

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job Title:	Senior Nurse Practitioner (Band 6)
Responsible to:	Adult Sites – CNM HAN
Department(s):	Hospital at Night/Hospital at weekend
Directorate:	Adult Sites – Diagnostics/Critical Care /Theatre and Anaesthetics
Operating Division:	Critical Care /Theatre and Anaesthetics
Job Reference:	134753
No of Job Holders:	
Last Update (insert date):	Jul 2021

2. JOB PURPOSE

The main purpose of the senior nurse practitioner is to provide a high quality easily accessible, timely acute and emergency clinical service for patients within Lothian University Hospitals Division.

The post holder will ensure the delivery of high quality, clinically effective care; utilising advanced clinical skills and knowledge incorporating research and evidence based practice in collaboration with colleagues in every day practice.

To work effectively and provide leadership, clinical support and advice to nursing and junior medical staff acting as a first point of contact and making referrals to or co-ordinating with the other members of the Hospital at Night Team.

With supervision and guidance take responsibility for dealing with site management issues in the first instance. Including staffing, bed management, resource allocation and issues with estates. Liaise with other members of the team to facilitate this service.

To provide supported liaison with the Lothian Unscheduled Care Service facilitating patient referrals for potential admission and with on call specialities with patient self referrals.

3. DIMENSIONS

NHS Lothian delivers services within the environment of a University Teaching hospital setting.

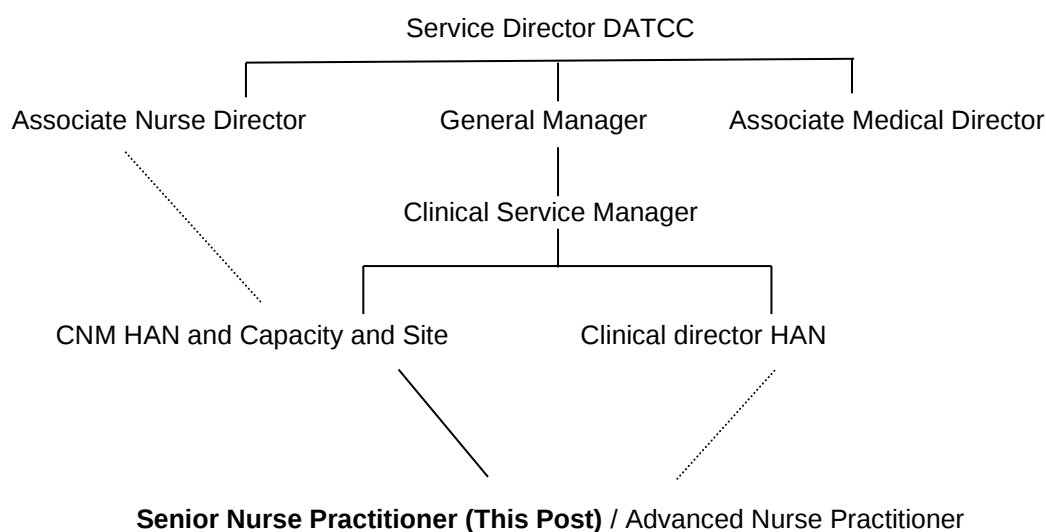
The post holder will be part of a multi-professional team (medical and nursing staff) delivering a clinical service overnight. For the adult service the site will be determined by service need, staff availability and competence

One member of the nursing team will work as service co-ordinator on each shift – this responsibility will be shared equitably between practitioners

The HAN service co-ordinator will also have delegated responsibility for the management of the hospital site with support from ANP's in the HAN team. The co-ordinator will also have the delegated budgetary responsibility to utilise bank nurse staff to ensure wards are resourced appropriately and cost effectively.

Key staff with which the post holder will interact with includes the Clinical Director, Associate Clinical Director, Clinical Nurse Manager, allied health professionals, clinical and non clinical staff.

4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

The role of the Hospital at Night /Weekend Service is to provide a clinical service to hospital patients across NHS Lothian. This is achieved by having a multi professional group of nurses and doctors on duty to support this. The staff have been trained or are training in clinical decision making at BSc level and are competent in the delivery of acute care and the clinical assessment of patients.

The Service also has a role in the education and training of ward based staff.

The service will expand to provide team based clinical care out with night hours depending on clinical need

6. KEY RESULT AREAS (bullet points throughout are not in any particular order)

Professional

- Practice at all times within the Nursing and Midwifery Council Code of Professional Conduct
- Develop the role by using evidence-based practice and continuously improve own knowledge, following local and national guidelines..
- Monitor standards of care within the defined policies, procedures and protocols of the Wards, Directorate and Pan Lothian System to ensure adherence to, and delivery of, a high quality service.
- Act as an exemplary professional role model and an ambassador for the Trust in professional and public settings.

