

**JOB DESCRIPTION**  
**(To be read with the NHS KSF outline of this Post)**

POST TITLE:	Home 1 <sup>st</sup> Urgent Community Response (UCR) Nurse Practitioner
PAYBAND:	Band 6
HOURS OF WORK: SHIFT PATTERNS:	Full time/Part Time – 37.5 hours Shift pattern across 7 days a week including bank holidays. Day Shift pattern from 07:30hrs – 20:30 hours (Early, Late or Long Day) Night shift from 20:00 - 08:00 hours.
OTHER POST DETAILS:	Registered Nurse <ul style="list-style-type: none"> <li>Advanced assessment skills or willingness to work towards</li> <li>Acute/Community nursing skills</li> </ul>
BASE:	Home 1 <sup>st</sup> UCR Team, Bletchley Community Hospital, Whalley Drive, Bletchley MK3 6EN
SERVICE:	CNWL Milton Keynes Community Services
DIRECTORATE:	Adult Community Services
REPORTS TO:	Home 1 <sup>st</sup> UCR Manager
PROFESSIONALLY ACCOUNTABLE TO:	Home 1 <sup>st</sup> UCR Manager
ACCOUNTABLE TO:	As above
DATE:	June 2020 (Reviewed Jan 2023)

<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>
	<p>The Band 6 Nurse Practitioner will provide a high level of expertise and clinical care to prevent unnecessary hospital admission and re-admission for recently discharged patients. The Nurse Practitioner will work in collaboration with Band 7s in providing and determining an appropriate care pathway for acutely ill patients providing short term acute care to avoid unnecessary hospital admissions and support early discharge from acute settings. Including working with patients on the virtual ward.</p> <p>The Band 6 Nurse Practitioner will work as part of an integrated multidisciplinary team, including health and social care colleagues to meet the needs of the patients referred to the Home 1<sup>st</sup> UCR Team:</p> <ul style="list-style-type: none"> <li>To accept and triage telephone referrals from Consultants, GPs, South Central Ambulance Service, 111, District Nursing Team, Specialist Nurses, Home 1st Team staff, Care Home staff and council services.</li> <li>Respond to referrals within two-hour time frame.</li> <li>Complete risk assessment of visits to ensure staff safety</li> <li>Respond to patients who have fallen in their homes within 2 hours, with members of the MDT to prevent hospital admission.</li> <li>Work alongside MKUH colleagues in the Emergency Department to facilitate safe discharge and prevent admission to the wider hospital</li> <li>To provide timely advanced holistic assessment and expert clinical care including</li> </ul>

	<p>monitoring for short term acute care</p> <ul style="list-style-type: none"> <li>• Provide a specialist resource for people with an acute illness and support relatives and carers.</li> <li>• To work in partnership with all stakeholders and provide advanced assessment for the care of patients with an exacerbation of a chronic disease</li> <li>• To provide people with chronic diseases alongside their relatives and carers information and education that will support and promote self-management.</li> <li>• To use non-medical prescribing skills and Patient Group Directives (PGD) to support diagnosis and treatment</li> <li>• Provide nursing interventions to patients on the Home 1st Planned Care undergoing reablement on the Getting People Home (GPH) Pathway and virtual ward patients.</li> <li>• Provide nursing assessment and interventions to support other services within Home 1st for example ICST, GPH, Windsor Intermediate Care Unit (WICU) and virtual ward.</li> <li>• Provide education to care home staff on recognizing the deteriorating patient and the importance of care roles.</li> <li>• Provide education to specific client groups on management of long-term conditions</li> </ul>
2.	<b>PRINCIPAL DUTIES</b>
	<p><b>Clinical</b></p> <ul style="list-style-type: none"> <li>• To conduct patient telephone triage for new referrals prior to home visit.</li> <li>• Have the ability to make a clinical decision that the patient is appropriate to be assessed within the 2-hour response time. To have the clinical judgement to escalate the care of the patient or carer to dial 999 if the patient triage is highlighting red flags or you feel it is unsafe for the patient to wait two hours.</li> <li>• To have the clinical knowledge and confidence to discuss complex diagnosis with the team and wider multidisciplinary team.</li> <li>• To have the clinical awareness to understand these complexities and the impact for the team and patient's care</li> <li>• To perform comprehensive, specialist, holistic assessment and physical examination for individuals with acute illness</li> <li>• To plan, implement and evaluate care delivery for short term acute care, using evidence based best practice</li> <li>• To provide clinical support, advice and guidance to other members of the team including Home 1<sup>st</sup> Reablement at Home Team Leaders.</li> <li>• To use advanced clinical skills to determine if symptoms warrant further investigation and/or treatment.</li> <li>• To liaise closely with Out of Hours Services, General Practitioners and other professionals involved in the patient's care and provide updates</li> <li>• To continually have awareness of the need to respect people's privacy, dignity and individuality and aim to provide care in an environment which is appropriate to the wishes of the person and to their current physical and emotional needs</li> <li>• To act in accordance with the extended role of a nurse and be competent, or working towards, extended clinical skills including nurse prescribing, phlebotomy, cannulation, male and suprapubic catheterisation. Physical manual handling of patient and the care of mechanical aids</li> <li>• To provide empowerment and support and act as an advocate where appropriate to help people to actively engage in agreed treatment programs or goals, to maximise their independence, reviewing and evaluating efficacy of intervention.</li> <li>• To provide medicines management support and advise in accordance with national and local guidance.</li> <li>• If appropriate refer to the Senior Medicines Optimisation Technician for support with</li> </ul>

