# NHS FORTH VALLEY



# JOB DESCRIPTION

**1. JOB DETAILS**

**Job Title: Advanced Practitioner / Trainee**

**Responsible to: Lead Advanced Nurse Practitioner**

**Department(s): Acute Services**

**Job Reference: G-AP-B7**

**2. JOB PURPOSE**

Manage the complete clinical care for patients within the area of responsibility, to enhance patient care and improve patient flow in line with national standards.

Undertake comprehensive physical and mental health assessments, analysing differential diagnoses and decide on the appropriate treatment based on clinical findings for patients with complex multi-dimensional acute or chronic clinical conditions.

Prescribe medication as appropriate, order investigations, refer to other professionals for tests or examinations and admit or discharge autonomously within the scope of agreed clinical guidelines.

Identify the need for improvement and change within the area of responsibility and following agreement and approval, implement new policies and practices and where appropriate, service re-design solutions to better meet the needs of the patients and the service.

Provide clinical leadership to other staff within the area of responsibility that will ensure they are provided with the relevant clinical advice, guidance and support to undertake their duties.

**3. DIMENSIONS**

There is no line management responsibility for staff.

There is no responsibility for a budget or authorised signatory.

The ANP will work across the hospital site and play an integral role in the delivery of Comprehensive Geriatric Assessment.

**4. KEY DUTIES**

**Responsibilities**

* **Patient Client Care**

**There is a responsibility to:**

Take and record a patient’s history including medical, family and social history, talking to the patient, relatives and other carers as appropriate. There may be barriers to understanding and acceptance due to sensitive or contentious information given and received.

Undertake a comprehensive clinical examination of the patient including physical examination of all systems as necessary and a mental health assessment.

Screen patients for conditions using clinical and other findings requesting, where indicated, appropriate diagnostic tests / investigations using judgement and clinical reasoning, based on differential diagnosis.

Conduct invasive and non-invasive diagnostic and therapeutic procedures where appropriate in order to make diagnostic decisions based on the interpretation of clinical and other findings such as laboratory tests or x-rays.

Interpret and analyse results of tests / investigations and work collaboratively with other healthcare professionals when needed.

Act on the results of all tests / investigations to confirm a diagnosis and formulate a plan for the treatment of the patient.

Prescribe pharmacological and non-pharmacological treatments and medications within the scope of agreed clinical guidelines.

Implement related interventions / therapies, dependent on the situation and condition of the patient.

Admit and discharge patients from identified clinical areas, dependent on patient needs at the time of the review, including referring to and working collaboratively with the appropriate health care professionals / agencies as appropriate.

Provide clinical advice, to the multi-disciplinary team on the care of patients and contribute to the development and implementation of care pathways.

* **Policy and Service**

**There is a responsibility to:**

Identify the need for improvement and change within the area of responsibility and following agreement and approval, implement new policies and procedures and where appropriate, drive service re-design solutions to better meet the needs of the patients and the service.

Work across professional boundaries to develop and sustain partnerships and networks to influence and improve health outcomes and healthcare delivery for the area of responsibility.

Contribute towards the development of local policies in relation to the implementation of national and regional strategies in line with the organisation’s strategic aims and local delivery plan.

* **Finance and Physical Resources**

**There is a responsibility to:**

Take into account the impact on the budget for the area of responsibility in all decision making related to patient care and treatment and staffing.

Assess and prioritise equipment needs making applications for new equipment in conjunction with the relevant Manager.

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

**There is a responsibility to:**

There is the day to day management responsibility for the staff within the clinical area.

Provide clinical leadership to other staff within the area of responsibility that will ensure they are provided with the relevant clinical advice, guidance and support to undertake their duties.

Provide mentorship and support to health care providers in training including, Doctors in training, Advanced Practitioners in training, AHP’s and Nursing Students.

* **Information Resources**

**There is a responsibility to:**

Write reports on a regular basis for submissions to the relevant Manager.

Ensure record keeping is timely and accurate at all times ensuring patient confidentiality is maintained in accordance with the required professional guidelines and NHS Forth Valley guidelines and policies.

* **Research and Development**

**There is a responsibility to:**

Actively promote and disseminate research based practice.

Participate in relevant research and / or audit projects as appropriate to the area of responsibility.

Provide advice, guidance and support to staff undertaking research and / or audit as necessary.

Be involved in developing and undertaking activities that monitor the quality of healthcare and the effectiveness of practices as appropriate to the area of responsibility.

**Skills**

* **Physical**

**There is a requirement to:**

Depending on the area of responsibility, use 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, the use of restraints.

Undertake venepuncture, cannulation and arterial blood sampling where appropriate. There is often the requirement to perform these on patients with difficult to access anatomy in particular when this has been failed by others.

