

JOB DESCRIPTION

JOB DETAILS:

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| Job Title: | EMERGENCY NURSE PRACTITIONER/EMERGENCY PRACTITIONER IN MINOR INJURY UNITS |
| Band: | Band 7 |
| Directorate: | Community Health Services |
| Department: | Bank |
| Base: | Various |
| Responsible for: | The ENP/EP will be responsible for the assessment, management and discharge of patient's in conjunction with shift management. |
| Responsible to: | Managerial Lead East/West |
| JD updated: | 07/06/2023 |

Job Purpose:

The Emergency Nurse Practitioner (ENP) or Emergency Practitioner (EP) will support the Service Manager, Nurse Consultant and Clinical and Managerial Lead, a team of both registered and unregistered staff to undertake the care and management of patients within the Minor Injury Units on a shift by shift basis. The ENP/EP will offer support, guidance and professional support to the nursing team in the MIU.

The post holder will be involved in auditing the standards of care being provided by all clinical staff. Continuing professional development will be an integral part of the role. The post holder will act as a role model for colleagues and as an expert resource within the service.



Duties and Responsibilities

Communication and Key Working Relationships

- Service manager, consultant nurse, clinical and managerial leads and all staff within the Minor Injury Service.
- Staff within the community Hospitals
- Allied health professional and clinical services in Somerset including acute Trusts (YDH,T&S, RUH, WGH)
- Emergency medicine within local acute Trusts.
- Patients, families and carers.
- General practitioners/OOH care providers.
- South West Ambulance Service Foundation Trust

Planning and Organisation

Be responsible for autonomous assessment, investigation, diagnosis and management of up to 3000 patients per year (if working a standard 37.5-hour week). This patient case load will present with a variety of previously undiagnosed acute injuries and illness, the emergency practitioner will develop individual treatment and care packages for each patient, by interpreting evidenced based clinical guidelines to assist in treatment planning.

To be able to act effectively in situations of crisis to ensure safety of patients, visitors and staff and have the ability to direct other staff appropriately. Such situations could include: fire, resuscitation and Major Incident.

Analytics

Possess professional knowledge acquired through degree level study supplemented by advanced education and clinical experience – equating to masters level analytical thinking and decision making.

Be responsible and accountable for clinical advice and opinions given to other health care professionals.

Utilise advanced clinical reasoning and decision making skills, including balancing risk versus benefit of certain procedures and diagnostic tests, in order to obtain definitive diagnosis and establish appropriate treatment plans. This level of analytical judgment was previously undertaken by post-graduate medical practitioners.

Regularly manage highly complex clinical situations requiring analysis and interpretation including a comparison of available treatment options.

Responsibility for Patient / Client Care, Treatment & Therapy

To work without supervision as an autonomous Emergency practitioner, at a level previously undertaken by post graduate medical practitioners, of urgent and unscheduled care. Directing and delivering a patient focused service within a community setting, in a nurse led service. The ENP/EP will manage entire episodes of care for patients with previously undiagnosed and undifferentiated clinical conditions.

Clinically assess injury/illness.

Requesting and interpreting diagnostic studies.



Establishing diagnosis/differential diagnosis.

Arrange appropriate treatment and or follow up.

Perform, unsupervised, procedures under local and regional anaesthesia.

Routinely perform advanced ophthalmic procedures under local/topical anaesthesia.

Undertake routine forensic examination of alleged criminal injuries.

To respond to any significant change in a patient's condition or circumstances and organise appropriate interventions.

Provide high quality evidence based care to all groups /clinical presentations and demonstrate innovative research based practice.

Demonstrate personal and professional skills pertinent to the social and clinical needs of diverse patient groups. These diverse patient groups will present with a variety of conditions including acute medicine, gynaecological, psychiatric, ophthalmic.

Actively promotes health issues in regard to health promotion and accident and illness prevention.

To be responsible for the assessment of immediate care needs and to facilitate the implementation of high-quality individualised patient care.

