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# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Advanced Nurse Practitioner Lead**

**Responsible to: An Appropriate Identified Unit Manager**

**Department(s): Various**

**Job Reference: UD-G-ANP(Lead)-B8a**

**2. JOB PURPOSE**

To direct and manage the provision of advanced practice within Board Area and to support the Consultant Nurse to develop/implement Advanced Practice.

There is continuing responsibility for the leadership and professional management of the Advanced Nurse Practitioners (ANPs). As the accountable officer of the team there is a responsibility for ensuring that processes are in place to deliver high quality patient care.

There is ultimately responsible for the management of the team including the following:

* Providing visible clinical and professional leadership to all members of the team.
* Providing operational management of the team to ensure that patient’s receive a high quality, easily accessible and timely service.
* Providing management support and work with the Lead Nurse in the day-to-day operation of the team in conjunction with the medical lead and Service Delivery managers.
* To deploy nursing staff as appropriate.
* Support and advise the team and act as a professional resource for all members of the multidisciplinary team.
* Provide clinical expertise regarding Advanced Practice for NHS Forth Valley.
* As a member of the management team play a key role in service delivery and the strategic development of services
* Ensure that processes are in place that will guarantee the delivery of high quality, patient focussed services through effective leadership and collaboration with the multi-disciplinary team.
* Drive service excellence ensuring the continuing professional development of staff.
* Provide the lead on the implementation and provision of training and education programmes that provide nursing /medical staff with skills to undertake roles within the advanced practice team, in conjunction with medical staff.
* Manage the process to ensure the maintenance and development of service quality, leading audit and service review, standard setting and the implementation and evaluation of service development.
* Lead responsibility to ensure that systems are in place to minimise risk and maintain the safety of the work environment.
* In collaboration with the line manager deal with complaints and implementing learning and improvement opportunities arising from complaint investigation within the team and corporately if necessary.
* Ensure the effective and efficient use of all resources and to identify potential efficiency, devising and implementing programmes to ensure that a quality, cost effective service is provided at all times
* Take responsibility for the recruitment, selection and ongoing management of staff including staff development and performance management

This role also includes a clinical responsibility, enabling a holistic approach to care, using nursing and clinical skills to incorporate aspects of medical care.

Assess care needs, develop, implement and evaluate programmes of care at an advanced level working autonomously to diagnose and make decisions about the clinical management of patients, often in specialist areas appropriate to their qualification/ experience and to a level equivalent to that of middle grade medical staff. They will provide expert professional nursing and midwifery advice/support to patients, carers and colleagues.

**3. DIMENSIONS**

There is a requirement to provide cover during periods of absence or vacancy. This requires adaptability and the knowledge and skills to carry out tasks to maintain the smooth running of the service / department.

The specific requirements will vary between Practices but the type and level of duties and tasks will be commensurate to the level of the post.

**4. KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

Autonomously assess, set and maintain standards of patient care, including the implementation and evaluation of these within the designated area of responsibility.

Act as a source of expert advice and guidance for clinical practice within the designated area of responsibility.

Practice advanced clinical skills that will ensure the safe delivery of effective programmes of care within the designated area of responsibility.

Ensure that care in the designated area of responsibility is consistent with local and national policies and protocols and lead on the use of evidence-based guidance to improve clinical practice.

Identify opportunities that will improve the care provided for individual patients and client groups.

As directed by the Service Manager, General Manager, Head of Nursing / Midwifery liaise with medical colleagues to maximise the effective running of the designated area of responsibility.

Develop and implement specialist care packages.

Prescribe and administer medications.

* **Policy and Service**

**There is a responsibility to:**

In collaboration with the line manager ensure that incidents and complaints are dealt with in line with the relevant policies implementing corrective action as agreed.

Ensure that patients, relatives and staff have a safe and secure environment.

Play a key role in service delivery and the strategic development of services

Ensure that processes are in place that will guarantee the delivery of high quality, patient focussed services through effective leadership and collaboration with the multi-disciplinary team.

Drive service excellence ensuring the continuing professional development of staff.

Ensure that standards of cleanliness are maintained and policies for the control of infection are strictly implemented.

Project manage specific pieces of work relevant to the area of responsibility.

* **Finance and Physical Assets**

**There is a responsibility to:**

Use specialised equipment to carry out advanced procedures relevant to the clinical environment.

Check equipment, identify faults, trouble-shoot and carry out associated maintenance tasks.

Ensure the effective and efficient use of nursing resources to safeguard the delivery of patient care and professional standards.

Deputise for the Line Manager as necessary making decisions and granting authorisations in their absence relating to all clinical and budgetary responsibilities as appropriate.

* **Staff Management/Supervision, Human Resources, Leadership and/or Training**

**There is a responsibility to:**

Manage the recruitment, selection and ongoing management of staff including staff development and performance management

Participate in clinical and practical education, support and development of the multidisciplinary team, provide clinical advice to members of the multidisciplinary team.

Contribute to educational programmes for pre and post registered and non-registered staff.

Provide professional leadership to the clinical staff within the clinical area, creating a sense of common purpose and developing the team’s ability to achieve patients’, service and organisational needs and objectives.

Lead by example through effective role modelling to inspire and motivate staff to reach their potential for the good of the individual and the organisation

Carry out ANP Personal Development Planning and Reviews annually agreeing objectives, oversee the drafting of related documents and facilitate their delivery.

Manage underperformance through the development and delivery of an agreed framework that protects patients and public safety.

Supervise, advise and instruct new advanced nurse practitioners in practical procedures, care and management of patients, covering for in-house training sessions as required.

Advise / inform line manager on the deployment of appropriate staff resources to meet clinical need.

