

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:	Advanced Nurse Practitioner
JOB REFERENCE NUMBER:	Generic
GRADE:	8a
WARD/DEPT.	Trust Wide
DIRECTORATE/LOCALITY:	Trust Wide
ESSENTIAL QUALIFICATIONS:	Professional qualification RN (Mental Health or General Nurse) Post registration qualification in speciality Educated to Masters level in relevant subject area Independent Nurse Prescriber

### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:	Director of Nursing
REPORTS TO:	Director of Nursing
RESPONSIBLE FOR:	The provision of mental health service to people in Norfolk and Suffolk, including direct clinical care for service users with complicated and complex needs, supervision and development of other team members

## **ROLE SUMMARY**

The post holder is an experienced nurse who acting within their own professional boundaries will provide care for presenting service users 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 service users cared for in a mental health setting.

The post holder will be able to demonstrate critical thinking in the clinical decision making process. They will work with the medical team to meet the needs of the service users and provide clinical professional nurse leadership to the nursing team

## **DUTIES AND RESPONSIBILITIES**

### **Clinical**

- To complete a thorough risk assessment of the service users to ensure that any risk are minimised
- Assess, diagnose, plan, implement and evaluate interventions/ treatments and care for service users presenting with a mental health diagnosis.
- To assess capacity and provide safe treatment and care to those who may lack capacity.
- Rapidly and continuously evaluates the patient's changing condition and response to therapeutic interventions and modifies the plan of care for optimal patient outcome.
- Attend high risk or crisis situations to provide management advice and clinical intervention
- Clinically examine and assess service user's needs from a physiological and psychological perspective and plan clinical care accordingly.
- Assess, diagnose, plan, implement and evaluate interventions/treatments and care for service users presenting with a minor illness diagnosis.
- To assess for capacity and provide safe treatment and care to those who may lack capacity.
- To operate within the legal requirements of the Mental Health Act and able to exercise independent judgement in the assessment and diagnosis of mental health conditions.
- Rapidly and continuously evaluates the patient's changing condition and response to therapeutic interventions and modifies the plan of care for optimal patient outcome.
- Prioritises health problems and intervenes appropriately, including initiation of effective emergency care.
- Assess and escalate the need to refer service users presenting with complex long term conditions (e.g. diabetes, asthma,) to appropriate secondary and primary care services as recommended by national and local guidance.
- Request, perform, monitor and interpret the results of laboratory and other investigations, acting and escalating appropriate on results.
- Adjusts management plans as required in view of the results of laboratory and radiological investigations.
- Maintain relevant clinical and pharmaceutical knowledge, , critically appraise and apply information in practice
- Prescribe and review medication for therapeutic effectiveness, appropriate to service users' needs and in accordance with evidence based practice, national and local guidance and within their scope of practice.

- Integrates appropriate non-drug-based treatment methods into a plan of management.
- Establishes an appropriate course of action in order to initiate effective treatment and facilitate ongoing care of people with mental health problems using agreed protocols and guidelines.
- Work with service users to support concordance with prescribed interventions.
- Promote and deliver evidence based care for service users with mental health conditions
- Support service users to adopt recovery strategies that promote their wellbeing, healthy lifestyle, independence and self-care.
- Promote the involvement of families in care, reflecting their diversity, equality and rights to ensure their needs are met.
- Participates in planning, development, and implementation of public and community health programmes.
- Apply infection control measures within the practice according to local and national policies.
- To provide on-call to the service as required.

### **Communication**

- Communicates the patient's health status using appropriate terminology, format, and technology
- Use expert communication skills to provide accurate information to service users and their families and carers in a sensitive and professional manner.
- Use and demonstrate sensitive communication strategies to ensure that service users are fully informed and consent to care/ treatment.
- Act as an advocate for service users.
- Establish effective communication and actively promote health education that may include providing alternative materials to support service users and carers in making decisions regarding their care and treatment
- Liaise and communicate effectively with multidisciplinary and primary care teams across health and social boundaries.
- Make accurate and effective handovers to medical/nursing staff.
- Maintain accurate and contemporaneous records of health assessment, implementation and evaluation of management and therapeutic interventions.

