

Job Title:	Senior Emergency Nurse Practitioner – Band 7
Reports to (job title):	MIU Operational Manager
Line Manager to:	

Job purpose

To provide effective clinical leadership, professional leadership, supervision and management of a team of nurses working within the nurse-led Minor Injury Units ensuring that nursing development continues through the use of reflective practice, evidence-base care, appraisal, continuing professional development and clinical supervision.

Base

Community Hospital

This post is responsible for

- To work with the MIU Operations Manager to ensure that the organisation meets national and local clinical guidelines and operational standards
- To participate in developing innovative ways of working and working flexibly as the service requires, improving quality of clinical standards and service delivery.
- Be an expert resource for clinical practice and participate in the training, education and development of staff and students in the clinical setting. Work clinically for a designated number of shifts a week.
- Maintain accountability for practice following the Nursing and Midwifery Council or Health and Care Professions Council Codes of Professional Conduct and compliance with Policies and Procedures.
- Maintain legible, accurate and up to date records that are dated and signed in accordance with Trust Policies and the Nursing and Midwifery Council/Health and Care Professions Council standards on record keeping.
- Work autonomously with patients, their families and carers.
- Critically analyse complex clinical data and information to inform diagnosis and, where appropriate, order investigations and/or instigate therapeutic treatments to inform clinical decision making and improve health outcomes.
- Identify the potential for service developments, risks and deficits and inform line manager making recommendations based on specialist knowledge.

- Be wholly accountable for practice taking every reasonable opportunity to sustain and improve knowledge and professional competence and, ensure that all aspects of professional behaviour as required within their Code of Professional Conduct are followed at all times.
- Responsible for ensuring the effective use of resources within the Team, assisting in managing the allocated budget appropriately, and participating in regular review meetings with the Operations Manager.
- Develop and sustain effective and positive working relationships with a wide range of internal departments/colleagues including; Specialist Nursing Services, Community Nursing services, Therapy services, GPs', Practice Nurses and Primary Care staff.
- Assist in leading, managing and developing the Minor Injury Units with the MIU Operational Manager.
- Carry out programmed activities during which you will be required to provide a continuous physical presence in the clinical area, to include clinical assessment.
- Provide complex clinical advice and support to all staff within the multi-disciplinary team.
- Work with the MIU Operational Manager to promote the development and clinical effectiveness of the service using a multi-skilled team approach, linking in with the Emergency department and promoting rotation to ED Minors.
- To assist in the day to day management of the MIU and when necessary across the Trust.
- Deputise for the MIU Operational Manager as required.
- Ensure a quality service is provided at a consistently high standard to meet the identified needs of users, which can be demonstrated by clinical audit outcomes and patient satisfaction surveys.
- Co-ordinate Clinical Governance and other quality standards for the MIU.
- Ensure effective multi-disciplinary team working and a high standard of communication at all times.
- Review and expand Unit and guidelines to support practice in conjunction with the MIU Operational Manager.
- To have an understanding of the current legal and professional accountability issues for enhancing roles across the health care team.
- Communicate to staff the Trust's strategy, development and policy.

Patient Client Care

- Using advanced clinical practice skills assess the physical and psychosocial needs of a defined client group.
- Using advanced generalist clinical skills to evaluate the delivery of care, identifying subtle changing health care needs. Being able to competently discuss treatment options with other generalists and specialists.
- Use assessment tools/skills that will ensure an appropriate level of nursing or therapeutic intervention so that patients who present with highly complex needs are timely referred to the appropriate specialist.

- Discuss all treatment options with sensitivity, knowledge and expertise and to act as patient advocate when appropriate and respecting patient confidentiality whilst privacy with respect for diverse cultural backgrounds and requirements.
- Work in partnership with the patients to empower them to make informed choices about their healthcare and support choices about end of life care.
- To work as an autonomous practitioner, to provide evidence-based treatment, advice and care, in the nurse-led Minor Injuries Unit.
- Promote evidence based clinical practice and be responsible for continuous performance improvement within the speciality.
- Provide complex clinical advice and support to all staff within the multi-disciplinary team.
- Co-ordinate clinical audit to evaluate current practice.
- Delegate tasks appropriately to junior members of staff. Support and monitor their level of skill, direct and advise them accordingly to ensure that they act professionally and appropriately.
- Monitor the delivery of care against the appropriate documentation.
- Ensure a clean, safe, welcoming and comfortable environment for patients, relatives, visitors and staff.
- Receive patients with undifferentiated and undiagnosed healthcare problems.
- Initiate and interpret investigations where appropriate.
- Refer patients to specialist clinicians or specialist units/departments internally/externally as required.
- Plan programmes of specialised care in consultation with the patient and based upon their needs, using guidelines and patient group directions and specialist input.
- Ensure exemplary contemporaneous documentation.
- Maintain and monitor effective discharge procedures.
- Ability to perform and demonstrate evidence of enhanced skills in line with the ENP role.
- Ensure patient focussed care, reinforcing the concept of a more streamlined patient journey, improving the quality of care.
- Provide expert verbal and written information, within knowledge base, to enable patients to understand implications for consent and continuing self-care.

Budget Responsibilities

- Not applicable – this is not a budget-holder post

Responsibilities for People or Training

- Be responsible for providing and maintaining a learning environment and maximise opportunities for education and development in the clinical area to enhance individual development and performance in the delivery of high standards of care.
- Act as expert resource and assist in teaching advanced clinical skills for other health care professionals. Take part in the process of clinical supervision and participate in clinical supervision and mentorship of others.
- Take responsibility for your own personal and professional development; maintain competence, knowledge and skills commensurate with role.
- To be actively involved in clinical staff recruitment in the MIU.
- Lead by example and display a leadership style that empowers staff through development.
- Deal with staff's professional and personal issues including performance management.
- Inspire others through action and example, challenging traditional practices and encouraging innovative problem solving amongst staff.
- Support and empower ownership of ideas by staff.
- Provide ongoing support to staff during periods of change.
- Provide regular supervision and performance management.
- Act as an effective role model for good practice.
- Ensure staff awareness of responsibility to themselves, colleagues and patients in respect of Health and safety at work.
- Assist with the planning and provision of a local induction plan and ensure Trust induction standards are met.
- Assist with planning of staff rotas and annual leave to ensure the best possible use of available resources.
- Manage staff absence and sickness ensuring maintenance of service provision.
- Record compliments to staff and service and feedback to staff and Board.
- Ensure that organisational policies are understood and action taken to monitor staff adherence.
- Ensure that team members maintain accurate and contemporaneous clinical records in line with Trust policies and National standards, using current system provided.
- Ensure that all staff undertake and keep accurate records of mandatory and statutory training and that opportunities are given to assist with their continuing Professional Development.
- To ensure team members are familiar with national, professional and local quality issues relevant to the delivery of care.
- Provide professional leadership, guidance, advice and development opportunities for all staff through the Trust appraisal process and clinical supervision.

- Maintain a personal portfolio of professional practice that will contribute to evidence of continuing professional development.
- To facilitate Trust statutory and mandatory training.
- Develop and maintain professional and educational links with peers in other settings; and training providers.
- Ensure an environment where teaching, learning and research are encouraged and practiced.
- Mentor newly appointed staff, and participate actively in teaching and demonstrating procedures to staff in the department as required.
- Ensure nursing students are supported on placements, that the department has clear learning opportunities and that their learning needs have been met.
- Ensure all relevant information is shared with staff.

Other Factors

- There will be times when there will be the need for manual handling techniques to be used.
- The ability to drive and have access to a car is essential as there may be driving required across the organisational boundaries.
- Maintain personal knowledge, skills and competency through appropriate CPD, training and development opportunities.
- Keep up to date with new developments and legislation.
- Using IM&T support systems.
- There will be regular change of plans to the days working as more priority cases are referred.
- You will be dealing with complex problems and circumstances with patients and their families which will at times be challenging.
- The post holder will interact with all members of the nursing and multi-disciplinary team related to Minor Injury services and the wider health community.
- The ability to concentrate on complex/demanding tasks.

Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> • Inspire • Understand • Communicate 	<ul style="list-style-type: none"> • Challenge • Improve • Learn 	<ul style="list-style-type: none"> • Accountability • Involve • Resilience

Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy

- Only using approved equipment for conducting business

Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

Registered Health Professional

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

Risk Management/Health & 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 laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

Medicines Management Responsibility

Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a "non-smoking" policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

Equal Opportunities

It is the company's intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

Personal Specification

Essential

- Live registration with regulatory body as relevant to profession i.e. NMC / HCPC
- Emergency Nurse Practitioner course at Level 3
- Teaching: ENB998; FETC 730 or equivalent
- Immediate Life Support
- Degree (or able to demonstrate recent study at this level and willingness to complete).
- Ability to demonstrate evidence of ongoing professional development.
- Training in managing conduct, health, sickness and performance, recruitment & selection, appraisal
- Significant experience within ED/MIU including appropriate experience as an autonomous practitioner at Band 6 or above
- Audit: Carry out, evaluate and action findings
- Clinical Supervision
- Appraisal
- Teaching
- Organisational political awareness
- Legal and Professional awareness
- Finance and budgets, high level and local provision
- High level of clinical knowledge
- Current National and local issues in healthcare provision
- Paediatrics
- Worked collaboratively in teams
- Demonstrates achievement in quality/practice development
- Demonstrates ability to develop staff
- Demonstrates ability to implement change
- Thorough and up-to-date knowledge of nursing theory and best practice
- Thorough understanding of equality and diversity, its application to managing self, staff and patients across the Trust
- Understanding your Professional Bodies Code of Practice and requirements of it for the practice and behaviour and its application to the management of staff and self
- Evidence of effective budgetary management
- Evidence of effective staff/HR management
- Evidence of involvement in Clinical Governance
- Understanding of Management of COSHH and Health and Safety of Patients and Staff
- Project management experience
- Demonstrate evidence of well-developed clinical practice
- Demonstrates ability to make judgements on clinical and professional standards

- Demonstrates commitment to an empathetic and caring approach to patients and relatives and ability to motivate staff to demonstrate this to ensure that patients dignity and respect is maintained at all times
- Strong organisational skills – able to organise own workload and take responsibility for own clinical actions and systems/standards across area of responsibility
- Responsibility for staffing in the MIU
- Demonstrate ability to apply research based practice and advocate it to improve the quality and efficiency of service delivery
- Able to take charge and delegate duties
- Able to act as patient advocate
- Demonstrate evidence of commitment to professional development
- Ability to act as effective facilitator and clinical supervisor
- Demonstrate ability to use audit and improve quality of services
- Ability to develop services from research and best practice guidance
- Highly effective communication skills – able to communicate verbally and in writing to staff, patients and relatives including in situations of conflict and distress, ensuring that the communication is tailored to the person being addressed
- Investigation skills to manage complaints and issues of conduct/performance
- Able to gain credibility with and influence fellow clinicians, managers and speciality leads, including influencing clinical changes where appropriate
- Able to manage a multi-disciplinary team, through effective standard setting, monitoring, feedback, appraisal, mentoring, clinical supervision and reflective practice
- Able to demonstrate effective budgeting practice
- Able to interview staff effectively in line with Trust Recruitment and Selection Policy
- Able to manage change effectively, with assistance from HR and in line with Trust policy
- Able to develop services in line with NSF's, national and local policy
- Able to manage own stress and that of staff
- Able to apply understanding of equality and diversity to management of own staff
- Presentation skills
- IT skills – Word, Excel and PowerPoint
- Complex examination skills
- Willing to work in other areas of HCRG as and when required to do so.
- Undertake specific nursing skills associated with the ENP role
- Typing/data inputting skills – to use computerised system for accessing patient information, typing correspondence and meeting minutes
- Physical skills to manually handle patients and appropriate lifting aids
- Able to work and cope with rotating shift patterns and, over 7 days of the week, if required
- Dealing with serious trauma/illness/bad news – ability to sensitively inform service users on emotional and complex issues. Able to support and facilitate own staff in dealing with these situations
- Required to challenge and lead practice

- Strong leadership skills
- Excellent communication/negotiation skills
- Able to effectively manage own work load
- Exemplary assessment and documentation skills
- Able to teach, supervise and assess others
- Able to motivate others
- Good team player
- Good role model
- Good presentation skills
- Strong leader
- Highly motivated and self-aware
- Exemplar of evidence based practice
- Able to work effectively under pressure
- High personal and professional integrity and willingness to be accountable
- Flexible
- Innovative
- Visionary
- Sense of humour
- Management of COSHH and Health and Safety of Patients and Staff
- Involves direct contact with body fluids, products, blood, sputum and vomit on a number of occasions per shift
- Involves risk of verbal aggression and physical violence from patients, relatives and carers
- Ability to manually handle patients and equipment

Desirable

- Master's degree
- Management course NEBS or equivalent
- European Computer Driving Licence
- Non-medical prescribing
- Child Protection level 3
- Evidence of involvement in service users advocacy and complaints resolution
- Cannulation
- Ability to undertake research
- Report writing
- Further training in dealing with difficult situations
- Willingness to undertake further training in I.T. skills.
- Specific speciality area

Job Description

Employee signature

Manager signature
