

TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

Title: Emergency Nurse Practitioner

Department: Minor Injuries and Illness Unit

Grade : A/7

Responsible to: Matron

Accountable to: Chief Executive

Liaises with: Consultants, anaesthetists, GPs, patients, relatives, carers, departmental managers, receptionists, booking clerks, IT lead, Information Governance Lead, external Trusts, CSSD, and equipment suppliers.

Job Summary:

The post holder will work within the MIU, overseen by the Matron to ensure the delivery of effective and high quality clinical services and the achievement of both strategic objectives and relevant performance targets.

The post holder will be responsible for ensuring high quality care through the daily co-ordination of activities whilst working autonomously with responsibility for the assessment, examination and care planning to patients who attend the MIU delivering evidence based care, to enable the appropriate safe discharge of patients attending the MIU, working within the scope of practice at all times.

Promoting a positive approach to new challenges and creative ways of working. Acting as patient advocate throughout the MIU process liaising with all members of the multidisciplinary team to co-ordinate all aspects of patient care.

Principle Duties:

1 Emergency Nurse Practitioner

- 1.1 To provide an autonomous service for patients within the parameters of the Emergency Nurse Practitioner (ENP) scope of practice.
- 1.2 To provide a patient centred service using research based skills and knowledge, and effective communication to accurately diagnose and treat these patients, acting as their advocate when necessary.
- 1.3 Providing advice, consultation and information about a range of health conditions and minor ailments.

- 1.4 Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- 1.5 To actively participate in health promotion and education enabling patients to take responsibility for their own care.
- 1.6 To assure effective referral pathways to internal and external specialties and care teams, including within the practice team as necessary.

2 Professional / Clinical Leadership

- 2.1 To accept personal responsibility and accountability for infection prevention and control practice within your area, ensuring familiarity and compliance with all relevant policies and ensuring attendance at mandatory infection control updates.
- 2.2 To maintain a professional attitude at all times and acting as a role model for staff and professional, governing bodies. (E.g. NMC).
- 2.3 To implement and continually develop evidence based practice.
- 2.4 To ensure the safety of patients at all times, including appropriate delegation of patient care to appropriately skilled staff, reporting any untoward incidents / accidents appropriately.
- 2.5 To ensure that individual care is given to all patients and to promote equality, diversity and rights for all individuals.
- 2.6.1 To ensure that all clinical procedures are implemented in accordance with the policies of the Trust.
- 2.7 To establish and maintain communication with individuals and groups about difficult and complex matters and overcoming any problems with communication.
- 2.8 To be effective in communicating with all patients, carers and service users.
- 2.9 Rapidly form therapeutic relationships with patients and carers who are experiencing emotional distress and be able to explain what is happening in a way they will understand.
- 2.10 Support staff who assist in delivering the service to continuously improving the patient experience based on the feedback of patients, carers and relatives.
- 2.11 Be able to delegate clearly and appropriately to clinical staff / students using the principles of good delegation.
- 2.12 Participate in all aspects of the 6 C's process
- 2.13 To deliver care in line with Legislation / NICE / Best Practice.

- 2.14 To be accountable for your own practice and utilise available opportunities to sustain and improve knowledge and professional competence.
- 2.15 To maintain accurate clinical records in accordance with the NMC, Trust and medical legal requirements. To ensure these standards are met and maintained within the clinical team.
- 2.16 To ensure that the CNO's 10 key roles for nurses are adhered to through practice.

3 Management

- 3.1 To take all measures to ensure safety and report all accidents/incidents/near misses via the incident reporting system.
- 3.2 To ensure Risk Management is undertaken within own area of responsibility, participating in the identification analysis of risk.
- 3.3 To promote a positive attitude towards the MIU department and the Trust.
- 3.4 To facilitate a team and 'no blame' culture that supports staff to learn and develop.
- 3.5 To be responsible for the equipment in the department, ensuring that it is used safely and effectively, kept in working order and properly maintained.
- 3.6 To ensure the economic use of supplies, ordering replacement items as necessary and arranging routine maintenance and repairs
- 3.7 To maintain accurate records and use reporting mechanisms appropriately.

4 Development, Education and Training

- 4.1 To maintain a wide knowledge of current emergency medicine practice
- 4.2 To attend mandatory training days, and undertake their annual appraisal.

5 Quality

- 5.1 To facilitate high quality cost effective care through the use of audit, benchmarking and other quality initiatives as determined by the trust.
- 5.3 To be fully aware of the targets and health agenda set by the Government, Trust and service and implement required actions to meet these targets.
- 5.4 To identified and monitor any risk to patient or staff safety taking appropriate management action to support the risk management process within the Trust.
- 5.5 To lead and participate in nursing clinical audit to support, maintain and develop expected standards of care.

Confidentiality

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse affect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

PERSON SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION Essential	DESCRIPTION Desirable
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> • First Level registration (RN) • 1st Degree or working towards • BSc Nurse Practitioner / Emergency Nurse Practitioner / Emergency Care Practitioner, or equivalent. • Accident & Emergency Course • Experience in assessment, diagnosis and management of minor illness / injuries • Evidence of significant Continuing Professional Development 	<ul style="list-style-type: none"> • Minor Injuries and / or Minor Illness Course, or willing to work towards
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> • Minimum of one year working in an acute or community hospital setting as an ENP • Assessment skills • Management of minor injury & minor illness • Fracture management • Recent and continued evidence of developing relevant practice. • Has an in depth understanding of local and national issues relating to urgent care. • Excellent knowledge base in 	<ul style="list-style-type: none"> • Understanding of developing protocols and guidelines

	<p>the management of minor illness / injury.</p> <ul style="list-style-type: none"> • Experience of multidisciplinary team working • Able to demonstrate effective teaching and development of staff and students • Credible clinical expert • Fully aware of the Clinical Governance agenda • Fully aware of principles of Infection Control • Fully aware of Health & Safety at Work • Able to promote equality, diversity and rights • IT skills 	
<p>Communication Skills (Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</p>	<ul style="list-style-type: none"> • Demonstrates excellent ability to communicate effectively and articulately at all levels utilising appropriate media (written/verbal, electronic etc) • Motivated and enthusiastic • Ability to develop an environment that provides a good learning experience for students. • Assertive and enthusiastic • Excellent leadership and decision-making skills • Ability to deal with conflict • Calm under pressure 	
<p>Flexibility (Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</p>	<ul style="list-style-type: none"> • Willingness to be flexible and adaptable • Ability to work across 6 day week • Ability to work unsocial hours, if required 	
<p>Other (Any other key issues not recorded elsewhere in JD or person spec.)</p>	<ul style="list-style-type: none"> • Demonstrate a positive attitude at all times • High professional standards • Able to demonstrate initiative and self direct • Committed to quality • Understanding of importance of patient confidentiality and key principles of Data Protection Act 	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			

	Name	Signature	Date
Line Manager			