

Job Description

1. JOB DETAILS

Job title: Nurse Practitioner

Accountable to: Managerially: Senior Clinical Nurse Manager
Professionally: Nursing and Midwifery Council

Location: Cumbria

2. JOB SUMMARY

The post holder will work as a member of the out of hours team. The post holder will be responsible for recognising, negotiating and implementing processes to enhance the delivery of care in the Treatment centres.

Patient centred care will be delivered by assessing patients with undifferentiated and undiagnosed problems; initiating treatment, investigations, advice and management of problems using professional autonomous decision making processes, liaising when appropriate with other healthcare professionals and service providers to ensure safe and effective patient care.

The post holder will contribute to development and delivery of a high quality innovative service to the community through the implementation of evidence based clinical practice, supported by continual professional development and mentorship/supervision.

All staff are expected to work to CHoC Values:

- Clinically focused - Everything every one of us does is for the patient
- Responsive - We listen and we respond quickly in a patient focussed way
- One Team - We work together to provide a high quality service which is organised and consistent, and in partnership with both the local Acute and Community Trusts
- High Standards - We provide skilled professionals working to the highest standards who are passionate about improving patient care

3. ROLE OF DEPARTMENT

Works as part of the out of hours team including Nurse Practitioners, Primary Care treatment centre nurses, and GPs alongside CHoC Control Staff and other clinical triage staff based at CHOC Headquarters, Hilltop Heights, Carlisle and staff employed by local hospital.

5. KEY WORKING RELATIONSHIPS

1. Senior Clinical Nurse Manager
2. CHoC Management Team
3. Telephone Triage Nurse Lead and Triage Nurses
4. Primary Care Nurses and Nurse Practitioners
5. GPs
6. Control Room and Reception Team
7. CHoC Office Staff
8. Driving Team
9. Emergency Services
10. Minor Injuries Units
11. Community Nurses
12. Social Services
13. Emergency Dental Service
14. Ambulance Service (North West) N.W.A.S
15. Acute Trust
16. Accident and Emergency Departments

6. DUTIES AND RESPONSIBILITIES OF THE POST

Communication

- 1) Communicates effectively as a member of a multi-disciplinary team.
 - a) Refers when necessary to general practitioners, Paramedics, Accident and Emergency, Secondary Care, District nurses, Night rapid response nurses, Emergency social workers, Emergency mental health team, and Emergency dental services.
- 2) With Primary care nurses giving support, advice and leadership.
- 3) With reception staff regarding patient information.
- 4) Recognise and effectively manages situations where there are barriers to effective communication.
- 5) Recognises and effectively manages situations where there are barriers to effective communication.

Clinical Skills:

- 1) Works independently as a Nurse Practitioner within the scope of professional practice.
 - a) Functions at a high level to carry out clinical decision making such as diagnosing and discharging patients with input from a medical practitioner remaining within the scope of professional practice.
 - b) Practices as an autonomous practitioner where possible with non-medical prescribing authority.
- 2) Functions at a high level in relation to communication skills through patient consultation and nursing assessment of physical, psychological and social needs.
 - a) Takes an accurate history, building rapport towards a therapeutic relationship.
 - b) Assess, plan and implements patient centred plan of care for patients within the out of hours treatment centres, independently discharge

