

Agenda for Change	Version 10
Author: Claire Ackerman	Date: May 2018

NURSING



## Job Description

<b>Job Group (Delete as applicable):</b>	Nursing & Midwifery
<b>Job Title:</b>	<b>Urgent Care Practitioner / Emergency Nurse Practitioner</b>
<b>Existing Grade:</b>	<b>B6</b>
<b>Care Group:</b>	Medicine Care Group
<b>Service Line:</b>	Emergency Department Summary
<b>Department:</b>	UTC
<b>Location:</b>	CUMBERLAND CENTRE
<b>Appraiser:</b>	Louise Bunn / Danielle O’Hea
<b>Accountable to:</b>	Nigel Booth
<b>Position Number:</b>	24326512
<b>Date:</b>	20/02/24

### Job Purpose:

The post holder is an experienced Nurse/ECP/AHCP who, acting within their professional boundaries will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care.

They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients presenting to the Urgent Treatment Centre or Minor Injuries Units (UTC/MIU).

The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively within the team to meet the needs of patients, supporting the delivery of Trust policies, Patient Group Directives, protocols/guidelines whilst demonstrating management skills and leadership.

### Key Dimensions:

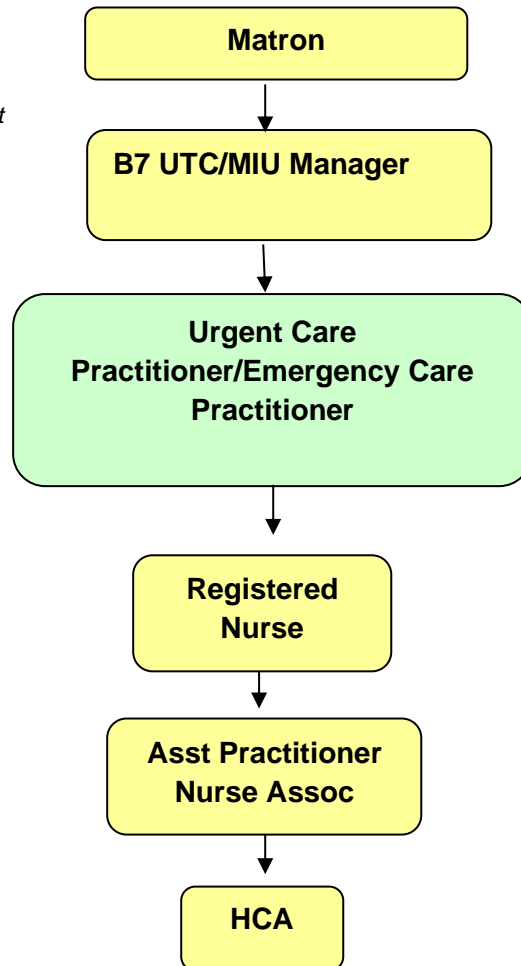
- To meet the health care needs of the public in respect of the treatment of minor illness and injury, of which the UHP UTC/MIU treat in excess of 35,000 patients per annum.
- Required to work independently to assess, diagnose, treat and discharge patients attending the UTC/MIU whose conditions fall within an identified range of competencies.
- Provides education and supervision in the role of a competent assistant practitioner to Health Care Assistants, medical and nursing students.
- Provide medication for patients under Patient Group Directives in accordance with UHP Trust Policy.
- To have knowledge and understanding of National, Trust and departmental standards.
- To promote evidence-based care, which incorporates objectives embedded within documents, such as National Service Frameworks, NICE guidelines.

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- To contribute towards development of the practitioner service and extended scope of practice to other areas.

## Organisational Chart

*Example Organisational Chart*



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## **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

### **Clinical Practice**

Having undertaken additional approved training and assessment as part of their role, the post holder will work autonomously as an Urgent Care Practitioner / Emergency Nurse Practitioner within agreed Trust guidelines and local policies and protocols for the best outcome of the patient

Works as a competent practitioner, utilising specialist knowledge and decision-making skills to demonstrate clinical skills, promote clinical excellence and promptly deliver an optimum standard of nursing care from attendance to discharge.

