#### **JOB DESCRIPTION TEMPLATE**

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| JOB IDENTIFICATION |
| Job Title: Nurse Consultant – Advanced Nursing Practice  Responsible to (insert job title): Nurse Director Primary Care  Department(s): Corporate Nursing  Directorate: Corporate Nursing  Operating Division: Advanced Nursing Primary/Community Settings  Job Reference: 155643  No of Job Holders: One  Last Update (insert date): [NB: please do not use an auto-update function] |

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| 2. JOB PURPOSE |
| The Nurse Consultant will provide operational and strategic nursing leadership, and consultancy on all aspects of care and treatment aspects of advanced nursing practice across Primary and Community care across the 4 Health and social care partnerships within NHS Lothian and nationally    Developing and delivering service strategic plans relating to advanced nursing practice across Primary and Community care in line with local and national nursing strategy with Corporate and clinical governance accountability. This will involve working across professional and organisational boundaries, in partnership and in collaboration with others including service users, carers, health professionals, social work, and voluntary sector staff, Higher Education Institutions, Healthcare Improvement Scotland and NHS Education for Scotland.    The post holder will have responsibility in four main areas:     1. **Professional Leadership & Consultancy** 2. **Clinical Expert Advanced Practice** 3. **Operational Management and Service Development** 4. **Education, Training, Research and Development** |

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| 1. **DIMENSIONS** |
| The service requires strong nursing leadership and support for professional development of staff as they deliver highly specialist care to a diverse patient population.  **Size**  Community Health Services are provided across four Health and Social Care Partnerships, serving a population of circa 850,000 people including those services hosted on behalf of NHS Lothian, South East Region and National Services Scotland  The post holder will liaise with a number of professionals/agencies, both internal and external on a daily basis including GP practices, Therapists, Finance, Procurement, Support Services, Education Facilitators, Health and Safety and Risk Management Local authority teams and the voluntary sector.  **Scope**  The Nurse Consultant will:  Work as part of an integrated services within four partnership areas  Work with colleagues across a wide range of statutory, voluntary, and professional organisations locally, nationally, and internationally to share strategic, policy, service and to lead professional development that will impact on patient care in Lothian, Scotland, the UK and abroad.  **Staffing**  There are no direct reports.  There are currently 111 ANP of which 15 in any given academic year will be trainees and 44 Nurse practitioners in Lothian across community which includes those working in a primary care setting, community nursing teams, care home teams and acute care services providing advanced care in the community such as hospital at home hospital to home and community based acute assessment services, CWIC service and ANP roles supporting intermediate care facilities in each HSCP across Lothian  **Professional Lead/Reports**  As professional lead will have responsibility for education and clinical supervision and mentorship for all ANP working within all community settings. This will include direct one to on contact and via education forums on a quarterly basis. Post holder is accountable and has corporate professional responsibility for the total Advanced Nurse Practice workforce with technical professional responsibility provided by the four Chief nurses within each partnership area.  **Budget**  No individual budget required for this role  The post holder is employed within NHS Lothian and there may be a requirement to work flexibly across Lothian to meet service demands |

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| 4. ORGANISATIONAL POSITION |
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| 5. ROLE OF DEPARTMENT |
| Support a professional working environment across all four Health and Social Care Partnerships in Lothian, primary care and community services including unscheduled care within each area provide all the activity for advanced roles in the Southeast region of Scotland. To link with national strategy on transforming role development in advanced care. Each area provides streaming and clinical triage of patients with access to these specific advanced roles. This would include Primary care settings, community nursing, care home teams and acute care services providing advanced care in the community such as hospital at home, hospital to home and community based acute assessment services.  Ensure compliance with all governance standards within an advanced practice service which includes complex clinical pathways, requiring a system wide approach to care, including the four Health and Social Care Partnerships, independent GP contractors and community services supporting those in general practice. This includes ANP working in practice settings, CWIC service, hospital at home, care home teams, community-based assessment services and ANP roles supporting intermediate care facilities in each HSCP across Lothian.  Achieve all quality and performance targets while ensuring care is managed within the context of a complex and widespread multi-professional team. This role is key to co-ordination and communication within the team to deliver structured supported care within the system. This will include prompting professional links and offering professional support to roles in primary care, LUCS HSCP community nursing, care home settings and hospital led services in the patient’s home and community setting |

