# NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| **1.JOB IDENTIFICATION** | Job Title | Trainee Advanced Nurse Practitioner  Band 7 – equivalent to band 6 during trainee period ( maximum 18 months) |
|  | Department(s)/Location | Access Directorate – Stracathro Regional Treatment Centre ( SRTC) |
| JOB PURPOSE The Trainee Advanced Nurse Practitioner is a developmental post , working towards becoming an Advanced Nurse Practitioner and the key result areas outlined in the Band 7 job description. The role is supervised and clearly linked to competencies that require completion within a pre arranged and designated time frame of 12- 18 months. The focus will be on developing autonomous practice.  The post holder will work towards providing advanced theoretical and practice knowledge in the field of advanced nursing practice. The Trainee ANP is a supervised role until demonstrated proficiency and any training requirements are successfully attained. This includes a consolidation of learning for a minimum of 3 months.  The post holder is required to successfully undertake the following training:   * Independent Prescriber Module ( level 11) * Advanced Level Clinical Assessment ( level11)   Demonstrated proficiency will advance this role from Band 6 Trainee Advanced Nurse Practitioner to Band 7 Advanced Nurse Practitioner.  The Trainee ANP will compliment and augment care offered by ANPs , nursing and medical staff, actively addressing issues that could negatively impact on the patients’ pathway enhancing the responsiveness and efficiency of care provision and the overall quality of patient care.  The trainee ANP role will work towards that of expert nurse, clinical advisor, leader and educator within SRTC including the pre-assessment unit, theatre and the in-patient ward, with a high level of input into the assessment and continuing care of patients being admitted for elective surgery.  In collaboration with the Head of Nursing, Advanced Nurse Practitioner(s) , Senior Charge Nurse and the Clinical Lead(s) the Trainee ANP will:   * Work towards being in an autonomous role, exercising advanced practice skills, knowledge and clinical expertise. * Work towards the provision of expert clinical care in the pre-operative assessment, and post-operative management and safe discharge of the SRTC patient, making complex autonomous decisions utilising expert advanced nursing skills. * Support the development, implementation and evaluation of programmes of care, to deliver optimal nursing and medical care. * Will work across multi professional role boundaries, working towards providing comprehensive holistic care sensitive to the needs of patients and their families/ friends /carers accessing services in SRTC. * Act as a role model and provide clinical leadership, clinical support and work towards giving expert advice to nursing or medical staff. * Participate in the provision of specialist education and training programmes for health care professionals, patients and their families/friends/ carers and if other professional groups * Promote health and well-being and prevent adverse effects on health through contributing to the development, implementation and evaluation of related policies, guidelines and standard operating procedures. | | |

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| **3. ORGANISATIONAL POSITION** |
| Senior Nurse  Advanced Nurse Practitioner  **Trainee Advanced Nurse Practitioner- SRTC (this post)** |
| Scope and Range The ANP trainee will work towards the provision of a high quality, safe and supportive environment in order to care for patients, family, friends, carers, and support staff within SRTC and to meet any identified care needs. SRTC provides a regional service for patients and their families throughout Tayside, Grampian and North East Fife.  The post holder will be required to work towards providing expert care and  advice in the following types of environment:   * Surgical Ward * Pre-assessment unit * Operating department/Local Anaesthetic suite   The post holder has responsibility for :  **Staff Management and Supervisory responsibilities:**   * Contribute to and raise issues regarding workforce planning. * Contribute to training and mentorship of nursing staff . * Ensure the clinical environment is supportive of education and learning. * Liaise with other agencies including community nurses, social care and GPs.   **Budgetary Responsibilities**  Contribute to and influence effective use of physical, human and financial resource within the SRTC. |

# MAIN DUTIES/RESPONSIBILITIES

The trainee ANP is expected to work towards ANP Practice and Care Delivery, specifically working towards becoming an autonomous practitioner to:.

1. Be the first point of contact for all surgical admissions to the surgical unit to clerk in pre and prepare the patient for anaesthetic and operative procedure using agreed risk assessment/protocols.
2. Perform a comprehensive and expert clinical assessment, treatment and management of patient’s pre and post operatively using complex communication skills, judgement, discretion and decision making.
3. Interpret and present differential diagnosis via clinical assessment skills for

