

## **JOB DESCRIPTION**

**POST:** Senior Nurse Practitioner/Emergency Nurse Practitioner/Emergency Care Practitioner  
(Richmond Urgent Treatment Centre)

**BAND:** 7

**ACCOUNTABLE TO:** Urgent Treatment Centre & Radiology Service Manager

### **KEY WORKING RELATIONSHIPS:**

Patients, Families, carers Acute sector - Plastics, Orthopaedics & A&E in acute units London Ambulance Service Intermediate Care Inpatient Unit Community Pharmacy Safeguarding leads Health Visiting Mental health Voluntary Sector General Practitioners & Receptionists Social Services Specialist teams – respiratory, continuing care District Nursing Team Voluntary Agencies
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### **JOB PURPOSE:**

As a senior nurse practitioner/emergency nurse practitioner within the Richmond Urgent Treatment Centre you will deliver a high quality service to patients that attend with acute episodic minor injuries and illnesses. To be a strong visible clinical leader working in partnership within a multidisciplinary team. To provide support and supervision to junior members of the team and any other professionals that work in the Centre

### **KEY RESPONSIBILITIES**

To undertake health assessments, diagnosing, treating and discharging patients with a wide range of minor illnesses and injuries.

To acknowledge his/her own levels of clinical competence, having the ability to consult with other expert practitioners in the team, and limit their practice to that level to ensure risks limitation and improve clinical management

Participate in the education and teaching of colleagues, students and other health care professionals.

Able to initiate and implement change effectively in response to clinical or organisational demands

To provide expert care and treatment to patients within i) your own scope of practice, ii) agreed policies / protocols / care pathways and iii) clinical guidelines. When management of a patient is deemed beyond any of these then the practitioner must seek for the patient further assessment by another practitioner/clinical expert

Be confident and flexible in assessing, evaluating and planning solutions to complex problems and the application of appropriate knowledge and skills to their solution.

Provide support within the team and act as role model and resource encouraging and developing a high standard of clinical skill and improving patient outcome.

The practitioner will facilitate the development of multi-agency; multi-disciplinary integrated care ensuring patients' needs are met.

To develop unqualified Practitioners into the role

Functions in a variety of role dimensions: health care provider, educator, researcher, and clinical advocate, and implementer of clinical governance

To act as a developing expert to becoming an advanced autonomous nurse practitioner.

## **CLINICAL RESPONSIBILITIES**

Assess and identify problems, and contribute to planning appropriate interventions for patients presenting with a range of undiagnosed minor injuries and illnesses with minimal supervision.

Evaluate effectiveness of own interventions. Evaluates results of interventions using accepted outcome criteria, revises the plan accordingly and consult / refer when needed

Develop assessment and physical examination of patients, seeking supervision as appropriate.

Diagnose the problem, plan and implement care and evaluate. Ensure the acknowledgement of limitations of own scope of practice and transfer the patient to other practitioners care as appropriate

Administer medication safely and in line with local and national legislation / policies / PGD's

Accurately order and interpret a range of x-rays, with reference to local and national protocols and guidelines. Make treatment decisions based on interpretation

Perform specific procedures, within own scope of developed practice, demonstrating safe appropriate clinical interventions and using sound evidence. E.g. Application of plaster of Paris to undisplaced fractures, reduction of digits, suturing, debridement of devitalised tissue, removal of foreign bodies from wounds or orifices, ear wax irrigation.

Demonstrate ability to recognise common minor injuries and illness's associated pathophysiology,

Prioritises health problems and intervene appropriately, including initiation of effective emergency care

Provides guidance and counselling regarding management of health / illness condition

Adequately assesses and intervene to assist the patient in urgent or emergency situations

Demonstrate first aid and manage emergency situations, delegating where appropriate

Demonstrates critical thinking and diagnostic reasoning skills in clinical decision-making

Actively participate in health promotion initiatives both in the minor illness injury setting and in the wider community

Schedule follow-up visits appropriately to monitor patients and evaluate health / illness care.

