**JOB DESCRIPTION**

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| **1. JOB IDENTIFICATION** | |
| **Job Title:**  **AfC Banding:**  **Responsible to:**  **Department(s):**  **Directorate:**  **Job Reference:**  **No of Job Holders:**  **Last Update:** | Lead Advanced Nurse Practitioner  8A  Head of Nursing, Acute Services Division  Hospital at Night  Acute Services Division  1  31 March 2024 |

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| **2. JOB PURPOSE** |
| The Lead Advanced Nurse Practitioner (ANP) role within NHS Fife is informed by the national definition of ANP roles (Scottish Government 2016):  An Advanced Nurse Practitioner (ANP) is an experienced and highly educated Registered Nurse who manages the complete clinical care for their patient, not solely any specific condition. Advanced practice is a level of practice, rather than a type or speciality of practice.  Develop a group of Advanced Nurse Practitioners to work as integral members of the clinical teams across NHS Fife Acute Services, irrespective of organisational boundaries, providing competent advanced clinical practice and to provide leadership, clinical support and advice to nursing and junior medical staff, making appropriate referrals to appropriate senior clinicians and co-ordinating the contribution of other members of the multi-professional team:   * To lead and co-ordinate a delegated, identified team of Advanced Nurse Practitioners (ANP’s), accepting all aspects of responsibility and accountability in clinical and organisational matters. * Be accountable for the effective and efficient operational management of all advanced nurse practice within their identified group, the relevant nursing resources, including responsibility for the implementation of the clinical, corporate and staff governance agendas relevant to their identified group. * To utilise expert knowledge base and clinical competence as an expert clinical leader, to support multi-professional teams, ensuring a high standard of clinical care, in accordance with the Nursing and Midwifery Council. * To perform clinical assessment, initiate investigations, determine differential diagnosis and undertake appropriate first line interventions and to lead and develop staff group to competently do the same. * The post holder will be expected to conduct complex audit within their appropriate clinical group in conjunction with other post holders and to facilitate and participate in audit and quality assurance programmes, promoting evidence-based practice, through a shared knowledge base. |

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| **3. DIMENSIONS** |
| The Lead Advanced Nurse Practitioner (ANP) is responsible for the delivery of high quality safe and effective, person-centred care service leading the advanced practice nursing team within the Hospital at Night service across Acute Services Division, NHS Fife. The Lead ANP will play an integral and expert role in the clinical management and delivery of acute patient care across the Hospital at Night service. The post holder will work within their professional boundaries to provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. They will demonstrate safe clinical decision making and expert care for patients within the community setting. The post holder will provide robust leadership and will take managerial responsibility for the advanced practice team within Hospital at Night.  The Head of Nursing for Acute Services Division will be responsible for line management of this post.  The post holder requires to work across medical and surgical organisational boundaries. The post holder will assume management responsibility for their identified group of ANPs, while retaining their own clinical skills by functioning as an active member of the ANP workforce in Victoria and Queen Margaret Hospital for 80% of their working week.  The post holder will be expected to develop a group of ANPs through the modelling of good clinical and professional practice, cascading knowledge and skills and monitoring competence.  The post holder will work within their advanced scope of practice and in accordance with local policies and procedures and the NMC Code of Professional  Conduct: Standards for conduct, performance and ethics for nurses and midwives.  The post holder will work collaboratively with all members of the multidisciplinary team to meet the needs of patients and support NHS Fife’s Acute Services objectives. |

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| **4. ORGANISATION POSITION** |
| Nurse Director  Acute Services Division  Clinical Medical Lead(s) for HAN  Head of Nursing  Acute Services Division  **This Role**  Lead Advanced Nurse Practitioner HAN/Team Lead  Hospital at Night nursing team  ANPs and HCSWs  \_\_\_\_\_\_\_ direct management line  - - - - - - - professional accountable line |

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| **5. ROLE OF THE DEPARTMENT** |
| The Hospital at Night ANP service in the Adult in-patient areas in Victoria and Queen Margaret Hospitals is a development within NHS Fife that promotes the enhancement of nursing and medical cover practice out-of-hours within NES and NMC guidelines. The ANP’s work within a multi-professional team delivering autonomous emergency advanced practice clinical care within all Adult in-patient areas out of hours across the Victoria and Queen Margaret Hospitals. |