deteriorating post-operative patients/ patients of concern and develop a

management plan using evidence based care

1. Prioritise the management of investigation and intervene appropriately, including initiating emergency and acute care needs.
2. Plan, initiate and interpret diagnostic testing in line with agreed algorithms, guidelines and protocols and evidence based care.
3. Evaluate interventions and monitor the patient’s condition and modify care for optimal patient outcome.
4. Initiate appropriate and timely referral when the patient condition exceeds the nurse’s scope of professional practice.
5. Prescribe/transcribe medicines within agreed clinical management plans to ensure safe, and timely access to treatment.
6. Demonstrates ability to develop ways of working to improve practice in the assessment, treatment and management of a variety of surgical patients.
7. Liaises and maintains effective communication with various individuals and departments on complex and potentially stressful matters in a range of situations within SRTC.
8. Involve patients / carers and relatives in agreeing consent to a wide range of surgical procedures.
9. Ensure that standards for record keeping are maintained, reviewed on a regular basis in order that the patient record is reflective of their current care needs.
10. As part of a multi-disciplinary team manage and co-ordinate the patient’s journey from point of admission through to discharge and follow-up care as appropriate and within agreed policies and guidelines.
11. Plan and manage own workload in a flexible manner and manage patient caseload ensuring that service provision meets service need.
12. Support nursing clinical activity as a participatory member of the nursing team.

**Management /Leadership**

* 1. Demonstrate senior clinical leadership by acting as a role model to junior staff and acting as an advocate for patients, their family, friends and carers, demonstrating advanced knowledge and skills in clinical practice ensuring adherence to standards of conduct and behaviour consistent with the NMC Code of Conduct
  2. Act as a role model in identifying and meeting the needs of the surgical patient and challenge poor practice in relation to person centred care recognising equality and diversity.
  3. Support the Head of Nursing and Senior Charge Nurse to provide leadership in the management and development of directorate and organisational change and support departmental change.
  4. Develop and implement systems, which co-ordinate, monitor, assess and prioritise workload ensuring that the interests of patients are met.
  5. Influence patient flow within the departments to ensure effective use of the physical environment, resources and range of interventions available to meet individual patient needs.
  6. Demonstrated confidence in negotiating with service planners to identify and provide resources.
  7. Provide leadership and collaborate with multi-professional, multi-agency and all other appropriate staff to enhance the healthcare experience for surgical patients.
  8. Participate in mentorship, personal performance review and appraisal of junior staff/ trainees and devise objectives/development plans.
  9. Work in collaboration with the Head of Nursing and Senior Charge Nurse to support effective teamwork and healthy working relationships, through consistent and visible support within multi- disciplinary team.
  10. Contribute and support the local risk management and health and safety strategies including infection control
  11. Escalate identified care and safety risk to ensure that appropriate management is implemented.
  12. As a senior clinical leader promote a positive culture that challenges negative behaviours and poor practice.
  13. Influence and identify areas for improvement of this nurse-led service, and contribute to implementation and evaluation of the service.
  14. Demonstrate advanced practitioner skills to allocate, coordinate, monitor and assess own work load.
  15. In all interactions the ANP will ensure quality and effectiveness of the service is maintained.

# Education & Continuing Professional Development

* 1. Develop a personal / career development plan aimed at improving health care, maintaining and developing attitudes, skills and knowledge, facilitating personal and professional growth in order to meet service, users, professional and individual needs.
  2. Identify, analyse, prioritise and negotiate own training and development needs taking cognisance of mandatory training, physical, human and financial resources.
  3. Develop and deliver educational activities for patients / families/ friends / carers and healthcare professionals, including pre and post registration teaching programmes, and monitor and evaluate the effectiveness of educational strategies used.
  4. Ensure standards for supervision and support are implemented, monitored and evaluated to facilitate acquisition of skills required for patients / families/ friends / carers to develop effective coping mechanisms and self-care strategies to enhance quality of life.
  5. Contribute to health promotion activity, in relation to patient health and wellbeing and the actions that can be taken to address issues.
  6. Contribute to and influence the development of pre / post registration curriculum and teaching multi-professional / multi agency groups.
  7. Act as a role model and expert resource for multi-professional and multi-agency groups.
  8. Utilise clinical supervision for own personnel development needs and provide clinical supervision for individuals in development roles.
  9. Maintain a comprehensive portfolio of evidence outlining development of advanced nursing skills

# Quality / Research and Development

1. Participates in and demonstrates the ability to lead on a specific aspect of research/quality improvement initiatives/ audit programmes and contribute to and participate in supporting ongoing research in nursing/medical practice.
2. Contribute on the development, implementation and evaluation of evidence based policies, procedures and clinical guidelines and best practice
3. Deliver and promote practice which is safe, effective and responsive to patient needs through ensuring caring and compassionate staff and services, provision of clear communication and explanation about conditions and treatment, by ensuring effective collaboration between clinicians, patients and others, by providing a clean and safe care environment, continuity of care and clinical excellence.