### **Administrative Responsibilities**

- The post holder will manage their own electronic calendar
- Utilise electronic recording systems for recording patient activity and records and also own activity (i.e. Lorenzo)
- Maintain accurate, timely and legible records in accordance with Trust and NMC requirements and guidelines
- Input daily contacts with service users on Trust IT system as per Trust policy

### **Leadership, Policy and service development**

- Demonstrate positive role modelling of the nursing profession.
- Provides the highest standard of professional and expert clinical leadership that influences advanced level of nursing practice in mental health and demonstrates positive role modelling of this role within the nursing profession

- Support staff development within their clinical and professional competencies
- Encourage other staff to self-assess their knowledge and skills of mental health nursing, and challenge actions that are not in the interest of service users or the public.
- Evaluate and review service provisions and innovations and contextualises against contemporary healthcare policy that are relevant to the clinical area, and that impact on healthcare providers and local communities
- To contribute to the consultation and engagement of service users in planning and developing service
- Contribute to the development, implementation and evaluation of evidenced based policies, procedures and guidelines relevant to the care of people with mental health conditions.
- Encourage staff members to utilise resources to attain and maintain high levels of medical and nursing care.
- Promotes and develops the public health and wellbeing role of mental health nursing
- To participate in clinical governance initiatives as agreed by the directorate and/ or Service governance committee
- Lead the development of Non Medical Prescribing within the locality
- Lead the development of advanced mental health nursing practice in line with local and national agendas

### **Professional and Educational**

- To work in accordance with the NMC Code of Conduct and ensure that the NMC Standards of practice are upheld
- To receive regular clinical supervision from a consultant psychiatrist and senior nurse within the Trust
- Maintain and develop own professional knowledge and competence by keeping informed of advances and research pertaining to mental health care.
- Participate in the clinical supervision of nursing and medical colleagues.
- Engages in self-reflection, audit and quality initiatives thus contributing to the development and improvement of the clinical services.
- Initiate training and assessment of competencies to appropriate members of nursing staff.
- Develop structured programmes of education and involve service users, families and carers to ensure diversity and equality needs are met.
- Ensure a climate conducive to lifelong learning is fostered within the team
- Maintain relevant clinical and pharmaceutical knowledge, critically appraise and apply information in practice.
- Participate in, and use National Prescribing Centre competency framework, to undertake regular audit and review, of prescribing practice and medicines management.
- Access continuing professional development opportunities relating to Nurse Prescribing role.
- Access continuing professional development opportunities relating to Nurse Prescribing role
- Contributes to the development, implementation and evaluation of evidenced based policies, procedures and guidelines relevant to the care of people with mental health conditions.

## **Research and Service evaluation**

- Disseminate information, research and audit findings and lead on developments of advancing best nursing practice at local and national level.
- Participates in legislative and policy-making activities that influence health services/practices
- Work effectively with the medical and nursing team and support the ward manager/ team leader to ensure that the clinical area has sufficiently skilled staff to meet the current or future workforce requirements for the service.
- Will work with the MDT to develop outcome measures that demonstrate improvements in the delivery of healthcare programmes
- Will work with the consultant as a participant in research studies
- Act as a role model in the observance and delivery of equality and diversity of good practice
- Advocates for quality and cost-effective healthcare
- Promotes implements and evaluates effective evidence-based practice.
- Disseminate research and audit results through presentation to professional groups and publication.
- Initiate and participate in areas of clinical research, audit, benchmarking and trials in order to improve efficacy of care

## **Legal and Professional Responsibilities**

- Adhere to Trust policies and procedures.
- Maintain a safe environment for yourself and others, taking reasonable care to avoid injury. Co-operate with the Trust to meet statutory requirements.
- Provide statements regarding untoward incidents, as requested by line manager.
- Ensure all staff attend Trust mandatory training annually
- Maintain registration and nursing competencies and comply with NMC Code of Professional Conduct and related documents.
- Sustain and improve own professional development by personal study, work based learning activities, and by using opportunities provided by the Trust.
- Keep up to date with legal matters that may arise during course of duty.

