

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Advanced Care Practitioner- ED</b>	
<b>DIVISION:</b>	<b>Rf: Acute Med, ED &amp; Elderly Care Div</b>	
<b>SALARY BAND:</b>	<b>Band 8a</b>	
<b>RESPONSIBLE TO:</b>	<b>Emergency Department Consultant</b>	
<b>ACCOUNTABLE TO:</b>	<b>Head of Nursing – Craig Binch and Lead Consultant Dr Nishal Amin</b>	
<b>HOURS PER WEEK:</b>	<b>37.5 hours</b>	
<b>MANAGES:</b>	<b>Directly:</b>	<b>none</b>
	<b>Indirectly:</b>	<b>none</b>
<b>JOB SUMMARY:</b>		
<p>This role will:</p> <p>The ANP role is a cutting edge role in the field of emergency nursing which crosses professional boundaries undertaking traditional medical roles and leading the pathway in inter – professional practice. It is a role model of excellence in the delivery of holistic care to patients in the Emergency Department (ED).</p> <ul style="list-style-type: none"> <li>• Report to the Head of Nursing and Lead Consultant for the ANP programme acting as an expert team member for the effective delivery of the Advanced / Emergency Care Practitioner service;</li> <li>• Provide the core ANP role which is to assess patients with undifferentiated problems with appropriate supervision in the Rapid Assessment and Treatment area and in other areas in the Emergency Department (Royal College of Emergency Medicine 2015);</li> <li>• Work within the Middle-Grade rota once deemed competent and completed appropriate competencies and participate in departmental teaching programme;</li> <li>• Integrate with multi-professional teams, educationalists and site-specific clinical nurse specialists to deliver patient-centred care;</li> <li>• Participate and/or lead clinical research which will guide practice developments and raise awareness of the needs of the patient and family with Emergencies;</li> <li>• Ensure that Clinical Governance standards are fully met including supporting the directorate lead for clinical governance where appropriate;</li> </ul>		

**Date of the JD review: Feb 2023**

## MAIN DUTIES AND RESPONSIBILITIES

### Royal Free World Class Values

The post holder will offer World Class Care to service users, staff, colleagues, clients and patients alike so that everyone at the Royal Free can feel:

- **welcome** all of the time
- confident because we are clearly **communicating**
- **respected** and cared for
- **reassured** that they are always in safe hands

## BACKGROUND

The Royal Free Hospital Emergency department sees close to 150,000 patients a year, 25 % of these attendances are paediatric patients.

The adult trained postholder will usually be expected to manage paediatric and adolescent injuries with support from ENP's and Consultants. This will depend on the individuals background of training and identified skills development processes which could be required once in post. A paediatric trained ACP will be expected to manage all paediatric attendances of illness and injury.

You will be expected to attend departmental meetings, liaise with speciality teams and contribute to departmental governance which is equally shared. You will also have the opportunity to participate in multi-disciplinary audit, quality improvement and development of clinical pathways to help drive the quality and processes within the department.

Participation in developing a high quality service is actively encouraged and highly valued. The trust's intention for this workforce expansion is to improve emergency services to patients, to increase supervision of junior staff, improve educational opportunities and provide extended shop floor cover in line with the RCEM recently published guidelines.

## THE DEPARTMENT

The Department of Emergency Medicine sits in the Directorate of Medicine and Urgent Care.

The consultant medical staffing department comprises of the following:

Name	Clinical Interest
Mr N Amin	Clinical Lead, Recruitment & Trust Trauma Lead.
Dr K Whitwell	Divisional Director, Major Incident Lead
Mr A Fogarty	Workforce & Rotas
Dr T Sood	Acute Medicine & Ambulatory Care lead (SDEC). CPG lead
Dr H Connor	Education & Mental health Lead
Dr L Welsh	Chief Medical Information Officer , Training and Digital Platforming
Dr J Parker	ACCS & undergraduate lead, Rotas & College Tutor

Dr K Harrison	FY2 Supervisor, Teaching, Wellbeing & HIU lead.
Dr R Maynard	M&M, Transformation & Governance Lead.
Dr R Kumar	Pathways, SIM, Undergraduate Education
Dr S Wong	Paediatric lead
Dr C Dale (Locum)	Training, CESR lead, Educational supervision
Dr W Cupo ( Locum)	Educational supervision & Teaching

Other ED medical staff:

Middle Tier (ST4-6, SpR, Specialty Grade)	- 22 posts
ST1/2 ACCS	- 1 posts
ST GP trainees	- 2 posts
FY2 SHO's/equivalent	- 14 posts
UCC (GP)	- 2 posts (10am-
ENP in UCC	- 1 post 8am-8pm
ACP	- 5 posts

Nurse Staffing includes:

Modern Matron	- 2 WTE
Band 7	- 12.5 WTE (includes 5 ENPs)
Band 6	- 28 WTE
Band 5	- 27.7 WTE
Band 3	- 9.4 WTE

Dr Kerrie Whitwell is the Divisional director for Medicine, HSEP ( Elderly care) and Emergency medicine.