Clinical

- Identify and prioritise acutely ill patients and facilitate early clinical intervention.
- Provide developed clinical care and telephone triage of patients liaising with Lothian Unscheduled Care Service and other members of the clinical team.
- Assessment of self presenting patients and direction to appropriate healthcare service or arrangement of admission for further assessment and potential admission.
- Respond to clinical emergencies inclusive of Cardiac Arrest, Major Haemorrhage and Major Incident and have an active participation within the clinical team
- Under the auspices of agreed protocols/ guidelines, assess the need to order and interpret appropriate clinical investigations.
- Utilising skills acquired through advanced training and competence achievement, establish a patient's management plan, including undertaking investigation requirement.
- Utilising skills acquired through MSc or MSc level training and competence achievement, establish a patient's management plan, including undertaking appropriate investigations.
- Provide clinical expertise within training framework to wards, departments and multidisciplinary teams and supports junior staff in clinical practice.

- Utilise protocols within boundaries of NMC code of conduct in order to optimise patient care and be aware of boundaries of responsibilities and limitations of clinical skills.
- Administration of medicines within the framework of PGD .
- For surgical nurse practitioner role, work closely with surgical team to ensure safe, effective and appropriate management of patients.
- Offer advice/guidance to all specialities in relation to appropriate investigation.
- Provide initial support in bereavement situations to the bereaved and their families, addressing practical, spiritual and cultural issues, contacting bereavement counsellor for the continuation of family support.

Educational

- Will commit to completion of a BSc/Honours level work based module (Clinical Decision Making Module) in the first year recruitment to post.
- Maintain a portfolio of evidence outlining development in problem solving, decision-making and evaluation, as part of annual objectives.
- To maintain the identified specialised competencies of a Senior Nurse Practitioner
- Responsibility for identifying where additional education support/development is required and establishes an action plan to meet individual personal training and development needs.
- Identify the educational needs of the specialist groups of patients and their carers and act as a resource of knowledge and clinical expertise to ensure care delivered to the patient and family is appropriate and optimum.
- Deliver education and assist with the supervised practice of nursing staff within the Trust.
- Attend mandatory updates in defibrillation, ILS/ALS, and complete on line pro-learn modules as listed in the HAN competency folder.
- Involved in the formal assessment of junior doctors effectiveness within the acute care setting
- Act as a resource, educator, mentor for health professionals both within and out with the Trust, giving external lectures at local Universities as required, in relation to role.
- Responsibility to attend team training/development days.

Research/Clinical Effectiveness

- Ensure practice is evidence based and will enhance the patients journey
- Responsible for assessing and monitoring risk in own and others practice. Action on the results to ensure safe delivery of care.
- Facilitate, develop and monitor quality initiatives in line with local and national requirements and guidelines.
- Promote the service's development by proposing and leading research and audit projects, disseminating information in relation to audit findings.
- Ensure good communication is maintained with professional development department, clinical skills centre, resuscitation training officers, NES and fellow practitioners nationally to foster an environment conducive to learning, enquiry and research.

Leadership and Management

- Assist in the development of policies and clinical guidelines to support the role of the senior practitioner role within Hospital at Night/Hospital at Weekend.
- Influence decisions regarding service delivery through active participation in meetings including HAN Team Meetings.
- Act as a role model demonstrating high standard of holistic care and provide mentorship and support to clinical staff.
- Demonstrate high level problem solving skills in making decisions and providing solutions for a diverse range of problems/issues.
- Deliver the service within the financial resources available ensuring clinical governance standards are maintained and delivery of the highest possible level of patient care within available resources at all times.
- The ability to have a global and flexible view of the HAN/HAW team across all three sites and to use judgement to ensure that sites are adequately staffed depending on clinical need.
- Develop and participate in Clinical Governance, Clinical Effectiveness and Risk Management, and participate in delivering the Directorate agenda.
- Demonstrate the importance of resolving complaints timeously and effectively, through investigating and responding at local level and escalate as appropriate.
- Implement effective communication that meets the needs of patients, relatives and other members of the multidisciplinary team out of hours.

