**Job Description**

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|  **1. JOB IDENTIFICATION** | Job Title | **Advanced Nurse Practitioner** **Band 7** |
| Department(s)/Location | **Unscheduled Medicine, PRI** |
| Number of Job Holders | **4** |
| 1. **JOB PURPOSE**
* Provide an advanced, evidence based, clinically effective service for acute medical patients, ensuring high quality, optimal patient care within the Medical Admissions Unit, and the wider medical floor when required.
* The post holder is responsible for developing, delivering and coordinating high standards of advanced clinical and comprehensive assessment to those admitted to the acute admissions area and will ensure the highest standard of personalised care is delivered to patients and their families in partnership with all members of the multi agency team.
* Using specialist knowledge and skills the post holder will assess, plan, diagnose a variety of presentations and implement diagnostic strategies and therapeutic interventions in complex, urgent or emergency situations.
* Works independently and autonomously without supervision. He/she will have the authority either to refer, discharge and treat patients clinically.
* Provide expert specialised professional and clinical care advice to patients, carers, medical, nursing and allied health professional teams.
* Responsible for providing highly specialist education and training programmes for health care professionals and other professional groups.
* Provide leadership, professional direction and expertise to the multidisciplinary team, including mentorship and training of the wider clinical team.
* Participate in the ongoing development of the Advanced Practitioner role and acute care model.
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| 1. **ROLE OF DEPARTMENT**

To provide a high quality, safe and supportive environment in order to care for patients, family, carers and support staff within the Medical Admissions Unit. Medical Admissions provides acute medical services for patients and families across the Perth & Kinross catchment area. The post holder will be required to provide expert care and advice in the following types of environment:* Medical Admissions Area
* Medical Ward

To participate in the development and implementation of a robust audit programme to develop and improve the service to best meet the needs of the patients and carers.1. **ORGANISATIONAL POSITION**

**Senior Nurse****Senior Charge Nurse****Advanced Nurse Practitioner (THIS POST)** |
| 1. **SCOPE AND RANGE**
* Responsible for providing advanced clinical assessment of complex patients identified as having acute medical conditions.
* The post holder will assess and establish a safe and effective clinical management plan of the acutely unwell adult
* Following timely assessment, identify and document the appropriate care pathway using the agreed tools.
* Provide advanced clinical liaison to outreach medical wards as required
* Utilise advanced communication skills to support patients and their families through communicating information and advice to effective understanding including discussions regarding end-of life care, anticipatory care plans, DNACPR discussions and clinical management plans.
* Act as an advanced clinical resource providing highly specialist advice to health and social care professionals
* Ensure the clinical environment is supportive of education and learning
* Provide mentorship and supervision to nursing staff and trainee ANPs
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1. **MAIN DUTIES/RESPONSIBILITIES**