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| 6. KEY RESULT AREAS | |
| **Professional Leadership and Consultancy 30%**   1. Influence national policy direction and nursing professional practice by representing NHS Lothian on groups at a national level as required to support and influence the development and review of standards, guidelines, contracts, and reporting. 2. Provide expert knowledge, advice, and consultancy in relation to advanced nursing practice across primary care settings, influencing clinical governance agenda to improve and ensure high quality nursing practice in the care, treatment, management at an organisational level across all care settings Ensure clinical governance issues are identified and that appropriate frameworks are in place to support the development of safe, effective person-centred clinical care. 3. Ensure robust clinical governance and evaluation of the service as a member of the quality improvement team, and be accountable for the safe and effective patient care provided by the advanced practice nursing service in line with key national and local strategy, policies, and procedures 4. Provide consultancy to all health and social care disciplines and voluntary sector colleagues on clinical care issues 5. Provide expert professional advice to the Director of Nursing/ Chief Nurses across the four Health and Social Care Partnerships, Integrated joint boards, senior management/leadership teams and locality operational management teams. 6. Provide expert leadership and advice in the support and development of operational services to raise the profile of the area of responsibility and develop excellence in clinical practice.   **Operational management and Service Development 20%**   1. Support NHS Lothian’s values of quality, teamwork, care and compassion, dignity and respect, openness, and honesty through the application of appropriate behaviours and attitudes. Ensure staff are aware and understand NHS Lothian polices*.* 2. Influence the strategic and operational direction of clinical services in relation to advanced nursing practice within primary care and community care in order to progress the delivery of person centred, safe and effective Health and Social Care Services, shifting the balance of care from hospital to community in line with national strategy and policy. Review service provision and undertake workforce planning for advanced practice nursing to effect the implementation of service change, both strategic and operational. Liaise with staff partnership to ensure involvement in any change process. Utilise change management skills and facilitate skill mix to support and maintain the successful development of the nursing workforce in the context of a modernised, integrated service and in response to changing evidence and policy informing response to patient need. 3. Improve the health and well-being of people of all ages, by interpreting and implementing national regional and local policies that contribute to the development of inter-agency and interdisciplinary strategic plans and programmes to the benefit of service users e.g. work with the Scottish Government Health Department through membership of strategic groups on developing strategy and policy and health service initiatives that best meet the needs of the population. 4. Provide direction to the Nurse Director for Primary and Community Care in the development and implementation of a range of policies, guidelines, clinical audit, research and development, risk assessment, performance management and statutory reports, aimed at achieving Scottish Government, H&SCP and NHS Lothian policy objectives within area of responsibility. This will ensure that the advanced practice nursing workforce delivers safe clinical practice, whilst promoting the merging of specialist and generalist boundaries and advising on the development of competency and approaches to achieve person centred care. 5. Establish and guide the development of monitoring systems and audit tools to ensure that clinical practice is safe and effective and based on key local and national guidelines. Leads on the development and implementation of criteria based clinical audit and evaluation within NHS Lothian, in relation to the provision of advanced practice, inorder to ensure clinical effectiveness and by dissemination of results, improve patient care outcomes. Analyse and report on data, to key stakeholders, in regard to patient numbers and outcomes to inform decisions for future service planning 6. Lead, develop and review a quality assurance programme which will monitor, evaluate, and ultimately improve clinical nursing practice for patients and ensure safe and effective patient care. 7. With the primary care Nurse Director and support from Senior Lead Nurse for Practice Nursing and the NHS Lothian Nurse Education Lead for the collaborative framework partnership with universities for advanced modules, develop the leadership capacity in senior advanced care nurses within a community setting and primary care to enable them to fully contribute to the development of advanced care services and improvements in patient focused care.   **Education, Research, audit, and innovation 30%**   1. Leads on the development of nursing research amongst colleagues in Lothian. This will encompass the promotion of evidence-based practice, increasing awareness of published and ongoing research related to advanced practice identifying research questions and developing proposals, dissemination of research findings by means of publication and presentation within Lothian, Scotland, the UK and abroad. The post holder has responsibility to seek research funding and act an s a grant holder where appropriate. 2. Works collaboratively with Higher Education Institutions and research networks, in particular strengthening links between health service staff and academic staff in order to promote a research agenda which will improve health outcomes and care. This post will work in collaboration with the education lead for primary care advanced practice and senior lead for practice nursing. Collaborate with the key stakeholders, influence the development of an organisational culture that encourages and supports research in advanced care, undertake evaluation and research proposals and projects with the main emphasis being on influencing and improving the quality of support, care and clinical practice. 3. Support the dissemination of initiatives and delivery of programmes within both the statutory and non-statutory sector and facilitate the continuing professional development of practitioners that are based on most up-to-date evidence and on a training needs analysis and ensure that these programmes are in keeping with clinician’s continuous professional development needs. 4. Support training and mentorship in clinical decision making and advanced work-based learning modules to include non-medical prescribing, with professional responsibility to ensure staff are supported and to ensure their safe and clinically effective practice. Lead on the development and maintenance of structures and robust processes that support all elements of continuing professional development, including mandatory training programmes, for trainees and advanced practitioners including the collaborative development and implementation of service protocols to ensure a high standard of care 5. Active involvement in quality improvement projects within primary care and community teams using work-based tools and QI methods to support advanced care around preventing hospital admission and patient centred care and frailty tools for patients with complex needs.   **Expert Clinical Practice 20%**   1. Promote legal, ethical, and professional standards, competence and evidence-based practice amongst public health and specialist nurses and other health professionals in Lothian and Scotland, thereby ensuring the best possible care is delivered to those with health needs. Act as a role model demonstrating expert level of professional skill, knowledge, judgment, and competency providing advanced expert knowledge and skills to assess, diagnose and treat people needs. Work as an extended independent nurse prescriber, prescribing and advising about optimal drug treatments for patients with complex medical history. 2. Provide expert advice and support colleagues in relation to patient assessment, investigations, diagnosis, and outcomes to influence treatment and care and improve clinical outcomes in all community settings. Develop highly specialised care pathways and care delivery for individual patients across primary care. Function at an advanced expert level of clinical theory and practice in relation to direct and indirect patient care. Undertake complex clinical assessment, diagnosis, investigation, and treatment. To contribute to direct clinical care to influence and progress standards of care – in some instances provide oversight with own caseload management to demonstrate and enable robust governance to support ANP and teams within their caseloads 3. Work closely with digital health teams and research analyst teams in the development of digital health platforms and telehealth solutions for assessment and care provision. | |