Develop or use a follow-up system within the practice workplace to ensure that patients receive appropriate services

## **SERVICE DELIVERY RESPONSIBILITIES**

Applies /conduct research pertinent to area of practice

Support, initiates and promotes (in line with Clinical Governance) evidence- based practice, contribute to the development, monitoring and evaluation of clinical guidelines, standards and protocols and adhere to professional self-regulation.

Contribute to the development of the management of Minor Injuries/ illnesses and the role of the nurse practitioner by engaging in regional and national forums exploring these innovations.

Assist in the development and provision of training programmes for nurses, therapists and others as required.

Offer opportunities for less competent practitioners and to 'shadow' your role, enabling them to observe and advance their clinical practice.

To have understanding and to show willingness to participate in the development and implementation of public and community health programmes

Participate in legislative and policy making activities that influence local health services and best practice.

To disseminate specialist knowledge to other professionals and participate in the training and education of other members of the health care team.

Utilise all opportunities for your own professional development in relation to training needs including Core Training and Local Induction.

Participate in groups which are working to develop Trust policies, standards and benchmarking initiatives

Have some responsibility for ensuring services meet recognised quality standards, both contractual and national

To actively participate in the development of services within the Urgent Treatment centre and to be involved with their implementation

Contributing to data collection for ongoing evaluation of the service

## **MANAGERIAL RESPONSIBILITIES**

To contribute to ensuring the data collection (or monthly evaluation) is valid and available

To contribute to the management of the physical and financial resources of the department

Contribute to the management of the physical and financial resources

To deputise for Service Manager when required

To manage people associated with your service including self, and develop productive working relationships

Participate in the staff Development Review system of appraisal

To contribute to the management of the security, health and safety of the working environment. Interpreting and applying related legislation with particular regard for the environment, the wider community including the general public

## **Professional Responsibilities**

To know, understand and work within all relevant legislation and guidance for practice, (Local, Regional, National and International), Including:

The NMC (UKCC) Professional Code of Practice

The NMC (UKCC) Scope of Professional Practice

NMC / UKCC Guidelines for Records and Record Keeping (Reprint April 2002)

HSC Patient Group directions 2000

HRCH Ratified Generic Trust Policies

Trust Policies significant to area of practice

Child Protection Guidelines

Cardio Pulmonary Resuscitation Policy

Clinical Parameters of practice of the Teddington Walk-in Centre, and the Management of Specific Risk Groups

Clinical process of patient care in the Teddington Walk-in Centre

Use of the HRCH Diagnostic Services at the Teddington Walk-in Centre

Clinical Management Guidelines for conditions presenting to the Teddington Walk-in Centre Clinical Procedures that could be carried out within Teddington Walk-in Centre

Consent Policy

Infection Control

Medicines Policy

Wound Management Policy

Health and Safety Policy

NHS Walk-in Centre Guidance and Information

## HRCH PGD's

National and International Guidelines relating to the Human rights and Care of children

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

Be part of systematic recording and monitor of data, manually and using information technology

To participate in clinical supervision

- To manage information and act as a source of specialist;
- Writing and recording to a legible and literate standard
  - Computer database information takes account of the Data Protection Acts
  - Manual records take account of the Access to health Records Act 1991
  - Providing relevant data to commissioning groups relating to trust-wide specialist service.
  - Cascading specialist information to interested parties within HRCH and DOH
  - Establishing the sharing of client information with GP's HV's and School Nurses.
  - Contributing to the production of reports relating to Quality Reports and others.

To ensure equality for all clients in the delivery of care by themselves and their co workers

## **ADDITIONAL GENERAL REQUIREMENTS:**

### **VALUES**

All staff are expected to act as a role model to others and consistently reflect and demonstrate the Trust values of *care, respect and communication* in all aspects of their role.