- The HAN Co-ordinator will also undertake the delegated site manager within designated hours on a nightly basis depending on the site base. The co-ordinator is first point of contact for all calls and for providing advice and support to ward areas on clinical issues.
- As site manager overnight responsibilities include effectively and efficiently managing the use of the nursing resource to ensure that appropriate skill mix is maintained at all times, to utilise nurse bank staff to ensure wards are staffed appropriately and cost effectively thereby minimising use of agency staff, recording sickness and provisional planning for ward cover. Management of site incidents and any arising issues and is available as first point of contact for advice and support for the ward areas.
- As site manager, implement the relevant standard operating procedure ensuring provision of specialist advice on the appropriate use of beds, placement of patients on clinical need and minimising boarding where possible.
- Demonstrate good interpersonal/communication skills in MDT setting and in relation to management of ongoing change process
- Seek support and advice from ANP where appropriate in order to ensure that clinical and service requirements are met.

7a. EQUIPMENT AND MACHINERY		
Post holder is expected to have a knowledge and ability to use all equipment, however may not have daily clinical involvement.		
Generic	Specialised	Very Specialised
Television Bedside Unit	Hoists – Encore, Sara, Maxi/Arjo	Cardiac Monitor
Fridge	Bath hoist	Pulse Oximeter, apnoea monitor
Ice Machine	Infusion Devices – Alaris, Asena, Grazeby.	767 Diagnostic System
Nursing Call System	Blood Pressure Machine	Defibrillator – semi automatic and manual
Database /Computers	Glucometer	Electrocardiograph
Fire Equipment	Suction Equipment	Doppler
Pneumatic Tube System	Nimbus Pressure Mattress	Blood Warmers
Pat Slides	Repose Boots	Blood Gas Analyser
Supreme 104 Water Boiler	Skeletal Traction	BiPAP
Walking Aids (Zimmer, Gutta Frame, Crutches, Walking Sticks)	Humified Therapy	Respiratory Rate Monitoring
Oxygen Cylinders	Air compressors	Infusion Devices: PCA, Epidural
		Enteral + parenteral nutrition pumps
		Syringe Drivers
Samhall Turner	Respiratory spirometer	Transport Equipment: • Ventilation • Monitoring • Fluid Control
Banana Board		A- Line monitoring
Raised Toilet Seats		C-line monitoring
Pat Slides		CPAP
Glide Sheets		VAD
X Ray boxes		Warming/cooling blankets
Electrically Controlled Chair		End Tidal CO2 monitoring

Wheelchairs		High/Low suction equipment
Trolleys		Intermittent positive pressure ventilator (Bird)
		Bladder scan

7b. Systems
Maintenance of patient records Local patient administration system – TRAK Management of HAN workbench on TRAK Apex Laboratory System – Specimen Results Internet and Intranet – Personal and Business Datix Incident Reporting System Empower (PWA) Learn Pro SSTS

8. ASSIGNMENT AND REVIEW OF WORK
The post holder will have a Personal Development Plan, which will be reviewed annually by the delegated line manager. This includes an assessment of clinical competence. The post holder is responsible for managing his or her own caseload with some support from colleagues. The CNM for HAN and the Clinical Director for HAN will provide professional nursing advice and support. The clinical workload is generated from the hospitals general patient activity, the services within the trust, legislation and performance indicators set by the Scottish Government Health Department. The CNM and Associate Nurse Director will provide professional nursing advice. Clinical Director or Associate will manage assessment of clinical competence. The outcome of this will benefit the quality of the service to the patient.

9. DECISIONS AND JUDGEMENTS <i>(bullet points throughout are not in any particular order)</i>
The post holder is expected to deal with competing demands from patients, nursing and medical staff. The post holder is clinically and professionally expected to make autonomous decisions, supported by ANPs on a daily basis, including provision of advice to junior staff in clinical decision making, and the rest of the multidisciplinary team (including medical staff). The post holder is expected to make informed autonomous decisions, supported by ANPs both professional and operational, including provision of professional and managerial advice to the multidisciplinary team. Demonstrate understanding of the Child Protection and/or Vulnerable Adult process, and act appropriately.

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB <i>(bullet points throughout are not in any particular order)</i>
• Working as an integral part of the hospital at night team. • Effective time management. • Addressing and managing the diversity of needs presented to the hospital at night team. • Implementing change effectively. • Implement change effectively and maintaining the change process. • Dealing with conflict/violence and aggression in an appropriate manner. • Dealing with unexpected stressful situation, event/crisis e.g. sudden death through illness or trauma and supporting both the bereaved and staff involved and knowing when to refer to the on call manager.