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| 7a. EQUIPMENT AND MACHINERY |
| Access and utilise IT systems daily for purposes of communication, reviewing data, formulating, and analysing reports, reviewing, and auctioning test results, contributing to the strategic plans across NHS Lothian and the HSCP’s, sourcing research and evidence bases, Utilising multi-media equipment for presentation purposes e.g., Power point Near Me Consultations  Personal computer, printer, mobile phone  Word Processing  Database and spreadsheet management, development, and analysis  Presentation Software  Internet Skills for extracting information  DATIX  Duty Rostering Systems  Patient Records  Intranet, e-mail  Trak  Moving and Handling |
| **7b. SYSTEMS** |
| Knowledge of clinical systems in primary care, the use of SCI gateway referral criteria, access to hospital data sets and those in community settings essential.  Robust recordkeeping in patients records and systems linked e.g., KIS.  Use of dashboard evidence to demonstrate service use and work change tools and trials in hospital at home trials and community-based assessment service and the care home teams.  Ensure that systems are in place to ensure that all nursing staff remain up to date with clinical evidence and clinical practice.  Access and utilise epidemiological, health and surveillance data to plan practice developments for the care of the patient who presents to an unscheduled care setting.  Ensure effective and systematic monitoring of developing services through appropriate evaluation techniques e.g., clinical audit, service evaluation and service user surveys  KIS and Palliative care plans in vison and in Trak  Systems will include Microsoft Office packages – Outlook (Email) Word, PowerPoint, Excel, Publisher etc.  Internet and Intranet - including maintaining advanced practice intranet pages  Literature databases and statistical analysis packages for research and audit  Trak, Vision, EMIS, DOCMAN, ICE, Sci gateway  Incident reporting system - Datix  Dashboards/Tableau - Finance and Staff management  Educational planning e.g., PWA/Empower/eESS. |

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| 8. ASSIGNMENT AND REVIEW OF WORK |
| The post holder will be expected to operate autonomously and be pro–active in identifying and influencing the changing national and local practice development agenda.  Broad areas of work programme are identified and agreed as part of the process of annual review of objectives and performance appraisal.  Performance appraisal and annual objective review is undertaken annually, and reviewed 6 monthly throughout the year, with the Director of Nursing Primary Care and Community.  Work will be generated in response to national, regional, and local policies and initiatives to meet the changing service requirements, with the post holder developing the organisations vision and making autonomous decisions on the directions needed to meet this goal. This includes the East Scotland advanced academy network, SEND and national Practice nurse and community nursing group and the NHS Board are generated through the Advanced primary care group Committee work plan.  The post-holder will participate in clinical supervision provided by external mentorship |