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| 1. Create an environment for research and evidence based nursing to flourish and encourage its implementation 2. Actively promote and monitor quality in all areas of work including patient outcomes 3. Contribute practice development initiatives through participation in clinical working groups. 4. Work within an ethical and legal framework utilising defined policies, procedures, standards and protocols of the department, organisation, NHS Tayside and Universities, to promote safe and effective care and report quality/safety issues to multidisciplinary team. 5. Actively participate in Clinical Governance, Clinical Effectiveness and Risk Management, and be proactive in implementing organisational agendas and strategies 6. Seeks feedback from patients, relative, friends and carers to improve the healthcare experience for service users   All 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.  All 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. |
| Communication and Relationships  1. Responsible for supporting and contributing to effective systems and standards of communication for routine, complex and frequently stressful matters. 2. Utilise a wide range of media such as telephone, telemedicine, IT, verbal and written communication to negotiate appropriate actions to reach agreed outcomes. 3. Communicates continuously with the multidisciplinary team about all activities necessary to provide and maintain a safe functioning environment ensuring effective, quality care 4. Establish and maintain relationships based on mutual respect, communicating on a regular basis with the patients, relatives, friends and carers, the multidisciplinary team and external agencies involved in the provision of care 5. Promote and maintain good working relations, ensuring contribution and receipt of support through communication and feedback created through annual appraisal, continuous professional development and Knowledge and Skills Framework |

# Knowledge, Training and Experience required to do the Job (Trainee)

* First level registered nurse with relevant post registration qualification
* Have knowledge of acute/general surgery/critical care across a range of clinical conditions and related issues, underpinned by the theory and practice

acquired through working towards ANP qualification which must include advanced clinical assessment skills ( Masters level 11)

* Extensive post registration experience in acute care setting
* Ability to meet the highly complex needs of the acutely ill adult requiring full nursing and medical support.
* Independent Nurse Prescribing (NMC Recorded) / work towards (Masters level11).
* Evidence of continuous professional development in acute care.
* Evidence of ability to effectively lead a team.
* Ability to work using own initiative and as part of a multidisciplinary team.
* Evidence of effective problem solving skills.
* Work towards completion of Advanced Life Support course
* IT skills.

# Essential Additional Information

1. **Systems and Equipment**

The Trainee ANP is expected to have knowledge and skills necessary to use all equipment required for the care of all patients in SRTC. They will be expected gain competence in the following:

Information Technology

Appropriate IT packages for patient management Accessing electronic guidelines/protocols

Maintenance of patients records both paper and electronically.

Central vision laboratory system Literature Reviews

TOPAS

Staffnet Business Objects

Internet/Intranet

Word Processing Database management

Report incidents via Adverse Incident Management System

Fax, internet, intranet, e-mail, paging systems Clinical information system

CRIS

ICE

Sci-gateway Unisoft

Manual Handling

Activities of daily living. Ergonomics

Patient movement with use of Mechanical aids e.g. Hoists,

General manual handling equipment e.g., Slide aids Push trolley’s, beds, wheelchairs etc

Infusion stands Bedpans

Commodes

Pressure relieving equipment Fire evacuation equipment

# Near Patient Testing

Blood Pressure monitoring Blood glucose monitoring

Chemical Reagents

Pulse Oximetry

Cardiac monitoring/ ECG

Arterial Blood Gas monitoring

Urinalysis Blood sampling

Bladder scanning

Ultrasound

X-ray

**Medical Devices** Infusion Devices Examination equipment

Temporary central venous catheters Blood glucose analyser

Cardio-respiratory and oxygen saturation monitors Digital thermometer

# Treatments

Oxygen therapy

Advanced Life Support Intravenous therapy

Blood Transfusion

Prescription of medicines

**Responsibility for Records Management**

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# PHYSICAL DEMANDS OF THE JOB

**Frequently = several times per day Physical Skills:**

Prescribing of drug and fluid therapies. **(Frequently)**

Administer intravenous injections and or intra-muscular injections, syringe pumps and infusions. **(Frequently)**

Intravenous additives. **(Occasionally)**

Insertion of venous access devises cannulation / venepuncture. **(Frequently)**

Venepuncture for blood sampling. **(Frequently)**

Drug administration. **(Frequently)**

Removal of sutures. **(Occasionally)**

Provision of personal care to patient. **(Frequently)**

Patient examination including abdominal / chest / rectal. (**Frequently)**

Blood cultures/ testing. **(Frequently)**

Insertion of urinary catheters. **(Daily)**

Blood gas analysis. **(Occasionally)**

Arterial blood gas sampling / monitoring. **(Occasionally)**

Blood pressure monitoring . **(Frequently)**

Specimen collection/Urinalysis. **(Frequently)**

# Physical Demands:

Patient movement with use of mechanical aides, manoeuvre patients. **(Frequently)**

Push trolleys, wheelchairs. **(Frequently)**

Sitting/working at computer. **(Frequently)**

Stand/walk for the majority of shift, in excess of 7 miles per day. **(Frequently)**