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| **6. KEY RESULT AREAS** |
| **Clinical Responsibilities**   * The post holder, having highly developed knowledge, skills and competence, will continue to practise clinically while developing the key skill sets listed below for their identified group of ANPs. * To model advanced clinical leadership skills and develop enhanced clinical skill sets. * To work closely with medical, nursing, and allied health professional colleagues, to ensure that patients receive appropriate assessment, investigation and treatment during and out-with working hours. * To triage patients, prioritising clinical need, initiating treatment in line with agreed protocols. Take a comprehensive systematic history, conduct physical assessment and clinical examination of patients requiring medical care to ensure that optimum physical and psychological care needs are met. * Where appropriate, initiate investigations on patients to improve access to treatment. * Advanced Life Support Provider – can quickly identify, assess and effectively respond to the patient needs in an emergency and or life threatening situation. * Screen patients for disease using clinical and other findings, such as laboratory results or x-rays. * Initiates drug therapy/medication within parameters of agreed clinical guidelines and in accordance with non-medical prescriber’s legislation. * Conduct, where appropriate, invasive and non-invasive diagnostic and therapeutic procedures. * Maintain accurate documentation in line with the Nursing and Midwifery guidelines for records and record keeping. * To carry out extended roles applicable to advanced practice – venepuncture, cannulation, arterial blood gas sampling and analysis, IV preparation and administration, undertake12 lead ECG enhanced interpretation. * Demonstrate expert clinical knowledge and skill, by keeping up to date with evidence-based practice, through continuous professional development, to maintain high levels of clinical practice. * To provide expert clinical advice and support to all staff members when required. * Be able to engage their patient group, to obtain appropriate consent, both formal and implied. * Responsible for the development of action plans to address any system failure E.G. clinical debrief and review of clinical incidents.   **Leadership**   * An established highly developed practitioner with advanced practice skills, build on personal credibility and demonstrate transformational leadership skills. * Identifies appropriate areas for clinical and professional development within their ANP group. * To enhance the service, challenging traditional clinical and professional roles and boundaries. * Demonstrates leadership skills and ability to delegate, by managing and prioritising the workload. * Lead team performance by creating, motivating, maintaining, and enhancing effective communication. * Uses appropriate negotiation, motivation, and persuasive skills to achieve optimum outcomes for patients. * Complete clinical incident reports and advise as appropriate, at the earliest opportunity, the relevant ward manager with 24-hour responsibility, any matters of concern in their designated area. * Assist line managers in the identification and delivery of clinical and managerial training needs of nursing and medical staff, facilitating the organisation of training sessions in response to identified needs. * Provide support and advice to staff dealing with violent/aggressive incidents. * Acts in a collaborative and advisory role to senior management. * To support senior colleagues in contributing towards programmes of work involving service development and modernisation. * To contribute to the development of evidence-based protocols to facilitate practice developments. * To evaluate and monitor standards of service and make improvements where necessary and within the sphere of responsibility. * Take an active role in self-development, extending knowledge and skills as opportunities arise. * Actively seek opportunities for audit/research of practice within area of responsibility and evaluate findings.   **Managerial**   * Lead the defined ANP team by co-ordinating and developing the service to meet organisational needs; * Mentor, coach and develop team members, by facilitating appropriate clinical supervision to ensure the provision of safe and effective care; * Ensure all staff have an annual review of performance and a personal development plan; * Continually develop and implement orientation programmes for new staff; * Promote, encourage and adhere to clinical care policies and procedures. * The post holder will be involved in the adaptation or creation of policies within their sphere of clinical influence * Undertake health and safety responsibilities identified within the Safety, Health and Environment manual, implementing policy and monitoring compliance ensuring risk assessments are in place as required; * Maintain knowledge of current and national guidelines; * Schedule regular meetings with the team to enable reflective feedback and ensure effective communication; * Attendance and participation at team/departmental meetings. * Disseminate organisational issues and co-ordinate any actions arising; * Report all incidents as per incident reporting policy; * Initiate and follow through appropriate procedures for complaints and adverse clinical incidents, including compiling reports and action plans to address any system failure; * Monitor and effectively manage sickness absence, ensuring return to work interviews are held and issues addressed; * Actively participate in the recruitment and selection process of personnel, enhancing the team and individuals to achieve maximum performance and positive working relationships; * Identify, minimise and manage interpersonal conflict, maintaining the trust and support of the team; * Participate in and support the directorate team in the organisational and strategic development of the directorate and the operating division. Support Managers in addressing human resources (HR) issues including recruitment, staff induction, performance management and evaluation. * Effective management of advanced nurse practitioners, the postholder is responsible with support from Finanace colleagues for overall management of the budget, responsible for ordering supplies for own use and ensuring staffing within budgetary constraints, ensuring resources are effectively utilised; * Compilation of a record of all staff training, ensuring all mandatory training is undertaken; * Maintenance of a high standard of conduct and dress to promote public confidence; * Ensure that the Code of Professional Conduct is adhered to at all times; * Develop and implement staff development programmes; * To establish an individual portfolio of work, related to advanced practice and the acutely unwell adult, that is applicable across the organisation; * Regularly participate in audit of service provision and undertake research and development work relevant to advanced practice; and * Work closely with the other managers in Advanced Practice in the empowerment and development of management and leadership of their identified staff group. * Deputise for the line manager as required. * Authorise SSTS and travel expenses as required.   **Facilitation of Learning**   * Develop, maintain and advance personal theoretical knowledge. * Maintain high standards of clinical competence and professional development through ongoing education and attendance at relevant courses of study. * Develop and maintain a peer network of support, information and learning with other ANPs at a local and national level. * Demonstrate and evidence professional role and competence levels through own professional portfolio and reflective practice. * Leads the development and acquisition of advanced nursing practice and skills to enhance and extend the practice of ANP staff and other nurses and health care professionals within the service and beyond * Identify and address the educational needs of patients, families, carers and staff involved in the delivery of care. * Contribute to the teaching and support of students from the multi professional team within relevant educational programmes. * Leads in the provision of an appropriate learning environment, including mentorship, coaching and preceptorship. * Leads the organisation and contribution of relevant educational programmes and in-house study days.   **Evidence, Research and Development**   * Leads in the co-ordination and participation of ongoing service review and evaluation, including monitoring patient experience and outcomes in order to improve practice. * Demonstrate advanced clinical knowledge and skills in relation to clinical interventions to the multidisciplinary team, working in collaboration with education providers and key stakeholders. * Lead in the promotion and development of clinical audit programmes to ensure best practice is delivered in accordance with current local and national policies and guidance. * Initiate and contribute towards research and critically appraise, evaluate and apply knowledge of theoretical frameworks, evidence and recommendations. * Interpret current research findings and implement accordingly to influence best practice. * Participate and actively seek peer review in practice and sound evidence for assurance purposes. * Identify areas of risk and address these through appropriate governance structures and forums. * Advocate and lead the working environment that promotes continuous learning and development, evidence based practice and succession planning, as well as identifying learning opportunities at local and national levels. |

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| **7. SYSTEMS AND EQUIPMENT** |
| **EQUIPMENT**  The post holder is expected to have a comprehensive knowledge of all the equipment utilised by advanced practice nursing team:  **Very specialised**  • Blood gas analyser  **Specialised**  **•** 12 lead ECG machine;  • Hi-flo, oxygen system;  **•** Monitoring ECG and tissue saturation;  • Defibrillator and external pacing;  **Generic**  **•** Respiflo, Hudson and Venturi mask, oxygen delivery systems;  • Glucometer; Patient moving and handling equipment, dinamaps, scales  • Tympanic thermometer;  • Electric bed;  • Computer literate, demonstrate basic keyboard skills;  • Use of electronic communication systems;  • Use equipment required for any procedure detailed in the local procedures  *This list is not exclusive and is subject to change.*  **SYSTEMS**   * SSTS, rostering and payroll system, Bankstaff. Responsibilities include ensuring system is up to date and extra hours, overtime, etc., are authorised; * Frequent ordering of stationery/supplies using a paper based, stock control system, PECOS; * IT systems - TrakCare; Patientrack; Clinical Portal/ECS/SCI-store/e-mail/Carestream/PACS/Morse; cyberlab; iCRIS; labcentre * DATIX – manage incident reporting * Immediate Discharge Document * TURAS, TUBS, Web room booking * eESS, Business Objects Reporting system, HR systems |