To act as an expert source in emergency care issues which arise in daily practice.

To be an independent non-medical prescriber.

Work within the confines of the Nursing and Midwifery Council Code of Conduct or Health and Care Professions Council.

To maintain and expand clinical competencies appropriate to advanced Emergency Nurse Practitioner or Emergency Practitioner practice.

Effectively communicate with other multidisciplinary team to provide a seamless patient focused service.

Communicate with relatives and visitors to the department on all aspects of care to ensure they are kept informed including information regarding serious illness, injury and bereavement.

To be the patients advocate.

Policy, Service, Research & Development Responsibility

Conduct clinical research relevant to the sphere of emergency and unscheduled care, aiming to publish and present results at local and national level.

Co-ordinate development of clinical guidelines for the use within the Minor Injury Service in association with the clinical management team, clinical governance and in partnership with local Emergency Departments.



To be initiate audit both locally and nationally. Implementing actions when changes are highlighted as appropriate.

Set standards of practice which personally ensure the validity of your own and others practice.

To maintain NMC/HCPC registration and revalidation.

Participate in national bench marking standards.

Using best evidence based practice to keep updated on changes in clinical practice, including practical skills.

Initiate and participate in local and national multi-centred research studies relevant to both the practitioners' own practice and to the wider specialty of emergency and unscheduled care.

To promote and support junior nursing staff, developing ENP/EP's pre and post registration students. Contribute to creating an environment where teaching, learning and research are encouraged and practiced. Participate in teaching, mentorship and assessment of staff and students as part of creating this environment.

Assess staff through effective use of Trust and MIU competency tools.

Actively promote competency as a dynamic process.

Ensure standards are met through appropriate education and personal development.

To liaise with educational establishments.

Responsibility for Finance, Equipment & Other Resources

To be honest and trustworthy in any financial dealings, and make sure that any funds are used for the purpose they were intended.

To use resources appropriately and have a budgetary awareness.

Responsibility for Supervision, Leadership & Management

Ensure all staff report risk appropriately. Work towards changing practice as identified after risk analysis.

Report accidents/incidents, legal and ethical issues in clinical practice in order to protect patients and colleagues.

Co-ordinate team leadership of shifts and staff on duty at all times including supporting and covering other Minor Injury units within the Trust.

To delegate work appropriately. Monitor level of skill and expertise and advice. 5 Implement new developments when appropriate ensuring their smooth introduction by utilising excellent change management skills.

To ensure all staff work within the boundaries of Trust policies, clinical governance and the Department of Health guidelines.

To analyse, interpret and effectively act upon information provided by staff and patients.



To have knowledge of up to date, strategic plans of both the Department of Health and Trust and play an active part in their implementation.

To promote a culture whereby complaints are managed in an open and constructive manner in line with Trust Policy. To maintain excellent links with PALS and complaints department staff.

Develop in partnership with clinical governance and quality improvement teams patient satisfaction surveys formulating action plans on study outcomes.

Attend all appropriate meetings to allow for essential communication and cascade information.

Utilising skills such as persuasion, motivation and negotiation. Provide clear and effective leadership and communication.

To initiate, promote and maintain clinical excellence within the team in line with Trust and Department of Health guidelines.

Actively promote competency as a dynamic process, which requires staff to maintain proficiency through effective personal development plans, reviews, peer review, 1:1 support meetings and to undertake appraisals as requested by the Clinical leads.

Maintain own professional development and competence by portfolio, reflective practice and relevant academic study.

To be cognisant of the importance of being an effective role model for good practice.

To support staff through counselling and debriefing when appropriate.

Attend all appropriate meetings to allow for essential communication and cascade information.

Information Resources & Administrative Duties

Provide independent professional medico-legal/police reports as and when required, within the remit of patient confidentiality and the NMC code of conduct.

Any Other Specific Tasks Required

The work will involve sitting at a VDU for long periods of time. Regularly interrupted to speak to patients, visitors and work colleagues.

