

Job Description, Person Specification & Supplementary Information Agreement Form

Post Title: - Advanced Nurse Practitioner (Emergency & Urgent Care)

The attached job description, person specification and supplementary information will be used as part of the Agenda for Change job matching/evaluation process.

We the undersigned agree the attached document is an accurate reflection of the duties of the post, and the person specification indicates the skills and knowledge, which is required of the post holders. The supplementary information provides accurate information of additional job related factors.

Name of Post Holder(s): <small>(Attach List if appropriate)</small>			
Department:	Emergency & Urgent Care		
Contact number:			
Signature:		Date:	

Line Manager's Name:	Senior Nurse Manager		
Signature :		Date	
Contact number:			
General Manager / Service Director's Name:	Mandy Davies		
Signature		Date	
New Role / Vacancy (PLEASE DELETE AS NECESSARY)	YES	NO	

If this post is a new role or vacancy with no member of staff currently in post there is no requirement to have it signed by a post holder.

Please e-mail a copy of the job description to:

██████████, Pay Modernisation Manager, ██████████

Please also send a signed paper copy with this form to:

██████████ Pay Modernisation Manager, Hywel Dda Health Board, HR Department, Hafan Derwen, Parc Dewi Sant, Carmarthen, Carmarthenshire, SA31 3BB

JOB DESCRIPTION

JOB DETAILS

Job Title: Advanced Nurse Practitioner (Emergency & Urgent Care)

Pay Band:

Hours of Work: As per contract

Directorate Unscheduled Care

Department: A&E/MIU's

Base:

ORGANISATIONAL ARRANGEMENTS

Accountable to: 1. (Managerially) Senior Nurse Manager
 2. (Reporting) Senior Nurse Manager; Practice Development Nurse
 3. (Professionally) Director of Nursing; County Head of Nursing;
 Acute Services Nurse Manager

Responsible For: Delivery of an autonomous nurse practitioner service providing patient-centered clinical care, encompassing the skills of assessment, examination, diagnosis, treatment and discharge of patients.

Mentoring Relationship with - Consultant in Accident and Emergency
 General Practitioners (OoH)

Key Relationships:

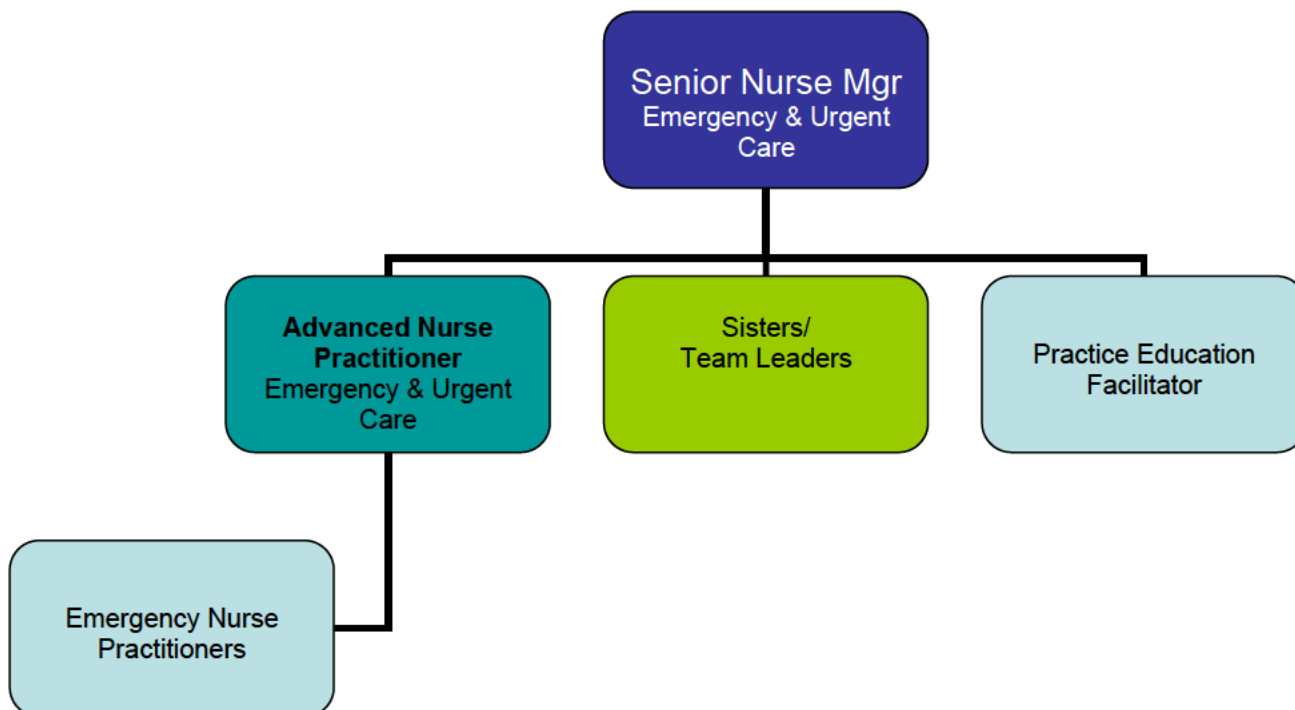
Internal

MDT
GP OoH
Practice Development Nurse
MAST; ART; Chronic Conditions Team

External

Patients & members of the public
CHC
Police, pre-hospital personnel
Community and primary care teams

Organisational Chart:



JOB SUMMARY / PURPOSE

The post holder is identified as a clinical expert within Emergency and Urgent Care and is required to have a high clinical profile ensuring the provision of effective and efficient care. At this level the post holder is expected to work as a highly skilled senior nurse clinician and to have expert knowledge of Emergency and Urgent Care practice.

The primary focus of the role is to work as an autonomous practitioner providing patient-centered clinical care, encompassing the skills of assessment, examination, diagnosis and treatment of patients. The post is intended to provide improved outcomes for patients by improving timeliness and consistency of care.

The post holder will be expected to exercise a high degree of personal professional autonomy and make critical judgments to satisfy the expectations and demands of the role. He/she will be expected work at an advanced clinical level within their level of competence and to work flexibly as part of the team delivering a 24/7 service within Emergency and Urgent Care across the Health Board.

ROLE and RESPONSIBILITIES

CLINICAL

- 1.1 Provides expert clinical advice to patients who present with undifferentiated needs.
- 1.2 Provides clinical expertise to staff when required, in the management of complex presentations and/or emergencies.
- 1.3 Exercises a high degree of professional autonomy and critical judgment. Making professionally autonomous decisions utilising knowledge and skills attained via study at Masters Level and lengthy experience in a variety of clinical settings.
- 1.4 Utilises advanced physical assessment skills to obtain a clinical history, perform physical examination, formulate a differential diagnosis and devise a treatment plan and discharge or refer independently.
- 1.5 Orders and interprets appropriate laboratory and radiology results.
- 1.6 Prescribes drugs in accordance with independent nurse prescribing regulations.

- 1.7 Accurately triages people from a range of patient groups presenting with undifferentiated and undiagnosed problems using a robust triage model.
- 1.8 Recognises limitations within own professional knowledge and practice, and seeks advice and support as appropriate from other multi-disciplinary colleagues.
- 1.9 Offers and develops appropriate health promotion strategies.
- 1.10 Improves and maintains continuity of care by providing appropriate information for patients and their relatives
- 1.11 Acts as the patients advocate, ensuring that patients and their families are fully informed and supported.
- 1.12 Mediates in the best interests of the patient in situations where there are challenging relationships and conflicts of interest.
- 1.13 Accepts responsibility for own patient caseload, ensuring all patients have a clearly documented and accurate plan of care for discharge or transfer of care, which reflects the assessment undertaken and incorporates the issues and recommendations made.
- 1.14 Liaises closely with other services to include; secondary care, community and other statutory and 3rd sector agencies.
- 1.15 Ensures all patients treated have follow-up letters sent to their General Practitioners.
- 1.16 Deals with complex situations that arise analysing and making decisions in relation to patient risk and care.
- 1.17 Provides immediate management utilising the skills associated with Advanced Life Support (ALS), Advanced Trauma Life Support (ATLS) and Paediatric Life Support (PLS) and make appropriate referral for ongoing management.
- 1.18 Uses appropriate medical devices to assist diagnosis and treatment.
- 1.19 Ensures appropriate interventions are used to ameliorate the psychological impact of sudden illness or injury on the patient and relatives
- 1.20 Offers basic counselling, support in crisis, loss, and grief situations.
- 1.21 Demonstrates expertise in dealing with interpersonal conflict and be responsible for the resolution of any adverse situations/incidents.
- 1.2 Participates as a member of the team in the event of a major incident.