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| **8. ASSIGNMENT AND REVIEW OF WORK** |
| * Work will be assigned by the Head of Nursing for Acute Services Division, through objective setting and annual performance appraisal; * Clinical work will be approx 80% of the post holder’s workload and will be generated & assigned by the post holder. Clinical practice will be peer reviewed; * Review and clinical supervision of work will be undertaken by peers, Clinical Lead, NHS Fife Senior Nurse for Advanced Practice, Head of Nursing for Acute Services. Performance is appraised annually; * Initiate and follow through appropriate procedures when a breach of policy occurs, and Peer group review of clinical documentation. * Governance of clinical competence is assessed by an appropriately qualified designated clinical lead, demonstrated and evidenced by a relevant, up-to-date professional portfolio. |

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| **9. DECISIONS AND JUDGEMENTS** |
| * Make highly complex autonomous clinical decisions including analysis, diagnosis, and clinical management, based on an in-depth broad expert knowledge and interpretation of clinical findings. * Determine referral protocols and using advanced clinical reasoning skills, make further referrals when it is identified that further clinical intervention is required. * Use own initiative and acts independently within the boundaries of own knowledge and skills. * Makes complex autonomous decisions regarding staffing issues taking into account differing levels of expertise/qualification and needs of the Hospital at Night service on a daily basis. * Works autonomously within the multi-professional team. Has access to a range of clinical experts for advice and support; * Monitors and assesses the competence of each individual within their ANP group, supporting the progress of the individual; * Makes complex clinical decisions, including differential diagnosis and clinical management, based on an in-depth specialist knowledge and interpretation of clinical and diagnostic investigations; * Uses own initiative and acts independently, within the bounds of own existing knowledge and skills; * Demonstrates sound judgement in assessing the physical, psychological, social and spiritual care of the patient; * Plans a package of care for individual patients including, prescribing of appropriate medications; * Autonomy in decision making regarding the utilisation of resources within agreed budget; * Autonomy to work within agreed parameters, including the application of Human Resource policies, Health and Safety policies and risk management strategies. * Autonomy to pro-actively identify and resolve operational and clinical issues that impinge on service needs/patient safety; and * Ability to quickly assess and respond to patient needs in emergency situations. |

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| **10. MOST CHALLENGING / DIFFICULT PART OF THE JOB** |
| * Maintaining clinical competence while focusing on team development; * Maintaining generic skills while developing clinical skill in a delegated area of responsibility e.g. cardiology, general medicine * Constantly pushing the boundaries of nursing practice, sharing the accountability and responsibility to do so safely; * Competing priorities of clinical and non clinical work load; * Maintaining concentration despite constant interruption through paging, telephone calls etc; * • Eliciting information and making decisions on case management, based on complex clinical information, for example patient symptoms, diagnostic results and social circumstances; * Making independent clinical decisions based on own clinical assessment and interpretation of other findings, such as laboratory results and x-rays; * Planning individual patient care within the context of an interdependent healthcare team. * Ability to prioritise own workload under continually increasing demands; * Communicating with and supporting distressed, anxious or worried patients and relatives; * Dealing with violence, aggression and abusive behaviours from patients, relatives and members of the public; * Providing a professional advisory role to a wide variety of contacts, for example relatives, carers, nursing and medical staff; * Act as an effective change agent integrating information gained from research and audit into clinical practice; * Leading and managing a team of ANPs across organisational boundaries over two hospitals; * Creating and maintaining fairness and equity to all staff when implementing Human Resource policies; * Identifying and managing interpersonal conflict/and or poor performance of individuals or teams; * Ability to continually change and adapt to new situations and strategies; * Being responsive to new practices and communicate these to colleagues and junior staff; and * Recognising and responding to the needs and feelings of others. |

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| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| **Relationships**   * Director of Nursing, Heads of Nursing, Clinical Nurse Managers, Senior Charge Nurses, Charge Nurses, Clinical Nurse Educators, Resuscitation Officers across Victoria and Queen Margaret Hospital * Patients, relatives, carers and members of the public. * Consultants; Registrars, Junior Medical staff * General Practitioners. * Trainee medical staff. * Ward Nurses (registered, non-registered and in training) and allied health professional colleagues. * Senior Nurses; Clinical Coordinators * General Management teams * Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.   **Communication**   * Acts as a patient/staff advocate through the application of ethical, legal and professional knowledge and skills; * Adhere to the Organisations policy on confidentiality including the requirements of the Data Protection Act and Caldicott guidelines; * The ability to handle sensitive information in a manner not liable to offend or antagonise; * Engage in effective communication with patients and relatives, often delivering complex and highly sensitive condition-related information, including diagnosis and prognosis; * Provides support, empathy and reassurance in the delivery of patient care; * Makes appropriate referrals to a wide range of other healthcare professionals and specialities; * Frequent requirement to receive and communicate complex information tactfully; * Demonstrate empathy, sensitivity, support and reassurance when communicating with patients, relatives and staff, particularly in relation to breaking bad news and dealing with emotionally challenging situations; * Maintains accurate records and demonstrates effective verbal and written communication with all members of the multi-professional team within own department and relevant departments which link to the clinical area; * Contributes to a supportive environment in the interest of staff morale; * Develops appropriate external professional networks that promote both the profession and organisation; and * Co-ordinate and disseminate relevant safety action notices and other essential communication within the nursing and clinical support worker team. * Investigate and appropriately respond to complaints and complete risk assessments. * Provide expert advice both locally and nationally through strategic groups. * Develop and maintain clinical networks both locally and nationally. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENT DEMANDS OF THE JOB** |
| The post holder will be involved in both clinical and managerial activity and may be regularly required to move between tasks at short notice, to meet the needs of the service. The post holder will have a clinical commitment on the Victoria and Queen Margaret Hospital sites with approximately 80% of time working clinical shifts. There is a requirement for flexibility of working patterns and for the ability to deal with situations as they arise. Workload is unpredictable with priorities changing constantly.  **Physical**   * A high degree of manual dexterity, accuracy and working at a reasonable speed during the assessment and care of patients; * Cannulation/Venepuncture skills required; * Moving and handling and positioning of patients for examination; * Moving and handling of equipment; * 12 hour shift work; frequent short periods of moderate physical effort; * Be required to initiate appropriate emergency care; and * Need to adapt to the shift pattern required which may involve a variety of shifts.   **Mental**   * Frequent concentration throughout shift on patient related activities; * Unpredictable workload, due to nature of work and sudden changes in clinical condition of acutely unwell patients; * Requirement for high levels of concentration and for absolute accuracy for clinical and managerial tasks; and * Frequent requirement to change between managerial and clinical tasks to meet the needs of a demand led service.   **Emotional**   * The majority of patients attended by the post holder will be in a distressed/emotional state, due their acute illness, so there will be a frequent requirement to deal distressing emotional circumstances; * Ability to cope with distressed patients, anxious/worried patients and relatives in a professional and sensitive manner and to remain confident/calm to perform assessment under emotionally distressing circumstances; and * Requirement to support staff and to deal with difficult and demanding situations such as disciplinary action, bullying or managing absence in an appropriate and fair manner. * Caring for patients who are terminally ill, dying. * Supporting decisions and discussions following a patients death, often unaccepted in emergency situations.   **Environmental**   * Regular exposure to body fluids, blood, faeces, urine during clinical work; and * Potential risk to hazards such as verbal and physical aggression. * Exposure to infections. |

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| **13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB** |
| The post holder will be an expert, Acute Hospital at Night Advanced Nurse Practitioner, with a highly developed specialist knowledge gained by:   * Registered Nurse qualification with current NMC registration with a significant body of experience post registration including extensive history within acute advanced nurse practice; * Appropriate Masters level qualification in Advanced Practice with has enabled competence is:   + Clinical Assessment   + Clinical reasoning, judgement and diagnostic decision making   + Non medical prescribing – V300   + Leading, delivering and evaludation care   + Practice learning/transferable work based learning * Significant comprehensive post registration experience within the Acute Care Setting, at a senior level within an acute environment; * Demonstrable competencies in medical assessment and interventions; * Evidence of continued professional development; * Non-medical prescribing qualification; * Masters Degree or equivalent appropriate experience, including Post Graduate Diploma in Advanced Clinical Practice; * A commitment to lifelong learning and demonstrates evidence of continuing professional development; * Evidence of management, education and training; * Exhibit a high degree of motivation and ability to work in complex environment; * Experience in managing and effecting change and quality improvement; * Effective presentation skills; * Advanced Life Support * Ability to keep relevant skills / knowledge updated and documented; * The post holder will be required to demonstrate excellent team working skills with ability to work using own initiative; * Evidence of effective problem solving skills; and * IT Skills. |

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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 descriptuion applies.  Job Holder’s Signature:  Head of Department Signature: **Jamie Doyle, Head of Nursing – Acute Services Division (Corporate)** | Date:  Date: 31/03/24 |