



JOB DESCRIPTION

SECTION 1 – JOB DETAILS

Job Title: **Emergency Nurse Practitioner**

Grade/Salary: As per contract

Department: Minor Injury Unit

Base: Tetbury Hospital

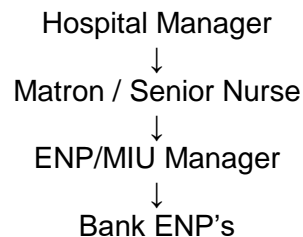
Reporting to: Matron/Senior Nurse

Closing Date: 17/05/19

SECTION 2 – JOB SUMMARY

The Emergency Nurse Practitioner (ENP) carries out autonomous responsibility for the assessment, examination, documentation, prescription, implementation and evaluation of evidence based care and the appropriate discharge of patients attending the MIU. The ENP also has responsibility for the safe staffing and management of the Minor Injuries Unit in his/her absence.

SECTION 3 - ORGANISATION CHART/ ACCOUNTABILITY



SECTION 4 – KNOWLEDGE, TRAINING, AND EXPERIENCE REQUIRED

- Registered General Nurse with or without additional qualification as Registered Children's Nurse
- Qualified Emergency Nurse Practitioner illness and injury.
- Minimum of 5 years post registration experience working within emergency/urgent care. Evidence of practice as a qualified ENP for at least 3 years
- Evidence of continuing professional development. Able to undertake study at level 6
- Up to date Professional Portfolio demonstrating competence as an ENP.
- Evidence of ability to teach and assess others.
- Experience of developing relationships with external agencies and organisations
Experience of working across organisational boundaries within health or social care
- Experience of supervising staff in a clinical setting
- Independent/supplementary prescriber V300 or evident

SECTION 5– SKILLS REQUIRED

- Able to provide assessment, treatment and diagnosis at point of first contact by attending to adults and children presenting with Minor Injuries an illness
- Able to independently prescribe, supply and/or administer medication and treatments according to agreed protocols.
- Able to follow national and local clinical protocols
- Able to work autonomously, undertaking a variety of agreed roles which would be beyond the normal scope of a registered nurse
- To practice within the NMC Code of Conduct, Performance and Ethics to ensure clinical knowledge is maintained and developed.
- Able to deliver care in collaboration with Community Nursing Staff, local GPs, AHP's, Intermediate Care Teams, Community Care and Housing Department (CCHD), Secondary Care Emergency Departments for both adults and children, GP Co operatives, ECPs, ambulance personnel, Community Matrons, Service Managers, Clinical Lead for Urgent Care Services.
- Able to order and interpret diagnostic tests where appropriate.
- Able to ensure that high standards are maintained within the Minor Injury Unit in relation to a clean environment, and giving particular attention to the safety, privacy and dignity of patients
- In addition to the patients who access the MIU Service on a daily basis, be able to liaise and interact with a multi-professional team across organisational boundaries e.g. GPs, Practices and Treatment Room Nurses, Secondary Care providers, Community Care and Housing Departments , PCT Provider Services, ECPs Voluntary Sector, Ambulance personnel, Mental Health teams etc accordingly to patient needs and the appropriate care pathway.
- Able to demonstrate empathy when dealing with patients, carers/relatives and other healthcare professionals to ensure that the patient receives an optimal level of care.

- Communicate effectively using a variety of media such as written reports, care plans/programmes, verbal reports and clinical discussions, electronic reports and requests etc.
- To ensure effective communication with clients, relatives and carers, visitors, staff and others
- To ensure that all communication takes place in a manner that is consistent with legislation, policies and procedures.
- To ensure that consent to intervention or assessment is sought in a manner that is meaningful to the service user.
- To communicate with people in a manner that is consistent with their level of understanding, culture and background.
- Maintain an excellent learning environment for the clinical team.
- To take part in the induction and development of all staff in training roles
- Engage in self-appraisal, continuing professional development, contributing to the development of others through clinical supervision and reflective practice and on the job teaching in the clinical setting.