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| **9. DECISIONS AND JUDGEMENTS** |
| Work as a highly expert clinician independently exercising the highest degree of personal and professional autonomy, making frequent, highly complex and critical judgements based on highly specialist clinical knowledge, when undertaking differential diagnosis and planning of healthcare for people with complex needs and when dealing with sensitive information at an individual patient, clinical team or policy and strategic level to enable high quality advanced nursing practice or vulnerable adults or adults with incapacity to ensure their safety and welfare.  Required to interpret national policy, developing into local policy, and implementing these for the organisation. Responsibility for interpretation of guidelines and policy, their application to clinical practice and service delivery, and analysis of the subsequent impact on people  Represent NHS Lothian on relevant forums, networks and working groups, offering informed professional opinion, advice, and guidance on the organisation’s behalf as a senior member of the nursing team e.g., Advanced Nurse practice point of contact for Lothian.  Analyse and report on data, to key stakeholders, in regard to patient numbers and outcomes to inform decisions for future service planning.  To interpret health information, statistics, and research findings. Interpret into local context, impact implications and plan implementation into everyday clinical practice within the service and analysis of impact and effects through clinical audit and evaluation.  Respond objectively and make judgements on situations that are not legislated for instance relating to local or national policy or guidance.  Work closely with the non-medical prescribing advisor and non-medical prescribing team to ensure robust policy and safety measures are in place. e.g. The governance in relation to nurse prescribing  Support educational events and training and the development of safe systems across Lothian to drive change and improve the quality of the service key result.  Using own discretion and professional judgement anticipates staff problems and needs and assesses, responds to, and acts upon issues or operational problems impacting on service provision providing professional advice in relation to e.g. recruitment, sickness absences and retention of workforce with the correct skills and competencies |

