

Job Title:	Emergency Nurse Practitioner
Reports to (job title):	Clinical Lead Nurse/Service Manager

## Job purpose

Emergency Nurse Practitioner within a GP Led Urgent Care Centre (UCC) based in West Lancashire Urgent Care Centre and Skelmersdale Walk in Centre. Working closely with a multidisciplinary team you will use your experience to practice autonomously and flexibly. Practitioners should have significant experience in A&E/Minor Injuries Unit. Applicants must also be competent in the assessment of patients with undifferentiated needs and have or will be willing to undertake the non-medical prescribing qualification.

The post holder will work with the Service Manager, and Clinical Leads to deliver robust clinical governance and the fulfilment of the service contract.

## Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

### Clinical Knowledge & Skills

- Using evidence-based research undertake accurate assessment and management of patients with undifferentiated needs in accordance with evidence based clinical guidelines, including patients presenting with minor illness and minor injury in both adult and paediatric patients.
- Undertake assessment and management of patients in a timely manner, actively contributing to effective delivery of the service based on demand.
- Undertake diagnosis and when applicable subsequently provide clinical treatment according to extended nurse prescribing formulary.
- To perform a variety of screening procedures and diagnostic tests as requested or deemed necessary during assessment and offer opportunistic screening when appropriate. This includes the interpretation of radiographs.
- Prioritise cases and intervene appropriately in urgent or emergency situations, including initiation of effective emergency care.
- To refer and liaise with other agencies as required, and provide patients and carers with accurate information and advice on a range of health issues.

- Maintain accurate and contemporaneous records using relevant systems.
- Act as a role model for staff, providing best practice in all aspects of care, and ensure all aspects of care are carried out in line with agreed policies and procedures. This specifically includes practice relating to safeguarding, medicines management and infection control.

## Professional

- Provide clinical leadership to the nursing team including non-qualified nursing roles and implement and develop a system of peer review and support for the clinical supervision of the nursing team.
- Support the achievement of performance measures such as internal targets and contractual KPI's.
- Adapt to changing environment within the UCC as services develop, when required attend meetings and networking events to deliver presentations about the service.

## Clinical Governance

- Play a full part in the development of the clinical governance programme for the service including audit and incident reporting
- To be responsible for adhering to and ensuring other staff adhere to all policies and procedures relevant to the UCC, participating in the development of such policies as required.
- To participate in the development of the clinical supervision process, ensuring that supervision is available for staff and aligned to the clinical governance agenda.
- Initiate change within the department as a result of audit and research.
- To be responsible for supporting the management of the UCC in the absence of the nurse consultant, including staff and resources, working within health and safety guidelines, demonstrating an awareness of the clinical governance agenda and risk management.
- To identify areas of potential improvement, undertake audit and research and support the implementation of new initiatives.

## Learning and Development

- Assess own learning needs through the process of performance review and develops key annual objectives which support the delivery and improvement of the service.
- To develop and enhance clinical and leadership skills as appropriate, undertaking in-house and formal training to ensure competency in all aspects of care. To be aware of all aspects of clinical governance and risk management with regards to the enhanced role of the nurse practitioner.
- Maintain clinical credibility by demonstrating continually professional development and undertake training and education as required, ensuring highest standard of evidence based clinical skills

- Undertake teaching sessions and presentations to groups of staff; be involved with the training and education of other staff with regards to the role of the UCC and ENP/ANP's
- To adapt and develop the role of Nurse Practitioner, ensuring flexibility and willingness to expand the role as required.

## 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"><li>• Inspire</li><li>• Understand</li><li>• Communicate</li></ul>	<ul style="list-style-type: none"><li>• Challenge</li><li>• Improve</li><li>• Learn</li></ul>	<ul style="list-style-type: none"><li>• Accountability</li><li>• Involve</li><li>• Resilience</li></ul>

## 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

- Professional NMC Registration
- Extended/independent prescribing qualification or willingness to work towards
- Accredited A&E or minor illness qualification
- Evidence of continuous personal development
- Advanced Nurse Practitioner/Nurse Practitioner qualification/ first contact practitioner (or willing to work towards)
- Minimum of 3 years' experience in primary care, A&E or minor injuries unit.
- Experience in working as an autonomous practitioner
- Clinical examination skills
- Excellent communication skills
- Displays self-confidence and self-awareness, especially in dealing with staff and patients.
- Contrasting abilities to work both in teams and independently.
- Ability to articulate the rationale for decisions
- Demonstrates sound Leadership capabilities when dealing with members of the nursing team and support staff
- Demonstrates capability to assume shift co-ordinator responsibilities as required to support daily activities within the Urgent Care Centre/Walk in centre
- Flexible (role entails multi-site working)
- Travel may be required to attend meetings and training courses and the flexibility to work across both sites

### Desirable

- Masters level education or working toward Master level education
- Experience of Aadastra clinical computer system
- Advancing Clinical Practice MSc