



## JOB DESCRIPTION

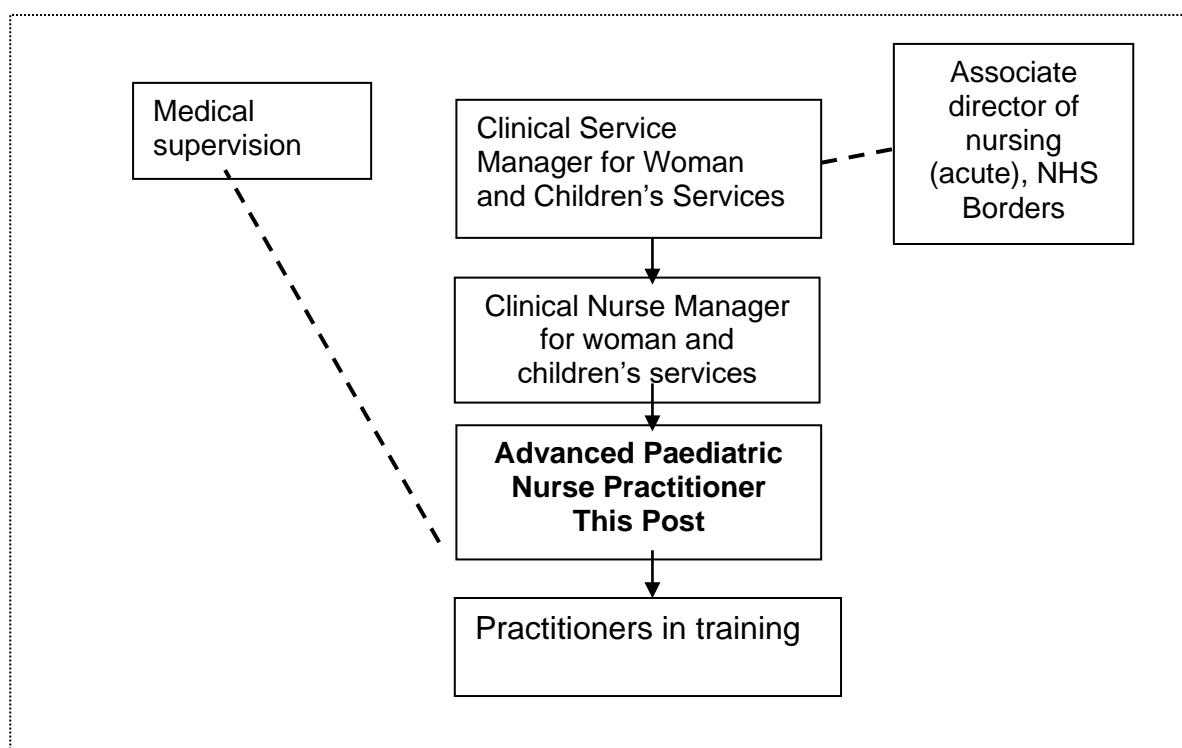
### 1. JOB IDENTIFICATION

<b>Job Title:</b>	Advanced Paediatric Nurse Practitioner
<b>Responsible to:</b>	Clinical Nurse Manager for Women and Children's Services.
<b>Department &amp; Base:</b>	Borders General Hospital
<b>Date of Job description:</b>	June 2009- reviewed Jan 2022

### 2. JOB PURPOSE

- The Advanced Paediatric Nurse Practitioner (APNP) will work autonomously as an expert practitioner with non-resident support from Consultant Paediatrician. They will manage the complete clinical care for their patients utilising expert knowledge base and clinical competence to support multi-professional teams with NHS Borders, ensuring a high standard of clinical care, in accordance with the Nursing and Midwifery Council and Health and Safety Legislation. **This post requires a highly skilled individual who is able to deal with emergency clinical situations until the arrival of a paediatrician who is 20 minutes from hospital.**
- **As a clinical leader, the APNP has the freedom and authority to act autonomously in the assessment, diagnosis, treatment, including prescribing of patients with multi-dimensional problems. This includes the authority to refer, admit and discharge within appropriate clinical areas.**
- The post holder will develop strategies to improve practice and work collaboratively across healthcare boundaries, implementing and evaluating evidence based standards, guidelines and policies.

### 3. ORGANISATIONAL POSITION



### 4. SCOPE AND RANGE

Borders General is a district general hospital of approximately 300 beds providing acute care for a population of 108,000. There is a twelve-bed inpatient paediatric unit, an ambulatory care unit and an 8 bed Special Care Baby Unit. There are approx 4070 A&E attenders under the age of 16 per year.

Borders General Hospital implemented a new model of service delivery in 2012. First emergency assessment and treatment in the out of hours period is provided by a team of APNPs and ANNPs with non-resident on call back up from a Consultant Paediatrician.

The Advanced Paediatric Nurse Practitioner will be the first responder to emergency admissions, clinically deteriorating ward-based patients and to children and young people in A&E. The post holder will facilitate the provision of emergency care for these patients within agreed protocols. The post holder will provide a first response emergency service to all patient areas caring for children and young people i.e. A&E, Ward 15 and will act as an expert resource to General Practitioners within the Borders Urgent Care Service.

The role is integral to both the assessment of patients considered for admission and to the functioning of the Hospital at Night service in ensuring the safe and effective care of patients.

This post is predominately night shift and weekends with rotation to day shift to acquire additional experience, clinical supervision and mentorship. During daytime hours the post holder will be expected to take an active role in working with medical staff to undertake the tasks they normally carry out during night hours. The post holder will be expected to work across role and geographical boundaries, providing complete clinical care for their patient as part of multidisciplinary team.

## **5. MAIN DUTIES/RESPONSIBILITIES**

### **Managerial**

- Develop and propose changes to policies, procedures and protocols for the Neonatal and Paediatric Hospital at Night service which will impact on other disciplines within the Hospital and in Primary Care e.g. the patient journey.
- Participate in the management and development of the Paediatric Hospital at Night service
- Contribute to the formal evaluation of the Paediatric Hospital at Night service
- Audit and monitor standards of care and make improvements where necessary
- Contribute to the development of clinical protocols to facilitate practice developments
- Take a lead role in education to develop members of the multidisciplinary team through regular formal and informal teaching sessions
- Provide supervision and education for students and less experienced staff

### **Clinical Responsibilities**

The post holder will

1. Be responsible for the first line management of acutely ill and injured children admitted to hospital, ensuring that care needs are assessed and programmes of care are developed, implemented and evaluated in partnership with patients/carers/clients/relatives for patients whose needs may be predictable or unpredictable to ensure delivery of a high standard of care.
2. Demonstrate knowledge of the pathophysiology of acute and chronic diseases or conditions commonly seen in practice, differentiating between normal, and variations of normal and abnormal findings. The post holder is responsible for analysis and interpretation of history, presenting symptoms, physical findings and diagnostic information to develop appropriate differential diagnosis.
3. Demonstrate critical thinking and diagnostic reasoning skills in clinical decision-making
4. Provide first line assessment and management of acute and chronic conditions while attending to the patient's response to the illness experience and an appropriate prompt response to calls regarding patients from accident and emergency and ward areas outside of normal working hours. The post holder will assess patients' needs, initiate investigations and provide treatments within agreed protocols and discharge where appropriate.
5. Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, initiating treatment following agreed protocols. Rapidly assesses the patient's unstable and complex health care problems to initiate effective emergency care.
6. Take and record a patient's clinical history including medical, family and social history, talking to the patient, parents or carers as appropriate.
7. Communicate the patient's health status using appropriate terminology, format and technology to the on call consultant paediatrician and formulate an action-plan based on scientific rationale, evidence-based standards of care and practice guidelines.
8. Initiate appropriate and timely consultation and/or referral when the problem exceeds the nurse practitioner's scope of practice and/or expertise.
9. Rapidly and continuously evaluate the patient's changing condition and response to therapeutic interventions and modifies the plan of care for optimal patient outcomes.
10. Act as an advocate for the patient to ensure health needs are met and act ethically to meet the needs of the patient.
11. Use information systems to support decision-making and to improve care.
12. Perform intravenous cannulation and venepuncture as required
13. Provide specialist clinical expertise and act as a role model to all members of the ward team.
14. Prescribe treatment including medications as a registered non-medical prescriber based on contemporary knowledge of pharmacology.

15. Has the freedom and authority to admit and discharge from identified clinical areas, dependent on patient need at time of review. This includes the freedom and authority to refer to all appropriate health care professional groups and agencies, working collaboratively with them.
16. Responds in a timely manner to concerns of vulnerability and public protection, liaising with appropriate agencies.

### **Education**

- Educate ward staff to proactively identify patients who are deteriorating and who may require additional intervention.
- Maintain professional practice through continuing education, professional updating and when/where available, involvement with specialist groups.
- Plans, organises and participates in teaching in own speciality and range of core training with graduate nurse practitioners, undergraduate nursing students, junior medical staff, including GP trainees, and any other members of the healthcare team (physiotherapy, radiology, SAS) Ensure that standards for record keeping are maintained and reviewed on a regular basis in order that the patient record is reflective of their current care needs.
- Maintain confidentiality, while communicating data, plans and results in a manner that preserves dignity and privacy of the patient and provides a legal record of care.
- Contribute to effective teamwork and healthy working relationships through consistent and visible support.
- Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements.
- Participate in and adopt a sensitive and positive approach to the review of complaints learning from the experience of users to improve healthcare experience.
- Participate in relevant research/audit project to service and practice needs and in line with nursing research strategy.
- Take responsibility for the management of standards of care, including work allocation, deployment and supervision of staff, ensuring smooth running of area.

## **6. SYSTEMS AND EQUIPMENT**

Responsible for ensuring that staff are aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees

Responsible for inputting information into electronic patient record where applicable and also into patients written records

Compliance with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records

Promote the use of Information Technology to benefit personal development and patient care

Develop and implement policies and protocols for own area of work

Propose appropriate changes to working practices and procedures for own area of work

Responsible for maintaining appropriate levels of stock in own area of practice, and for ensuring appropriate equipment or supplies are purchased

Responsible for the safe use of equipment;

- Airway adjuncts including endotracheal / tracheostomy tubes, oral / nasopharyngeal airways and bag-valve mask resuscitation device
- Be alert to any public protection issues and respond in a timely manner
- Vital Signs Monitors
- Volumetric pumps / Syringe pumps
- Blood glucose monitoring
- Needles / syringes and blood sampling bottles
- Suction equipment
- Manual handling aids including hoists, boards and slide sheets
- Resuscitation trolley
- ECG Machine

## **7. DECISIONS AND JUDGEMENTS**

The post holder is expected to work autonomously and to manage his or her own workload effectively, reporting to the non-resident on call consultant paediatrician. They are responsible for making decisions regarding the assessment, investigation and management of patients with immediate medical needs in the absence of on site medical paediatric staff

- Makes highly complex clinical decisions including diagnosis and clinical management based on an in-depth broad expert knowledge, and interpretation and synthesis of clinical and other findings such as laboratory investigations and x-rays
- Decisions may include the admission or discharge from hospital
- Instigate, obtain or arrange and interpret appropriate investigations/examinations
- Based on assessment, the ANP can refer patients for specialist opinion
- Formulate an action plan for the management of the patient based on a synthesis of clinical information including the patient's history, clinical assessment, results from relevant investigations and based on appropriate evidence based practice
- Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by broad policies and guidelines (NHS Borders, NICE, SIGN etc).
- Plans a package of care for individual patients including prescribing pharmacological and non-pharmacological interventions/therapies as appropriate
- Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.
- Works autonomously within a multidisciplinary team
- Support and develop staff to broaden their skills, knowledge & experience in the interests of succession planning.
- Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service.
- Initiate and follow through appropriate procedures when a breach of policy occurs
- Responsible for the development of action plans to address any system failures
- Works collaboratively to meet the demands of the service

## **8. COMMUNICATIONS AND RELATIONSHIPS**

Post holder must demonstrate a record of excellent communication skills

- Must be able to receive and provide highly complex clinical information on a regular basis several times during a shift
- The post holder will be expected to possess effective negotiation skills and to demonstrate a non-judgemental, empathetic approach at all times
- Will effectively communicate with patients and their families, ensuring that complex clinical information is conveyed and understood and that highly sensitive information is communicated with empathy e.g. suspected child abuse
- Liaise closely with the night managers, Accident and Emergency, Borders Emergency Care Service and the Training and Development Team to ensure the operational management and development of the service.
- Membership of cross-function hospital based and board-wide working groups which have the purpose of devising policy changes or service redesign.
- Have overall continuing responsibility for establishing effective systems and standards of communication for routine, complex and highly sensitive and stressful matters.
- Actively encourage care cohesion and communication between primary, secondary and tertiary centres, social care workers, patients, families and other relevant departments/agencies.
- Will utilise a wide range of media such as telephone, verbal, written and electronic communications to overcome any difficulties in communication, such as language barriers, clinical conditions e.g. children with complex conditions to identify and negotiate appropriate actions to reach agreed outcomes.
- Establish and maintain relationships based on mutual respect, empathy, sensitivity and reassurance
- Effectively manage complaints and incidents, as per department guidelines.

