

### JOB DESCRIPTION

<b>Job Title:</b>	Emergency Nurse Practitioner
<b>Base:</b>	<b>SMH</b>
<b>Agenda for Change banding:</b>	7
<b>Hours of Work:</b>	<b>37.5 – Cross Site</b>
<b>Details of Special Conditions:</b>	<b>Working between SMH and Wycombe Site</b>
<b>Managerial Accountability &amp; Professional Accountability</b>	Managerial – Lead Nurse for ENP service Professional – NMC or other professional body

#### MAIN PURPOSE OF THE POST

Manages and develops patient care in minor injuries unit autonomously  
Ensures working relationships are upheld with other healthcare professionals within and external to the working environment.  
The post holder is responsible for the safe and effective running of the minor injuries unit service provision whilst on duty.  
Provides education, expertise and mentorship to peers.  
Undertakes audit

#### RESPONSIBILITIES

##### 1. Physical skills (3b)

- Developed physical skills requiring accuracy such as physical examinations skills of cranial nerves, musculo-skeletal system, eyes, ears, nose and throat.
- Is proficient in wound closure suturing, stapling, tissue adhesive and steristrips.
- Manipulation in dislocations and fractures of extremities such as fingers, toes, wrists and ankles.
- Takes blood test and inserts intravenous lines.
- Is able to examine and remove foreign bodies from the eye, ear and nose with high accuracy.
- Able to perform accurate regional anaesthesia and nerve blocks.
- Manipulates a pulled elbow in children
- Inserts catheters as appropriate
- Able to aspirate knee joints using aseptic technique and analyse findings.
- Incise and drain small abscesses using aseptic technique and analyse findings.

##### 2. Responsibility for patient care (6a)

- Autonomous practice with responsibility of actions.
- Provides specialised advice to others in the department.
- Maintains patient confidentiality, dignity and safety at all times
- Acts as the patients' advocate
- Necessitates clinical negligence indemnity above NHS cover.

##### 3. Responsibility for policy/Service Development (3)

- Ensures that clinical practice is in accordance with the NMC code of conduct and the scope of professional practice.
- Continuously reviews practice guidelines and own practice and instigates changes when needed.
- Continuously strives to service improvement.

- Continuously assesses risk to patients, colleagues and the trust on physical, mental, material and political level and acts appropriately in trying to prevent adverse events.
  - Ensures that trust and departmental policies and procedures are followed, implementing change when required.
  - Responsible for maintaining own competencies
  - Promotes actively evidence based practice and actively participates in departmental continuous development of practices.
  - Is responsible in collaboration with pharmacy for the safe storage and administration of drugs in accordance with the Patient Group Directions, Non-prescription Only Medicines guidelines and ENP protocols.
  - Maintains confidentiality and enforce others.
  - Contributes and attend appraisals and Individual Performance Reviews.
  - Is aware and implements the trust policies within health and safety, manual handling, infection control, fire and security.
4. Responsibility for financial and physical resources. (1)
- Ensures safe and appropriate usage of materials such as tissue adhesives, dressings, sutures and instruments.
  - Has a responsibility in using supplies and equipment ensuring that it is regularly checked and maintained.
5. Responsibility for human resources (3a)
- Completes and submits forms as required e.g. accident forms, complaints, reports and takes appropriate action.
  - Is aware of human resources policies regarding sickness, annual leave, disciplinary, grievance and complaints.
  - Ensures appropriate allocation of staff (medical and nursing) during shifts.
  - Provides training and mentorship for juniors.
6. Responsibility for information resources (1)
- To produce a clinical summary using the IT system following each patient episode containing the information regarding history of event, clinical findings, treatment, referral which will be sent to the GP once signed
  - Records personally generated observations, patient records, test results and outcomes.
  - Completes timesheets, annual leave and sickness records as required.
7. Responsibility in research and development (2)
- Conducts regular audits to ensure safe and high standards in department practice
  - Takes an active interest in self development to widen personal portfolio of practice.
- Freedom to act (4)
- Accountable for own actions without direct supervision.
  - Guided by departmental guidelines, personal scope of practice determined by formal assessment and approval by clinical manager and consultant.
  - Plans own workload during shift with flexibility to demand and monitors colleagues performance and quality in patient care and/or treatment to ensure safe and appropriate standard of care.
9. Physical effort (2d)
- Moderate effort for prolonged period of time.
  - Continuous walking and use of examination and manipulation techniques
10. Mental effort (3a)
- Continuous concentration for history, pathology, investigations, analysis of information. Unpredictable work load and pattern.
  - High level of concentration required throughout the working day
11. Emotional effort (2)
- Imparts unwelcome news such as admission, theatre procedure and minor pathological conditions.
  - Occasional exposure to bereavement

**12. Working conditions (3b)**

- Contact with bodily fluids several times a day.
- Occasional exposure to verbally and/or physically aggressive patients

**Professional /Clinical responsibilities**

- To be an independent non-medical prescriber or willing to work towards this qualification.
- To prescribe within scope of practice/area of competency.
- To follow locally approved clinical guidelines and NICE and be within the formulary.
- To provide cost effective prescribing activity.
- To regularly review prescribing activity and implement change as necessary.
- To have prescribing activity audited annually.
- To work within the framework of the Trust Non-Medical Prescribing Policy.