## THE DEPARTMENT

We now have one of the largest Emergency Departments in London. Our state of the art ED was completely rebuilt and extended and finally opened in 2018. Since 2018 our attendances have grown alongside our staff base.

NHS Year	Adult Attendances	Paediatric Attendances	Total Attendances
2018/19	94,445	23,882	118,327
2019/20	98,269	24,182	122,451
2020/21	87,987	9,059 (Paediatrics went off-site to GOSH during Covid-19 epidemic)	97,046
2021/22	121,374	29,459	150,833

The new department includes the following areas:

- Major assessment area with 21 individual cubicles (including mental health section) there are also 8 reclining chair cubicles. The treatment area is now split

into Blue and Yellow treatment areas with dedicated staffing to match changes in acute presentations since the COVID 19 outbreak.

- Modern technically advanced Resuscitation area with 6 large cubicles, including direct access to CT.
- Dedicated radiology area in the centre of the department
- Ambulance Off load area dedicated to maximising early offload and assessment of ambulance arrivals.
- Treatment unit with 6 cubicles including treatment rooms and eye/ENT room
- 'Green' Urgent Treatment area for minor injuries, illness and Urgent care presentations
- Specialist paediatric Emergency Department- including waiting room, triage room, 4 consultant rooms, 4 examination / treatment cubicles and 1 negative pressure isolation room. There is also an observation short stay area made up of four rooms.
- Major incident and decontamination unit linked to the Emergency Department
- UCC centre with dedicated reception for GP suitable patients
- Reception and waiting room with wifi, T.V & refreshment access.
- Relatives room with adjacent deceased viewing room
- Clinical staff seminar room.
- Suite of offices for the senior medical staff, directorate management and secretaries as well as a meeting room
- There is also a 32 bedded short Acute Assessment Unit where short stay ED, elderly and medical patients are cared for. This is MDT area with close collaboration between teams delivering high quality care.

We have an excellent Same Day Emergency Care area ( SDEC ), which is run by the ED. Our emphasis is to continue to increase throughput of Ambulatory patients & we have received National recognition for our work through the appointment of the RCEM Lead for Ambulatory care (Dr T Sood).

## 1. CLINICAL RESPONSIBILITIES

- To work in a confident and competent manner within their own professional guidelines (e.g. NMC, HCPC).
- Practice autonomously within the Middle Grade roster and be self-directed
- Undertake assessment of individuals using a range of different assessment methods, which may include physical examination, ordering and interpreting diagnostic tests or advanced health needs assessment
- Draw on a diverse range of knowledge in their decision-making to determine evidence-based therapeutic interventions; this may include prescribing medication and actively monitoring the effectiveness of therapeutic interventions.
- To actively seek and participate in peer review of their own practice.

- To deliver and participate in the safe clinical care of patients.
- To assume direct responsibility for the management of patients within own case load and for the supervision of junior members in the multidisciplinary team when experience dictates
- To appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral and/or discharge of patients within the scope of their professional practice and abilities
- To maintain own clinical development by keeping abreast of new treatments and technologies within the field of emergency medicine.
- To contribute towards the review and development of integrated care pathways and clinical guidelines to ensure a standardised approach to clinical care.
- To ensure accurate documentation and records of patient care are kept.
- To contribute to the development of assessment systems, processes and tools, across clinical and/or assessment areas.
- To actively implement effective systems and processes for infection control management
- To assess, engage and manage acute mental health, social problems and coexistent medical problems relating to patients attending the emergency department and seek assistance where necessary to develop an understanding of these pathways.
- To contribute to the full variation of shift patterns which exist in the emergency dept that govern the emergency department's service to patient care eg. Nights, weekends, early and late shifts.
- To flexibly rotate and work in different areas of the department – ATA, Resus, UTC, SDEC to manage emergency workload and maintain skills within different areas ensuring departmental knowledge of pathways and processes.