Use equipment associated with the specialty and advise patients and carers regarding their use where appropriate. These might include:

**Respiratory equipment** e.g. nebulisers, suction, oxygen cylinders, humidifiers

**Intravenous infusion devices** e.g. Syringe pumps

**Patient monitoring equipment** e.g. Dynamap, Tympanic thermometers, ECG

machine, Blood Glucose monitoring, Oxygen saturation monitors, Cardiac monitors, troponin analyser, D-dimer analyser, BG equipment, telemetry monitoring, arterial blood gas analyser

**Emergency Equipment** e.g. Defibrillators and Resuscitation 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:**

Work across professional and where appropriate, organisational boundaries, developing and sustaining new partnerships and networks to influence and improve health, outcomes and healthcare delivery systems.

Communicate detailed clinical information when referrals are made to the multidisciplinary team to ensure that any examinations or tests to be done or samples that required to be taken will capture the necessary facts to support decision making of diagnosis and treatments.

Ensure that relevant colleagues are kept informed of the clinical progress of patients, participating in regular reviews with Lead Nurses, Consultant Nurses, Consultants and Management Teams when appropriate.

Discuss diagnoses, short term and long term, treatments and plans for patients in the area of responsibility, managing conflicting views, reconciling professional differences of opinion to facilitate optimum patient care.

Communicate some extremely sensitive and often complex and / or controversial clinical information on cases that generate ethical debate such as withdrawal of treatment and decisions on resuscitation principally to patients, their families and or carers as well as members of the multidisciplinary team as appropriate to the area of responsibility.

Communicate emotive and upsetting diagnosis and prognosis related information to patients, their families and or carers with tact, diplomacy and at times caution depending on the nature of the information to be conveyed.

* **Analytical**

**There is a requirement to:**

Critically analyse and interpret physiological and psychological information and data obtained from non-invasive monitoring from a number of sources to reach a differential diagnostic decision.

Critically analyse the clinical information and treatment options to reach a decision about how to manage the patient’s condition/s in the short and longer terms, discussing these with multi-disciplinary team members as appropriate.

Make critical clinical decisions relating to diagnoses, clinical management, interpretation and analysis of clinical and other findings such as laboratory investigations, x-rays and / or psychological assessments.

Use professional judgement in managing complex and unpredictable care events and capture the learning from these experiences to improve patient care and service delivery.

Occasionally initiate and undertake advanced therapeutics and complex clinical procedures guided by agreed local policies.

* **Planning and Organising**

**There is a requirement to:**

Manage complete episodes of care, working in partnership with others, delegating as necessary and referring as appropriate to optimise health outcomes for patients.

Ensure that treatment plans developed for patients are communicated to other members of the multidisciplinary team in a timely manner so that they can, as appropriate, make any necessary arrangements.

Contribute to the Directorate strategic objectives and business plan by providing statistical information for inclusion.

Organise own time in line with agreed objectives.

**Effort and Environment**

* **Physical**

**There is a requirement to:**

Be mobile for most of the shift and move equipment as necessary to activities.

Perform detailed clinical examination of patients with a need to physically help them in to and out of specific positions to facilitate this as appropriate to the area of responsibility.

Lead clinical emergencies such as cardiac arrests that can involve physically demanding activities such as CPR and defibrillation and / or physical reactions to treatment or therapy such as anaphylactic shock or grand mall seizures and / or in situations of uncontrolled physically aggressive behaviour and / or psychological reactions to treatments that might provoke a physical aggressive response that needs to be managed.

* **Mental**

**There is a requirement to:**

Concentrate when performing detailed clinical examination of patients to make sure all of the relevant information is available to be able to progress to a diagnosis

Concentrate when analysing complicated clinical information to reach a diagnosis or to make a referral to another member of the multi-disciplinary team.

Deal with an unpredictable work load and environment and to adjust priorities to meet the demands of the service.

Maintain concentration when subject to frequent interruptions on a regular basis and having no prior knowledge of the impending interruption such as responding to clinical emergencies.

* **Emotional**

**There is a requirement to**:

Communicate with distressed, anxious and worried patients, relatives and / or carers often having to discuss difficult and sensitive topics.

Communicate difficult and sensitive topics with the multi-disciplinary team such as the analysis of critical events, terminal illness, and death.

Lead in clinical emergencies such as cardiac arrests that can involve physically demanding activities such as CPR and defibrillation and / or physical reactions to treatment or therapy such as anaphylactic shock or grand mall seizures and / or in situations of uncontrolled physically aggressive behaviour and / or psychological reactions to treatments that might provoke a physical aggressive response that needs to be managed.

Support staff in dealing with personal issue that are having a negative impact on them and helping them to cope through issues.

* **Working Conditions**

**There is:**

Frequent exposure to uncontained body fluids depending on the area of responsibility and the situation in hand.

Exposure to verbal or physical aggression and unpredictable behaviour of patients, relatives and / or carers and in some cases members of the public.

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

Work will be generated by the needs of the area of responsibility and as appropriate by the line manager who will provide managerial and professional advice, guidance and support.

