

JOB DESCRIPTION

Job Title:	Emergency nurse /paramedic practitioner
Salary Band:	Band 7
Responsible to:	Registered Nurse
Accountable to:	Senior Matron
Hours per week:	37.5
Manages:	N/A

JOB SUMMARY

An independent practitioner with primary care experience and specialist knowledge in minor illness and injury. The Post holder will be expected to:

- Demonstrate as a clinical expert initial patient contact assessment so that patients/people attending the urgent care centre (UCC) may be signposted, treated or referred on as appropriate.
- Provide professional and clinical leadership within the team.
- Support the role of the Matron in developing and implementing a strategic development plan for practitioner led services within the department.
- Lead on the development and implementation of a programme of clinical audit and research within the department
- Act as a primary resource for education and clinical development within the service
- Work collaboratively with clinical site manager to ensure correct UCC inter departmental pathways have been escalated.
- Manage and be responsible for the supervision and development of the multi-disciplinary team consisting of all grades of staff, students, and health care support workers.

- As part of the UCC team, in the event of major/chemical incident being declared at Barnet ED the post holder will support and respond as requested by the department.
- Provide high capacity, low-intensity brief interventions (see and treat) as part of the overall care model.
- Independently see, treat, and manage the workload of patients with minor illnesses and ailments.
- Provide specialist knowledge and advice within the UCC to maximise patient and professional use of community healthcare options and reduce dependence on the UCC.
- Maintain records in accordance with the principles of good practice and the policies of the Trust.
- Manage their own workload including all required administrative tasks.
- Work flexibly to suit the needs of the service.
- Deliver effective time management and good organisational skills to ensure multiple tasks are completed in a timely manner to meet service demands.
- Ensure effective communication across all parts of the emergency care pathway both inside the Trust and with external partners.
- Participate in joint-working arrangements with other statutory and Third sector organisations in delivering appropriate services.
- Provide cover for the service when required.
- Be required to maintain an up-to-date professional level of knowledge with reference to evidence-based practice and current trends in urgent care.
- Be expected to assist with audits, evaluations, and research projects as necessary.
- Provide statistical information/returns as required and within required timescales.
- Offer and administer medicines, treatment, health promotion and accident prevention advice/information as appropriate. Informing, educating and teaching patients whilst providing treatment, support and advice.

MAIN DUTIES AND RESPONSIBILITIES

World Class Care 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**
- **repected** and cared for
- **reassured** that they are always in safe hands

1. Clinical responsibilities

1.1	To be accountable for his/her own practice and utilise available opportunities to sustain and improve knowledge and professional competence
1.2	To obtain a detailed and comprehensive patient history and undertake relevant examination and investigations for an un-scheduled patient group.
1.3	To assist the nursing staff in maintaining patients well-being and dignity in a safe environment and in maintaining patient confidentiality and privacy.
1.4	To request and interpret investigations as required.
1.5	To provide advanced level, autonomous care to patients registering within Urgent Care Centre, to include history taking, assessment, examination, treatment, discharging, referral, and prescribing.
1.6	To manage and coordinate the clinical area, participating in direct patient care and supervision of staff.
1.7	Assess patients presenting with acute illness, including being able to recognise and manage appropriately patients who may self-present with emergency or life-threatening conditions.
1.8	Diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis

1.9	Clinically examine and assess patients' needs from a physiological and psychological perspective, and plan clinical care accordingly
1.10	Proactively identify, diagnose, and manage treatment plans
1.11	Prescribe medication for therapeutic effectiveness, appropriate to patients needs in accordance with evidence-based practice and national and practice protocols and formularies
1.12	All non-medical prescribers are required to record details of the patient consultation together with details of the non-medical prescriber's prescription in the patient's Urgent Care Notes
1.13	Work with patients and their carers to support compliance with and adherence to prescribed treatments
1.14	Provide information and advise on prescribed or over-the-counter medication on medication regimes, side effects and interactions
1.15	Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
1.16	Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care
1.17	Assess, identify, and refer patients presenting with mental health needs in accordance with the NSF for mental Health
1.18	To establish effective working relations with all members of the multidisciplinary team to promote good communication and a multidisciplinary approach to patient care.
1.19	To be responsible for the implementation and audit of the principles of benchmarking process and any other audit, making improvements as required.
1.20	To be responsible with the Matron and other senior staff for carrying out risk assessments according to Trust Clinical Governance/ Clinical Risk Strategies
1.21	Accept accountability and responsibility for own clinical practice. Comply with the NMC Code of Practice and Health and Care Professional council subsequent published guideline for good practice.