- Ensure all practice is clinically competent, skilled and delivered to the highest standards.
- Ensure comprehensive and accurate care records are planned and recorded for all attending individuals.
- Record all patient data as per hospital and NMC guidelines with particular regard to confidentiality
- Ensure that services delivered meet recognised quality standards both contractually, regionally and nationally
- Provide day to day management of the Minor Injuries Unit
- Undertake and participate in clinical supervision
- Utilise day to day operational , clinical, professional and problem solving approaches to support staff and service delivery
- To undergo an annual appraisal and personal development planning session
- To maintain own professional registration and professional portfolio.
- To work within professional boundaries and be aware of and work within all relevant legislation and guidance for practice i.e. NMC Code of Practice
- To act as an ambassador at all times for Tetbury Hospital Trust services and represent the service
- Responsible for the development, maintenance and delivery of an effective and efficient professional service within the MIU.

Organisational

- Liaise and work collaboratively with the other Health care teams in the area to ensure smooth patient flows.
- Manage the day to day working within existing resources

- Ensure that multi agency working relationships are maintained and developed
- Work closely with other clinical care agents and providers e.g.: GP surgeries, GP Out of Hours, Ambulance, Acute Trusts
- To follow and maintain compliance with Data Protection Act (1998) and Confidentially at all times

Communication

- Ensure effective communication processes are in place in order to maintain and further develop services within THT for both patients and staff attending or working within THT
- Ensure active and effective communication networks are in place within MIU, and with other agencies
- Utilise all types of communication, face to face, email, telephone, written, verbal and non verbal
- Utilise the available services to ensure that patients whose first language is not English are helped to express their problems and can understand the care and approaches being taken
- Engage and promote patients participation in quality and service surveys
- Facilitate accessing and referral to other healthcare providers in order to offer and maintain a seamless and effective service for patients

Education and Research

- Use highly specialised extended scope skills which are peer reviewed annually to deliver evidence based best practice to patients
- Ensure all clinical nursing activities are evidence based
- Lead undertake relevant research studies and audits both independently or in conjunction with other Health Care professionals and institutions.
- Participate in clinical and non clinical audit activity that occurs within the MIU. Ensure a review of findings and actions plans in relation to the findings is undertaken and recorded 6 monthly
- Oversee a proactive learning environment for healthcare students, visitors and other learners
- Maintain training and ensure mandatory training is undertaken and in date.

Managerial

- Manage self and clinical workload in a timely manner ensuring that effective service delivery is maintained
- Manage and monitor safe keeping of medicines in accordance with Medicine Management policy
- Ensure contribution is made to the clinical governance agenda when requested and maintain evidence of compliance and steps to achieve compliance with Care Quality Commission (CQC) registration
- Work collaboratively with other areas within THT on Health & Safety at work Act incorporating Fire, environment, equipment, building, first aid.

- Responsible for goods and equipment within MIU
- contribute to innovative nursing practice and services
- ensure compliance and adherence to safe guarding for both paediatrics and vulnerable adults

Physical effort

- Data input, report writing involving long periods of sitting in front of a computer.
- Standing mostly during treatment and assessment sessions
- Walking between the clinical room and the waiting area frequently during a clinical shift.
- Twisting, turning and manual handling activities as part of patient care during clinical shifts

Mental effort

- Rapidly respond to new referrals, assessing clinical condition and treatment options.
- Make timely decisions in complex clinical situations to ensure the well being of individuals, provision of treatment and management plans for ongoing care.
- Use of a variety of clinical skills including diagnostic reasoning non medical prescribing frequently within a clinical shift for a wide range of clinical presentations.
- Ability to make significant decisions without discussing with a senior, deciding on appropriate referrals, follow up or discharge of service user.
- Ability to change plan for day to respond to differing priorities among service users or management requests for information.
- Devising negotiating, implementing, supervising and reviewing individual treatment plans in collaboration with service users, family and carers.
- Ability to review colleagues diagnosis and treatment plans acting as a safety check as part of a governance structure. Intervene in management plans to ensure patients are managed safely

Emotional effort

- Judgement and insight required to work with people who have mental health difficulties and for whom there may be a query over their capacity to make decision.
- Provision of clinical care where treatments need to be actioned with sensitivity and speed.
- Working in a consistently changing environment. Regularly changing from one activity to another, dealing with varied client clinical presentation to service.
- Dealing with people's reaction to distressing information (impact of illness), disappointing news or supporting patients and relatives who may be distressed and anxious.