- This post demands a high level of communication and negotiation skills and approachability.
- Dealing with telephone self referrals from patients from specialities and self presenting patients to ensure a safe clinical outcome.
- Need to respond confidently and quickly to emergency situations
- Dealing with resistance to change across the staff groups, at times hostile and intensive for prolonged periods.

11. COMMUNICATIONS AND RELATIONSHIPS *(bullet points throughout are not in any particular order)*

- Communicate with the patient, relatives and carers on the delivery of patient care.
- Liaise with other members of the hospital at night team and multidisciplinary team on service needs and requirements.
- Triage and communication with Out of Hours Service
- Liaise regularly with admission wards and medical team regarding admissions and bed availability
- Other relevant lines of communication will encompass the following internal and external groups to ensure the gathering and dissemination of information as appropriate;

Internal Communication

Members of the HAN team
 Multidisciplinary clinical teams
 CNM for HAN
 Clinical Director/Associate for HAN
 Capacity management teams
 Senior medical staff within and out with speciality
 Nursing staff within and out with speciality
 Allied Health Professionals.

External Communication

External hospitals with exemplars of expanded and advanced practice.
 Staff organisations
 Scottish Ambulance service
 Lothian Unscheduled Care Service
 NHS 24 Service
 Cancer Treatment Helpline
 Community Health Practitioners

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

(bullet points throughout are not in any particular order)

Physical Skills

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions.
 Insertion of urinary and 3 way catheters
 Placement of naso-gastric tubes
 12 – lead ECGs.
 Intravenous cannula/venepuncture
 Administration of drugs via vascular access devices e.g. Hickman lines, PICCs
 Intravenous additives
 Blood Glucose monitoring
 Arterial bloods gases
 ILS/ALS
 Semi-automatic defibrillator
 CPAP/BIPAP
 Advanced maintenance of pt airway (ambu-bag)
 Tracheostomy care
 Invasive ventilation (portable)
 Ordering of chest x-rays
 History taking/ patient assessment
 Interpreting of blood results
 PGD'S
 Bladder scans

Physical Demands

Patient movement with use of mechanical aides, manoeuvre patients.

Push trolley's, wheelchairs

Stand/walking for the majority of shift

Activities of daily living

Mental Demands

Concentration, required due to the nature of the Clinical Co-ordination/Site Management role. They will be subject to frequent direct and indirect interruptions from patients, relatives and the multidisciplinary team.

Performing at high levels of concentration for extended periods of time

Perform and interpret diagnostic investigations and act upon them.

Retention and communication of knowledge and complex information to facilitate effective handovers to site managers and medical day teams

Document assessments and plans in the patients record and prescribe care within clear protocols.

Manage the assessment and prioritising of individuals utilising a systematic approach.

Critically analyse the features displayed by individuals with sudden or emerging complications and initiate treatment within agreed protocols and if necessary ensure correct lines of referral.

Time management

Developed leadership skills.

Developed responsibility skills.

Service changes.

Organisational changes.

Communication difficulties (deaf, blind, language problems)

Political agendas.

Workforce planning in collaboration with Clinical Nurse Managers.

Emotional Demands

Dealing with competing demands from the patient, nursing and medical staff and the hospital at night team.

Responding effectively and appropriately to staff and bed management needs.

Coping with pressure from multidisciplinary team to identify bed availability and arrange patient transfer/admission within time constraints of 4 hours.

Providing clinical advice to MDT

Providing clinical advice and support to multidisciplinary team.

Communicating with distressed/anxious/worried patients/relatives

Communicating complex issues with the multidisciplinary team.

Caring for the terminally ill and their relatives

Caring for patients and staff following receipt of bad news and supporting relatives.

Personal/interpersonal stressors

Spiritual.

Working conditions

Exposure to body fluids several times each shift.

Time spent as coordinator answering telephone and working on PC.

Exposure to verbal aggression high frequency.

Temperature/air quality of working environment

Ergonomics

Annual skin surveillance.

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB *(bullet points throughout are not in any particular order)*

Essential

- First level registered nurse with experience in an acute care setting, at band 5 or above, or relevant experience demonstrating the appropriate competencies and skills for the job.
- Evidence of further education including post-graduate certification/diploma
- Continuous Professional Development, education and training skills in relevant area
- ILS
- IT skills.

- A flexible approach to work to enable effective team working across clinical specialities and across required Lothian sites.
- Highly developed interpersonal skills
- Enthusiasm for developing the profession of the senior / advanced practitioner.
- Self-motivated, innovative and flexible.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Date:

Head of Department Signature:

Date:

