



**Ashford and St. Peter's Hospitals**  
NHS Foundation Trust

# Deputy Clinical Site Nurse Practitioner







Patients first ● Personal responsibility ● Passion for excellence ● Pride in our team



**“Our vision is to provide an outstanding experience and the best outcome for patients and the team”**

We'll do that through our five strategic objectives:

 <p><b>Quality of care</b> – creating a learning organisation and culture of continuous improvement to reduce repeated harms and improve patient experience</p>	 <p><b>People</b> – being a great place to work and to be a patient, where we listen, empower and value everyone</p>	 <p><b>Modern healthcare</b> – delivering the most effective and efficient treatment and care through standardisation in the delivery and outcome of clinical services</p>	 <p><b>Digital</b> – using digital technology and innovations to improve clinical pathways, safety and efficiency and empower patients</p>	 <p><b>Collaborate</b> – working with our partners in health and care to ensure the provision of a high quality sustainable NHS to the communities we serve</p>
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**Overview**

We are the largest provider of acute hospital services in Surrey, serving a population of more than 410,000 people in the boroughs of Runnymede, Spelthorne, Woking and parts of Elmbridge, Hounslow, Surrey Heath and beyond.

Our workforce of over 4,700 staff provide a whole range of services across its hospital sites. The majority of planned care, like day case and orthopaedic surgery and rehabilitation services, is provided at Ashford Hospital, with more complex medical and surgical care and emergency services at St Peter's Hospital.

Job Title:	Deputy Clinical Site Nurse Practitioner (CSNP)
Department	Nurse Practitioners
Division	Operations
Base:	St Peter's Hospital
Grade:	Band 6



Reporting to:	Clinical Site Nurse Practitioner and/or Clinical Site Lead
Accountable to:	Clinical Site Lead
Hours	Full Time – 37.5 hours/ week Shift rotation covering the 24-hour period (long days and nights including weekends and bank holidays)

**Our Values:**

It is expected that all employees uphold the values of the organisation as our values underpin everything we do and describe the way we expect our staff to behave towards our patients, families, and carers and between each other. We have the following four values (4Ps):

1. Patients First
2. Personal Responsibility
3. Passion for Excellence
4. Pride in Our Team

**Key Working Relationships**

**Internally:**

- Clinical Site Nurse Practitioners
- Clinical Nurse Leaders/Matrons
- Senior Manager and Directors-on-call
- Divisional Leads
- Emergency Department Teams
- Discharge Team
- Clinical and Non-clinical teams
- Ward Teams

**Externally:**

- Adult Social Care Team
- Patient Transport Services
- Community Hospitals
- Wider System



## Job Summary and Aim of the Role

The post holder will

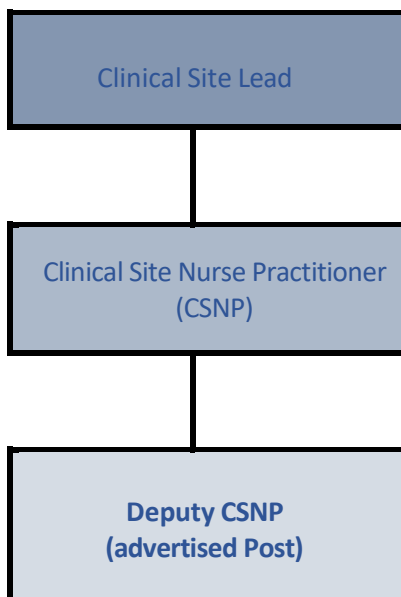
- Work in support of the Clinical Site Nurse Practitioners (CSNP) in providing support to areas across the hospital through good leadership, management and clinical skills.
- Support the CSNPs by providing expanded clinical skills to ensure the provision of safe and effective patient care. Act as a first point of contact for ward staff on clinical issues out of hours.
- Support the CSNPs in delivering capacity management and patient flow within the hospital.
- Work collaboratively with other members of the Hospital at Night team to provide a comprehensive service.
- Participate in and co-ordinate the hospital sites' emergency response including first line management of Major and Serious Untoward Incidents as required.
- Responsible for the timely and appropriate clinical placement of patients by planning and managing the effective utilisation of in- patient beds providing an efficient and effective service for both emergency and elective admission.
- Support staff to ensure that patients receive timely assessment, referral and transfer from the A&E department, Clinical assessment Unit and SDEC/OPAU in order that clinical care can be optimum and the national priorities achieved.
- Troubleshoot during the patient pathway to assist the clinical areas to improve the patient experience; whilst ensuring the Trusts A&E 4-hr Operational Standard & Capacity Management Plan are adhered to at all time.
- Provide Bronze response and support to the Trust towards escalation of all clinical and non-clinical Major and Serious incidents in and out of hours.