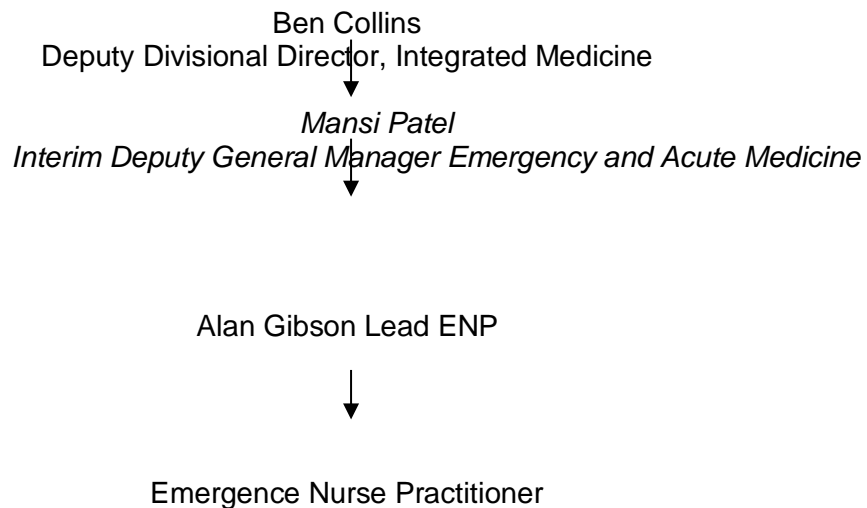
Staff who are not independent non-medical prescribers will undertake training and be competent in the use of Patient Group Directions for the Accident and Emergency department

**Person Specification**

**Mandatory**

- Successfully completed an approved course for non –medical prescribers.
- Registered with the appropriate healthcare regulator as a non- medical prescriber.

**ORGANISATION CHART**



**ADDITIONAL INFORMATION**

**Trust Values**

OUTSTANDING CARE

HEALTHY COMMUNITIES

AND A GREAT PLACE TO WORK

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### **Health and Safety at Work Act**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Buckinghamshire Healthcare NHS Trust to ensure that statutory and departmental safety regulations are adhered to.

### **Confidentiality**

The post holder has a responsibility to maintain confidentiality and ensure the principles of the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner are applied to patient, staff and Trust business/information.

### **Equal Opportunities**

The Trust welcomes all persons without regard to age, ethnic, or national origin, gender or sexual orientation, religion, lifestyle, presenting illness, marital or parental status or disability. We aim to provide a non-judgemental service at all times.

### **Managing Risk: Maintaining skills and learning from problems**

Reducing risk is everyone's responsibility. All staff in the Trust must attend training identified by their manager, or stated by the Trust to be mandatory. The Trust uses risk assessments to predict and control risk and the incident reporting system to learn from mistakes and near misses and so improve services for patients and staff. All staff are expected to become familiar with these systems and use them. The Trust has designated the prevention and control of infection as a core issue in the organisation's clinical governance, managing risk and patient safety programmes. In consequence, all employees are expected to:

- i) Follow consistently high standards of infection control practice, especially with reference to hand hygiene and aseptic techniques,
- ii) Be aware of all Trust infection control guidelines and procedures relevant to their work.

### **COVID-19 Vaccinations**

The [Health and Social Care Act 2008 \(Regulated Activities\) \(Amendment\) \(Coronavirus\) Regulations 2021](#) that require all persons working or deployed in any CQC registered activity to be fully vaccinated against COVID-19, are being rescinded from 15 March 2022.

If you are successful at interview, you will still be asked your vaccination or medical exemption status, as part of the pre-employment screening process undertaken by Occupational Health, but this will not impact your offer of employment.

### **Safeguarding of children and vulnerable adults**

During your employment with the Trust, you have a responsibility to safeguard children and vulnerable adults. You are required to complete statutory and mandatory training and take

appropriate action as set out in the Trust's policies and procedures.

### **Governance**

Post holders will aim to ensure that areas of the trust under their responsibility comply with "Standards for Better Health" Core and Developmental Standards and bring deficiencies to the attention of their Director"

### **Information Management/ Data Quality**

The post holder must ensure that Trust records are documented, secured, stored and disposed of appropriately and in accordance with the Data Protection Act 2018 (DPA) and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner. In addition, information recorded must be fit for purpose - accurate, relevant, up to date and complete.

### **Freedom of Information**

The post holder must be aware that any information held by the Trust in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies.

### **Travel to other sites**

You may be required to travel to other Trust locations. Please complete travel expenses using the online system. Details of allowances can be obtained from the Human Resources Department.

### **Smoking statement**

Smoking is not permitted in any premises or grounds managed, leased or owned by the Trust. Smoking is not permitted in Trust vehicles or in any vehicle parked on Trust premises.

### **General**

The duties outlined above are not intended as a restrictive list and may be extended or altered to include other tasks that are commensurate with the grade. Should you have any queries or concerns relating to the contents of this letter, please contact the Recruitment team, Amersham Hospital, Whielden Street, Amersham, Bucks, HP7 0JD.