## 2. RESPONSIBILITY FOR PATIENTS

- Work as an independent practitioner in the diagnosis and management of symptoms;

- Exercise a high degree of personal professional autonomy as an expert practitioner in Emergency Nursing/ Paramedic Practice
- Undertake surgical procedures as appropriate e.g. suture, minor surgery as per personal competency and departmental governance, including supervision is necessary
- Develop evidence based practice guidelines and support the Clinical lead in providing adequate governance throughout the ANP service
- Receive and make direct referrals to specialty teams or Primary Care
- To contribute to the development and improvement of systems and processes that facilitates patient flow.
- Prescribe drugs and therapy as per patients indication, trust guidance and Advanced Practice competency
- To advocate for patient safety issues and implement up-to-date guidance on safeguarding measures required for patients in the emergency department.
- Order investigations with diagnostic accountability;
- Challenge non evidence-based practice and lead change that enhances patient care and department processes
- Promote autonomy in practice and encourage nurses and doctors to become confident in decision-making and further development of skills, which will improve the delivery of care;
- Build and use an evidence base to support and inform Emergency care, working collaboratively with site-specific Clinical Nurse Specialists and Practice Development Team
- To review and respond to concerns raised through incident reporting methods which relate to emergency department patient care when identified.
- To improve the quality of the patient experience by identifying and meeting the individual clinical needs of patients.

- To rigorously review all aspects of the patient's plan of care and identify and address issues that may result in a sub-standard service.

### 3. RESPONSIBILITY FOR POLICY AND SERVICE DEVELOPMENT

- To achieve a range of clinical competencies as required within the Trust and Clinical Division.
- To keep up-to-date with current literature and research in the speciality and contribute to guideline and pathway development
- To adapt own specialist clinical knowledge and skills to different clinical settings and influence service delivery and patient care.
- To undergo and actively participate in your own performance appraisals
- Deliver practice developments in Emergency care and contribute to implementing policy initiatives to improve the care and experiences of patients;
- To keep up to date with NMC, relevant specialist faculty & Trust guidelines and protocols.
- To adhere to the NMC Code of Professional conduct working within and accepting responsibility for maintaining agreed levels of competence.
- To contribute to rota planning and inter- colleague development and training eg internal CPD, local ACP meetings ( strategic, operational and clinical).

### 4. RESPONSIBILITY FOR FINANCIAL AND PHYSICAL RESOURCES

- Maintain accurate records in relation to equipment used and maintained.
- To ensure the best use of available resources is used within agreed budget to provide a cost effective service.
- To apply sound financial evaluation to proposed service developments.

- To evaluate the service in terms of clinical effectiveness, clinical excellence and value for money.

## 5. RESPONSIBILITY FOR LEADING AND MANAGING

- Maintain close collaboration with the Consultant Lead for the ANP programme to ensure RCEM (2015) recommendations are fulfilled towards safe and effective practice;
- Work with nursing and Allied Health Professionals as appropriate to develop effective supportive care services for patients within Emergency nursing in line with national and local agendas, and within a clinical governance framework;
- To maintain your own personal and professional development in accordance with PREP requirements, attending mandatory study sessions as required.
- Work with colleagues in Trusts and PCTs to deliver excellent standards, guidelines and good practice in Emergency care;
- Establishing written reports/evidence to the Senior Leadership Team about the service and identify recommendations for best practice;
- Contribute to clinical decision-making and effectiveness, through involvement in clinical audit, Risk Management and Clinical Governance
- Take appropriate action in dealing with situations that may result in a disciplinary action.
- Perform clinical and service audit, disseminating results locally, nationally and internationally, as appropriate;
- To develop and enhance an area of special interest
- To develop own leadership skills within the department
- To contribute to the development of a specialist service and act as a change agent to facilitate the change process whilst encouraging others to be innovative and adaptable in the approach to change
- To develop clinical competencies for junior staff working within the multi-disciplinary team.
- Participate in the recruitment, selection, orientation and retention of other staff.
- To be conversant with all Trust policies and procedures and ensure they are correctly implemented.

## 6. RESPONSIBILITY FOR INFORMATION RESOURCES

- Participate in the departmental educational programme for ENP / ACP / Doctors;
- Develop links with educational providers to review and enhance the supportive care focus within local curricula and play a key role in helping to integrate theory with practice through participation in teaching;
- Advise the Trust on education and training needs and negotiate resources regarding Emergency care;
- Demonstrate evidence of networking and publications;
- Provide supervision, mentoring and coaching, during pre-planned sessions, ensuring nurses, medical students/junior doctors attain their clinical competencies;
- To apply sound financial evaluation to proposed service developments.
- Maintain accurate records in relation to equipment used and maintained.

