

NURSE PRACTITIONER JOB DESCRIPTION

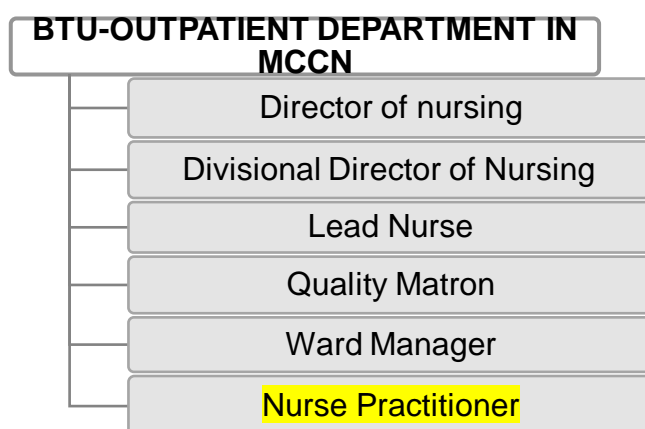
Job Title:	Nurse Practitioner
AfC Band:	Band 6
Directorate/Service:	MCCN - Brooke Treatment Unit
Accountable To:	Emma Millard
Responsible To:	Gladys Rimayi
Base Location:	Salford Care Organisation
On-Call Requirement:	No
AfC Job Code:	

Values

Three values are at the heart of our organisation: **Care, Appreciate and Inspire.**

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The post holder is responsible for the assessment of patient care needs and development, devising, implementing, and evaluating programmes of care, both for a specific group of patients as the named care provider and in supporting the care of all patients. As a Nurse Practitioner you will provide daily clinical and managerial leadership to nursing and support staff in the delivery of evidence-based practice. Actively support the Ward / Unit Manager in the effective running of the department including in their absence.

Key Role and Responsibilities

Main Tasks & Overview of Responsibilities

- Using your clinical experience and skills you will be responsible for the assessment, planning, delivery, and evaluation of programmes of care, both for a specific group of patients as the named care provider and in supporting the care of all patients on the ward / unit
- You will assist in the management and organisation of work, as required, ensuring effective communication is maintained at all times and will provide support for junior staff on the ward (newly qualified staff will receive initial support)
- You will play a key role in the education, development, mentorship and supervision and assessment of all learners and unregistered staff.
- You will undertake nursing interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet patients' needs.
- Be able to work collaboratively with all members of the MDT (Multi-Disciplinary Team) and to make referrals as appropriate.
- To provide support and care for the patient and his/her family respecting their need for privacy and dignity
- To monitor the effectiveness of nursing care and adjust the programmes of care where indicated.
- To utilise highly developed clinical skills specific to speciality
- You will practice in accordance with the professional, ethical, and legal framework for nursing.

Communications and Relationships

- To communicate with people in an appropriate manner to ensure level of understanding incorporates preferred ways of communicating, culture and background.

- To effectively communicate complex and sensitive information.
- To agree the arrangements for communication with the patient/family/carer, and to document these in accordance with Trust policy and the patients right to confidentiality.
- To influence and prioritise the development of knowledge, ideas and work practice in self and others.
- To competently receive sensitive information concerning patient's medical condition and provide information using persuasive, reassuring skills as required, where barriers exist e.g., bereavement / special needs / learning disabilities / where English is not the first language.
- To ensure that essential information on the patients' condition and progress is recorded by self and team members appropriately according to NMC guidelines.
- To communicate with a wide range of people to explore complex issues and to make complex decisions.
- To encourage others to seek advice and solutions.

Analytical and Judgmental Skills

- To undertake data collection effectively using the agreed system
- To use judgemental skills to decide upon and recommend best course of action including escalation as appropriate.
- Undertake initial patient assessments, considering their health, safety and wellbeing and devising and delivering care plans, where there are a number of options.
- Analyse situations and instigate emergency procedures as required.

Planning and Organisational Skills

- To prioritise the care requirements for identified patients.
- To monitor the work and performance of junior colleagues providing constructive feedback, advice, and on-going support
- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.
- To assist in the management and organisation of work as required
- To organise and monitor the work and performance of junior colleagues providing constructive feedback, advice and on-going support.

- To monitor progress of work recognising changing priorities and implement corrective actions within own limits and informing the relevant people.

Physical Skills

- Physically able to assist patients with activities of daily living and moving and handling.
- Able to carry out basic observations and monitoring and use relevant equipment safely.
- To utilise highly developed physical skills e.g., in preparing and giving IV injections, assembling surgical equipment, maintaining infusions
- Driving skills needed for community posts.

Responsibility for Patient Care

- To assess, plan, implement and evaluate the physical, social, and psychological condition of the patient and /or carer from admission to discharge.
- To practice in accordance with the professional, ethical, and legal framework for nursing
- To discuss and agree short-, medium- or long-term goals, prioritise care and develop plans with the patient, family carer and health care team.
- To support patients / carers encouraging them to promote their own health and wellbeing and to express their interests and concerns.
- To undertake nursing interventions consistent with evidence-based practice, transferring and applying knowledge and skills to meet patient's needs.
- To provide support and care for the patient and his / her family respecting their need for privacy and dignity.
- To monitor the effectiveness of nursing care and adjust the programmes of care where indicated.

