  **E** |
| **KNOWLEDGE/SKILLS**  Good decision-making skills  Excellent clinical knowledge, skills and confidence in minor illness and minor injury  Ability to apply research findings and support evidence-based practice  Proficient IT skills  Excellent Communication Skills  Able to work autonomously | **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E** |
| **EXPERIENCE**  Minimum 3 years’ experience of autonomous practice in an acute or primary care setting, utilising patient assessment skills  Demonstrable experience of leadership  Evidence of leading change in clinical practice  Experience of standard setting and audit  Teaching skills | **E**  **E**  **E**  **D**  **E** | **E**  **E**  **E**  **E**  **E** |
| **PERSONAL ATTRIBUTES**  Able to work as a team member  Self-motivated to work without direct supervision  Motivated towards development of others  Able to deal with stressful situations and work under pressure  A commitment to patient centred compassionate care  Excellent interpersonal skills  Flexible and adaptable to change  Commitment to openness, honesty and integrity | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** | **E**  **E**  **E**  **E**  **E**  **E**  **E**  **E** |
| **OTHER REQUIREMENTS**  Motivated to maintain a professional portfolio to evidence competence in autonomous practice  Successful completion of a Clinical Competency Assessment | **E**  **E** | **E**  **E** |

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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 | N |  |  |  |  |
| Contact with patients | Y |  |  |  | X |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  |  | X |  |
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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) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
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| **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 |  |  |  |  |
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| **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 |  |