MANAGERIAL/ LEADERSHIP

- 2.1 Role models excellence and provides expert clinical leadership within the Emergency and Urgent Care setting in association with the senior multi-disciplinary team.
- 2.2 Engages with external partners/stakeholders to gain their necessary level of contribution and commitment to deliver high quality patient focused care.
- 2.3 Creates an environment of collaboration, integration and co-operation within Emergency and Urgent Care and outside agencies.
- 2.4 Actively involves service users in providing feedback of their experience of the current service and suggestions for improvements.
- 2.5 Assists the senior nursing team in implementing systems to effectively monitor and control the use of appropriate resources.
- 2.6 Ensures efficient and effective patient care is delivered at the highest standard within available resources.
- 2.7 Where appropriate prepares and monitors Emergency Nurse Practitioner (ENP) /Advanced Nurse Practitioner (ANP) duty roster's ensuring cost effective deployment of personnel to meet service demand.
- 2.8 Appraises the performance and facilitates the personal development of ENP/ANP's and trainee ENP's/ ANPs.
- 2.9 Co-ordinates a seamless service through the development of enhanced multidisciplinary team processes and communication to facilitate effective patient flow.

- 2.10 Takes a lead role in an area of specialised clinical interest within Emergency and Urgent Care
- 2.11 In conjunction with the Senior Nurse Manager uses a patient focused approach to contribute to :-
 - ▲ Setting and monitoring of standards of direct nursing care by the team
 - ▲ Developing the nursing service within the Health Board
 - ▲ Developing and evaluating the Nurse Practitioner service
 - ▲ Developing and reviewing departmental policies, procedures, standards and practices and initiate change and improvements where necessary.
- 2.12 Assesses and manages risks associated with health and safety issues.
- 2.13 Participates in complaints and clinical incident reviews within the service
- 2.14 Participates in recruitment, selection and interviewing for the ENP/ANP service.

EDUCATIONAL/ RESEARCH

- 3.1 Critically analyses research and incorporates evidence-informed practice into the care of a client group.
- 3.2 Promotes and facilitates evidence informed practice and clinical audit within the Health Board, raising the profile and enhancing the contribution of nursing to patient care and informing business and service development plans.
- 3.3 Devises, delivers and evaluates programmes of education and training according to the identified needs of clients, carers and others, including front line staff and students.
- 3.4 Develops own areas of specific clinical expertise in order to link acute, primary, community and emergency care sectors in expanding nursing practice.
- 3.5 Undertakes and produces evidence of own continuing professional development.
- 3.5 Develops and leads regular audit and monitoring of own practice and the Nurse Practitioner service, analyses audit findings and changes practice accordingly.
- 3.6 Participates in appropriate/relevant Health Board approved research projects.
- 3.7 Promotes nursing research and evidenced informed practice relevant to the specialist area.
- 3.7 Presents, disseminates and communicates research findings locally within Health Board and nationally through publication.
- 3.8 Networks with nurses and health care professionals locally and nationally to share and disseminate good practice.
- 3.9 Chairs / participates in ongoing forums for personal, professional and clinical development of the ENP/ANP team.
- 3.10 Works with other clinical staff to identify knowledge gaps in relation to specialist emergency nursing and ensure staff are appropriately educated.
- 3.11 Promotes a culture, which facilitates lifelong learning for all staff.
- 3.12 Acts as a mentor to trainee ENP's/ANP's.
- 3.13 Leads/participates in clinical skills development and competency assessment

PROFESSIONAL

- 4.1 Be aware of and comply by all Health Board policies, procedures and guidelines relevant to the speciality.
- 4.2 Comply by the legal requirements and statutory rules relating to practice.
- 4.3 Maintain standard of conduct to sustain public confidence in accordance with the NMC "Standards of conduct, performance and ethics for nurses and midwives" 2008
- 4.4 Maintains and submits where appropriate, and as contemporaneously as is possible, the following records:
 - ▲ Clinical documentation

- ▲ Personnel management records
- ▲ Professional Development Profile

4.5 Promotes the specialist role of ‘Advanced Nurse Practitioner’ within the Health Board and outside the Organisation

JOB PLAN

A detailed job plan will be formulated with the post holder but a draft is included. A minimum of 90 per cent clinical practice will be established within this. Flexibility within the role is essential and thus sessions may be altered but the session numbers remain equal.