**ADVANCED CLINICAL PRACTICE**

* The Advanced Nurse Practitioner will undertake a full systematic assessment of patients who present with undifferentiated and undiagnosed problems. She/he will make an assessment of each patient’s needs and treat accordingly utilising evidence based practice. This will involve highly developed clinical knowledge and advanced decision making skills to facilitate a full analysis and interpretation of the patient’s history, presenting symptoms and results of clinical examination to ensure an accurate diagnosis and the subsequent management of the patient, i.e. whether to treat, admit or refer the patient.
* Interpret and present differential diagnosis via clinical assessment skills for deteriorating patients / patients of concern and develop a management plan using your expert knowledge and evidenced based care. Responsible for solving wide ranging routine and complex problems and issues, exercising highly developed specialist knowledge for advanced judgements/decision making, demonstrating expanded and autonomous knowledge and advanced skills within clinical practice.
* Undertake investigations to support differential diagnosis and prioritise often complex, medical and nursing care accordingly.
* Identify and prioritise acutely ill patients, organise necessary investigations to deliver and facilitate early differential diagnosis and prioritisation of necessary action.
* Prescribe medicines to ensure a safe and timely access to treatment, using evidence based local/national protocols and guidelines according to own accountability.
* The ANP will make professionally autonomous decisions and will be accountable for the direct delivery of care, exercising judgement on the parameters of safe practice and will be guided by broad policies e.g. NICE or SIGN guidelines. The ANP can discuss / refer to other members of the multidisciplinary team in circumstances where this is necessary and appropriate.
* The ANP works autonomously as an independent non-medical prescriber. This involves the post holder carrying out a complete and thorough assessment of the patient and their condition; considering the efficacy and appropriateness of medication as part of a clinical management plan; obtaining consent from the patient and prescribing/ dispensing/ administering within current legislation and in line with medicines reconciliation.
* The ANP will prioritise health problems and intervenes appropriately including the initiation of effective emergency care.
* The ANP will provide highly specialised advice to patients, carers and relatives to ensure compliance with the diagnosed condition and treatment. The ANP will advise on health promotion and prevention of disease in accordance with the Public Health Agenda in order to achieve optimum health and independence.
* The ANP will formulate an action plan for the treatment of the patient, synthesising patient presentation, clinical history, clinical assessment and findings from relevant investigations, using appropriate evidence-based practice.
* The ANP will implement non drug-related therapies, dependent on situation and technical competence.
* The ANP will exercise highly developed skills to identify patients who may be at potential risk from others e.g. vulnerable adults/elder abuse. The ANP will act accordingly within guidelines to safeguard their well being.

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| * The ANP will demonstrate an understanding of equal opportunity principles and organisational policies taking into consideration the lifestyle, gender and cultural background of the patient.
* In conjunction with other members of the multidisciplinary team (MDT), assess the need for ordering and interpretation of appropriate clinical investigations, utilising the full range of hospital support systems and processes.
* Establish a patients management plan that may include specialist nursing intervention and/or transfer of patients internally within the division during an acute phase of illness/when patients are critically ill, working in conjunction with the MDT where appropriate.
* Using advanced clinical and managerial skills support the junior medical, nursing and other healthcare professionals
* Provide highly advanced advice to the MDT for immediate care of acutely unwell older adults
* Be recognised as an advanced clinical expert in acute medicine
* Prioritise health problems and intervene appropriately, including initiation of effective emergency and acute care needs in older adults
* Provide expert assessment and interventions to treat patients with complex, urgent or emergency situations by rapid assessment, prioritisation and referral.
* Carry out the extended role of the advanced nurse and other specialist training roles includingarterial blood gas sampling, cannulation vital signs recording, Venepuncture, ECG acquisition, IV drug administration, male/female catheterisation as required.
* Follow up patients test and investigation results, ensuring possible delays are minimised
* Result analysis and respond appropriately to results
* Refer patients to relevant departments, other specialist nurses or other health care professionals when appropriate

**EDUCATIONAL*** Participate in nursing/medical/AHP staff teaching and training, including organising teaching sessions for staff personal development plans to facilitate and meet ongoing development needs within the Operational Division
* Key contributor in the development and implementation of programmes to ensure that the service maintains a focus on best practice within the available resources
* Provide advanced health promotion and disease prevention advice to patients who have acute or chronic conditions by providing anticipatory guidance and counselling to promote health, reduce risk factors and prevent disease and disability
* Identify, analyse, prioritise and negotiate own training and development needs including mandatory training
* Maintain a comprehensive portfolio of evidence outlining development of advanced nursing skills
* Contribute to and influence the development of pr/post registration curriculum and teaching multi-professional groups.