High stress levels when managing autonomous caseload, which includes unpredictable work patterns and high levels of concentration on patient assessment, diagnosis, planning and discharge.

Working in an environment, which in emergency situations can cause the Post holder to work in awkward positions. Can also be strenuous activity as with cardiac massage.

Manage environment safely, ensure safe and effective practice at all times from all key clinical personnel working within that area.

Dealing with bodily fluids including blood on a daily basis.

Varying day shift work patterns across a week cross-site. Night shift working.



Managing both verbally and physically aggressive patients, relatives and other visitors.

Managing with and supporting both patients and relatives in times of distress, occasionally including bereavement.

Staff debriefing, support.

Dealing with child protection issues.

Fluctuation in departmental temperature across the seasons



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them for ensuring the safety of our patients, service users, visitors and colleagues under the Trust's Risk Management Strategy and policy and under the Health & Safety at Work Act 1974. All employees are expected to be familiar with and comply with the Trust's risk and health and safety policies and procedures and all other policies and procedures relevant to their role

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.



Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Review of Job Description

This job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken within this new role. Work will vary in detail in the light of changing demands and priorities, and therefore the duties identified will be subject to periodic change/review, in consultation with the post holder. All employees have a responsibility to abide by all Trust Policies.



Person Specification

| Requirement | Essential / Desirable | How Assessed |
|--|-----------------------|--------------|
| <u>QUALIFICATIONS & TRAINING</u> | | |
| Registered Paramedic or Registered Nurse | E | |
| Degree in Emergency Care or can evidence that you can meet the competencies of the national ECP/ NP framework Paramedic or Registered Nurse | D | |
| Have completed a minor ailment and injury module at BSc/MSc level | E | |
| Clinical skills qualification | E | |
| Autonomous Practitioner qualification 3/M | E | |
| Teaching and assessing qualification | D | |
| Non-medical prescribing qualification | D | |
| IRMER or equivalent radiation protection certificate | E | |
| X-RAY Interpretation Course | D | |
| MIMIC | D | |
| ILS PILS | D | |
| Knowledge of working to protocols, guidelines and Patient Group Directives | D | |
| <u>KNOWLEDGE</u> | | |
| Excellent clinical skills. | E | |
| Knowledge of clinical governance | E | |
| <u>EXPERIENCE</u> | | |
| 5 years post registration experience of which 2 years will have been spent in primary care, A&E unscheduled care or related field. | E | |
| 2 years' experience of working as an Emergency Care Practitioner / NP in one of the following: <ul style="list-style-type: none"> • General practice • WIC/MIU • GP OOHs • A&E | D | |
| <u>SKILLS & ABILITIES</u> | | |
| Ability to work autonomously. | E | |



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| Ability to organise own workload. | E | |
| Confidence to work as loan ENP | E | |
| IT skills | E | |
| COMMUNICATION SKILLS Evidence of a good standard of Literacy / English language skills | E | |
| PLANNING & ORGANISING SKILLS Ability to work under pressure whilst delivering high quality care. | E | |
| OTHER Willingness to use technology to improve standards of care and support to our patients | E | |
| SUPPORTING BEHAVIOURS To carry out this role successfully the post holder needs to be fully aware of and adhere to Trust values. <ul style="list-style-type: none"> • Kindness • Respect • Teamwork | | |
| | | |

SUPPLEMENTARY INFORMATION

| Physical Effort | Yes | No | If yes – Specify details here - including duration and frequency |
|---|-----|----|--|
| Working in uncomfortable / unpleasant physical conditions | X | | Removing offensive dressings/casts etc undressing unkempt incontinent patient – frequently |
| Working in physically cramped conditions | X | | On occasion in some of the smaller units |
| Lifting weights, equipment or patients with mechanical aids | | X | |