To carry out highly developed medical procedures such as suturing wounds, manipulation of minor bone dislocations and application of Plaster of Paris as part of treatment that includes managing children and vulnerable adults.

As appropriate, prescribe and administer medicines as a qualified NMP or under Patient Group Directives.

To request and interpret appropriate radiographs/laboratory tests as part of ongoing patient care.

Identifies and manages child and adult safeguarding issues and raises awareness with medical and nursing staff.

Identifies and manages issues related to mental health and vulnerable adults, raising awareness with medical and nursing staff.

Work in areas subjected to frequent, highly unpleasant conditions such as odours/body fluids and patients showing aggression.

Liaises with appropriate agencies and multidisciplinary team members to ensure care is managed for 'at risk' patients on leaving the emergency department/unit.

To work closely with members of the multi-disciplinary team within the department and beyond to ensure care is delivered to the patient effectively and efficiently.

To independently refer patients to other professionals such as clinical specialities, physiotherapy, and community services.

To update other staff appropriately on the clinical conditions of patients and maintain accurate documentation and computer records for patients in the department and on discharge.

Provide written as well as verbal specialist advice in relation to the care of patients on discharge home from the emergency department.

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To provide health promotion advice to patients and their families/carers to support maintaining their health and wellbeing.

To act as a mentor and resource for more junior colleagues, supporting and assisting them to provide care of the highest quality.

To supervise the maintenance of accurate, legally acceptable records, both in written format and on the departmental computer system

To ensure patient confidentiality is maintained in accordance with the Data Protection Act.

## **COMMUNICATIONS & WORKING RELATIONSHIPS**

### **Leadership and Management**

Will be a Senior nurse for the unit in the absence of the ENP Minors Lead/Unit Manager.

Assist Modern Matron, ENP minors lead/Unit manager and ECP/Clinical Service Lead in developing and reviewing emergency nurse practitioner competencies.

Contributes to the planning and development of specialist services.

Coordinates patient journey across divisions and organisational boundaries.

Works in close collaboration with Consultants, Modern Matron, and Line managers and across organisational boundaries to ensure the service is responsive to the needs of patients.

In conjunction with Modern Matron and Line manager, participates in the review of vacancies and appoints staff in line with current practice, ensuring appropriate grades of staff are appointed and with consideration of financial constraints.

Manage staff leave/absence and any disciplinary/grievance issues that may arise in line with Trust policy.

Ensure safe and secure custody and administration of drugs and monitor the maintenance and safe use of equipment.

Support and enhance the continual quality initiative programme, ensuring a 'quality first' approach to all aspects of work within the ward.

To promote a professional, safe and happy environment conducive to high patient and staff morale, achieved through leadership, personal example and direct involvement in the department's activities.

To have a working knowledge of the major incident plan with the ability to implement and activate when necessary.

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To promote, maintain and monitor the best possible standards of care within the resources available, commensurate with Trust and Department policies and within the framework of NMC Professional Code of Conduct and the emergency nurse practitioner competency framework.

Will contribute positively to developing the service's process under the leadership and guidance of the ENP minors lead/Unit Managers and the Clinical Service Lead

To assist in the development and implementation of Directorate policy, nursing strategy and Urgent Care Practitioner competencies

### **Professional Development and Educational role**

Act as a safe resource and facilitator to assist in the orientation, training, and development of trainee emergency nurse practitioners' band 5 Nurses, Band 3-4 HCA, ensuring that identified training needs are conveyed to the clinical educator, ENP lead nurse and Modern Matron.

Provides clinical supervision, support and mentorship to other staff as required.

Recognises junior colleague's development requirements and provides an environment in which knowledge and skills can be developed in a supportive way without compromising the safety and care of patients.