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| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Balancing and prioritising the wider demands of the four highly complex functions of the role, often where conflicting agendas exist, to ensure all key responsibilities are met.  Managing the complexities of working across a range of 4 partnerships services, sites and functions encouraging and influencing positive and collaborative working across the breadth and range of advanced practice services.  Contribute to the process as professional advisor and or expert in staff performance or disciplinary procedures in the context of the day to day demands of the job.  To work highly effectively across professional and organisational boundaries at all levels i.e., from direct patient care planning and delivery, through to all clinical and managerial levels, through to the highest level of national policy and strategy development  Leading, developing and motivating a team in diverse and challenging clinical and social environments including provision of professional advice and guidance to the nursing resource to meet potentially conflicting priorities |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Communication and relationships**  The post holder will demonstrate a very high level and range of interpersonal and communication skills including tact, negotiation, sensitivity, and empathy to:  Understand, interpret, and communicate highly complex information including written and verbal reports to a wide audience including corporate management and clinical teams.  Demonstrates excellent presentation skills representing advanced nurse practitioners widely extending knowledge and understanding of the role to a variety of groups and staff at all levels, of various disciplines, across health, social care and third sectors, throughout Scotland and internationally and the underpinning evidence base amongst colleagues throughout the NHS and other organisations.  Communication externally in relation to national and local strategy as this relates to advanced practice.  Exerts professional leadership in Scotland, through collaboration with advanced practice nurses and other professional colleagues, to develop and sustain numerous networks across NHS Scotland, NHS Lothian, Community Health and Social Care Partnerships, Acute Hospital Divisions, Local Authorities, Higher Education Institutions, Professional Organisations to ensure the needs of the population are recognised and met.  Meet regularly with other key members of senior nursing/Nurse Directors to communicate on progress of initiatives and ensure that a supportive and collaborative approach is undertaken for the development of services.  The post holder will communicate with:  Executive Nurse Director/Nurse Directors/Chief Nurses – national policy, research, audit, and service developments.  Senior Managers/Clinical Staff, Multi-disciplinary leads  Community Health and Social Care Partnerships (HSCP) – Support and implement national policy.  Pharmacy/Lothian Joint Formulary committee  Higher Educational Institutes – Identifying and supporting educational developments for staff.  Research and Development – identify research and development opportunities.  Members of relevant care groups including Patients and Carers – liaise/advise.  NHS Education Scotland  Health Improvement Scotland– Ensure Lothian is directing, influencing, and complying with national policy.  Regional Groups and Forums - Represent NHS Lothian.  Scottish Government - influence through National work streams/groups. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **PHYSICAL SKILLS AND DEMANDS:**  Carry training equipment to and from various venues e.g., TV/Video unit, laptop, projector, documentation etc.  Moving and handling acutely unwell patients within home or clinic environment  Knowledge of advanced education training programmes and the process and structure within the training setting.  Knowledge of clinical systems within primary care including interpretation of investigations and results. Knowledge of IT systems in practice settings e.g., SCI gateway, ICE, Vision, Emis and Trak.  The post holder is required to undertake clinical skills for example injections, IV drug administration, complex drug calculations and accuracy for venous access device placement, suturing.  **MENTAL DEMANDS:**  Maintain highly specialist and complex, clinical research knowledge necessary to improve and enhance patient care.  There is frequent requirement for prolonged concentration where the post holder is required to read and interpret lengthy documents and complex data, write reports, implement national and local documents and working to tight deadlines with frequent interruptions.  Being constantly aware of clinical risk associated with changing clinical practice and maintain awareness of misinterpretation of policy by clients ,carers or professionals which may lead to lethal action or damaging media reports  The post holder will be required to change tasks frequently through the day in order to respond to individual, service, and organisational need.  The post holder is required to provide expert advice and support to a variety of personnel at all levels and may be unplanned and involve communication in person, by email or over the phone. The advice may be given under situation of stress where conflict is present. Supporting and managing a team of staff who are required to influence change whilst not having the authority to direct these changes.  The post holder is required to carry out sensitive investigations into complaints and investigate governance issues arising within advanced nursing practice.  Daily requirement to concentrate for extended periods whilst delivering direct patient care in the home environment and practices or clinical setting environment and when undertaking clinical assessment, informed decisions, and delivering complex therapeutic interventions  There is a requirement to work independently assessing workload and balancing the competing demands of the job and dealing with daily Interruptions.  **EMOTIONAL DEMANDS:**  Coping with distressing information and exposure to distressing or emotional circumstances whilst supporting staff in their day-to-day jobs.  Relatively frequent exposure to distressing and emotional circumstances whilst supporting patients and their families with end-of-life decisions and or complex decision making.  Occasionally making and/or implementing decisions that will prove unpopular with staff but will take forward NHS Lothian’s strategic aims.  Communicate highly specialist and complex policy, strategy, clinical research knowledge and information necessary to improve and enhance patient care. For example, in developing policies the post holder will have to be able to communicate with senior managers and Chief Executive the key international and national legal requirements balanced against national and local evidence-based guidelines and research which have informed local policy. They will therefore have to consider how best to disseminate and evaluate the use of such policy and guidance  **ENVIRONMENTAL DEMANDS:**  Undertaking exposure prone procedures e.g. Working with body fluid exudate and spillage.  Requires to use VDU equipment on a daily basis  The post holder will be required to ensure personal safety within clinical areas where situations can be unpredictable and potentially volatile.  Occasional travel between sites and meetings throughout NHS Lothian, Scotland, and the UK |

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| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB |
| Training and Education Registered Nurse with valid NMC Registration  Educated to first degree level  Educated to SCQF level 11 e.g., master’s qualification in Advanced Clinical Practice  NMC registered prescribing qualification  Evidence of post graduate qualifications community nursing e.g., District nursing, Practice Nursing.  **Experience**  Extensive post-registration experience.  Previous significant experience working in an environment with unscheduled care patients.  Experience of management of a team of staff to support working with complex teams  Experience of working at a strategic level.  Experience in research and development/practice development environment.  Experience of working closely with NHS and other national quality bodies.  Evidence of demonstrating leadership skills and the ability to facilitate these in others.  Previous experience of managing budgets including knowledge of funding streams for education ,HEI and national funding processes to support key personnel relating to this role Knowledge Knowledge of developing benchmarking, evaluation, and clinical audit programmes for health services.  Understanding the genesis of clinical evidence and being able to develop clinical evidence i.e., ability to undertake research projects.  Identifying and assessing clinical risks and plan strategies to minimise the impact of clinical risks.  Management of change in the face of resistance. |

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| **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:  Head of Department Signature: | Date:  Date: |