5.1 Working Pattern

The post holder will be required to work over the 24hr hour period, 7 days per week to meet service demand.

Day 1	Day 2	Day 3	Day 4	Day 5
Direct clinical care delivery	Direct clinical care delivery	Direct clinical care delivery	Direct clinical care delivery	Direct clinical care delivery
		CPD protected time/ Clinical teaching/Audit		

HEALTH, SAFETY AND SECURITY

- Act within legislation, policies and procedures relating to information governance.
- Attend statutory/mandatory training.
- Responsibility for ensuring the Health & Safety policies and procedures are implemented in their designated area of responsibility.

EQUALITY AND DIVERSITY

- To ensure that equality and diversity issues are recognised and addressed in accordance with legislation, policies and procedures.

Actively promotes equality of opportunity and diversity in own area of responsibility. It is intended to go beyond compliance with equality legislation and move towards a situation

NHS CODE OF CONDUCT FOR MANAGERS

The post holder will be expected to adhere to the standards laid down in the NHS Code of Conduct for Managers and at all times act in a manner that reflects and promotes the values of the HB.

The post holder must ensure all activity and service objectives are effectively met in compliance with HBs standing orders and SFIs, scheme of delegated authority and employment legislation.

COMPETENCE

- The post holder is required to participate in the Hywel Dda PDR process and work towards meeting identified development needs.
- The postholder is required to demonstrate on-going continuous professional development.
- At no time should the postholder work outside their defined level of competence. If the postholder has concerns regarding this they should immediately discuss this with their Manager/Supervisor/Consultant. The postholder has the responsibility to inform those supervising their duties if they are not competent to perform a duty.

REGISTERED HEALTH PROFESSIONAL

All staff who are members of a regulatory body must comply with standards of professional practice/conduct. It is the postholders responsibility to ensure they are both familiar with and adhere to these requirements.

RISK MANAGEMENT/HEALTH & SAFETY

- The postholder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the Hywel Dda. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.
- The postholder has the responsibility for monitoring the progress on action plans in relation to risk, health and safety.
- The postholder has the responsibility for the development of risk profiles and a risk register within their area of responsibility.
- The postholder has the responsibility for developing systems to monitor performance against agreed performance indicators.

HARRASSMENT & BULLYING

The HB condemns all forms of harassment and bullying and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias. All staff is requested to report any form of harassment and bullying to their line manager or to any Director of the HB.

RECORDS MANAGEMENT

The postholder has the responsibility for timely and accurate record keeping and where appropriate in accordance with professional guidelines.

The postholder has the responsibility for the creation and maintenance of records in accordance with Hywel Dda policy and the data protection act.

FLEXIBILITY STATEMENT

The developing and rapidly changing nature of the organisation will require considerable flexibility from the post holder. This job description indicates the main functions and responsibilities for the post and is not intended to be a fully inclusive list and the duties and responsibilities specified in this job description are subject to change as the needs of the HB evolve. On agreement with the post holder, this job description will be amended, as necessary, in the event of future organisational and professional changes and/or personal development.

CONFIDENTIALITY

All staff may have access to confidential information about patients, staff or health service business. On no account must such information be divulged to anyone who is not authorised to receive it. Confidentiality of information must be preserved at all times whether at or away from work. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and /or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

GENERAL

The postholder needs to ensure they are familiar with their terms and conditions of service.

EQUAL OPPORTUNITIES

It is the aim of the Hywel Dda HB to ensure that no job applicant or employee receives less favourable treatment on grounds of gender, religion, race, colour, sexual orientation, nationality, ethnic or national origins or is placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. To this end, the HB has an Equal Opportunities Policy and it is for each employee to contribute to its success.

OUTSIDE EMPLOYMENT/OUTSIDE INTERESTS

Any other work or outside interests must not conflict with the duties and responsibilities of your attendance for work as an employee of the HB.

ENVIRONMENTAL

The Hywel Dda Health Board is committed to its environmental responsibilities. The Board recognizes that its activities, including energy consumption, waste generation, transportation emissions, water use and resource consumption, have a significant impact on the environment. As an integral part of its commitment to ensure high quality patient care, all staff have a responsibility to adhere to environmental policy and procedure at both an organisational level and within their own area of work to ensure legal compliance. Staff will do its utmost to minimize the environmental impacts of Health Board activities and services, and seek to continually improve operations to minimize their environmental effects. Staff should take note of relevant communications and attend mandatory training when required.