## **Freedom to Act**

- Act in accordance with agency and national standards, as set by national bodies and in accordance with Trust policies and procedures.

## **SPECIFIC CLAUSES**

### **REGISTERED HEALTH PROFESSIONAL**

All staff that are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure that they are familiar with and adhere to these requirements.

### **SUPERVISORY RESPONSIBILITIES**

Professional supervision of other clinical staff as agreed.

### **RISK MANAGEMENT / HEALTH AND SAFETY**

The post holder 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 as laid down by the Trust. All staff have a responsibility to access occupational health, other staff support services and/or any relevant others in times of need and advice.

### **FLEXIBILITY**

You are expected to be flexible in the duties you carry out and the Trust reserves the right to vary your duties from time to time in line with service needs and as commensurate with your Pay Band. You may, therefore, be required, during the course of your employment, to work in a different location and/or to carry out alternative duties consistent with your status, role, knowledge and experience, taking account of any professional registration and/or qualification requirements, and which are commensurate with your Pay Band; this may include a temporary or longer term transfer to work within a different Locality or Service. Arrangements under your Terms and Conditions of Service and Trust policies will apply.

### **RECORDS MANAGEMENT**

The post holder has responsibility for timely and accurate record keeping where appropriate and in line with professional guidelines.

The post holder has responsibility for the creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and other relevant statutory requirements. Training will be provided in appropriate information management for the post.

### **SUSTAINABILITY**

Carbon reduction and sustainable development are issues that impact on the lives of everyone and it is expected that all staff will commit to the principles of carbon reducing behaviours and sustainable development to ensure that resources are used efficiently, our carbon footprint is reduced and health services continue to improve.

## **SAFEGUARDING**

### **Clinical**

The NSFT expects all practitioners to act in accordance with statutory and local policies regarding recognition, reporting, information sharing, record keeping and joint working in relation to the Safeguarding of Children and Adults as outlined in Children Act 1989/2004, Working Together to Safeguard and Promote the Welfare of Vulnerable Children 2010 and No Secrets 2002.

## **WORKING WITH FAMILIES OF SERVICE USERS**

Ensure that (practitioners / clinicians etc.) when working with service users consider the effects and impact of their mental health and risk behaviours on their families, and provide appropriate support, advice and education for all family members. The needs of children and young people within the household/family should be given special consideration in line with Social Care Institute for Excellence's guidance "Think Child, Think Parent, Think Family" and must always be the priority for NSFT staff across all roles and services.

## **CONFIDENTIALITY**

The post holder is required to maintain confidentiality of information in accordance with professional and Trust policy. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

This job description is an outline and account of the main duties required to carry out the post. It will be reviewed periodically to reflect changes and developments in service requirements. The post holder is advised that they have a responsibility to ensure they are familiar with their Terms and Conditions of Service detailed in the Contract of Employment.

Signed:.....Manager

Signed:.....Post Holder

## PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills and knowledge, personal attributes, interests and other attributes necessary for the post holder to perform the job to a satisfactory level.

### JOB TITLE

**Advanced Nurse Practitioner 8a**

	<b>ESSENTIAL</b> Without which the post holder could not be appointed	<b>DESIRABLE</b> Extra qualities that can be used to choose between candidates with all essential criteria	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	RN (Mental Health or General Nurse) Post registration qualification in specialty Educated to Master's degree level in relevant subject area, or equivalent experience.  Recognised teaching/assessing qualification  Recognised leadership qualification or equivalent experience  Evidence of continuing professional development  Independent Prescribing qualification	Approved clinician	<b>Certificates</b>
<b>EXPERIENCE</b>	Minimum 5 years post registration experience  Comprehensive experience at local leadership level within speciality  Sound knowledge and understanding of current issues in speciality  Experience and knowledge of quality standard setting and audit		<b>Application form/interview/References</b>