	<p>medication issues.</p> <ul style="list-style-type: none"> <li>• Collect, collate and evaluate a range of information to support clinical and service audit</li> <li>• Following training, use SystmOne to document care record activity. Obtain patient's information using available electronic database from CNWL and MKUFTH (eCare and EDM).</li> <li>• Maintain accurate and up to date patient's records, databases and specialist reporting in accordance with CNWL MK Health Records Policy and professional guidance</li> <li>• To work with the Team Leads and other colleagues in continually developing and reviewing acute illness pathways and practices to ensure that services are delivered efficiently and effectively providing best value to people and organisations.</li> <li>• Ability to work remotely away from office while maintaining confidentiality of information.</li> <li>• Work as part of the Home 1<sup>st</sup> UCR Team to provide 24 hours service delivery 365 days a year.</li> </ul>
<b>3.</b>	<b>PROFESSIONAL</b>
	<ul style="list-style-type: none"> <li>• Provide a key link between the acute hospital, Home 1<sup>st</sup> Team and other community services in the management of acute illness and deterioration associated with chronic diseases, with particular emphasis upon those people identified as needing to frequently attend hospital to avoid admission.</li> <li>• To communicate in a professional and sensitive manner with people, their relatives and carers taking into consideration their need for dignity, privacy and independence as well as their cultural and spiritual values.</li> <li>• Lone working in the community. Completing risk assessment of visits to ensure staff safety</li> <li>• To work flexibly to meet the needs of people, their relatives and carers and the service</li> <li>• Promote collaborative practice across community services, acute hospital and MK council – preventing duplication and promoting seamless care in the best interests of people using the services.</li> <li>• The post holder must ensure that they maintain current NMC registration, follows the Codes of Professional Conduct and other requirements of the NMC.</li> <li>• To participate in regular supervision and Appraisal in line with CNWL/MKCHS policy.</li> <li>• Provide supervision for junior members of staff as agreed by the Band 7 role modelling trust values.</li> <li>• To maintain own personal/professional profile (PREP)</li> <li>• Deals professionally with sensitive and confidential information</li> <li>• To facilitate the development of others by acting as a role model, clinical supervisor, mentor for Pre-registration students and newly employed staff.</li> <li>• Allocates time for professional development to maintain knowledge and skills</li> <li>• Participates in Clinical Governance activities (e.g. Audit, CQC, Quality Improvement Projects)</li> </ul>
<b>4.</b>	<b>MANAGERIAL</b>
	<ul style="list-style-type: none"> <li>• To support and work collaboratively with the Band 7 Nurse Practitioners, Nursing Leads, Manager and other Home 1<sup>st</sup> Service Managers</li> <li>• To actively participate in clinical supervision, staff appraisals, performance monitoring, professional development plans within the CNWL MK clinical governance framework</li> <li>• Represent the team/service at meetings as appropriate in the absence of a Band 7 nurse practitioner.</li> <li>• Able to respond to non-routine situations – in the absence of a Band 7 cover sickness</li> </ul>