* **Information Resources**

**There is a responsibility to:**

Maintain accurate multidisciplinary clinical records

* **Research and Development**

**There is a responsibility to:**

Support clinical audit and research to ensure that clinical practice is evidence based and ensuring patients, public and staff involvement in evaluation and implementation.

Participate in research and audit cycles to enhance clinical practice, actively promoting and demonstrating evidence-based best clinical practice.

**Skills**

* **Physical**

**There is a requirement to:**

Use small pieces of equipment in providing care such as needles, syringes, ampoules and bottles of medicines as well as instruments to change wound dressings, remove sutures or apply topical medication.

Conduct invasive and non-invasive diagnostic and therapeutic procedures relevant to the clinical environment.

Carry out these procedures with adults and children depending on clinical knowledge and skills.

Use equipment associated with the specialty and advise patients and carers regarding their use where appropriate. Dependent on the clinical environment, these might include:

Respiratory equipment

Intravenous infusion devices

Patient monitoring equipment

Emergency Equipment

There is a requirement to be familiar with the use, storage and maintenance of all equipment used within the clinical area of work.

* **Communication**

**There is a requirement to:**

Ensure effective communications within and out with the clinical area , at all levels; including Professional Nurse and Locality meetings..

Maintain effective professional communication with members of the multi-disciplinary care team, management team, wards and departments in NHS Forth Valley and associated agencies and organisations, internal and external.

Keep senior management informed and updated on any relevant issues.

Deliver and ensure effective communication with patients, carers and members of the multi-disciplinary and management teams and outside agencies, in styles appropriate to people and situations.

Communicate very complex / sensitive information relating to clinical conditions to patients and relevant parties where there may be barriers to understanding.

Use developed communication skills to convey empathy and reassurance and where appropriate, obtain consent/ agreement for procedures or treatment.

Minimise the potential for conflict and complaint, resolving disputes locally wherever possible and making appropriate referral to the senior management team in the rare circumstances when this is not possible

As requested by the Service Manager, General Manager and Head of Nursing / Midwifery or Director of Nursing contribute to reports, service plans, polices / procedures and other documentation

* **Analytical and Judgements**

**There is a requirement to:**

Exercise independent judgement to investigate, diagnose, plan, implement, manage and evaluate the clinical care working within the agreed protocols and guidelines.

Screen patients for diagnosis and disease using clinical and other findings e.g. Laboratory results, X-ray, Ultrasound scanning etc, making autonomous decisions based on interpretation of clinical and other findings.

Order treatment as a nurse prescriber based on a sound knowledge of pharmacology.

Work autonomously and refer appropriately and timeously to senior medical staff

* **Planning and Organising**

**There is a requirement to:**

Manage a caseload, referrals and requests for input from other professionals.

Prioritise work, delegate duties to other clinical staff and to respond to emergency or urgent situations.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Be physically mobile for the majority of the shift.

Respond speedily and effectively to emergency or unplanned situations.

Move furniture and equipment as required.

Assist with moving and handling of patients.

**Ensure that all of the above is carried out in line with NHS Forth Valley’s policy on moving and handling.**

* **Mental**

**There is a requirement to:**

Concentrate while undertaking clinical assessments and interventions throughout the day.

Deal with frequent interruptions as the senior clinical person on duty and also to respond to emergency or urgent situations with little or no notice.

* **Emotional**

**There is a requirement to:**

Occasionally deal with emergency situations involving sudden clinical deterioration with the possibility of a poor outcome.

Be involved in difficult conversations with patients and relevant parties e.g. implications of diagnosis and prognosis, decision to withdraw treatment.

Be involved with the direct care of patients and relevant parties who have received bad news or have experienced sudden bereavement, pregnancy loss.

Be involved in situations involving Child Protection or Adult Support and Protection issues.

* **Working Conditions**

**There is:**

Exposure to body fluids on a number of occasions daily. This can be saliva, sputum, urine, faeces with resulting unpleasant smells.

Occasional exposure to verbal / physical aggression

**5. FREEDOM TO ACT WITHIN THE JOB**

There is a responsibility to the Department Manager / Service Manager / General Manager / Head of Nursing / Midwifery. There is a requirement to recognise situations that require assistance and support from Senior Management.

There is an independent authority to make decisions pertaining to the management and prioritisation of care within the clinical area according to clinical, organisational and professional judgement; and managing the emotional needs of patients and staff resulting from those decisions.

There is an expectation to make autonomous clinical decisions on a daily basis for patients within the clinical area while adhering to Nursing & Midwifery Council (NMC) requirements / guidance, seeking advice and referring appropriately to senior medical staff.

There is professional accountability for the standards of patient care delivered by staff within the clinical area and a requirement to recognise own ability and limitations and where appropriate identify these as part of ongoing personal development planning.

Work will be reviewed at reasonable intervals informally and mor formally on an annual basis as part of the Personal Development Planning and Review process when objectives will be discussed and agreed.

**6. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

**There is a requirement to posses:**

Registered Nurse or Midwife on the NMC Register

Specialist post-registration qualification at (or equivalent to) Masters level

Recognised Nurse prescriber (NMC accredited V300)

Clinical competencies relevant to the area of work e.g. catheterisation, cervical screening.

Evidence of continuing professional development through extensive post registration experience in specialties relevant to the clinical specialty / area

A detailed knowledge and understanding of the national policy context in relation to advanced nurse practice and the relevant clinical specialty

**7. DEPARTMENT ORGANISATION CHART**

Line Manager

**Advanced Nurse Practitioner Lead**

Clinical Lead

Advanced Nurse Practitioners/Advanced Nurse Practitioner in Training