Develop a learning environment, which meets the needs of the pre and post registration students and staff members, working within the area of emergency/urgent care.

Maintain own personal continuous professional development - to meet targets identified by personal development review in order to maintain professional and current emergency nursing knowledge.

On a shift by shift basis, undertakes workforce planning to facilitate time for training and development.

Demonstrates knowledge of current advances and changes in clinical practice and initiate change accordingly.

### **Research and Audit**

Initiates and contributes to clinical audit and research to ensure development of knowledge within specialist field of practice.

Undertakes evidence-based practice and ensures dissemination of relevant research and best practice.

### **Summary**

An exciting opportunity exists for an Urgent Care Practitioner/Emergency Nurse Practitioner (UCP) position within the Urgent Treatment Centre at Cumberland Centre. Applications are invited from Registered Nurses, Paramedics or other Registered HCP,

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who hold a minor injuries and illness qualification and are confident in the autonomous management of patients who have sustained a minor injury or illness. The post is for fixed term Maternity leave cover of 12 months.

The successful candidate will be supported and will be allocated a clinical supervisor for induction to the UTC. There will be opportunities to attend teaching sessions, develop clinical skills and undertake further academic study, with all Practitioners benefiting from a 90% clinical to 10% non-clinical job plan.

The post involves rotation across the four units: Emergency Department Minors, Cumberland UTC, Tavistock, and Kingsbridge MIU.

**For further details / informal visits contact:**

Louise Bunn or Danielle O’Hea

UTC Cumberland Centre / MIU Managers

**Email address**

[plh-tr.utc-miumanagement@nhs.net](mailto:plh-tr.utc-miumanagement@nhs.net)

**Telephone number**

01752 434390 Option 1

**All Job Holders are required to... THIS PAGE MUST BE INCLUDED IN ALL JOB DESCRIPTIONS**

- Work to the Trust values - Put patients first, Take ownership, Respect others, Be positive, Listen, learn and improve.
- Adhere to Trust policies and procedures, e.g. Health and Safety at Work, Equal Opportunities etc.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Attend statutory, essential and mandatory training.
- Respect the confidentiality of all matters relating to their employment and other members of staff. All members of staff are required to comply with the requirements of the “UK Data Protection Act 2018/UK General Data Protection Regulation (UK GDPR)” or “Data Protection legislation” which encompasses both laws.
- Comply with the Corporate Governance structure in keeping with the principles and standards set out by the Trust.
- Comply with the codes of professional conduct set out by the professional body of which registration is required for the post.
- Ensure they are familiar with the Risk Management Framework, follow policies, procedures and safe systems of work, make known any hazards or risks that they identify and take all necessary actions to reduce risk.

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- Ensure the welfare and safety of children within their care. This includes staff who come into contact with children and families in the course of their work as well as those staff who have a specific role with children and families.
- Ensure they attend Child Protection training at the appropriate level within the specified time frame.
- Staff must comply with Safeguarding Policies and Procedures in order to promote safeguarding and prevent abuse to vulnerable people using Trust services.
- Maintain the prevention and control of infection and fully comply with all current Trust Infection Control policies and procedures.
- Take responsibility for any records that they create or use in the course of their duties, in line with the Public Records Act and be aware that any records created by an employee of the NHS are public records and may be subject to both legal and professional obligations.

**All Managers are responsible for...**

- Assessing risks and implementing the necessary actions to minimise these risks within their sphere of responsibility. They must also enable staff to attend the relevant statutory and essential training.
- Managing attendance in accordance with the Trusts Attendance Management Policy.

**All Heads of Departments are responsible for...**

- Ensuring all necessary risk assessments are carried out within their division, Service Line or department in liaison with relevant sources of specialist support and expertise within the Trust. They must also ensure that the risk management process is completed appropriately.

**Note**

This job description is neither definitive nor exhaustive and is not intended to be totally comprehensive. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description is to be read in conjunction with all current Plymouth Hospitals NHS Trust policies, procedures & guidelines.

