



TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

SECTION 1 – JOB DETAILS

Job Title: **Emergency Nurse Practitioner/ Emergency Care Practitioner**

Grade: Grade T or A (dependant on Experience and skills)

Department: Minor Injury Unit

Base: Tetbury Hospital

Reporting to: Departmental Manager

Accountable to: Matron

Liases with: Other MIU and Departmental and Hospital Staff.

Date: 6.9.21

SECTION 2 – JOB SUMMARY

The Emergency Nurse Practitioner /Emergency Care Practitioner (ENP/ECP) carries out autonomous responsibility for the assessment, examination, documentation, prescription, implementation and evaluation of evidence-based care with 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 the absence of the departmental Manager.

SECTION 3 – PRINCIPLE DUTIES

- Ensure all practice is clinically competent, skilled and delivered to the highest standards, following national and local clinical protocols.
- Provide assessment, treatment and diagnosis at point of first contact by attending to adults and children presenting with Minor Injuries and illness.
- Ordering and interpreting diagnostic tests where appropriate.
- Work autonomously, undertaking a variety of agreed extended roles which would be beyond the normal scope of a registered nurse
- Independently, supplying and/or administering medication and treatments according to agreed protocols.
- Ensure comprehensive and accurate care records are planned and recorded for all attending individuals.
- Record all patient data as per hospital and NMC/HCPC guidelines with particular regard to confidentiality
- Ensure that services delivered meet recognised quality standards both contractually, regionally and nationally
- Provide on the day staffing of the Minor Injuries Unit ensuring that high standards are maintained within the Unit in relation to clinical care, a clean environment, and giving particular attention to the safety, privacy and dignity of patients
- Utilise day to day operational, clinical, professional and problem-solving approaches to support staff and service delivery
- Work within professional boundaries and be aware of and work within all relevant legislation and guidance for practice i.e. NMC/HCPC Code of Practice
- Practice within the NMC Code of Conduct, Performance and Ethics to ensure clinical knowledge is maintained and developed.
- 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 (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 Cooperatives, ECPs, ambulance personnel, Community Matrons, Service Managers, Clinical Lead for Urgent Care Services) in the area to ensure smooth patient flow and that care is delivered collaboratively.
- 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

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 and that all communications are consistent with legislation, policies and procedures.
- In addition to the patients who access the MIU Service on a daily basis, 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.

- To ensure that consent to intervention or assessment is sought in a manner that is meaningful to the service user.
- 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 patient's 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 Annually.
- Oversee a proactive learning environment for healthcare students, visitors and other learners.
- Maintain training and ensure mandatory training is undertaken and in date.
- 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.

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 safeguarding for both paediatrics and vulnerable adults
- Maintain an excellent learning environment for the clinical team. Contribute to the development of others through clinical supervision, reflective practice and on the job teaching in the clinical setting.

Notes on Efforts Required

Physical

- Long periods of standing / sitting interrupted by walking between clinical room / waiting area. Twisting, turning and manual handling activities as part of patient care during clinical shifts.

Mental and Emotional

- Rapid response and quick decision making required in complex clinical situations, when planning and priorities change often. Significant autonomous clinical decision making required.
- Judgement and insight required to work with people who may have mental health difficulties, be under the influence of drugs or alcohol and for whom there may be a query over their capacity to make decision.
- Managing a professional sensitive approach in challenging situations with service users, carers and other colleagues, where there may be distress, or anxiety
- Risk of Face to face abusive and/ or threatening behaviour
- Managing emotional impact of role on oneself, service users and other staff members.
- Working under Pressure of service delivery needs, with an unpredictable workload.
- Maintaining concentration and application to task in a noisy and distracting environment that includes shared workspace.

General Responsibilities

- 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.
- 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

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a

prosecution for an offence or action for civil damages under the Data Protection Act or subsequent relevant legislation.

All Employees are required to comply with the Hospital's GDPR, confidentiality and privacy policies / statements.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally, with respect and without bias or discrimination in line with the Trust's Equal Opportunities Policy and the Law.