## **7. RESPONSIBILITY FOR RESEARCH AND DEVELOPMENT**

- Perform clinical and service audit, disseminating results locally, nationally and internationally, as appropriate;
- Collaborate with education providers to undertake research in areas relating to the needs of patients within Emergency care;
- Use research and collaboration with colleagues to establish and evaluate ANP innovations in Emergency care practice;
- Raise the profile of the emergency care ACP care locally, nationally and internationally via publications, study days, and conferences;
- Maintain a learning environment and have an active teaching role.
- Participate in peer group, medical and other health professionals teaching.
- Attend relevant Trust, Directorate, Network and Regional meetings, ensuring that Emergency nursing and supportive care issues are represented and communicated effectively;

- Contribute/assist in the development of multidisciplinary research and clinical audit, implementing effective and evidence based practice.
- Develop research skills and provide support and appropriate implementation strategies for changes in clinical practice.
- Participate and contribute to any on-going regional and national research to evaluate the effectiveness of care strategies related to the patient experience.
- To share best practice through publications and/or attendance/presentation opportunities at local, regional and national conferences.
- Be proactive in developing the specialty of ED Nursing locally and nationally.
- To represent the department within the hospital and elsewhere as requested.

## GENERAL RESPONSIBILITIES

### Infection Control

Infection control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trust's Infection Prevention and Control policies and procedures and the Health Act (2006) Code of Practice for the prevention and control healthcare associated infections and make every effort to maintain high standards of infection control at all times thereby reducing the risk of Healthcare Associated infections.

It is the duty of every member of staff to take personal responsibility for the prevention and control of infection, as laid down in the Trust's policies and procedures which reflect the statutory requirements of the Hygiene Code.

- To work in close collaboration with the Infection Control Team.
- To ensure that monitoring of clinical practice is undertaken at the agreed frequency.
- To ensure that the ward environments are cleaned and maintained to the highest standards; ensuring that shortfalls are rectified, or escalate as necessary.
- To ensure that all relevant monitoring data and issues are provided to the Directorate's Governance structures.
- To ensure that all staff are released to attend infection control-related educational sessions and staff with specialist roles, e.g. link practitioners, are released to undertake their duties.

### Health and Safety at Work

The post holder is required to:

- Take reasonable care for the health and safety of himself/herself and other persons who may be affected by their actions or omissions at work.

- Co-operate with the employer in ensuring that all statutory and other requirements are complied with.

### **Confidentiality & Data Protection**

The post holder has a responsibility to comply with the Data Protection Act 1998 and maintain confidentiality of staff, patients and Trust business.

If you are required to process information, you should do so in a fair and lawful way, ensuring accuracy is maintained. You should hold information only for the specific registered purpose and not use or disclose it in any way incompatible with such a purpose.

You should disclose information only to authorised persons or organisations as instructed. Breaches of confidentiality in relation to information will result in disciplinary action, which may include dismissal. Employees are expected to comply with all Trust policies and procedures and to work in accordance of the Data Protection Act 1998. For those posts where there is management or supervision of other staff it is the responsibility of that employee to ensure that their staff receive appropriate training (e.g. HISS induction, organising refresher sessions for staff when necessary.)

### **Conflict of Interest**

The Trust is responsible for ensuring that the services for patients in its care meet the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position, to gain or benefit themselves, their family or friends.

### **Equality and Diversity**

The Trust values equality and diversity in employment and in the services we provide. It is committed to promoting equality and diversity in employment and will keep under review our policies and procedures to ensure that the job related needs of all staff working in the Trust are recognised. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marital status, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender reassignment, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job.

You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

### **Vulnerable Groups**

- To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults and to promote their welfare in accordance with the Children Act 2004, Working Together to Safeguard Children (2006) and No Secrets guidance (DH 2000).
- To demonstrate an understanding of and adhere to the trust's child protection policies.

### **Smoke Free**

The Trust implements a Smoke Free policy that applies to all staff. Staff are not allowed to smoke while wearing a recognisable Trust uniform or visible trust

identification badge, and not allowed to smoke anywhere on hospital grounds. Staff are not allowed to take additional breaks in order to smoke. They may smoke during designated breaks but only out of uniform and off site. Staff contravening this policy may be subject to disciplinary procedures.

### **Standards of dress**

All staff are expected to abide by the Trust's guidance on standards of dress.

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and may therefore be amended in consultation with the post holder,