Responsibility for Policy/Service Development

- To adhere to policies and procedures relating to own workplace
- To offer constructive views on how the existing service and teamwork can be evaluated and improved upon.
- To contribute to service development

Responsibilities for Financial and Physical Resources

- To ensure effective use of material resources/supplies within the work area in consultation with senior staff
- To ensure patients valuables and belongings are documented and managed according to trust policy.
- To monitor, control and store resources / supplies according to the requirements and specifications of the clinical environment

Responsibilities for Human Resources

- To assess and identify own development needs with support of mentor in relation to knowledge and skills required to meet the demands of the job.
- To take responsibility for their own continuing professional development and maintenance of personal development plan
- To undertake annual mandatory training updates and other relevant courses in line with Trust and local policies
- To act as a role model and support professional development of all students and junior staff
- To act as a mentor to assigned learners and support them through their competency assessments as required.
- Responsible for providing day to day co-ordination of clinically based staff/learners.
- To report performance issues to the department manager
- To ensuring behaviours in the department reflect the Trust's values 5.
- To assume responsibility and management of the clinical environment in the absence of the manager
- To ensure appropriate staffing cover for emergencies over a 24-hour period
- To allocate work, assess performance and provide clear feedback to team members.
- To contribute to team culture positively

Responsibility for Information Resources

- To record data accurately using the agreed systems i.e., Patient Administration System (PAS) and the Electronic Patient Record system (EPR) and paper documentation.

Responsibilities for Research and Development

Quality

- To ensure own actions promote quality and alert others to quality issues.
- To participate in setting and maintaining optimal standards of care on the ward/unit
- To keep up to date and act consistently with quality standards and guidelines
- To have an understanding of the quality agenda and how standards of care can be maintained.
- To monitor the quality of work in own area and bring to the attention of others quality issues.
- To contribute effectively to evaluation studies (e.g., patient satisfaction surveys)

Audit

- To participate in audit / benchmarking within the clinical area supporting the introduction of a change in practice as appropriate.

Freedom to Act

- Work is managed rather than supervised and can act independently within appropriate occupational guidelines.
- To undertake all duties having regard to the NMC 'Code of Professional Conduct' for the nurse, midwife and health visitor and their professional contribution to Clinical Governance
- Is guided by Alliance protocols and codes of conduct.

Partnership Working

- The requirement to interact with others in order to achieve the objectives or purpose of the post. This will range from co-operating with other team members to multi agency working.

Equality and Diversity

- To recognise the importance of people's rights and interpret them in a way that is consistent with trust procedures, policies, and legislation.
- To challenge behaviour that infringes the rights of others 6.
- To identify and take action where necessary to address discrimination and oppression.

Making Every Contact Count

- Front line staff are in an ideal position to offer support and advice on how to improve health and wellbeing.
- Staff should engage with patients, relatives, carers, and the public to give them additional advice on health and wellbeing.
- Staff will be given support to help them to signpost people to other services which may improve their health and wellbeing.

Health & Safety

- To assist in maintaining health, safety and security of self and others in own work area
- To ask for help and take immediate and appropriate action in relation to any adverse incidents within the workplace.
- Report any issues that may put health and safety at risk utilising the adverse incident reporting system.
- To work within legislation and trust procedures on risk management
- You have a personal responsibility to support your department/ward/clinic in reducing infection. You must comply with the Trust's policies on infection, prevention and control. You must maintain your competence in relation to infection control and highlight any issues to your manager.

General Staff

- You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Safeguarding

- The Northern Care Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.

Electronic Patient Record

- The Northern Care Alliance uses an Electronic Patient Record (EPR). All Clinicians must use EPR as the primary patient record. It supports delivery of Safe, Clean and Personal patient care. Paper is used only for clinical record components (e.g. fluid charts) that do not at present have an EPR replacement.
- The majority of clinical documentation is entered directly on the EPR including health issues, case histories and continuation notes, condition specific structured records and risk assessments. EPR also provides systems for prescribing, requesting most tests and some services, and for viewing results, a local integrated record and correspondence.
- Access to this comprehensive EPR is via a unique login and password. All Clinicians working at the Northern Care Alliance must receive EPR training.

Code of Conduct

- Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Staff who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

PERSON SPECIFICATION

Job Title:	Nurse Practitioner
AfC Band:	Band 6

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree / diploma in nursing studies (or equivalent nursing qualification and experience) 	<ul style="list-style-type: none"> • Experience

	<ul style="list-style-type: none"> Evidence of continuous professional development (CPD) 	
Professional Registration	<ul style="list-style-type: none"> Registered Nurse with current NMC registration (Part 1 Adult / General Level 1 or 2) 	<ul style="list-style-type: none"> Evidence of involvement in teaching Evidence of mentorship qualification
Knowledge, Training & Experience	<ul style="list-style-type: none"> Demonstrates evidence based clinical knowledge. IT Skills Communicates succinctly, clearly, and accurately both verbally and in writing. Be an effective team member who is able to relate to colleagues at all levels of the Trust with tact and diplomacy. Ability to coordinate your workload and supervise members of the team, ensuring high quality, safe and effective patient care 	<ul style="list-style-type: none"> Experience of the use of clinical systems Demonstrate initiative to proactively problem solve with a solution focus. Ability to use reflective practice, to continuously improve the standard of patient care
Skills & Abilities	<ul style="list-style-type: none"> Good communication skills Computer skills Organisational skills 	<ul style="list-style-type: none"> Leadership skills Commitment to undertaking continuous professional development (CPD)

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE	Recognise and openly acknowledge how we all make a difference.

We value and respect each other's contribution.	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
<p>All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.</p> <p>Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:</p> <ul style="list-style-type: none"> • eliminating discrimination, harassment and victimisation • advancing equality of opportunity between people who share a protected characteristic and those who don't • fostering good relations between people who share a relevant protected characteristic and those who don't • understanding the impact of policies, services and practice on people with different protected characteristics
Code of Conduct
Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.
Leadership and Development
<p>We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.</p> <p>As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.</p>

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.