

### JOB DESCRIPTION

#### JOB DETAILS

JOB TITLE:

Non-Medical Prescriber

JOB REFERENCE NUMBER:

BAND:

7

WARD/DEPT.

Generic

DIRECTORATE/LOCALITY:

Trust Wide

ESSENTIAL QUALIFICATIONS:

Registered first level nurse  
Nurse prescribing qualification

---

### ORGANISATIONAL ARRANGEMENTS

ACCOUNTABLE TO:

Locality / IDT Manager

REPORTS TO:

Clinical Team Leader

RESPONSIBLE FOR:

## **ROLE SUMMARY**

Practice as a non-medical prescriber (independent / supplementary prescribing) in accordance with the Trust's non-medical prescribing policy and protocols.

Prescribe as an independent / supplementary prescriber within one's scope of competency and in accordance with Trust and national policies.

Following national training and a period of actively prescribing as a supplementary prescriber, to work as an independent non-medical prescriber within the designated areas of clinical practice.

Be responsible and accountable for the assessment of the patient with diagnosed and undiagnosed conditions and for decisions about the clinical management required including prescribing.

Be accountable for accurate mental health clustering of all patients on caseload.

Ensure all mental health clustering information is passed onto other Trust teams or services on transfer of patient.

Responsible for maintaining the accuracy and quality of mental health clustering activity

## **DUTIES AND RESPONSIBILITIES**

Provide advice and support to other clinicians acting as a source of expertise

Prescribe for the patient's mental health needs and the management of drug-related complications within their own sphere of competence

Accurately assess the needs of the client group to include identifying and exercising judgements relating to drug treatment, psychological counselling, and other agencies identified within the treatment plan

Promote the health needs of clients with complex issues and within their sphere of competence provide interventions for these needs

Promote clinical excellence by complying with agreed Trust and statutory policies and clinical guidance, while maintaining own clinical competencies in this role

Work in close collaboration with medical personnel regarding prescribing protocols, policies etc. and where necessary work closely with the independent prescriber in developing and delivering clinical management plans for clients

Work within relevant NMC/RPSGB and any other appropriate statutory requirements

Work as an independent non-medical prescriber within areas as required and designated, taking responsibility for the clinical assessment of the patient, establishing a diagnosis and the clinical management required

Responsible for stopping or prescribing where necessary and the appropriateness of any prescription issue being responsible for prescribing a range of drugs within their competence in accordance with the Trust protocols and British National Formulary (BNF)

Carry out appropriate risk assessment regarding prescribing and non-prescribing interventions and implement appropriate interventions to manage the risks

Write prescriptions in accordance with Trust policy taking full responsibility for the patient as well as for the medicines prescribed

Ensure that appropriate records are made in the patient's case notes which identify post holder as the independent/supplementary prescriber

Ensure that a GP is notified when a patient is seen as an out-patient in the event that the prescription is changed in accordance with service policies

Responsibility for ensuring that the non-medical prescribing is recording on the Trust's patient administration system

Communicate fully to those patients who are unable to communicate or give consent, ensuring that the benefits of non-medical prescribing are documented fully and to provide reassurance to both the patient and the carer that post holder is fulfilling the role of the doctor in this regard, including providing patient information leaflet

Assist with the development of policies and inform development of non-medical prescribing across the Trust

Take the lead on policy, procedural development and patient information relating to non-medical prescribing in designated areas of practice

Undertake auditing and monitoring of prescribing in post holder's own designated areas of practice

Be responsible for ensuring the security and safe handling of FP10 prescription forms and to report any loss or theft as per Trust guidelines

In the event of adverse drug reaction, to be accountable for ensuring that the GP/Consultant is advised accordingly

Participate in patient satisfaction survey design and obtain feedback on patient's views on non-medical prescribing

Act as a mentor and guide for supplementary non-medical prescribers and to provide clinical supervision, ensuring that any short falls/concerns form part of the CPD

Be accountable for ensuring that training, CPD and clinical supervision sustains independent prescribing status

Request necessary clinical investigations such as blood tests and communicate results to all appropriate clinicians

Discharge statutory social care functions as delegated under Section 75 agreement with Norfolk and Suffolk County Councils for Service Users and Carers on behalf of the organisation.

Provide appropriate health and social care interventions according to service users' recovery goals

Assess health and social care needs as part of an integrated team, and implement / commission packages of care where appropriate

### **Service Governance Responsibilities**

Required to contribute to clinical audit and clinical governance

Participate in a formal appraisal/Personal Development Programme and provide support for lower banded staff

Ensure fulfilment of requirements for continuing professional development as required by professional body, eg NMC/RPSGB and as outlined in local and national non-medical prescribing policy (the organisation will support CPD through annual appraisal/job plan reviews and personal development plans with the designated non-medical prescribing lead)

Attend and provide training events as necessary to maintain knowledge/skills and competence of self and others

Work within locally and national agreed guidance for best practice

Work at all times only within their sphere of competence

Work with the designated non-medical prescribing lead to enhance the non-medical interventions offered within the services and to attend the NMP forum for support and update on service development/legislative changes and pharmaceutical updates

### **Security**

Demonstrate a clear understanding and adherence to security in relation to prescription security and management.

Ensure all FP10s are kept under lock and key and returned to the team's manager when leaving role or organisation

### **Management**

Participate in the Trust's appraisal performance reviews of self and team members

Participate in and undertake clinical supervision for junior members of the team within the service on a regular basis

Participate in and undertake clinical audit

Maintain appropriate indemnity insurance through a professional body such as the RCN or RPSGB

## **Administration**

Maintain accurate records and adhere to professional requirements for accurate record keeping

Submit statistical returns as required

Prepare and submit relevant reports including keeping a log/register of all prescribing

Maintain electronic records on the relevant medical record systems where necessary

Work with the relevant managers to monitor service and non-medical prescriber performance

## **Communication**

Appropriately liaise with other services, external health and social care services and provide an expert opinion as required in relation to interventions with this complex client group

Able to develop good working relationships with key stakeholders – medical practitioners, administration staff, senior managers and other services personal, pharmacy staff, external health providers, GP services and other partner agencies whom the post holder might come into contact with

Negotiate with and motivate clients when working with care plans and treatment processes particularly to socially excluded and vulnerable people

Provide advice and decisions to other team members and lower banded staff in relation to conditions and treatment plans, based on medical / drug history and knowledge of potential contradictions.

## **Research and Development**

Be responsible for contributing to audit of the effectiveness of non-medical prescribing

Participate in relevant research projects as required and to identify new areas for research and further development

## **Education and Training**

Participate in appropriate teaching and training for service staff and students, ensuring attendance at mandatory training

Identify new training areas required for self and others

Will be expected to travel between sites to attend clinics and meetings including duties commensurate with the post holder's grade as agreed with the line manager

All employees should understand that it is their responsibility to comply with the organisational and statutory requirements, eg health and safety; lone working; equality delivery systems; and confidentiality. All of the above should align with and fulfil the requirements of the KSF.

## SPECIFIC DUTIES

### TRUST VALUES AND BEHAVIOURS

To promote and adhere to the workplace values of NSFT.

Our values and behaviours were created by 1,300 staff members, service users and carers all working together in the Putting People First project.

They reflect what we all believe makes the most positive difference to the care we offer and to the way we work with one another. By 'living our values' we will develop our Trust, our people, and continue to improve the quality of everything we do.

## Our values... Our behaviours... Our future

Working together for better mental health...

### Positively...



#### Be proactive...

Look for solutions, think creatively and focus on what we can do

#### Take pride...

Always do our best

#### Take responsibility...

Plan ahead, be realistic and do what we say we will

#### Support people to set and achieve goals...

And be the best they can

#### Recognise people...

Their efforts and achievements, and say thank you

### Respectfully...



#### Value everyone...

Acknowledge people's unique experiences, skills and contribution

#### Step into other people's shoes...

Notice what's actually happening

#### Take time to care...

Be welcoming, friendly and support others

#### Be professional...

Respect people's time and be aware of our impact

#### Be effective...

Focus on the purpose and keep it as simple as possible

### Together...



#### Involve people...

Make connections and learn from each other

#### Share...

Knowledge, information and learning

#### Keep people updated...

With timely, open and honest communication

#### Have two-way conversations...

Listen and respond

#### Speak up...

Seek, welcome and give feedback



nsft.nhs.uk

### 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

Students and lower banded staff

### 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

#### Non-Medical Prescriber

	<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>	Registered first level nurse  Nurse prescribing qualification		<b>Certificates</b>
<b>EXPERIENCE</b>	Post registration experience  Implementing protocols and clinical guidelines	Teaching and mentorship  Experience in a clinical setting	<b>Application Form / Interview / References</b>
<b>SKILLS</b>	Management of patients with long-term conditions  Awareness of accountability of own and other's roles in a nurse-led service  Leadership skills  Communication skills, both written and verbal  ICT skills	Management of staff and teams	<b>Application Form / Interview / References</b>
<b>KNOWLEDGE</b>	Patient group directions and associated policy  Health promotion strategies  Awareness of local and national health policies  Wider health economy awareness		<b>Application Form / Interview / References</b>

	Clinical governance issues		
<b>OTHER (Please specify)</b>	Able to travel independently		<b>Application Form / Interview / Document Check</b>

	Positively...	Respectfully...	Together...	METHOD OF ASSESSMENT
VALUES (APPLICABLE TO ALL POSTS )	Look for solutions, think creatively and focus on what we can do	Acknowledge people's unique experiences, skills and contribution	Make connections and learn from each other	Application and Interview
	Take pride...  Always do our best	Step into other people's shoes...  Notice what's actually happening	Share...  Knowledge, information and learning	
	Take responsibility...  Plan ahead, be realistic and do what we say we will	Take time to care...  Be welcoming, friendly and support others	Keep people updated...  With timely, open and honest communication	
	Support people to set and achieve goals...  And be the best they can	Be professional...  Respect people's time and be aware of our impact	Have two-way conversations...  Listen and respond	
	Recognise people...  Their efforts and achievements, and say thank you	Be effective...  Focus on the purpose and keep it as simple as possible	Speak up...  Seek, welcome and give feedback	

## JOB DESCRIPTION SUPPLEMENTARY INFORMATION

POST TITLE:	Non-Medical Prescriber
WARD / LOCALITY:	Trust Wide
DATE COMPLETED:	Generic 2016

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

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

## PHYSICAL EFFORT

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

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

## MENTAL EFFORT

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

Other frequency (please comment)

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

Daily:  Weekly:

Other frequency (please comment)

**FURTHER INFORMATION**

Please enter here details of YES responses in the preceding sections

**Element**

<b>(e.g. mental effort)</b>	<b>Ref No</b>	<b>Details of frequency and intensity</b>
<b>Working conditions</b>	9	Possibility of being exposed to bodily fluids
	18	May be exposed to verbal aggression
	19	May be exposed to physical aggression
<b>Physical effort</b>	9	Frequently sitting in a restricted position when travelling in the community
	15	Required to undertake PMA suitable for area of work and yearly updates
<b>Emotional effort</b>	1	Occasional exposure to writing unwelcome and distressing news / clinical information to colleagues, staff and carers to patients / carers, families and staff
	2	Occasional exposure to writing unwelcome and distressing news / clinical information to patients / carers, families and staff
	4	Occasional exposure to difficult situations / circumstances
	6	Occasionally required to communicate life changing events
	7	Frequently required to deal with people with challenging behaviour
<b>Mental effort</b>	1	Frequently required supervise / assess students
	2	Frequently required to carry out clinical / social interventions
	6	Frequently required to attend meetings
	8	Occasionally required to prepare reports
	9	Frequently required to check documents
<b>Freedom to act</b>	1	Works within clearly defined occupational policies, work is managed rather than supervised. Works within codes of practice and professional guidelines
	2	Works autonomously within the community, manager not always available to contact.

**Manager responsible for completion of this document**

<b>Name:</b>	
<b>Member of Staff to whom this document relates:</b>	
<b>Date Completed:</b>	
<b>Review Date:</b>	

**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**