Employee are required to report to their manager (or another member of the hospital team as appropriate) or take effective action to deal with any discrimination or unfair treatment that they become aware of.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

Job descriptions - General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development, training and supervision

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s, and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to [NHS Constitution for England - Publications - GOV.UK](#) that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

Role holder At Grade T

| SPECIFICATION | DESCRIPTION Essential | DESCRIPTION Desirable |
|---|---|---|
| <p>Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i></p> | <ul style="list-style-type: none"> • First Level registration (RN) or Allied Health Professional Council • 1st Degree, working towards or equivalent experience • BSc Nurse Practitioner / Emergency Nurse Practitioner / Emergency Care Practitioner/Advanced Paramedic Practitioner or equivalent • Recognised Teaching/assessing qualification or equivalent experience at level 3 • Non-medical X ray referrer and up to date Calrad/Irmer • Resuscitation Level 3 adult and children • Safeguarding adults and children course at appropriate level. | <ul style="list-style-type: none"> • Registered Children’s Nurse • Leadership course, or working towards • Qualification in Minor illness manamgnet • Minor Injury Minor illness in children • Independent/supplementary prescriber V300 or equivalent or working towards |
| <p>Experience/Skills <i>(Type and level of experience required to fulfil duties)</i></p> | <ul style="list-style-type: none"> • Experience of working in an acute or community hospital setting or primary care as ENP/ECP • Evidence of practice as a qualified ENP / ECP and effective clinical leadership • Evidence of significant Continuing Professional Development and up to date Professional Portfolio demonstrating competence as an ENP/ECP • Recent and continued evidence of developing relevant practice. • Experience and excellent knowledge base in assessment, diagnosis and management of minor illness / injuries • Fracture management • Experience of multidisciplinary team working • Experience of developing relationships with external agencies and organisations • Experience of working across organisational boundaries within health or social care • Experience of Change Management • Fully aware of the clinical Governance agenda • Fully aware of principles of Infection Control | <ul style="list-style-type: none"> • Evidence of management experience / training • Understanding of developing protocols and guidelines • Experience of working within an emergency/ urgent care setting • Experience of supervising staff in a clinical setting • Has an in depth understanding of local and national issues relating to urgent care. • Able to demonstrate effective teaching and development / assessment of staff and students • Evidence of being involved in implementing change in the workplace |

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| | <ul style="list-style-type: none"> • Fully aware of Health & Safety at Work and safeguarding principles • Able to promote equality, diversity and rights • Good IT Skills | |
| <p>Communication Skills (Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</p> | <ul style="list-style-type: none"> • Demonstrates excellent ability to communicate effectively and articulately at all levels and to all audiences skilfully utilising appropriate media (written/verbal, formal (reports, care plans / programmes) and informally (clinical discussions), face to face and electronic etc.) • 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. • Ability to develop an environment that provides a good learning experience for students. | |
| <p>Flexibility (Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</p> | <ul style="list-style-type: none"> • Willingness to be flexible and adaptable • Ability to work across 7-day week • Ability to work unsocial hours, if required | |
| <p>Other (Any other key issues not recorded elsewhere in JD or person spec.)</p> | <ul style="list-style-type: none"> • Assertive, motivated and enthusiastic working style • Excellent decision-making skills • Ability to deal with conflict • Calm under pressure • Demonstrate a positive attitude at all times • High professional standards • Able to demonstrate initiative and self-direct • Committed to quality • Understanding of importance of patient confidentiality and key principles of Data Protection Act <p>Experience of using clinical software programs e.g., System one, Trak, PACS</p> | |

Requirements for Role Holder at Grade A.

All of above plus below as essential criteria

- Qualification in Minor illness management
- Minor Injury Minor illness in children
- Independent/supplementary prescriber V300
- Experience of Clinical Audit
- Ability to deal with complaints in accordance to Trust Protocol
- Experience of Recruitment, induction and appraisal of new staff

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

| | Name | Signature | Date |
|--------------|------|-----------|------|
| Post Holder | | | |
| Line Manager | | | |