	<p>absence and ensure cover in all aspects of the service where possible.</p> <ul style="list-style-type: none"> <li>• Liaise with Acute Hospital (MKUH) in times of bed crisis, prioritising available bed capacity within Intermediate Care inpatient bed facilities.</li> </ul>
5.	<b>ORGANISATIONAL EXPECTATIONS</b>
	<ul style="list-style-type: none"> <li>• Maintain accurate records and audits as required</li> <li>• Assist to maintain staff Rota's to cover team</li> <li>• Identify clinical risks to Clinical Leads and reports on incidents.</li> <li>• Participate in the induction of new staff, during the probationary period.</li> <li>• Teach, mentor and support students</li> <li>• Represent the team/service at meetings as appropriate in the absence of a Band 7</li> <li>• Ensure confidentiality of patients' records.</li> <li>• Respond to MKHFT/ Community capacity for patient admission.</li> </ul>
6.	<b>PERSONAL RESPONSIBILITY</b>
	<p>In order to fulfill the role and responsibilities; the job holder is required to:</p> <ol style="list-style-type: none"> <li>1. Hold a current driving license and have own vehicle for business use.</li> <li>2. Manage regular periods of distressing and/or emotionally demanding situations</li> <li>3. Participate in manual handling of clients, supply and fit basic activity of living equipment following training, to support patient/clients to remain at home</li> <li>4. Be exposed to unpleasant working conditions i.e. exposure to unavoidable hazards, body fluids</li> </ol> <p>Ensure attendance of mandatory training including understanding of the organisations clinical governance, risk management and reporting, follow high standards of infection control practice by attending regular updates.</p> <ol style="list-style-type: none"> <li>5. Maintain the <b>highest standards of care and service</b>, taking responsibility not only for the care you personally provide, but also for your wider contribution to the aims of your team and the NHS as a whole</li> <li>6. Be aware of and follow at all times the relevant <b>National and Local code of practice</b> in relation to their role and function. If you are in a post that requires registration with a professional body you are required to maintain that registration with the appropriate professional body.</li> <li>7. Protect the <b>confidentiality</b> of personal information that you hold unless to do so would put any one at risk of significant harm. Keep accurate and professional records and information about patients and clinical care, using the document based and computer-based systems in operation in CNWL. Work in accordance with local policies and procedures and the statutory frameworks which govern confidentiality and data protection, information-sharing and disclosure.</li> </ol>

	<p>8. Take reasonable care of <b>Health and Safety</b> at work for you, your team and others; ensure compliance with health and safety standards and legislation; attend all relevant Health and Safety mandatory training.</p> <p>9. Take responsibility for attending and participating in all <b>mandatory &amp; essential training</b> to ensure the safe and efficient functioning of the trust and/or safety and wellbeing of other staff and the patients you provide services for.</p> <p>10. Participate in the <b>appraisal process</b> on a minimum of an annual basis in accordance with the Personal Development Review Policy to explore and identify development needs to ensure that you are able to fulfill your job role and meet all objectives set through the process.</p> <p>11. Be familiar with and comply with, trust policies for <b>infection control and hand hygiene</b> in order to reduce the spread of healthcare-associated infections. This will include a requirement to attend mandatory training in Infection Control and be compliant with all measures known to be effective in reducing healthcare-associated infections, including correct uniform and dress code policy, the use of personal protective equipment policy, safe procedures for using aseptic techniques, and safe disposal of sharps.</p> <p>12. <b>Safeguard</b> and promote the welfare of <b>children and vulnerable adults</b> by being aware of and working in accordance with statutory guidance and local policies and procedures and attending training to a level required to ensure that you are competent to fulfill your responsibilities.</p> <p>13. Not discriminate against patients or staff and to adhere to equal opportunities and human rights legislation; acting in ways that support <b>equality, value diversity and respect human rights</b></p> <p>14. Abide by locally agreed <b>policies and procedures</b> and ensure you familiarize themselves with such policies which can be found on the trust intranet our preferred method of communication. Staff who cannot access the intranet should contact their line manager.</p> <p>15. Participates in Clinical Supervision</p> <p>16. Feedback to line manger any areas where the job role and its application are conflicting</p>
6.	<b>JOB DESCRIPTION STATUS</b>
	<ul style="list-style-type: none"> <li>• The job description is indicative only and the role will thereafter be reviewed at least annually as part of the Personal Development Review process to take account of changing needs / development of the service</li> <li>• To meet the evolving needs of the organization you may also be required to provide cover in other areas following appropriate discussion</li> </ul>