	<p>Budget management experience</p> <p>Experience in managing complaints and quality assurance</p> <p>Non-medical prescriber</p>		
<b>SKILLS</b>	<p>Proven leadership skills through experience of leading a team</p> <p>Strong commitment to improving patient services with a clear focus on achieving performance goals</p> <p>Organisational and people management skills</p> <p>Proven ability to effectively manage change</p> <p>Good time management skills, with the ability to meet deadlines and work effectively under pressure</p> <p>Sound IT skills (including email and office packages)</p> <p>Ability to think and work strategically</p> <p>Teaching and mentorship within a clinical setting</p> <p>Negotiation and conflict management skills</p> <p>Clinical examination skills</p> <p>Mental state examination skills</p> <p>Advanced clinical skills</p> <p>Interpretation of bloods and ECG results</p>		<p><b>Application form/interview/References</b></p>

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:

Advanced Nurse Practitioner 8a

WARD/DEPT:

Trust Wide

DATE COMPLETED:

July 2015

Please indicate in the boxes whether the post holder will be expected to work in or be directly exposed to the following factors:

### WORKING CONDITIONS

	YES	NO		YES	NO
1. Inclement weather	X		2. Extreme Temperatures		X
3. Unpleasant smells		X	4. Noxious Fumes		X
5. Excessive noise/vibration		X	6. Continuous use of VDU equipment	X	
7. Unpleasant substances. Non household waste		X	8. Infectious material		X
9. Body Fluids, Faeces/Vomit		X	10. Dust/Dirt		X
11. Humidity		X	12. Contaminated equipment/work area		X
13. Driving/Being Driven (normal conditions)	X		14. Driving/Being Driven (emergency conditions)		X
15. Fleas/Lice/Infestation		X	16. Dangerous Chemicals. Substances in containers		X
17. Dangerous Chemicals. Substances (uncontained)		X	18. Exposure to verbal aggression (little/no support)	X	
19. Exposure to physical aggression (little/no support)	X				

**Each YES response requires completion in 'Further Information' Section**

## PHYSICAL EFFORT

	YES	NO		YES	NO
1. Working in uncomfortable conditions		X	2. Working in physically cramped conditions		X
3. Making repetitive movements		X	4. Lifting weights/equipment without mechanical aid		X
5. Climbing or crawling		X	6. Manipulating objects		X
7. Manual Digging		X	8. Running		X
9. Standing/sitting with limited scope for movement		X	10. Kneeling, crouching, twisting, bending, stretching		X
11. Walking for long periods		X	12. Heavy duty cleaning		X
13. Pushing/pulling trolleys or similar equipment		X	14. Working at heights		X
15. Controlled restraint i.e. in post requiring training/certification		X			

**Each YES response requires completion in 'Further Information' Section**

## EMOTIONAL EFFORT

	YES	NO
1. Processing (e.g. typing/transmitting) news of highly distressing events.		X
2. Giving unwelcome news to patients/clients/carers/staff	X	
3. Caring for the terminally ill.		X
4. Dealing with difficult situations/circumstances.	X	
5. Designated to provide emotional support to front line staff.	X	
6. Communicating life-changing events.	X	
7. Dealing with people with challenging behaviour.	X	
8. Attending scenes of accidents.		X

**Each YES response requires completion in 'Further Information' Section**

## MENTAL EFFORT

	YES	NO
1. Carry out formal student/trainee assessments	X	
2. Carry out clinical/social care interventions.	X	
3. Analyse statistics.	X	
4. Operate equipment/machinery.	X	
5. Give evidence in court/tribunal/formal hearings		X
6. Attend meetings. (if yes, describe role in 'Further Information')	X	
7. Carry out screening tests/microscope work.		X
8. Prepare detailed reports	X	
9. Check documents	X	
10. Drive a vehicle.	X	
11. Perform calculations.	X	
12. Make clinical diagnoses		X
13. Carry out non-clinical faultfinding.		X

