#### Form JE 5



**JOB DESCRIPTION TEMPLATE**

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| 1. JOB IDENTIFICATION | |
| |  |  | | --- | --- | |  |  | | Job Title: | Advanced Nurse Practitioner Band 7 | | Responsible to (insert job title): | Senior Nurse | | Department(s): | Unscheduled Medicine | | Directorate: | CCG1 | | Operating Division: | Medicine | | Job Reference: | **Sc06-5124(rev25)** | | No of Job Holders: | 6 | | |
| 2. JOB PURPOSE | |
| The post holder will provide advanced theoretical and practice knowledge in the field of advanced nursing practice in order to provide direct clinical care to patients and their families within the acute medicine. The ANP is an autonomous healthcare practitioner who, whilst working collaboratively within a multidisciplinary healthcare team, is responsible for providing comprehensive holistic care to patients and families with acute medical conditions. The ANP will compliment, and augment care offered by 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 ANP role encompasses that of expert nurse and senior clinical advisor, leader and educator within acute medicine. Works as a member of the multidisciplinary team in an outpatient and in-patient capacity, with a high level of input into the assessment and continuing care of patients being admitted for emergency care. | |
| **3. DIMENSIONS** | |
| Works in an autonomous role, exercising advanced practice skills, knowledge and clinical expertise but the primary element is management of patients’ care.  In collaboration with the Senior Nurse and the Clinical Lead the ANP will:   * Be accountable for the provision of expert clinical care, treatment and management of the acute medical patient and his/her family/carer, making complex autonomous decisions utilising expert nursing practice. * Have responsibility for the assessment of care and treatment needs, development, implementation and evaluation of programmes of care, to delivery optimal nursing and medical care. * Will work across multi professional role boundaries, providing comprehensive holistic care sensitive to the needs of patients and families accessing services in Tayside. * Act as a role model and provide clinical leadership, clinical support and expert advice to nursing and junior medical staff. * To participate in the provision of specialist education and training programmes for health care professionals, patients and their families/carers and other professional groups dealing with acute medical patients across NHS Tayside. * Promote health and well being and prevent adverse effects on health and well being through contributing to the development, implementation and evaluation of related policies | |
| 4. ORGANISATIONAL POSITION | |
| Directorate of Nursing  Associate Director of Nursing (ADN) Clinical Service Manager  Lead Nurse  Senior Nurse  **Senior Charge**  **Nurse**  **Advanced Nurse Practitioner(this post)**  Reporting to Head of Patient Care and Nursing, accountable to clinical Services Manager  Indirect reporting  Professional Leadership | |
| 5. ROLE OF DEPARTMENT | |
| To provide a high quality, safe and supportive environment in order to care for patients, clients, carers, relatives and staff within acute medicine and to meet their identified care needs.  The post holder will be required to provide expert care and advice in the following types of environments:   * Acute medical unit (AMU) * Ambulatory & Assessment Area * Wards / departments within NHS Tayside Hospitals * Multi- disciplinary clinics * Nurse led clinics   The post holder has responsibility for:  **Staff Management and Supervisory responsibilities:**   * Contribute and raise issues regarding workforce planning. * Provide specialist advice within and out with direct clinical area. * Provide clinical supervision and mentorship. * Ensure clinical environment is supportive of education and learning. * Liaise with other agencies including community nurses; doctors; care managers; specialist nurses and palliative care teams.   **Budgetary Responsibilities**  Contribute to and influence effective use of physical, human and financial resource. | |
| 6. KEY RESULT AREAS | |
| **Advanced Clinical Practice**  **Care Delivery**  First point of contact for all referrals to the acute medical unit to assess and make the decision utilising the agreed algorithm/protocol for patients’ referral into acute medicine.  Perform a comprehensive and expert assessment, treatment and management of patients referred to the acute medical unit, using complex communication skill, judgement, discretion and decision making.  Interpret and present differential diagnosis via clerking and present management plan to the registrar / Consultant prior to initiation.  Prioritise patients’ management of investigation and intervene appropriately, including initiating emergency and acute care needs.  Plan and initiate and interpret diagnostic testing in line with agreed algorithms, guidelines and protocols.  Evaluate interventions in acute care and continuously monitor the patient’s condition and modify care for optimal patient outcome.  Initiate appropriate and timely referral when the patient condition exceeds the nurse’s scope of professional practice.  Prescribe medicines within agreed clinical management plans to ensure safe, and timely access to treatment.  Demonstrates ability to develop ways of working to improve practice in the assessment, treatment and management of referred patients.  Liaises and maintains effective communication with various individuals and departments on complex and potentially stressful matters in a range of situations within NHS Tayside.  Involve patients / carers and relatives in agreeing consent to implement the delivery of individualised care.  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 and the delivery of high-quality evidence-based care.  As part of a multi-disciplinary team manage and co-ordinate the patient’s journey from point of referral through to discharge and follow-up care as appropriate and within agreed policies and guidelines.  Plan and manage own workload in a flexible manner and manage patient caseload ensuring that service provision meets service need.  As a valuable clinical resource support the clinical activity prioritising/advising and supporting the capacity and flow within the surgical floor.  Adhere to local / organisational and national infection control policy and practice.  Work as an autonomous practitioner. Management /Leadership Demonstrate senior clinical leadership by acting as a role model and advocate for patient and carers, demonstrating advanced knowledge and skills in clinical practice ensuring adherence to standards of conduct and behaviour consistent with NHS Tayside and UK NMC guidelines.  Act as a role model in identifying and meeting the needs of the acute surgical receiving unit patient and challenge poor practice in relation to equality and diversity.  Support Senior Charge Nurse / provide leadership in the management and development of directorate and organisational change and support departmental change.  Develop and implement systems,which co-ordinate, monitor, assess and prioritise workload ensuring that the interests of patients / clients are met.  Influences patient flow during the assessment process to ensure effective use of the physical environment, resources and range of interventions available to meet individual patient needs.  Demonstrated confidence in negotiating with service planners to provide resources.  Provide leadership and collaborate with multi-professional, multi-agency and all other appropriate staff to enhance the healthcare experience for patients / clients.  Participate in mentorship and personal performance review and appraisal and devise development plans.  Work in collaboration with the Senior Charge Nurse to support effective teamwork and healthy working relationships, through consistent and visible support within multi-disciplinary team.  Contribute and support the local risk management and health and safety strategies  Escalate identified risk to ensure that appropriate management is implemented.  As a senior clinical leader promote a positive culture that challenges interpretations of negative behaviour and provide advise to practitioners across the spectrum of care.  Influence and identify areas for improvement of this nurse-led service, contribute to implementation and evaluation of nurse-led service.  Demonstrate advanced practitioner skills to allocate coordinate monitor and assess own work load.  In all interactions the ANP will ensure quality and effectiveness of the service is maintained.  To support NHS Tayside values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviors and attitudes. Education & Continuing Professional Development 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.  Identify, analyse, prioritise and negotiate own training and development needs taking cognisance of mandatory training, physical, human and financial resources.  Develop and deliver educational activities for patients / clients / carers / relatives and healthcare professionals, including pre and post registration teaching programmes, and monitor and evaluate the effectiveness of educational strategies used.  Ensure standards for supervision and support are implemented, monitored and evaluated to facilitate acquisition of skills required for patients / clients / carers / relatives to develop effective coping mechanisms and self care strategies to enhance quality of life.  Contribute to health promotion activity, in relation to health and wellbeing and the actions that can be taken to address issues.  Contribute to and influence the development of pre / post registration curriculum and teaching multi-professional / multi agency groups.  Act as a role model and expert resource for multi-professional and multi-agency groups.  Utilise clinical supervision for own personnel development needs and provide clinical supervision for individuals in practice.  Maintain a portfolio of evidence outlining development of advanced specialist skills in patient assessment and interpretation of findings and making a differential diagnosis.  Working towards a Post Graduate Diploma / Msc in advanced clinical assessment skills. Quality / Research and Development Demonstrate ability to lead on a specific aspect of research/quality improvement initiative and contribute to and participate in supporting ongoing research in nursing/medical practice. Lead on quality improvement initiative in clinical practice.  