7.	<b>ORGANISATIONAL COMMITMENT</b>
	<p><i>The NHS in Milton Keynes (through CNWL/MKCHS, Social Services, MKHFT and ICS) is committed to providing quality health &amp; social care services, tailored to the needs of individuals, public &amp; private organizations, delivered close to home. Our services are designed to increase well being &amp; provide opportunities for recovery and re-enablement. We want our employees to feel valued, challenged &amp; supported.</i></p> <p>Our commitment as an employer &amp; in accordance with the NHS constitution is to provide you with:</p> <ol style="list-style-type: none"> <li>1. Clear roles and responsibilities and a rewarding job so that you can make a difference to patients, their families and carers and communities.</li> <li>2. Personal development, access to appropriate training for your job and line management support to succeed.</li> <li>3. Support and opportunities to maintain your health, well-being and safety and an environment free from harassment, bullying or violence.</li> <li>4. A good working environment with flexible working opportunities, consistent with the needs of patients and with the way that people live their lives.</li> <li>5. Fair treatment that is free from discrimination.</li> <li>6. Opportunities to engage in decisions that affect you and the services you provide, individually, through representative organisations and through local partnership working arrangements.</li> <li>7. Opportunities to enable you to be empowered to put forward ways to deliver better and safer services for patients and their families</li> </ol>

## PERSON SPECIFICATION

**POST TITLE:**

**Home 1<sup>st</sup> Nurse Practitioner**

**PAY BAND:**

**Band 6**

REQUIREMENT FOR THIS POST				HOW TESTED
<i>*Include requirement to meet KSF competencies for the post</i>		Essential	Desirable	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse with current NMC registration</li> <li>Evidence of other professional training, CPD and PDP</li> <li>Advanced Assessment Skills or willingness to work towards</li> <li>Independent Nurse Prescribing or willingness to complete required training</li> </ul>	√  √  √	   √	Application  Certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of post qualification professional experience</li> <li>Involvement in practice development activities</li> <li>Understanding and experience of current community/hospital nursing issues</li> <li>Experience relevant to Intermediate Care</li> <li>Involvement in discharge planning processes</li> </ul>	√ √	  √  √ √	Application  Interview  Reference
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of local and national agendas for transformational change affecting care of older people</li> <li>Broad Knowledge of primary care provision</li> <li>Sound clinical knowledge</li> <li>Working knowledge of Government initiatives regarding preventative care to promote patient's health</li> </ul>	√  √  √ √		Application  Interview  Reference

<b>Key Skills/Abilities</b>	• Awareness of NHS policies in respect to primary care and reducing hospital admissions	✓		Application
	• Assessment skills	✓		Interview
	• Clinical skills	✓		Reference
	• Ability to work autonomously as well as be part of a team	✓		
	• Able to carry out regular home visits and deliver care in the community	✓		
	• Ability to work under pressure	✓		
	• Communication and negotiation skills	✓		
	• Time management skills	✓		
	• Ability to inspire and support quality improvement	✓		
	• Ability to prioritise a changing workload	✓		
	• Ability to implement policy and guidelines	✓		
	• Ability to work a shift pattern	✓		
	• Good IT skills	✓		
	• Full UK driving license	✓		
	• Car driver and use of car	✓		



## **AGENDA FOR CHANGE KNOWLEDGE AND SKILLS FRAMEWORK**

**The following sets out the broad knowledge & skills outline for the post: i.e. the knowledge & skills you need to apply in your work in order to deliver quality services**

*(A more detailed full outline is available against which you will be monitored via the personal development review process.)*

<b>Core Dimensions</b>	<b>Level Descriptor</b>	<b>KSF level</b>
Communication	Develop & maintain communication with people about difficult matters and / or in difficult situations	3
Personal and People Development	Develop oneself and contribute to the development of others	3
Health, Safety and Security	Promote, monitor and maintain best practice in health, safety and security	3
Service Improvement	Contribute to the improvement of services	3
Quality	Maintain quality in own work and encourage others to do so	3
Equality and Diversity	Support equality & value diversity	2
HWB2 Assessment & Care Planning	Assessment and care planning to meet health and wellbeing needs	3
HWB4 – Enablement to address health and well-being needs	Enable people to meet ongoing health and wellbeing needs	3