**Each YES response requires completion in 'Further Information' Section**

## FREEDOM TO ACT

	YES	NO
1. Does the post holder generally work without close supervision	X	
2. Does the post holder work without direct access to a manager	X	
3. Does the post holder work without access to a manager by telephone		X
4. Is the post holder the lead specialist in their field	X	

**Each YES response requires completion in 'Further Information' Section**

How often on average does the post holder give guidance and advice to others?

Daily: ☒ Weekly: ☐

How often is the post holder's work checked/monitored/assessed?

Daily: ☐ Weekly: ☐

Other frequency (please comment)

Monthly

## FURTHER INFORMATION

Please enter here details of YES responses in the preceding sections

### Element

(e.g. mental effort)	Ref No	Details of frequency and intensity
<b>Working conditions</b>	1	Travelling long distances in rural areas, visiting client's homes, Surgeries & health care settings in whatever weather conditions.
	6	Daily use of VDU, varying exposure from checking e-mails, statistics. Letters & information. Using other VDU systems on a daily basis (everything electronic, history, appointments & note documentation)
	13	Post holder will be required to work across the Trust and able to travel.
	18	Apart from managing obvious risks involved with clients. The post holder could be exposed without warning whilst seeing clients alone in any venue &or by telephone.
	19	Rare exposure, however, due to nature of the job there is a risk of unknown spontaneous threats/aggression
<b>Physical effort</b>	2	Frequent exposure to giving unwelcome & distressing news to Patients/carers, families & staff, demonstrating highly competent empathic communication skills.
	4	Regular exposure to this. Each individual interaction is totally unpredictable e.g. Anger, distress, giving news of unavailable services, or transferring of care to other services
	5	Frequent supervision/support & reassurance to all team members including setting up supervision forums on a regular basis.
	6	Educating clients on regular basis i.e. How to deal with their recent diagnosis, symptom control & dealing with ongoing management of illness
	7	Frequently dealing with people who have challenging behaviour as this can be part and parcel of their mental health problems
<b>Mental effort</b>	1	Hold mentorship qualification & regularly teach/supervise students, pre or post registration students, nurses, trainee Junior doctors, medical students. Develop & deliver teaching packages for MDT
	2	The role comprises of clinical/social intervention by way of a triage process, signposting, but mainly face-to-face individual contact with Clients to identify individual needs & appropriate care pathways. Also to carry out short-term focused interventions.
	3	Develop individual systems to record/monitor & analyse. I.e. no. of referrals & outcomes of etc.
	4	To be familiar & operate/skilled in the use of a variety of equipment in various places.
	6	This is a crucial part of the role. Regularly attend meetings with peer group, surgery/clinical meetings, and CMHT meetings. . Attend MDT meetings, case review meetings
	8	Regular reports/statistics of contacts made for managers & any Other one off requests for others. E.g. Locality board. Specific patient reports e.g. for housing/benefits and further referrals etc.

	9	Check entries and notes of staff and students for whom we are responsible
	10	Driving/Being Driven (normal conditions)
	11	Reports/statistics to report & feedback to managers. Record & keep individual/personal statistics with regard to referral numbers, contact numbers, re-directions and discharges on a weekly basis
	12	Screen & assess first intervention clients & recommend primary care treatment & interventions.
<b>Freedom to act</b>	1	Continually will be autonomous practitioners in our own right.
	2	Majority of the time there is no immediate access to manager as most of our work is carried out autonomously
	4	The post holder will be the specialist within the team they are placed.

**Manager responsible for completion of this document Name:**

**Member of Staff to whom this document relates:**

**Date Completed:**

**Review Date:**

DISTRIBUTION: One copy to member of staff, one copy to personal file.  
**Please ensure Job Description is agreed and signed by both manager and employee**