PERSON SPECIFICATION

SUMMARY OF PERSON SPECIFICATION and SKILLS

Post Title: ANP (Emergency & Urgent Care)

Department: Emergency and Urgent Care

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSEMENT
---------	-----------	-----------	-----------------------

Qualifications	<ul style="list-style-type: none"> ⤴ Level 1 Registered Nurse ⤴ Current NMC Registration ⤴ Registered with the NMC as an Independent Nurse Prescriber ⤴ Autonomous practice course relating to minor injury and illness ⤴ MSc/PGDip Advanced Clinical Practice (Nurse Practitioner) or equivalent ⤴ Masters level education ⤴ ALS/PLS 	<ul style="list-style-type: none"> ⤴ Advanced Trauma Life Support Skills (ATNC/TNCC) 	NMC Registration Certificates Portfolio
Experience	<ul style="list-style-type: none"> ⤴ 5 years Emergency/Unscheduled care nursing experience ⤴ Management/leadership experience at Band 6 or above ⤴ Significant experience where a degree of autonomous working has been required ⤴ Experience of autonomously managing minor injuries and minor illness in a primary healthcare or Emergency setting. 		Application form Interview References

Skills	<ul style="list-style-type: none"> ⤴ Physical assessment and history taking skills, ability diagnose, discharge or refer independently. ⤴ Competent in the use of appropriate medical devices ⤴ Ability to delegate and prioritise work ⤴ Experience in clinical audit. ⤴ Ability to critically analyse research and apply to practice setting. ⤴ Evidence of their own interest and contribution toward developing clinical practice. ⤴ Commitment to and understanding of mentorship/clinical supervision. ⤴ Evidence of knowledge/understanding of collaborative practice and nurse practitioner role. ⤴ Excellent interpersonal skills ⤴ Teaching and assessing skills ⤴ Ability to respond to and lead change ⤴ Leadership skills 	<ul style="list-style-type: none"> ⤴ IT skills ⤴ Clinical audit skills 	Application form Interview Portfolio
Knowledge	<ul style="list-style-type: none"> ⤴ Knowledge of NMC Codes of Practice ⤴ An ability to provide specialist clinical advice within the multidisciplinary team ⤴ Able to critically analyse research findings and apply to practice ⤴ Maintain their personal and organisational development 	<ul style="list-style-type: none"> ⤴ Awareness of Clinical Governance ⤴ Awareness of topical issues in health and social care 	Application form Interview Portfolio

Personal Attributes (Demonstrable)	<ul style="list-style-type: none"> ⤴ Effective communicator with patients, relatives and all members of the multi-disciplinary health care team involved in primary and secondary care. ⤴ Ability to work in a calm and efficient manner in situations of extreme workload ⤴ Self motivator ⤴ Able to maintain confidentiality ⤴ Caring attitude to patients and clients ⤴ Shows respect to team members ⤴ Professional attitude to work ⤴ Able to work independently ⤴ Gives support to the Senior Nurse/ Senior Nurse Manager 	<ul style="list-style-type: none"> ⤴ Well presented ⤴ Welsh speaker ⤴ Commitment to Unscheduled care nursing by evidence of professional development ⤴ Sense of humour 	Application form Interview References
Interests	<ul style="list-style-type: none"> ⤴ Personal to individual 		Application form Interview References
Other	<ul style="list-style-type: none"> ⤴ Flexible in working hours ⤴ Across Health Board working ⤴ Reliable work record ⤴ Driving license 		Application form Interview References

SUPPLEMENTARY JOB DESCRIPTION INFORMATION

Job Title: **Advanced Nurse Practitioner- Emergency and Urgent Care**

Effort Factors	If Yes, frequency:						Example
	Y	N	Daily	Weekly	Monthly	> Monthly	
Physical Effort							
Working in uncomfortable/unpleasant physical conditions		N					
Working in physically cramped conditions		N					
Lifting weights/equipment with mechanical aids		N					
Lifting weights/equipment without mechanical aids		N					
Making repetitive movements	Y		√				
Climbing or crawling		N					
Manipulating objects		N					
Manual digging		N					
Running		N					
Standing/sitting with limited scope for movement for long periods		N					
Kneeling, crouching, twisting, bending or stretching		N					
Standing/walking for substantial periods of time		N					
Heavy duty cleaning		N					
Pushing/pulling trolleys or similar	Y		√				E.g. Pushing a patient in a wheelchair
Working at heights		N					
Controlled restraint i.e. jobs requiring training/certification in this		N					