**ASSIGNMENT AND REVIEW OF WORK*** The post holder will have responsibility for managing his/her own caseload in conjunction with the SCN. This involves care of acutely unwell medical patients within the “front door” model
* Most work is done autonomously and is not assigned.
* The Advanced Practitioner will be responsible to the SCN for professional guidance and management, work review and formal appraisal of performance with the support of the senior nurse where required.
* The clinical guidance is provided by the on-call acute medical consultant.
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| 1. **COMMUNICATIONS AND RELATIONSHIPS**
* Facilitate and lead twice daily frailty huddles in concordance with the wider MDT
* Communicate effectively with people who have difficulty understanding due to disability, cognitive impairment, injury or illness. The ANP will require developed communication skills, involving empathy, reassurance and counselling, to ensure the patient/relatives understand, agree and co-operate with the prescribed course of action. This can include breaking bad news.
* Liaise with other members of the MDT on service needs and requirements involving the communication of highly complex and/or sensitive information.
* Cooperation and agreement are crucial for service provision therefore a full range of advanced motivational and negotiating skills will be required.
* Communicate at an advanced level across primary and secondary care interface.
* Communicate with external services involved in health such as private care services and social work services in concordance with health and social care integration.
* Ensures accurate record keeping and the maintenance of patient confidentiality is achieved at all times constantly
* Minimises potential for conflict and complaint, resolving disputes locally wherever possible and making appropriate referral to the ward managers as necessary daily
* Promote good relationships with patients, public and staff in verbal and written communication daily
* Actively listen and seek patient and opinions on all aspects care delivery.

**RESEARCH*** Contribute and take an active role in key clinical research of Acute medical services
* The Advanced Nurse Practitioner will contribute to setting standards of care and working collaboratively across healthcare boundaries – developing, implementing, reviewing and evaluating evidence based standards, guidelines and policies.
* Lead and participate in research and audit to ensure clinical effectiveness.
* Facilitate, develop and monitor quality initiatives in line with local and national requirements and guidelines.
* Lead role in promoting and developing the service delivered by the Advanced Nurse Practitioner.

**CLINICAL EFFECTIVENESS*** Be familiar with working practices within other departments and the necessary procedures required to access their services
* Contribute to the daily huddles and safety briefs within the MDT to ensure optimum patient safety.
* Responsible for ensuring safe delivery of care by assessing and monitoring risk, in own and others practice, and identifying any required actions.
* Lead and participate in improvement activity using QI methodology
* Participate in standard-setting
* Ensure safe practice and the NMC Code of Professional Conduct is adheredto.

**LEADERSHIP AND MANAGEMENT*** Supervise, support and assess junior nursing/medical/AHP staff.
* Lead as a specialist resource in relation to acute medicine
* Demonstrate and supervise clinical procedures to qualified/unqualified staff
* In conjunction with the ward managers and medical staff, to set, monitor and evaluate standards of care within the defined policies, procedures, standards and protocols of the ward, directorate and division, to ensure delivery of a high quality service.
* Develop the role of the Advanced Nurse Practitioner by using evidence-based practice and continuously improve own knowledge in accordance with Revalidation guidelines.
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| * Maintain effective professional communication with members of the multidisciplinary care team, management team, wards and departments in NHS Tayside and associated agencies and organisations, internal and external constantly
* Keeps management informed and updated on any relevant issues daily
* Maintain patient and staff confidentiality at all times constantly
* Prepare and make presentations as required within NHS Tayside and associated institutions. Be able to devise and contribute to informal and formal teaching programmes.
* Communicate frequently and effectively with other departments within the division.
* Initiate patient referral to multi-professionals, internal and external to the organisation frequently
* Maintain a professional manner when dealing with patients, staff and relatives respecting the dignity at work policy constantly
* Be aware of the diversity of culture and religion and maintain required communication constantly
* Network locally and nationally with Primary, Secondary and Tertiary services and specialist professional groups in relation to frailty and older people
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| 1. **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE**

**JOB**Minimum required undertaking the role.* First Level Nurse/Registered ANP
* Evidence of significant post registration professional practice experience to undertake and fulfil the key areas for this post
* Completion of relevant postgraduate courses to masters degree level, or working towards master degree level or ability to demonstrate working at masters degree level appropriate to clinical area.
* Clinical Decision Making. (level 9 -11)
* non-medical Prescriber.(level 9-11)
* Immediate life support skills, ALS Provider desirable
* Evidence of experience identified in the key result areas.
* Extended role: cannulation, Venepuncture, ECG recording , ABGs.
* Teaching skills
* Collaborative approach to multi-disciplinary teamwork
* Advanced communication skills, including interpersonal skills, liaison and negotiation skills.

Proficiency in PC skills1. **SYSTEMS AND EQUIPMENT**

Equipment:* Respiratory equipment e.g. nebulisers, suction, oxygen cylinders,

Humidifiers, non-invasive ventilation* Intravenous infusion devices e.g. Gemini
* Patient monitoring equipment e.g. Dynamap, Tympanic thermometers, ECG

machine, Blood Glucose monitoring, Oxygen saturation monitors, Cardiac monitor* Emergency Equipment e.g. Defibrillator, Resuscitation equipment
* Be familiar with the use, storage and maintenance of all equipment used

within the clinical area of work* Moving and handling equipment e.g. Hoists, patient slides, bath chairs,

Pressure relieving mattresses, profile beds* Other specialist equipment where necessary
* PC
* Telephone
* Near Patient testing
* Infusion devices

 Systems:* IT systems
* Telephone/communication system
* Patient care records
* Laboratory systems
* Datix
* Trakcare
* Email
* Clinical portal
* PACS
* SCI-gateway

Responsibility for Records ManagementAll records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment. |
| 1. **PHYSICAL DEMANDS OF THE JOB**

The nature of this role is evolutionary: therefore this is not exhaustive list but is indicative of the requirement of the post.Working Conditions:Physical Demands* The post holder will be mobile for most of each shift.
* Undertake therapeutic objective mobility assessment and patient handling
* May require to assist with moving and transporting of patients, physical manual handling of patients, including furniture and heavy equipment
* Respond appropriately and rapidly to emergency or unplanned situations
* Control of physically aggressive patients and relatives

Mental Demands* Providing expert clinical care incorporating expanding clinical skills and higher level of judgement and autonomy in making decisions. When assessing and diagnosing patients; deciding whether to prescribe or not and deciding whether it is safe to discharge or refer to another member of the team.
* Request, perform and interpret advanced diagnostic investigations and act upon them.
* Critically analyse the features of the deteriorating patient and initiate treatment within agreed protocols and if necessary ensure correct lines of referral.
* Analytical and judgement skills in prescribing.
* Retention and communication of knowledge and information.
* Concentration required when undertaking all clinical work. Due to the nature of the role, they will be subject to frequent interruptions from patient/relatives/team members.
* Managing the demands of direct patient care within existing resources.
* Prioritising and meeting competing demands from patients, relatives and members of the multi-disciplinary team.
* Developing and maintaining an advanced level of clinical skills and knowledge
* Communication in difficult situations, for example: continuing or withdrawing active clinical interventions, managing the relatives and staff expectations in such situations.
* Balancing advocacy for the patients and nursing staff
* Requirement to respond rapidly to local and national priorities.
* Supporting and staff members during professional and personal crises
* Managing conflict

Emotional demands* Communicating with distressed/anxious/worried patients/relatives/staff
* Supporting staff that are caring for the terminally ill
* Caring for patients following receipt of bad news.
* Supporting staff in the work environment.
* Acutely ill patients
* Emergency situations
* Unpredictable workload
* Managing conflicting and competing priorities
* Daily exposure to body fluids
* Exposure to verbal / physical aggression frequently
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| 1. **DECISIONS AND JUDGEMENTS**
* Managing the demands of the acutely unwell older adult making complex autonomous clinical decisions and diagnosis formulating management plans.
* Use rapid judgement in the assessment, intervention and treatment of patients’ in all situations.
* Use advanced specialist skill, knowledge and experience to make unsupervised autonomous assessment of patients followed by implementation and re-evaluation of therapies within recognised parameters, following interpretation of patients’ observations and investigation results.
* Use rapid judgement in the assessment, diagnosis, intervention and treatment of patients’ in all clinical situations, including to admit.
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| 1. **MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**
* Dealing with competing demands from the patients, nursing, medical and ANP staff and the directorate management team.
* Inspire the multidisciplinary team
* Successfully implement the role of advanced practitioner.
* Time management
* Addressing and managing the diversity of demands presented to the frailty advanced practitioner in association with volume of frail patients and complexities of frail patients
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| 1. **JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each post holder to whom the job description applies. |
| Job Holder’s Signature: | Date: |
| Head of Department’s Signature: | Date: |