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|---|------------|-----------|--|
| Lifting or weights / equipment without mechanical aids | | X | |
| Moving patients without mechanical aids | x | | Helping patients onto examination couches |
| Making repetitive movements | | X | |
| Climbing or crawling | | X | |
| Manipulating objects | | X | |
| Manual digging | | x | |
| Running | X | | For Emergency calls /fire – occasionally |
| Standing / sitting with limited scope for movements for long periods of time | | x | |
| Kneeling, crouching, twisting, bending or stretching | x | | speaking with children – examining lower limbs moderately frequently |
| Standing / walking for substantial periods of time | | X | |
| Heavy duty cleaning | | x | |
| Pushing / pulling trolleys or similar | x | | Taking patients to x-ray, moving patient from one location to another |
| Working at heights | | x | |
| Restraint ie: jobs requiring training / certification in physical interventions | | x | |
| Mental Effort | Yes | No | If yes - Specify details here - including duration and frequency |
| Interruptions and the requirement to change from one task to another (give examples) | x | | Changing tasks depending on patient priority and urgency |
| Carry out formal student / trainee assessments | x | | As per job role – frequent |
| Carry out clinical / social care interventions | x | | |
| Analyse statistics | x | | Frequent |
| Operate equipment / machinery | x | | |
| Give evidence in a court / tribunal / formal hearings | x | | Very occasional not routinely |
| Attend meetings (describe role) | x | | Multi disciplinary meetings, and other meetings as directed by team leader |
| Carry out screening tests / microscope work | | x | |
| Prepare detailed reports | x | | |
| Check documents | | X | |
| Drive a vehicle | x | | With business insurance |
| Carry out calculations | x | | |
| Carry out clinical diagnosis | x | | |
| Carry out non-clinical fault finding | | X | |
| Emotional Effort | Yes | No | If yes - Specify details here - including duration and frequency |
| Processing (eg: typing / transmitting) news of highly distressing events | X | | |



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|---|------------|-----------|---|
| Giving unwelcome news to patients / clients / carers / staff | x | | |
| Caring for the terminally ill | x | | |
| Dealing with difficult situations / circumstances | x | | |
| Designated to provide emotional support to front line staff | | X | |
| Communicating life changing events | x | | |
| Dealing with people with challenging behaviour | x | | |
| Arriving at the scene of a serious incident | | x | |
| Working conditions – does this post involve working in any of the following: | Yes | No | If yes - Specify details here - including duration and frequency |
| Inclement weather | | X | |
| Excessive temperatures | | X | |
| Unpleasant smells or odours | X | | Frequently – personal care |
| Noxious fumes | | X | |
| Excessive noise &/or vibration | X | | Occasionally, while removing casts with plaster saw |
| Use of VDU more or less continuously | X | | Daily – inputting data/notes requesting investigations multiple systems |
| Unpleasant substances / non household waste | X | | Frequently during patient care |
| Infectious Material / Foul linen | X | | Frequently during patient care |
| Body fluids, faeces, vomit | X | | Frequently during patient care |
| Dust / Dirt | X | | Occasionally during patient care |
| Humidity | X | | Occasionally depending on weather conditions |
| Contaminated equipment or work areas | X | | Frequently during patient care |
| Driving / being driven in Normal situations | X | | When attending training/ meetings if car sharing |
| Driving / being driven in Emergency situations | | X | |
| Fleas or Lice | X | | Occasionally during patient care |
| Exposure to dangerous chemicals / substances in / not in containers | | X | |
| Exposure to Aggressive Verbal behaviour | X | | Occasionally during patient care |
| Exposure to Aggressive Physical behaviour | X | | Occasionally during patient care |

The Knowledge and Skills Framework (KSF) outline for this post which demonstrates the skills and competencies required once in post should be considered in conjunction with this document.



Job Profile Agreement

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| Agreed and Signed: | (Manager) | Date: | |
| Agreed and Signed: | (Post Holder) | Date: | |
| Date Role Description is Effective From: | | | |