## Key Result Areas

To have made an effective contribution to reaching the Trust's vision, strategic objectives and key work programmes.



## DEPARTMENT ORGNISATION STRUCTURE CHART



## MAIN DUTIES AND RESPONSIBILITIES OF THE POST

### Clinical & Professional Responsibilities

- Work with the CSNPs to provide nursing support, clinical and professional support and advice to the wards and clinical departments.
- Provide first point of contact for the ward staff out of hours re changing patient conditions; advising on immediate care or referral for medical intervention, ensuring prompt and effective management of patients, including initiating appropriate investigations in advance of referral to medical staff.
- Undertake a wide range of clinical interventions, which includes intermediate/advanced life support skills.
- Liaise closely with the Outreach Team, providing ongoing support to staff and patients out of hours, helping to ensure early detection of problems are appropriately managed and referred.
- Perform clinical procedures in support of treatment plans and to teach and supervise ward staff in carrying out these procedures as appropriate.
- Support and work directly with staff in the clinical areas as required.
- Ensure adequate exchange of communication concerning patient condition, patient care and management issues at hand-overs and reports to nursing and medical colleagues.



- Demonstrate a sound theoretical knowledge base, enabling informed discussions to be taken in initiating and delivering care.
- Ensure safe use of equipment, ascertaining that staff are competent to operate the equipment and that the equipment is in safe working order.
- Ensure that clinical and housekeeping practice follows policies/procedures designed to prevent hospital acquired infection. When working with staff and in own practice promote best practice so that hospital acquired infection is reduced.
- Develop and maintain own competence in clinical skills.
- Actively promote and implement research and evidence based practice.

### **Management Responsibilities**

- To assist the CSNPs in ensuring the smooth, efficient and effective operation of the hospital site .
- Provide support and advice to all areas of the site. Provide effective leadership and have a visible presence for patients, helping nursing and other staff to provide good clinical care.
- Work with the CSNPs to provide the immediate co-ordination and first – line management out of hours of the Trust's emergency response to fire, major incidents, security alerts and serious incidents.
- Work with the CSNPs to ensure the best use of bed resources and to manage bed pressures effectively. Liaise closely with the medical teams and CSNP on the Ashford Hospital site to ensure best use of bed capacity.
- Promote and maintain effective working relationships and communication with ward/department staff, patients and their relatives.
- Promote good working relationships and collaborative working with the multi-disciplinary team. Actively participate in the Hospital at Night Handover and other developments to improve delivery of service.
- Redeploy staff in order to cover for unexpected sickness or absence, or other circumstances as appropriate, liaising with the CSNP at Ashford to make best use of resources across the organisation.
- In conjunction with the CSNPs and ward staff assist in the supervision and performance management of bank / agency staff within the ward areas when on duty.
- Ensure that designated shift leaders are aware of and adhere to the 'Shift Leader Responsibilities' as per the Trust's Standards for Practice and Care.
- Act as an effective role model and demonstrate effective organisational and leadership skills.
- Maintain a standard of conduct and dress to sustain colleagues and the public's confidence and trust.