Clinical supervision, advice, guidance and support will also be provided by Medical staff within the area of responsibility or other specialists as appropriate to patient requirements.

Supervision will be in line with a recognised professional body and code of ethics.

Regular informal meetings will take place to discuss the progress of work and more formally as part of the annual Personal Development Planning and Review process when objectives will be discussed and agreed.

There is an expectation that autonomous clinical and professional decisions will be made on a daily basis and the brining together of complex information enabling the critical evaluation of clinical conditions in order to progress the treatment for patients in the area of responsibility.

Maintain professional practice through continuing education, professional updating and where available, involvement with professional specialist groups.

There is an essential element of being able to recognise where the level of decision making requires input from more qualified and or experienced professionals.

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

Hold a life science-related degree or equivalent with consolidated post degree experience in a clinical setting relevant to the area of responsibility.

OR

Be a registered Healthcare Professional, such as a Nurse with current active membership with the relevant professional body.

Masters level qualification or equivalent, with core educational focus on the development of competences in the following areas as appropriate to the area of responsibility in order to have developed the educational, theoretical and practical level of competencies to:

* Lead on delivering and evaluating care in an area of responsibility
* Undertake comprehensive clinical histories, examinations and assessments evidenced by a recognised qualification
* Undertake clinical reasoning, judgement and decisions making relating to the anatomical, pathology, physiology and psychological and psychosocial presentation of clinical conditions evidenced by a recognised qualification
* Non-medical prescribing - V300 with the NMC or a willingness to train to accomplish this skill
* Provide leadership and provide learning and development for the area
* Enhance team working and encourage the use of initiative
* Apply effective listening, communication and interpersonal skills

This level of development and extensive experience must be evidenced by demonstrable reflective practice and certification that will support this level of work.

**NHS FORTH VALLEY**

**Post: Advanced Nurse Practitioner / Trainee**

**PERSON SPECIFICATION**

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

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| --- | --- | --- | --- | --- | --- |
| Criteria | Essential | | Desirable | How  assessed | |
| Personal Traits | * Team player * Ability to work flexibly * Excellent Communication skills * Demonstrates clinical leadership qualities * Compassionate * Comfortable working in a multidisciplinary team * Demonstrate ability to cope in difficult situations | |  | A, I, R | |
| Qualifications and Training  (in addition to basic  Registration – must be registered by appropriate regulatory body) | * Advanced Clinical Assessment Course * Non-medical Prescribing * Clinical decision making course or equivalent relevant to post * Advanced Life Support * Advanced Practitioner qualification **OR**   Commitment to undertaking Advanced Practitioner PG Diploma programme as Annex U post | | Educational qualification in geriatric care | A, C, I, R | |
| Experience and Knowledge | * Evidence of post registration professional experience to undertake and fulfil the key areas for this post * Evidence of effective problem solving skills   Competent in standard IT packages and systems | | Previous Advanced Practice experience  Experience of Comprehensive Geriatric Assessment | A, I | |
| Skills and/or  Abilities | * Effective listening and interpersonal skills * Evidence of clinical education and training * Able to prioritise own workload and that of others as appropriate. * Able to work autonomously within boundaries of role. * Demonstrates awareness of importance of working as part of a team. * Time management skills/ability to prioritise workload * Demonstrates awareness of audit and quality issues and able to apply this.   Communication   * Able to maintain accurate patient records and report writing * Communicate with distressed relatives/patients * Motivated and able to articulate reasons to work in this role * concentration when assessing patients * Motivating and supporting junior staff colleagues in the work environment | | * Motivated to learn * Good understanding of the AP role and future direction | A, C, I, R, T | |
| Specific Job Requirements | * Previous experience of caring for the acutely unwell adult | | * Competence in Comprehensive Geriatric Assessment | A, I, R, T | |
| **Key – how assessed** | | | | |
| A = Application form | | I = Interview | | |
| C = Copies of certificates | | T= Test or exercise | | |
| P = Presentation | | R = References | | |

**7.**

**Organisational Chart**

**Acute Services organisational structure Emergency & Inpatient Services**

HEAD OF NURSING

ACUTE SERVICES

HEAD OF ACUTE SERVICES

CONSULTANT NURSE

PROFESSIONAL SUPPORT & REVIEW FOR ALL MEDICAL DIRECTORATE ADVANCED PRACTICE, CNS SERVICES, ROLE DEVELOPMENTS

& ASSOCIATED CLINICAL GOVERNANCE FRAMEWORKS

SERVICE MANAGER

EMERGENCY & INPATIENT SERVICES

LEAD ANP

ACUTE Frailty

PROFESSIONAL, CLINICAL & TEAM MANAGEMENT,

SERVICE DEVELOPMENT

OPERATIONAL MANAGERS

Advanced Nurse Practitioners

Nurse Practitioners

Health Care Support Workers