**INCLUDE THIS PAGE IN RELEVANT JOB DESCRIPTIONS**

**To be included in Service Line Manager Job descriptions**

**Service Line Managers Budget Responsibility**

Service Line Managers are required to confirm the details of their delegated Budget Holders who are responsible for setting budgets for each cost centre. These are the individuals who will be the primary point of contact for exchange of information on the budgets to be set, be involved in setting their budgets and who will sign off their budgets as a correct record of the budget discussions.

A list of all Budget Holders will be maintained by the Finance Department, based on information presented by Service Line Managers. Service Line Managers will take responsibility for the budget setting process, but Budget Holders are responsible for setting the budgets for their cost centres.

Service Line Managers' key responsibilities in relation to budgets are to:

- ensure, and confirm themselves, the formal confirmation of the final budgets by the Budget Holder in the Budget Holder Monthly Checklist;
- deliver the required level of services within the budgets set;

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- take action where required and work with their Budget Holders to ensure the above, agreeing budget changes as appropriate;
- represent Budget Holders at Performance Reviews and be able to explain variances to budget and planned corrective actions; and
- ensure that any financial problems or concerns are escalated to the appropriate level for discussion and action.

#### **To be included in Budget Holder Job Descriptions**

#### **Budget Holder Responsibilities**

The Trust has a devolved management structure, guided by Responsibility Accounting principles, whereby financial duties are delegated from the Accountable Officer (the Chief Executive) to Executive and Clinical Directors, then to Service Line Managers/Heads of Department and then to nominated Budget Holders. Each Budget Holder's areas of responsibility are defined by the cost centres assigned to them.

Service Line Managers are required to take responsibility for the budget setting process and confirm the details of the Delegated Budget Holders who are responsible for setting budgets for each cost centre. Budget Holders will be the primary point of contact for exchange of information on the budgets to be set, be involved in setting their budgets, taking into account any financial restraints or targets, and sign off their budgets as a correct record of the budget discussions. A list of all Budget Holders will be maintained by the Finance Department.

#### **Budget Holders' key responsibilities in relation to budgets are to:**

- confirm formal agreement of their final budget in the Budget Holder Monthly Checklist;
- deliver the required level of services within the budget; and
- take action where required and work with their Service Line Manager to ensure the above, agreeing budget changes as appropriate.



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## PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<p>Demonstrable experience in a Minor Injuries/ Urgent Care Setting and Minor Illness Management</p> <p>Current proven knowledge of nursing and emergency care issues, NHS reforms</p>	<p>Proven evidence of demonstrable experience/competency in the form of a professional portfolio.</p> <p>Proven post registration demonstrable experience – HEE</p>
<b>QUALIFICATIONS</b>	<p>Current RN qualification with the NMC</p> <p>Degree / academic evidence of relevant qualification / clinical demonstrable experience.</p> <p>Registered Healthcare professional with the relevant governing body</p> <p>Minor injury/minor illness module at L6/L7</p> <p>Proven evidence of current continuous academic and clinical development.</p> <p>ILS</p>	<p>Clinical assessment module L6/L7</p> <p>Non-Medical Prescriber (NMP)</p> <p>ALS, PILS/APLS</p> <p>Teaching/Assessing Qualification e.g. 998</p>
<b>APTITUDE &amp; ABILITIES</b>	<p>Competence-based clinical practice</p> <p>Communication skills, written and verbal, with the ability to demonstrate fluency, clarity and effectiveness at all levels.</p> <p>Teaching and mentoring skills.</p> <p>Ability to prioritise own workload.</p> <p>Organisational skills and ability to work as part of a team.</p> <p>Advocacy skills</p>	<p>Proven evidence of Leadership and Management training / course</p>

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<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	Punctual and reliable  Ability to travel to the geographical area covered by the UTC/MIUs	Hold a UK Drivers Licence
<b>OTHER FACTORS</b>		