- patients from your care and refer when necessary to other healthcare professionals for further specialised care.
- 3) Demonstrates clinical competence in the assessment and management of patients of all ages from infants to the elderly and management of lifelong illness such as diabetes, asthma and chronic obstructive pulmonary disease during the time of acute illness and managing minor illness.
 - 4) Adapts to change within working situation managing unscheduled emergency situations.
 - a) Basic life support, severe breathing problems, serious cardiovascular problems, collapsed patients and seriously ill patients.
 - 5) Performs investigations to reach a differential diagnosis using core clinical skill and competence. Initiate treatment including diagnostic investigations.
 - a) Recognition of abnormal vital signs observing paediatric and adult respiratory rate and effort, heart rate rhythm and volume, temperature and blood pressures as appropriate.
 - b) Performs investigatory procedures including; Performing ECG's, Urinalysis, Blood Glucose monitoring, Venepuncture, measuring and interpreting Peak Flow.
 - 6) Demonstrates competence in examination techniques
 - a) Examination of the Ear Nose and Throat system
 - b) Basic Neurological examination of Headaches and Head injury
 - c) Basic Muscular-skeletal examination in the assessment of injury
 - d) Basic eye examination in the assessment of injury, foreign body and infection.
 - e) Respiratory Examination
 - f) Abdominal Examination
 - g) Cardiovascular Examination
 - h) Vaginal Examination and sexual health screening
 - 7) Performs safe manual handling techniques.
 - 8) Recognises own limitations, seek assistance and refer appropriately.
 - 9) Delivers a high standard of care without discrimination to all ages, sexes and ethnic origins of the population through continuum of life.
 - 10) Deliver safe, effective evidence based care and advice to ease patient problems.
 - 11) Promotes improving the health of the individual through advice and education to aid adjustment of lifestyle, including Contraception advice.

Organisational Skills:

- 1) Aware of and complies with CHoC policies and procedures.
- 2) Able to adapt to change in the workplace being involved in new developments in the delivery of care.
- 3) Ensures faulty clinical equipment is reported and repaired and adequate for use.
- 4) Ensures store supplies are adequately ordered and maintained.
- 5) Participates and supports the implementation of clinical governance, clinical audit and clinical risk assessment, setting and monitoring standards of care.
- 6) Promotes improving the health of the community through reporting and preventing occurrences of infectious disease, proving advice and education.
- 7) Has a flexible approach to geographical locations across county sites.

Professional:

- 1) Ensures practice and implementation of care is evidence based by adhering to local and national guidance.
- 2) Complies with Nursing and Midwifery council code of conduct and works within scope of professional practice
- 3) Maintains confidentiality of information regarding patients.
- 4) Ensures accurate, concise documentation.
- 5) Reports any adverse incidents or near miss events through agreed CHoC system.
- 6) Maintains professional development in risk awareness, health and safety, fire safety at work, Child and Adult safeguarding, conflict resolution, information governance and basic life support by attending annual mandatory training.
- 7) Identifies and/ or participates in strategies of risk assessment to avoid or prevent clinical incidents and near misses incorporated in the clinical governance framework including:
 - a) Risk management, Child and Adult safeguarding policies, Drug policies and Infection prevention policies.

Leadership:

- 1) Is a support network for other colleagues.
 2. Act as role model to inspire and motivate others.
 - 3 Is a support network for other colleagues.
 - 4 Act as mentor, support and induct new staff.

Training and Educational:

- 1) Enhances professional development.
- 2) Continually keeps up to date with current evidence based practice.
- 3) Is involved in lifelong learning.
- 4) Ensures mandatory training has been completed.
- 5) Participates in in-house training provided / clinical meetings / supervision

7. WORK SETTING AND REVIEW

Since the service provides Out-of-Hours cover, the post holder is expected to work evenings, nights, weekends and Bank Holidays and may be required at times to travel across all sites for training or development purposes.

8. INDIVIDUAL RESPONSIBILITIES

The post holder is expected to

- adhere to CHoC policies and procedures and relevant legislation including the requirements of the any professional bodies
- attend and complete mandatory training as identified by CHoC
- adhere to CHoC infection prevention policies, procedures, audits in line with the Health Act 2006, to actively reduce Health Care Associated Infections

9. CONFIDENTIALITY

The post holder must maintain the confidentiality of information about patients, staff and organisation business in accordance with the Caldicott principles and with legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. Further information on this is outlined in the CHoC Privacy Notice (Staff). The jobholder should also work within the boundaries described in CHoC's Information Governance Policy and all other related data protection policies.