Effort Factors	If Yes, frequency:						Example
	Y	N	Daily	Weekly	Monthly	> Monthly	
Mental Effort							
Carry out formal student/trainee assessments		N					
Carry out clinical/social care interventions	Y		√				<ul style="list-style-type: none"> ▲ Undertake comprehensive patient assessments and formulate management plans ▲ Make referrals to other services/ external agencies
Analyse statistics	Y						<ul style="list-style-type: none"> ▲ Analyse research reports and simple statistics
Operate equipment/machinery	Y		√				<ul style="list-style-type: none"> ▲ Operate equipment such as visual assessment equipment
Give evidence in a court/tribunal/ formal hearings	Y						<ul style="list-style-type: none"> ▲ Give evidence in Court relating to a patient assessment e.g. assault
Attend meetings (describe role):	Y				√		<ul style="list-style-type: none"> ▲ Attend Professional Nurse forum ▲ Chair specialist nurse meetings
Carry out screening tests/ microscope work		N					
Prepare detailed reports	Y				√		<ul style="list-style-type: none"> ▲ Document comprehensive clinical assessments
Check documents	Y	√					<ul style="list-style-type: none"> ▲ Check nursing documents ▲ Check reports
Drive a vehicle	Y			√			<ul style="list-style-type: none"> ▲ Cross County cover ▲ Possible travel within the community
Carry out calculations	Y		√				Carry out drug calculations

Carry out clinical diagnosis	Y		√				▲ Autonomous practitioner responsible for diagnosis, formation of a treatment plan and discharge
Carry out non-clinical fault finding		N					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
Emotional Effort							
Processing (e.g. typing/transmitting) news of highly distressing events		N					
Giving unwelcome news to patients/ clients/carers/staff	Y				√		Dealing with highly sensitive and emotional situations such as sudden death of a child, adults, serious injury where a sympathetic and compassionate approach is required.
Caring for the terminally ill		N					
Dealing with difficult situations/ circumstances	Y			√			Provides emotional support to families , relatives and staff in distressing and emotional situations
Designated to provide emotional support to front line staff	Y						Offer basic counselling support in crisis , loss and grief situations
Communicating life changing events	Y			√			Deals with victims of child abuse, domestic violence, rape
Dealing with people with challenging behavior	Y			√			Dealing with patients with learning disabilities; mental capacity issues
Arriving at the scene of an accident		N					

Effort Factors	If Yes, frequency:						Example
	Y	N	Daily	Weekly	Monthly	> Monthly	
Working Conditions							
Inclement weather		N					
Excessive temperatures		N					
Unpleasant smells/odours		N					
Noxious fumes		N					
Excessive noise &/or vibration		N					
Use of VDU more or less continuously		N					
Unpleasant substances/non-household waste		N					
Infections Material/Foul Linen		N					
Body fluids, faeces, vomit	Y		√				Suturing; dealing with bodily fluid; foul smells
Dust/dirt		N					
Humidity		N					
Contaminated equipment or work areas		N					
Driving/being driven in normal situations	Y						
Driving/being driven in emergency situations		N		√			Cross County cover and or driving to community settings
Fleas or lice		N					
Exposure to dangerous chemicals/ substances in/not in containers		N					
Exposure to aggressive verbal behaviour where there is little/no support	Y				√		May be exposed to sudden violent threatening behaviours by patients/public
Exposure to aggressive physical behaviour where there is little/no support		N					

Effort Factors	Y	N	If Yes, frequency:				Example
			Daily	Weekly	Monthly	> Monthly	
Freedom to Act							
Does the postholder generally work with the supervisor/manager close by/available		N					Variable: medical supervision available in A&E's
Does the postholder generally work with the supervisor/manager contactable by telephone	Y						Advice from Major A&E available by phone for staff working in MIU's
Is the postholder the lead specialist in their field	Y						
How often on average is guidance/advice given						√	
How often is your work checked/monitored/assessed						√	