Running to respond to emergency situations. **(Frequently)**

# Mental Demands:

High levels of concentration required due to the nature of the ANP role. **(Frequently)**

Lone working without on-site medical cover at night **(Frequently)**

Complex clinical decision making. **(Frequently)**

Responding to the clinical needs of immediately post –operative or acutely unwell/ deteriorating patient **( Frequently)**

Management of competing priorities and promoting positive time management. (**Frequently)**

Dealing with unpredictable workload. **(Frequently)**

Challenging inappropriate and poor clinical practice. (**Occasionally)** Maintenance of precise and accurate records. **(Frequently)**

Concentration required when carrying out full patient physical / psychological examination and completion of clerking and treatment management plan. **(Frequently)**

Concentration required when checking documents/patient notes and prescribing/calculating drug dosages, whilst subject to frequent interruptions from patient / relatives / team members, requiring frequent changing / interrupting of task. **(Frequently)**

Concentration required when documenting and interpreting clinical observations and responding to subtle physical / physiological changes in patient condition. **(Frequently)**

Concentration required when operating clinical equipment. **(Frequently)**

Challenging the values, beliefs and decisions of the multi professional team. **(Frequently)**

Balancing clinical / administrative demands on time. **(Daily basis)**

Maintain high level and consistent professional behaviour in unpredictable and stressful situations. **(Daily)**

Ability to react swiftly and appropriately to sudden changes in patient clinical conditions.

# (Frequently)

Keeping abreast of international, national and local policy directive and evidence based practice, interpreting applicability and adapting for local implementation**. (Ongoing)** Supporting senior management to maintain morale of staff within an ever changing environment. **(Ongoing)**

Demonstrate strategic and political awareness responding to the rapidly changing health care agenda. **(Ongoing)**

Balancing attendance at local and national meetings whilst maintaining visibility and accessibility in environment of care. **(Occasional)**

Concentration required while preparing and delivering oral presentations. **(Occasionally)** Concentration required whilst monitoring standards and quality of clinical practice through audit etc. **(daily / weekly / monthly)**

Concentration required whilst delivering complex information to patients /relatives / carers.

# (Frequently)

**Emotional Demands:**

Communicating with distressed / anxious / worried patients / relatives. **(Frequently)**

Caring for patients following receipt of bad news. **(Occasional)**

Dealing with patients with challenging behaviour. **(Occasionally)**

Communicating with sensory impaired people (vision, hearing/voice etc). **(Occasionally)** Managing aggressive patients / relatives. **(Occasionally)**

Care of patients with special needs e.g. learning disability, language and cultural differences. **(Occasionally)**

Supporting patients awaiting surgical procedures/ tests **(Frequently)**

Supporting / educating patients / relatives / carers to participate in the planning and provision of care. **(Frequently)**

Communicating complex issues with the multidisciplinary team. **(Frequently)**

Personal / interpersonal stressors. **(Frequently)**

# Working Conditions:

Exposure to body fluids, i.e. cleaning up of body fluids and blood spillages. **(Frequently)**

Exposure to verbal aggression. **(Occasionally)**

Exposure to physical aggression. **(Occasionally)**

Exposure to infected and infectious materials and patients. **(Occasionally)**

Hot and noisy environment. **(Daily)**

Lone working without on-site medical cover at night **(Frequently)**

# DECISIONS AND JUDGEMENTS

The trainee ANP is expected to work towards Advanced Clinical Practice and Care Delivery,

specifically:

:

* Make complex clinical and professional autonomous decisions without direct supervision on a daily basis regarding the clinical management of patients. This will include the provision of expert advice to the multidisciplinary team.
* Justify clinical decision making with regard to patient’s health care, through stringent monitoring of the patient’s condition and acting on clinical judgement.
* Act as patient’s advocate.
* Freedom to act and make clinical decisions is guided by precedent and clearly defined NHS Tayside policies, guidelines, procedures, and codes of conduct in accordance with
* Nursing and Midwifery Council standards of conduct, performance and ethics.
* Recognise staff performance issues and appraise accordingly.

# MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

The trainee ANP is expected to work towards Advanced Clinical Practice and Care Delivery, specifically:

* To attend to acutely ill, deteriorating patients and lead resuscitation if necessary
* To fulfil the role of clinical expert and to act as a resource to colleagues.
* To provide the highest standards of care whilst addressing the equality and diverse needs of the patients.
* To monitor quality
* To implement change effectively in a multidisciplinary environment.
* To successfully balance the competing demands of this new role.
* To respond to unexpected patient activity, demand and changing clinical status of individual patients
* Effective management and prioritisation of competing demands within a specific field of practice.
* Balancing the demands of all stakeholders to provide an efficient, safe and effective service.