10. HEALTH AND SAFETY

Employees must be aware of the responsibilities placed upon them under the Health & Safety at work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

11. RISK MANAGEMENT

All staff have a responsibility to report all clinical and non-clinical accidents, incidents or near-misses promptly and when requested to co-operate with any investigations undertaken.

12. EQUALITY AND DIVERSITY

All employees of CHoC have responsibility to:

- Act in ways that support equality and value diversity.
- Treat everyone with whom they come into contact with dignity and respect.
- Act in ways that are in accordance with CHoC's Equality and Diversity policy.
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13. SAFEGUARDING

All employees have a duty for safeguarding and promoting the welfare of children and adults at risk. Staff must be familiar with CHoC's Safeguarding Policy and the process for raising concerns about the welfare of anyone with whom they have contact. Staff must also ensure they receive the appropriate level of safeguarding children and adult training depending on their role in CHoC.

Staff are expected to access supervision and support from their line managers and/or the locality based safeguarding team when managing complex cases where applicable to their role.

14. INFORMATION GOVERNANCE



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The post holder must keep up to date with the requirements of information governance; undertake mandatory training and follow CHoC policies and procedures to ensure that information is dealt with legally, securely, efficiently and effectively.

It is important that the post holder processes personal identifiable information only in accordance with Data Protection Act notification to the Information Commissioner. The post holder must check with the Data Protection Officer before creating new systems to process person identifiable information to ensure that this is carried out within the scope of the Data Protection Act 1998 notification.

The post holder must manage the records they create or hold during the course of their employment with CHoC in an appropriate way, making the records available for sharing in a controlled manner subject to statutory requirements and agreed security and confidentiality policies, procedures and guidelines e.g. Data Protection Act 1998, Freedom of Information Act 2000, Caldicott Guidelines NHS Confidentiality Code of Conduct 2003, and professional codes of conduct on confidentiality.

The post holder must maintain the confidentiality of information about service user staff and organisational business in accordance with the Data Protection Act 1998 and Caldicott principles.

It is likely that the post holder will be in contact at some time with a form of information system, and therefore are responsible for implementing and maintaining data quality. The post holder, when making entries into records, must ensure that these are legible and attributable and that the record keeping is contemporaneous. It is essential that information recorded within records either on paper, in an electronic format or both paper and electronic is accurate, complete and relevant.

15. JOB DESCRIPTION AGREEMENT

Post holder's signature

Date

Line Manager's signature

Date

PERSON SPECIFICATION

POST TITLE: NP

Factor	Essential	Desirable
Qualifications	<p>Current NMC</p> <p>1st Level registration</p> <p>Nurse Practitioner Degree</p> <p>Independent Non-Medical Prescriber V300</p> <p>Evidence of recent Continual Professional Development</p> <p>ILS – Intermediate Life support</p>	<p>MSc – Advanced Practice</p> <p>998 or equivalent teaching certificate.</p>
Experience	<p>Significant post registration experience – minimum 5 years in relevant field.</p> <p>Evidence of good practice</p> <p>Leadership Skills</p>	<p>Experience of working within the primary care.</p>
Skills and Aptitudes	<p>Demonstrate clinical knowledge in acute and chronic disease management</p> <p>Demonstrate clinical competence in minor illness management</p> <p>Able to demonstrate excellent communication and consultation skills</p> <p>Able to work independently and effectively within a team</p> <p>Flexible and motivated</p> <p>Basic computer skills.</p>	<p>Ability to adapt to change within working situation</p> <p>Innovative practice to deliver patient centred care</p>
Personal Circumstances	<p>Positive</p> <p>Confident</p> <p>Well organised</p>	



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	Good team player Ability to build rapport and effective relationships at all levels Demonstrate initiative Ability to maintain workload in a sometimes busy and demanding environment	
Other requirements	Willingness to undertake further training Current driving licence and access to own vehicle	

PERSON SPECIFICATION AGREEMENT

Post holder
Date
Line Manager
Date