## **9. PHYSICAL DEMANDS OF THE JOB**

The post requires manual handling and the use of manual handling equipment, including:

- On every shift assist with the moving and handling of patients, ensuring adherence to policies and guidelines.
- Moving beds, trolleys, furniture and equipment as required.
- Continually moving between clinical areas in Borders General Hospital
- Manage, on a frequent basis, safe contact and disposal of uncontained body fluids (blood, urine, faeces)
- Immediate response to emergency bleep
- Will be expected to exhibit the appropriate degree of dexterity whilst performing clinical procedures
- The post-holder will be trained and may need to assist in control and restraint situations with aggressive patients.

### **Physical skills**

- Administering oral, rectal, inhaled, intravenous injections and or intra-muscular and sub-cutaneous injections, syringe pumps and infusions.
- Insertion of urinary catheters.
- Insertion of nasogastric feeding tubes.
- Enteral feeding.
- Wound dressings, Removal of sutures.
- Stoma care – Tracheostomy / Gastrostomy and sizing of tubes.
- Teaching and education of new cares/skills to parents/carers.
- Appropriate disposal of sharps and chemotherapy.

### **Mental Demands**

- Concentration required when checking documents/patient notes and calculating drug dosages, any child /patient related activities whilst subject to frequent interruptions from patient/relatives/team members.
- Sustained concentration during child/ young people related activities in situations where individual's or parent's/carer behaviour may be unpredictable.
- Accuracy of differential diagnosis from presenting history and clinical examination findings.
- Sustained concentration of patient related activities from presentation to diagnosis and initiation of care management, admission/transfer or discharge.
- Sustained concentration of patient attendance to determine the severity of illness and possible initiation of emergency interventions.
- Sustained concentration of patients during nurse led food challenges or immunisations for signs of anaphylaxis and subsequent emergency interventions.
- Sustained concentration during patient assessment to determine appropriate prescribed medicinal management.
- Sustained concentration/observation of child after administration of prescribed management for adverse drug interactions, allergies, effective administration and concordance.

### **Emotional Demands**

- Recognition, assessment and provisional diagnosis of the sick child and initiation of emergency interventions with unpredictable outcomes.
- Caring for the parents following the sudden death of a child.
- Communicating with distressed/anxious/worried patients/relatives.
- Caring for children/young people with complex neurological conditions.
- Caring for chronic and terminally ill children and young people.
- Caring for highly dependant children/young people.
- Caring for children and young people, families and carers following receipt of highly complex and sensitive information /bad news.
- Dealing with staffing issues, staff complaints and poor performance.
- Providing staff support.
- Demonstrate an ongoing awareness of professional boundaries when working long-term with chronically sick children and young people and their families.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

- Developing a new and challenging clinical role to best meet the needs of the service.
- Managing an unpredictable and diverse workload in the absence of on site paediatric medical cover
- Prioritise workload to provide immediate response to emergency calls
- Balancing the demands of all stakeholders to provide an efficient, safe and effective service.
- Matching expectations and needs of children and young people and their families/carers to the resources available.
- Be skilled in, use and interpret a wide range of diagnostic and assessment skills including physical examination, and supplementary test.
- Provide independent consultation.
- Assess complex presentations of children and young people using in depth knowledge of the disease / condition.
- Facilitate complex discussion that requires analysis, interpretation and comparison with a range of options.
- Act as an advocate on behalf of children and young people, family and carers ensuring equity at local level.

## **PERSON SPECIFICATION**

For the post of Advanced Paediatric Nurse Practitioner

Below are the essential knowledge, training (including qualifications) and experience required to do this job.

### **ESSENTIAL**

First level nursing or midwifery qualification (appropriate part of NMC Register relevant to area) with first degree or evidence of continuing professional development equivalent to level 9 of Scottish Credit and Qualifications Framework (SCQF) as a minimum Qualification – Registered Paediatric Nurse Registered and evidence of Pg Dip at masters level of advanced practice.

1. Ability to maintain professional and personal credibility across all staff groups
2. Ability to lead teams, lead practice and continuous professional development, work effectively as part of a multi-professional / multi- agency team
3. Personal motivation and enthusiasm for the development of nursing, patient care and the enhancement of the patients experience of care
4. Evidence of IT knowledge and skills
5. Knowledge of Data Protection Act and patient confidentiality
6. Excellent verbal and written communication skills

### **DESIRABLE**

1. Ideally post holder should have a minimum of 5 years post registration experience within Paediatrics and/or demonstrate expert clinical and professional practice developed through experience and theoretical knowledge. A specialist qualification in their field is desirable
2. Counselling Skills
3. Current Driving Licence

### **PERSONAL QUALITIES**

1. Committed to promoting and sustaining the highest standard of care
2. Good interpersonal skills
3. Calm organised approached
4. Resourceful, able to prioritise and manage a varied, complex workload