- Managing anxiety of oneself, service users and other staff members.
- Dealing with people under the influence of drugs or alcohol
- Pressure when maintaining service delivery in response to increase demands due to the unpredictable nature of the daily workload.
- Managing a professional approach in challenging situations with patients, carers and other colleagues.
- Face to face abusive and/ or threatening behaviour

Working Conditions

- Maintaining concentration and application to task in a noisy and distracting environment. Shared workspace.
- Flexible and adaptable to work in changing environment

Relationship with / responsibility for children or vulnerable adults

- Liaise closely with colleagues when safeguarding children to ensure all policies, procedures and processes are in place and followed.
- Ensure there are effective working relationships with health and social care to support vulnerable adults.
- Ensure you are fully trained and up to date with current procedures.

General Terms and Responsibilities

- To undertake any other duties that may be reasonably requested of the post holder to help the MIU run smoothly.
- Work collaboratively with other organisations in the local health community on issues of common interest.
- Ensure that the services the post holder manages are delivered to a high standard and work with the clinical governance team to ensure that appropriate systems and processes are in place and that the organisation develops an open, learning culture.
- Take personal responsibility for ensuring an equalities approach in managing staff, delivery and commissioning services, including promoting good practice in implementing relevant statutory requirements.
- Promote effective public, user and carer involvement in all elements of work.
- The post holder will take responsibility for their ongoing personal and professional development through the individual Performance Review and Development Process in dialogue with their line manager.
- Take account of the provisions of the Health and Safety at Work Act and:
 - Take reasonable care of yourself and others at work
 - Co-operate with the organisation to enable it to carry out its legal duty in respect of Health and Safety
- Not intentionally or recklessly interfere with anything provided for health and safety or for welfare to work.

Dignity at Work Statement

- We are committed to treating all of our staff with dignity and respect. You are responsible for behaving in a way that is consistent with the aims of our Equality and Diversity in Employment Policy. This includes not discriminating unfairly in any area of your work and not harassing or otherwise intimidating other members of staff.

Equality Statement

- .To act in a way that is consistent with organisational procedures and the law relating to equality, diversity and rights, and to treat everyone with whom you come into contact equitably, with respect and without discriminating.
- To recognise and appreciate that people, both colleagues and service users are different and to act in ways that are consistent with their needs and preferences.
- To ensure that practices and processes operated by your team are fair and provide equitable treatment for all, and to take effective action to deal with any discrimination or unfair treatment that you have become aware of.
- To ensure that staff in your area of responsibility have the knowledge and skills to be able to practice their work with due regard to equality, diversity and the rights of others.
- To monitor the effectiveness and outcomes of the service(s) your team provides with reference to relevant factors such as gender, race, disability and age, and to use this data to make any changes that are necessary to ensure equitable treatment for all.

Confidentiality Statement

- All information regarding the Trust's patients and staff must be treated as strictly confidential at all times, and you may not divulge to any other person except with the authority of your head of department.
- Such authority may only be given when it is in the patient's or staff's own interest and is a necessary part of treatment.
- Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

Infection Control

Tetbury Hospital Trust is committed to reducing Healthcare Associated Infection. All employees have a responsibility to contribute to the reduction of transmission of healthcare associated infections. You will be expected to read, ensure understanding of, and abide by all Infection Prevention and Control policies relevant to your area of work. You must undertake mandatory infection prevention and control training and any additional infection prevention and control training relevant to your job role

Job Description Review

This job description is not a complete list of duties, but is intended to give a general indication of the range of work undertaken. The job description is further supported by a detailed list of tasks required to be performed by the post holder. It will vary over time as

demands and priorities within THT change. Significant changes in the range of work undertaken will be made only after discussion with the post holder. This job description will be kept under review to ensure that it remains up to date.