### **CONFIDENTIALITY**

All employees must not, without prior permission, disclose any information regarding patients or staff. In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable for disciplinary proceedings in accordance with the Trust's Disciplinary Policy. No confidential information may be read, discussed, disclosed or passed on unless it is necessary in the pursuance of the legitimate duties of the role.

Data Protection Legislation also renders an individual liable for prosecution in the event of unauthorised disclosure of information.

### **HEALTH AND SAFETY**

The post holder is required to make positive efforts to maintain his/her own personal safety and that of others by taking reasonable care, carrying out the requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with Trust policies on Health and Safety.

All staff must attend mandatory/statutory training and ensure any risk observed is reported in the appropriate way.

### **RISK MANAGEMENT**

The postholder will operate in accordance with the trust Risk Strategy to ensure that patients, visitors and staff are protected from harm and that systems are in place to ensure that all

risks are proactively managed to safeguard against impropriety, malpractice, waste or failure to provide value for money.

The postholder will identify risks to their own and the Trust's objectives and add these to the risk register as required at the appropriate level. Directors are responsible for the identification, assessment and management of risk within their own area of responsibility. They are responsible for managing their risks on the BAF and TRR. They have authority for current risks of 12 and over. They are also accountable for day to day management of services and the risks inherent within that operation.

## **DATA PROTECTION**

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully, for the specific purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality, individual rights, Information Security and know how to deal with a request for access to personal information and to how to report any data breaches. All staff will complete the mandatory Data protection training

The post holder must be familiar with and comply with the Data Protection Principles contained within the Data Protection legislation and the Caldicott principles of information sharing.

## **EQUALITY AND DIVERSITY**

The aim of Hounslow and Richmond's Community Healthcare NHS Trust's policy is to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of race, colour, creed, sex, marital status, sexual orientation, disability, age, nationality, religion or belief, ethnic or national origins.

Hounslow and Richmond Community Healthcare NHS Trust is committed to promoting equality and diversity and will keep under review its policies, procedures and practices to ensure that all users and providers of its services are treated according to their needs.

Staff have a responsibility to treat colleagues, clients and members of the public with respect. Acts of harassment or discrimination are deemed to be gross misconduct in accordance with the Trust's Disciplinary Policy.

This applies to all staff working in Hounslow and Richmond Community Healthcare NHS Trust.

## **RESEARCH GOVERNANCE**

Hounslow and Richmond Community Healthcare NHS Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

## **INFECTION CONTROL**

Hounslow and Richmond Community Healthcare NHS Trust considers compliance with the Infection Control Policy and Procedures, including hand hygiene, to be the responsibility of

all employees who work in clinical areas. Failure to do so will result in disciplinary action being taken against an employee in accordance with the Trust's Disciplinary Policy.

As an NHS Trust we strongly encourage and support vaccination uptake as this remains the best line of defence against COVID19.

### **PERSONAL DEVELOPMENT**

All employees are required to participate in the Appraisal and Personal Development Planning (PDP) process which identifies development and learning needs.

As an employee of a health promoting NHS all staff should be aware of the borough's public health priorities. These priorities should be reflected, where appropriate, in your work plan in a quantifiable form.

### **SAFEGUARDING ADULTS AND CHILDREN**

All staff are required to ensure that they have the required level of safeguarding training appropriate to their role within the organisation and abide by the Trust's Safeguarding Adults and Safeguarding Children policy.

### **PROFESSIONAL / MANAGERIAL CODES OF PRACTICE**

The NHS Code of Conduct for NHS Managers outlines the central standards of conduct expected of NHS Managers and seeks to guide them in the work they do and in their decision making. The Code is also intended to assure the public of the high professional standards and accountability within NHS Management.

The Code applies to all Chief Executives and Directors in the NHS and also to other Senior Manager positions with a similar responsibility and accountability. The Code applies to this post and the post holder will be required to abide by its terms.

### **COUNTER FRAUD**

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.