

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



## Job Description

<b>Job Group (Delete as applicable):</b>	Nursing & Midwifery
<b>Job Title:</b>	Band 6 Emergency Care Practitioner
<b>Existing Grade:</b>	<b>Band 6</b>
<b>Care Group:</b>	Medicine Care Group
<b>Service Line:</b>	Emergency Department Summary
<b>Department:</b>	Emergency Department
<b>Location:</b>	UHP UTCs/MIUs
<b>Appraiser:</b>	UTC/MIU Lead Practitioner
<b>Accountable to:</b>	UTC/MIU Modern Matron
<b>Position Number:</b>	24326512
<b>Date:</b>	08/4/24

### Job Purpose:

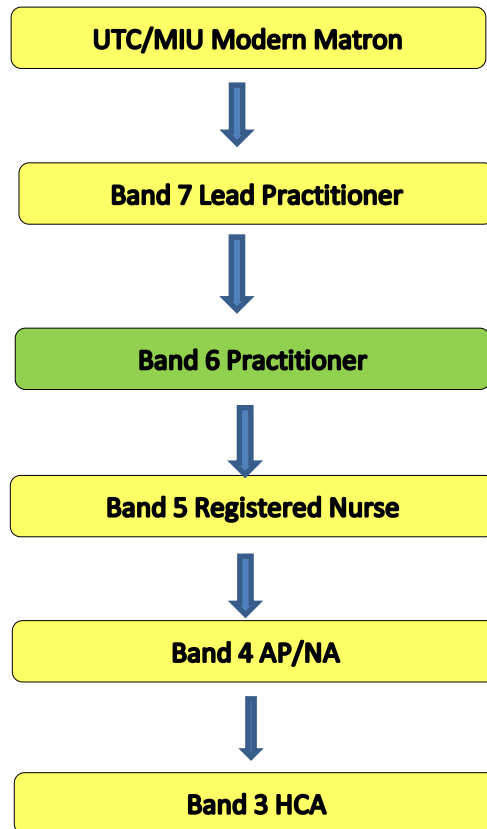
- Having undertaken additional approved training and assessment as part of the role, the post holder will work autonomously as a Band 6 Practitioner within agreed Trust guidelines and local policies and protocols for the best outcome of nursing care. In excess of 35,000 patients with classified minor injuries per annum attend UHP UTC & MIUs per annum.
- To assist in the development and implementation of Directorate policy and nursing strategy and Band 6 Practitioner competencies
- To act as an expert resource and facilitator to educate and train other healthcare professionals as required.
- Will contribute positively to the development of the service process under the leadership and guidance of the UTC/MIUs Lead Practitioner and Modern Matron.

### Key Dimensions:

- To meet the health care needs of the public in respect of the treatment of minor illness and injury
- Required to work independently to assess, diagnose, treat and discharge patients attending the Minor Injuries Unit, whose conditions fall within an identified range of competencies.
- Provides education and supervision in the role of a competent practitioner to a range of health professionals including trainee and junior nurse practitioners, paramedic practitioners, medical and nursing students, and UTC and MIU HCA's undertaking the apprenticeship programme.
- To provide medication for patients under Patient Group Directives, in accordance with Trust Policy.
- To have knowledge and understanding of National, Trust and departmental standards.
- To promote evidence-based care, which incorporates objectives set in documents, such as National Service Frameworks, NICE guidelines.
- To contribute towards development of the practitioner service and extended scope of practice to other areas.

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## Organisational Chart



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

### **Clinical Practice**

1. Works as a competent practitioner, utilising specialist knowledge and decision-making skills to demonstrate clinical skills, to promote clinical excellence and ensure an optimum standard of nursing care is delivered from admission to discharge in a timely manner
2. 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 management of children and vulnerable adults.
3. 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 their governing body's Professional Code of Conduct and the emergency nurse practitioner competency framework.
4. To administer medicines under Patient Group Directives as appropriate.
5. To request and interpret appropriate radiographs/laboratory tests as required as part of ongoing patient care.
6. Identifies and manages child protection issues and raises awareness with medical and nursing staff.
7. Identifies and manages issues related to mental health and vulnerable adults, raising awareness with medical, AHP and nursing staff.
8. Work in areas subjected to frequent highly unpleasant conditions such as odours/body fluids and patients showing aggression.
9. Liaises with appropriate agencies and members of the multidisciplinary team to ensure care is managed for 'at risk' patients on leaving the emergency department and/or hospital.
10. To undertake the use of moderate physical effort in controlled restraint of patients undergoing procedures with learning disabilities, the manoeuvring of patients in confined spaces and patients presenting with decreased level of consciousness due to trauma, drugs, alcohol.
11. To work closely with members of the multi-disciplinary team both within the department and beyond to ensure care is delivered to the patient both effectively and efficiently.
12. To independently refer patients to other professionals such as clinical specialities, physiotherapy and occupational therapy.
13. To update other staff appropriately on clinical conditions of patients and maintain accurate documentation and computer records for patients in the department and on discharge.
14. Provide written, as well as verbal specialist advice in relation to the care of patients on discharge home from the emergency department.
15. To provide health promotion advice to patients and their families/carers to support the maintenance of their health and well-being.
16. To act as a mentor and resource for more junior colleagues, supporting and assisting them to provide care of the highest quality.
17. To supervise the maintenance of accurate, legally acceptable records, both in written format and on the departmental computer system in accordance with governance policies.
18. To ensure patient confidentiality is maintained in accordance with the Data Protection Act and governance policies.