Contribute on the development, implementation and evaluation of evidence-based policies, procedures and guidelines  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  Ensure awareness and encouragement of best practice, participate in research and audit programmes, recognising the need for and promotion of evidence-based practice.  Create an environment for research and evidence-based nursing and encourage its implementation  Actively promote and monitor quality in all areas of work  Contribute practice development initiatives through participation in clinical working groups relating to acute medicine.  Develop and contribute to the review of clinical guidelines to promote best practice in care within the assessment and triage of AMU.  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 issues to multidisciplinary team.  Actively participate in Clinical Governance, clinical effectiveness and risk management, be proactive in implementing organisational agendas and strategies  Responsible for maintaining patient records within the agreed standards to ensure the care management plan is communicated to parents/carers and the healthcare team and is reflective of their current care needs. Ensure the team maintains standards of record keeping.  Seeks views of families and carers to improve the healthcare experience for service users  **RESPONSIBILITY FOR RECORDS MANAGEMENT**    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. | |
| 7a. EQUIPMENTAND MACHINERY | |
| **Manual Handling**   * Activities of daily living * Ergonomics  Patient movement with use of Mechanical aids e.g. HoistsGeneral 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 * Invasive Monitoring * Urinalysis * Blood sampling * Bladder scanning * Ultrasound  **Medical Devices**  * Infusion Devices * Examination equipment * Central Venous Pressure lines * Temporary central venous catheters * Blood glucose analyser * Cardio-respiratory and oxygen saturation monitors * Digital thermometer   **Treatments**   * Oxygen therapy * Basic life support * Intravenous therapy * Prescription of medicines | |
| **7b. SYSTEMS** | |
| The ANP is expected to have knowledge and skills necessary to use all equipment required for the care of all patients in acute medicine. They will be expected to educate and supervise others to gain competence Information TechnologyAppropriate IT packages for patient management  * Accessing electronic guidelines/protocols * Maintenance of patients records both paper and electronically. * Central vision laboratory system * Literature Reviews * Trakcare * Patientrak * 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 * Insight * Sci-gateway * Unisoft | |
| 8. ASSIGNMENT AND REVIEW OF WORK | |
| * The post holder will have responsibility for managing his/her own caseload in conjunction with the acute medicine team. This involves care of acutely unwell medical patients within the “front door” areas who can be critically ill. * Most work is done autonomously and is not assigned. * The Advanced Practitioner will be responsible to the Senior Nurse and Medical Consultant for professional guidance and management, work review and formal appraisal of performance. The clinical guidance is provided by the -call acute medical consultant. | |
| **9. DECISIONS AND JUDGEMENTS** | |
| The post holder is expected to:   * 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 to ensure their rights are upheld. * 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 UK Nursing and Midwifery Council standards of conduct, performance and ethics. * Recognise staff performance issues and appraise accordingly. | |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | |
| * To function in the role of ANP which encompasses integrating professional role boundaries * To attend to acutely ill, deteriorating patients alone and lead resuscitations * To fulfil the role of clinical expert and to act as a resource to colleagues. * To motivate and inspire staff. * To provide the highest standards of care whilst addressing the equality and diverse needs of the families. * 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. | |
| **11. COMMUNICATIONS AND RELATIONSHIPS** | |
| Responsible for supporting and contributing effective systems and standards of communication for routine, complex and frequently stressful matters. Utilise a wide range of media such as telephone, telemedicine, IT, verbal and written communication to negotiate appropriate actions to reach agreed outcomes.  Communicates continuously with the multidisciplinary team about all activities necessary to provide and maintain a safe functioning environment ensuring effective, quality care e.g. radiology, clinical measurement and specialist teams.  Establish and maintain relationships based on mutual respect, communicating on a regular basis with the parents/carers, other relatives, the multidisciplinary team and external agencies involved in the provision of care utilising telephone, verbal and written communications.  Promote and maintain good working relations, ensuring contribution and receipt of support through communication and feedback created through annual review, continuous professional development and Knowledge and Skills Framework | |
| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL 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. **(occasional)** * Insertion of venous access devises cannulation / venepuncture. **(frequently)** * Venepuncture for blood sampling. **(frequently)** * Drug administration. **(frequently)** * Removal of sutures. **(infrequently)** * Provision of personal care to patient. **(frequently)** * Patient examination including abdominal / chest / rectal. (**frequently)** * Blood cultures. **(frequently)** * Insertion of urinary catheters. **(frequently)** * Placement of gastric tubes. **(infrequently)** * Blood gas analysis. **(frequently)** * Arterial blood gas sampling / monitoring. **(frequently)** * Blood pressure monitoring (Invasive and non invasive). **(frequently)** * Specimen collection/Urinalysis. **(frequently)** * Stoma care. **(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:**   * Concentration required due to the nature of the ANP role. **(Frequently)** * Complex clinical decision making. **(Frequently)** * Recognising and responding to ethical issues due to the nature of the post. **(Frequently)** * Management of competing priorities and promoting positive time management. (**Frequently)** * Dealing with unpredictable workload. **(Frequently)** * Challenging inappropriate and poor clinical practice. **(Frequently)** * Maintenance of precise and accurate records. **(Frequently)** * Change management. **(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 observing patient behaviours which may be unpredictable. **(frequently)** * Frequent direct and indirect interruptions from patients, relatives, bleeps, telephone and multidisciplinary team. **(frequently)** * Concentration required when documenting and interpreting clinical observations and responding to subtle physical / physiological changes in patient condition. **(frequently)** * Concentration required when operating specialised equipment. **(frequently)** * Challenging the values, beliefs and decisions of the multiprofessional team. **(frequently)** * Balancing clinical / administrative demands on time. **(daily basis)** * Maintain high level and consistent professional behaviour in unpredictable and stressful situations. **(frequently)** * 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 motivate and enthuse and 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 conventions whilst maintaining visibility and accessibility in environment of care. **(occasional)** * Concentration required while preparing and delivering oral presentations. **(occasional)** * 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 the terminally ill / conservative management patients. **(frequently)** * Caring for patients following receipt of bad news. **(frequently)** * Dealing with patients with severely challenging behaviour. **(frequently)** * Communicating with sensory impaired people (vision, hearing/voice etc). **(frequently)** * Managing aggressive patients / relatives. **(frequently)** * Care of patients with special needs e.g. learning disability, language and cultural differences. **(frequently)** * Supporting patients awaiting diagnosis, recently diagnosed. **(frequently)** * Supporting / educating patients / relatives / carers to participate in the planning and provision of care. **(frequently)** * Caring with patients with progressive disease and supporting their relatives. **(frequently)** * Communicating complex issues with the multidisciplinary team. **(frequently)** * Personal / interpersonal stressors. **(frequently)** * Patient Group provide mental and emotional demands due to the behavioural issues associated within their diagnosis. **(frequently)**   **Working Conditions:**   * Exposure to body fluids, i.e. cleaning up of body fluids and blood spillages. **(frequently)** * Exposure to verbal aggression. **(frequently)** * Exposure to physical aggression. **(frequently)** * Exposure to infected and infectious materials and patients. **(frequently)** * Hot and noisy environment. **(daily)** * Lone working on one-to-one basis with patients within a closed environment. **(frequently)** | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| * First level registered nurse with relevant post registration qualification * Have specialist knowledge of acute/general medicine/critical care across a range of clinical conditions and related issues, underpinned by the theory and practice acquired through an ANP education programme at master’s level or equivalent education or demonstrate ability to work towards ANP qualification * Highly developed specialist knowledge underpinned by theory and experience gained through extensive post registration experience in acute care setting * Able to demonstrate the appropriate competencies and skills for the job. * Ability to meet the highly complex needs of the acute/critically ill adult requiring full nursing and medical support. * Independent Nurse Prescribing (UK NMC Recorded) / work towards. * Evidence of continuous professional development in acute/general medicine/critical 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. * Completion of advanced life support course * IT skills. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each job holder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature:  **(I confirm this Job Description accurately reflects the duties and**  **responsibilities of the postholder and does not impact upon any other**  **postholders role)** | Date:  Date: |