### **Capacity Management**

- To support daily bed meetings during the week & at weekends to enable planning and management for the effective utilisation of in-patient beds providing an efficient and effective service for both emergency and elective admissions.
- Maintain an accurate bed state, monitoring actual and potential discharges (based on predicted Expected Date of Discharge) in liaison with the CSNP/Matrons/Ward Managers and other senior nursing staff in each clinical area.
- To liaise with appropriate personnel to seek solutions to encountered difficulties and ensure most effective use of beds.



- To give support and work with the CSNP, Ward Managers, Associate Directors of Nursing and Associate Directors of Operations in the maximization and utilization of capacity with the Trust's Speciality Ward based configuration; ensure mixed sex bays and patients' movement is kept to a minimum
- To ensure (in conjunction with the Ward Teams) all appropriate patients for discharge are transferred to the Discharge lounge, to facilitate early bed release in order to avoid breeches.
- In conjunction with the CSNP support staff to ensure that patients receive timely assessment, referral and transfer from the A&E department, AMU and SAU in order that clinical care can be optimum and the national priorities achieved.
- To troubleshoot during the patient pathway to assist the clinical areas to improve the patient experience.
- To initiate escalation to infection Control as and when required; actively engage with all staff in managing cubicles and all aspects of Infection Prevention and Control.
- To support the CSNP team to operationally support and manage the hospital site 24 hours a day, 7 days a week. Have responsibility for the collection and analysis of capacity data for both internal and external audit as necessary.
- Maintain accurate records of the processes, in order to provide feedback and evaluation of the effectiveness of the service.

#### **Education Responsibilities**

- Participate in the teaching of staff and assist in creating a positive learning environment.
- Be involved in the education and training programmes for nursing and medical staff, supervising staff in their acquisition of additional competencies.
- Maintain a research/evidence based approach to practice.
- Participate with the Practice Development Team and various wards and departments in the development and implementation of nursing initiatives.
- Maintain and enhance own knowledge through continuing education and training activities. Take part in an individual performance review, reviewing personal development and performance in consultation with line manager.

#### **Clinical Governance Responsibilities**

- Participate in agreed programmes of clinical benchmarking.
- Accountable for achieving rigorous adherence to infection control safety practices including hand hygiene and universal precautions.
- Support ward staff to acquire the appropriate clinical competencies to deliver safe and effective patient care.
- Ensure staff are supported and supervised in a way that promotes professional development, patient safety and well-being.
- Ensure that record keeping is timely, accurate and comprehensive, and complies with Trust and professional standards and guidelines.
- Ensure that complaints and incidents are dealt with proactively and reported appropriately.
- Identify and action own development needs and establish personal clinical supervision/mentorship.



### General Duties and Responsibilities of the post holder

- Role model organisational values, showing leadership and a behavioural approach which will promote the principles of dignity, respect, and inclusion for all.
- The post holder is required to comply with the organisations standing order and standing financial instructions and at all times, deal honestly with the organisation, colleagues and all those who have dealing with the organisation including patients, relative and suppliers.
- The post holder must ensure that their behaviour and interests inside and outside work do not conflict with their Trust position, duties and/or responsibilities.
- Ensure that the Trust's funds are properly used, represent value for money and can withstand public and media scrutiny.
- The post holder supports the organisation to act safely and responsibly in relation to patients and staff, and the communities in which they work. Ensure that the law in key areas such as health and safety, employment, and finance is complied with. Work within specific regulations such as governance arrangements and ethical frameworks for the NHS.
- Monitor quality of own work to ensure that the required standards of performance are met.
- To support the department and organisation by carrying out any other duties that reasonably fit within the broad scope of a job of this grade and type of work.
- To be familiar with and comply with all Trust and departmental policies, procedures, protocols, and guidelines.
- To be aware of and work towards the Trusts strategic goals.
- To fully participate in one-to-one meetings and own PDR/appraisal process.
- Ensure continuing personal and professional development, taking ownership and accountability for staying up to date.
- Support the implementation of the Trust diversity and inclusion strategy.
- Any other duties commensurate with band and status.