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## **COMMUNICATIONS & WORKING RELATIONSHIPS**

Establish and maintain effective communication with the following:

1. Patients and their families/carers
2. UTC/MIU Modern Matron
3. UTC/MIU Lead Practitioners
4. Clinical Lead
5. UHP ED Duty Consultant
6. Directorate managers and Service Line Lead
7. Chief Nurse
8. Director of Operations and Site management team.
9. All grades of hospital staff
10. Support Staff (clerical, porters, domestic)
11. External agencies (police, prison service, social services etc)

### **OTHER:**

#### **Leadership and Management**

1. Assist Modern Matron and UTC/MIU Lead Practitioners in the development and review of emergency nurse practitioner competencies.
2. Assist in the orientation, training and development of trainee emergency nurse practitioners to include clinical supervision, ensuring that identified training needs are conveyed to the Modern Matron and Lead Practitioner.
3. Contributes to the planning and development of the service.
4. Coordinates patient journey across divisions and organisational boundaries
5. Works in close collaboration with Consultants and Modern Matron and across organisational boundaries to ensure the service is responsive to the needs of patients.
6. In conjunction with Modern Matron, participates in the review of vacancies and appoint staff in line with current practice, ensuring appropriate grades of staff are appointed and taking into account financial constraints.
7. Manage staff leave/absence and any disciplinary/grievance issues that may arise in line with Trust policy.
8. Ensure safe and secure custody and administration of drugs and monitor the maintenance and safe use of equipment.
9. Support and enhance the continual quality initiative programme ensuring a 'quality first' approach to all aspects of work within the ward.
10. To promote a professional, safe, and happy environment conducive to high patient and staff morale, achieved through robust leadership, personal example, and direct involvement in the activities of the department.
11. To have a working knowledge of the major incident plan with the ability to implement and activate when necessary.

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#### **Professional development and educational role**

1. Assists in developing in-house specialist educational and training programmes
2. Provides clinical supervision, support and mentorship to other staff as required
3. 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.
4. Develop a learning environment, which meets the needs of the pre and post registration students and staff members, working within the area of emergency care.
5. Assist in training health and non-health care professionals in related speciality.
6. Maintain own personal continuous professional development - to meet targets identified by personal development review in order to maintain professional and current emergency nursing knowledge.
7. On a shift basis undertakes workforce planning to facilitate time for training and development.
8. Demonstrates knowledge of current advances and changes in clinical practice and initiate change accordingly.

#### **Research and Audit**

1. Initiates and contributes to clinical audit and research to ensure development of knowledge within specialist field of practice
2. Undertakes evidence-based practice and ensures dissemination of relevant research and best practice.

#### **All Job Holders are required to...**

- 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.
- 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.
- 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.

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- 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.

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## PERSON SPECIFICATION TEMPLATE

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in minor injury/illness.</li> <li>• Proven knowledge of nursing and emergency care issues, NHS reforms and NSF's</li> <li>• Proven evidence of experience/competency in form of professional portfolio.</li> <li>• Proven evidence of radiology training.</li> <li>• Demonstrable experience within the Emergency department or similar acute care setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Non-medical prescriber</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Current qualification with their Professional Governing Body.</li> <li>• Degree/evidence of relevant demonstrable experience.</li> <li>• Relevant clinical assessment module or equivalent (ENBA33/MIMI/HEAD382/APP743)</li> <li>• Proven evidence of continued recent academic and clinical development</li> <li>• ILS</li> </ul>	<ul style="list-style-type: none"> <li>• Masters qualification or working towards</li> <li>• RSCN</li> <li>• ALS/EPLS/PALS/ PILS</li> <li>• Teaching and management qualification</li> </ul>
<b>APTITUDE &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Communication skills, written and verbal, with ability to demonstrate fluency, clarity and effectiveness at all levels.</li> <li>• Teaching and mentoring skills.</li> <li>• Ability to prioritise own workload.</li> <li>• Organisational skills and able to work as part of a team. Advocacy skills.</li> <li>• Reliable and punctual.</li> </ul>	<ul style="list-style-type: none"> <li>• Good organisation skills, management and team building skills.</li> <li>• Ability to facilitate change within work area</li> <li>• Leadership and management skills</li> </ul>
<b>DISPOSITION / ATTITUDE / MOTIVATION</b>	<ul style="list-style-type: none"> <li>• Works in a calm and organised manner and mixes well as part of a cohesive team.</li> <li>• Able to use initiative and work autonomously</li> <li>• Interest/experience within the speciality.</li> <li>• Ability to direct junior staff.</li> </ul>	
<b>OTHER FACTORS</b>	<ul style="list-style-type: none"> <li>• Able to work rotational shifts</li> <li>• Resilience, able to cope with violence and aggression.</li> <li>• Manage pressures of government targets.</li> <li>• Work with vulnerable groups such as children, older people and victims of domestic violence.</li> <li>• Possible exposure to traumatic and extreme situations.</li> <li>• Exposure to highly challenging working conditions. Manage complaints and staff issues.</li> <li>• To actively participate in audit and research undertaken within the department.</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Proven knowledge of IT systems e.g. Nerve Centre System One, PACS, ICM, POCT</li> </ul>