1.22	To be responsible for the implementation of safe working practices as required by the Health and Safety at Work Act and the maintenance of training records.
1.23	To support and assist with the achievement of local Government initiatives that the Trust implements.
1.24	In conjunction with Matron, Practice Development practitioner and Senior Sister/Charge person to support and participate in the development of practitioner led services as appropriate.
1.25	To be credible and approachable role model for junior staff and students-providing clinical support and guidance as required.
1.26	To engage in local and national forums to develop practice and raise the profile of the service and Trust

2. Responsibility for patients

2.1	To always behave in a manner that is professional, positive, and polite.
2.2	To act as an effective role model and maintain professional standards when representing the department, courteous and always helpful.
2.3	To provide a holistic, autonomous care service by attending to physical, psychological, and social needs of patients and where necessary implementation of an agreed management plan for optimum care and treatment of their complex problems or potential problems.
2.4	To request and interpret diagnostic tests and make referrals. Prescribes drug therapy as part of patients' management where appropriate
2.5	To treat safely and effectively, support, direct and manage the public presenting with a wide range of conditions to the UCC supported by other colleagues or independently
2.6	To communicate information to patients about their clinical condition in a way which they can understand, and which can at times be highly sensitive or distressing, or there can be significant barriers to understanding.

2.7	To provide an appropriate level of sympathy and reassurance to patients, relatives, or carers at times of distress.
2.8	To provide patient centred care and education supporting adherence to treatment and advice
2.9	Develop effective links with GP's and Practice nurses to support the continuing care and treatment of patients, including monitoring and sharing of information
2.10	To provide a telephone support within work hours, providing direct access for patients and outside agencies including GP's.
2.11	To be responsible for making appropriate referrals to physiotherapy, occupational therapy, dieticians and podiatry as required and other specialist nurses i.e., respiratory and pain.
2.12	To be capable of effectively being subsumed into the overall emergency response for major incident or when capacity pressures dictate.
2.13	Participate in personal development planning.
2.14	To keep abreast of updated clinical practices.
2.15	To demonstrate an understanding of and adhere to the Trusts child protection policies.
2.16	To avoid behaviour which discriminates against service users and your fellow employees/ potential employee on the grounds of sex, sexuality, marital status, race, age, colour, nationality, ethnic origin, religion, or disability.

3. Responsibility for policy and service development

3.1	Contribute to the development of local guidelines, protocols, and standards, in conjunction with colleagues and various members of the multidisciplinary team responsible for development of protocols for investigations, treatments for the management and direction of patients with urgent care needs.
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3.2	Being a resource to patients, relatives, GP practice and colleagues on aspects of urgent and primary care.
3.3	Participate in the development and implementation of new initiatives and contribute to the development of practice within the department.
3.4	Work within the mentor group to enhance practice within the department.
3.5	To maintain awareness of current developments in clinical practise relating to the department.
3.6	To act as a resource, supporting and motivating staff members.
3.7	To act as an effective mentor and preceptor and support other departmental staff in performing this role.

4. Responsibility for financial and physical resources

4.1	To manage physical resources ordering stock, and non-stock and specialist medication and equipment and consumables.
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5. Responsibility for leading and managing

5.1	To act as a clinical and professional role model for the multi professional team
5.2	To lead and support the development of audit and research skills within the team.
5.3	To deputise for Matron and carry out delegated responsibilities as agreed.
5.4	To carry out the shift co-ordinator role on a rotational basis in addition to clinical duties, acting as the main point of contact for queries, issues, or escalation while on shift, and ensuring that all patients are safe and seen in a timely manner.
5.5	To supervise and/or manage junior staff within the team, taking a lead role in their development.

5.6	To support shift coordinator in developing a culture of fair, equitable, consistent, and supportive management within the multidisciplinary team and clinical site management team
5.7	To support and participate in recruitment activities within the team.
5.8	Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role mode
5.9	Support staff development to maximise potential
5.10	Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
5.11	Support and contribute to the teaching of staff/ students/ GP registrars and administration staff as appropriate
5.12	Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services
5.13	Contribute to the development of local guidelines, protocols, and standards
5.14	In conjunction with colleagues and various members of the multidisciplinary team responsible for development of protocols for investigations, treatments for the management and direction of patients with urgent care needs
5.15	Being a resource to patients, relatives, GP practice and colleagues on aspects of urgent and primary care

6. Responsibility for information resources

6.1	To always safeguard, confidentiality of information relating to patients and staff.
6.2	To maintain accurate and comprehensive records of all patient encounters.

6.3	To initiate and maintain up to date spread sheet (computerised) of all patient encounters and disease progress
6.4	To be a resource to GP practices and staff with detailed guidelines and monitoring information
6.5	To ensure information leaflets are available to patients and GP practices as needed.

7. Education and development

7.1	Promote and create a climate of clinical enquiry through practice
7.2	Liaise with company representatives to keep abreast of current treatments and products
7.3	Undertake impromptu research projects in line with research skills and knowledge with a view to presentation and publication
7.4	Document consultations and practice to incorporate both audits, and the setting, monitoring and evaluation of standards of care
7.5	Lead on or participate in appropriate audits of service in line with departmental and Trust guidelines and standards.
7.6	Participate in local, national meetings and networking events.
7.7	Collaborate between other UCCs to ensure best practice

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 based on 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 implemented a No Smoking Policy, which applies to all staff. Staff contravening this policy will 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.

PERSON SPECIFICATION

Royal Free World Class Values	<ul style="list-style-type: none"> • Demonstrable ability to meet the Trust Values positively  welcoming actively  respectful clearly  communicating visibly  reassuring 	E	A/I
Education & professional Qualifications	• Registered nurse level 1 /registered HPC paramedic practitioner	E	A/I
	• Recognised autonomous practitioner qualification	E	A/I
	• Teaching and Assessing course /practice educator level 1&2.	E	A/I
	• Educated to degree level	D	A/I
	• Independent nurse / non-medical prescriber or working towards	D	A/I
	• Evidence of own continuing professional development	E	A/I
Experience	• Significant post registration experience within an Emergency Care setting Interest	E	A/I
	• Experience within a Primary Care Setting	D	A/I
	• Evidence of multidisciplinary working	E	A/I
Skills and aptitudes	• Highly motivated and able to motivate others	E	A/I
	• Excellent interpersonal and communication skills	E	A/I
	• Calm and assertive even when under pressure	E	A/I
	• Flexible and enthusiastic approach Ability to work within the multi- disciplinary team	E	A/I
	• Ability to work within the multi- disciplinary team	E	A/I
	• Understanding of relevant national strategy/policy and how this relates to the service	E	A/I
	• Commitment to maintaining own fitness for practice through maintaining a personal profile of practice competencies	E	A/I
	• Ability to negotiate effectively with different disciplines	E	A/I

Personal Qualities & attributes	• Self-motivated	E	A/I
	• Enthusiastic	E	A/I
	• Assertive	E	A/I
	• Reliable	E	A/I
	• Visionary	E	A/I
	• Ability to work within tight deadlines	E	A/I
	• Positive	E	A/I
Knowledge	• Understanding of audit process	E	A/I
	• Proven use of evidence based practice	E	A/I
	• Advanced specialist clinical knowledge relevant to emergency nursing	E	A/I
	• Knowledge of critical analysis to provide evidence-based practice	E	A/I

KEY Essential (**E**) Desirable (**D**)
 Assessed through: App Form (**A**) Interview (**I**) Test (**T**)