



ADVANCED NURSE PRACTITIONER URGENT TREATMENT CENTRE INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Advanced Nurse Practitioner – Urgent Treatment Centre
Band	8a
Directorate	Division of Medicine and Emergency (MEC)
Accountable to	Deputy Director of Nursing Emergency Centre (MEC)
DBS Required?	Yes - Enhanced

JOB OVERVIEW

The post holder is required to deliver an advanced level of clinical practice within the field of the Urgent Treatment Centre (UTC) in order to provide patient centered quality care.

They will assess, diagnose, treat or refer patients of all ages presenting with undifferentiated and undiagnosed problems.

The post holder will work alongside clinicians with acute and primary care experience, Nurses, Health Care Support Workers, Emergency Nurse Practitioners.

The Advanced Nurse Practitioner will have key working relationships with all members of the nursing, medical and multidisciplinary and department management teams.

Main Duties and Responsibilities:

- The post holder will deliver and participate in the clinical care of patients attending the Urgent Treatment Centre.
- The post holder will provide a level of advanced and comprehensive assessment based on a specialist body of knowledge.
- The post holder will provide professional, advanced clinical support and advice to nursing staff and other members of the multidisciplinary team working within the Trust.
- The post holder will appropriately assess, examine, investigate, diagnose and treat patients, resulting in the safe management and appropriate referral or discharge of patients with undifferentiated and undiagnosed presentations within the boundaries of the role.
- The post holder will maximise patient's health and reduce risks that contribute to ill health, thereby reducing unnecessary admissions to acute services.
- The post holder will contribute to the development and improvement of systems and processes.
- The post holder will maintain their own clinical development by keeping updated with any changes to treatment, guidelines within their own field of practice.
- The post holder will be expected to contribute to the education and development of staff within the team.
- The post holder will be expected to keep themselves up to date with mandatory training and self-roster their learning needs through the trust learning/booking diaries.
- The post holder will ensure that accurate documentation and records are maintained.
- The post holder will contribute to patient experience by ensuring the individual clinical needs are met.
- The post holder will recognise the need to be flexible working across a trust which is based on two separate sites.

CLINICAL RESPONSIBILITIES

- The post holder will systematically assess, examine, investigate, diagnose and treat all patients referred to the Urgent Treatment Centre with undifferentiated and undiagnosed presentations.
- The post holder will be clinically competent and able to manage any patient accessing urgent treatment centre services.
- The post holder will have a master's qualification (or working towards) in advanced clinical practice and will have a clinical portfolio to demonstrate competence.
- The post holder will communicate effectively with patients, carers and the multi-disciplinary team.
- The post holder will ensure that documentation is accurate, contemporaneous and maintained at all times in line with the trust documentation policy and regulatory standards. Any healthcare records made during the patient encounter should be accessible following their discharge.
- The post holder will act as a role model within the multi-disciplinary team in terms of clinical attributes and interpersonal skills.
- The post holder will demonstrate a knowledge of care pathways and contribute to the development of new clinical or departmental guidelines.
- The post holder will prescribe safely and effectively as a non-medical prescriber in accordance with trust guidelines and individuals' scope of professional competence.
- The post holder will prioritise clinical tasks when requested.

MANAGERIAL / LEADERSHIP RESPONSIBILITIES

- *The post holder will contribute to the development of local, regional, national profile of the role within the Urgent Treatment Centre setting.*
- *The post holder will practice as an autonomous professional in a self-directed manner. With confidence, authority and expertise, undertaking a comprehensive range of clinical duties.*
- *The post holder will have direct responsibility for patient caseload, ensuring all patients have an accurate plan of care that reflects the assessment undertaken and recommendations made.*
- *The post holder will work clinically to optimize health and wellbeing, through comprehensive history taking and physical assessments of patients.*
- *The post holder will utilise a diverse range of knowledge and skills and determine appropriate therapeutic interventions.*
- *The post holder will initiate pharmacological intervention, using non-medical prescribing or patient group directives and administer medications as prescribed by others in accordance with the trust medicines management policies.*
- *The post holder will accurately request, where required, radiological and pathology investigations in line with the trust and IRMER guidance and make clinical decisions based upon the results.*
- *The post holder will provide specialist advice and support to patients, carers and other healthcare professionals following assessment, diagnosis, treatment and discharge / admission.*
- *The post holder will provide support, leadership, supervision and mentorship to any member of the team as required during a span of duty.*
- *The post holder will contribute to safe and effective levels of clinical cover and provide assistance where possible to cover unexpected sickness or absence that may be detrimental to service delivery.*
- *The post holder will deliver the highest level of communication skills and be actively involved in the development of effective communication strategies in coordination with members of the multi-disciplinary team.*
- *The post holder will be conversant with trust policies and procedures and ensure they are correctly implemented.*
- *The post holder will report promptly through the datix system any clinical incidents or near misses.*

CONTINUING PROFESSIONAL DEVELOPMENT

- *The post holder will review in nursing/clinical practice and ensure that clinical practice skills are kept updated by identifying your own learning needs.*
- *The post holder will participate in identification of personal / professional development needs and agree objectives and appraisal targets in an annual appraisal.*

- The post holder will contribute to the development of a positive learning environment by providing continued support and ensuring developmental requirements are addressed on an individual or generic basis.
- The post holder will adhere to trust and regional adult and child protection policies and attend mandatory training.

Non-Medical Prescribing

Nurses employed into these roles who already hold a non-medical prescribing qualification will not automatically be able to prescribe. The member of staff must follow the Trusts policy for becoming a nonmedical prescriber prior to being able to prescribe in this role within this trust. Confirmation to be able to prescribe will be sent by letter from the director of Nursing in and no other method will be accepted. All nurses employed into these roles who do not have this qualification will be expected to undertake an Independent Non-medical prescribing qualification (V300) within the first 12 months of employment and be successful in obtaining this qualification within a reasonable time period. All nurse prescribers need to be familiar with the Non-Medical Prescribing policy within the Trust and keep an up-to-date portfolio of evidence of prescribing in practice. This portfolio of evidence will need to be available for the drugs and therapeutic committee for review on an annual basis. All nurse prescribers will be responsible for keeping themselves updated with education and prescribing issues and responsible for providing audit of their own prescribing practice. All non-medical prescribers will meet the requirements of self-audit within the policy for non-medical prescribing.

Non-Medical Prescribing Policy States “7.2 the lead time from commencement of training to non-medical prescribing can be up to 18 months. This includes the 6 or 12-month non-medical prescribing course, the lag period before addition of the NMP qualification to their respective professional register, and a period of consolidated learning and to practice under supervision.” And see below

12.1 Newly appointed staff to the Trust who hold an existing non-medical prescribing qualification and who are joining a Service where non-medical prescribing is in place or an NMP Development Plan has been approved; must complete the same process for approval and ongoing Authorisation to Practice as for newly qualified prospective NMPs as detailed in Section 11.1 to 11.6.



PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Registered Nurse or registered AHP with appropriate qualification (adult) • Evidence of extensive professional development / clinical knowledge supplemented by specialist clinical training and CPD • Ability and work / study at Masters level and complete associated academic study. • Independent Non-Medical Prescribing qualification (or working towards) • Patient Assessment module at advanced practice level (or working towards) • Minor injury / illness qualification 	<ul style="list-style-type: none"> • ENB 998 or equivalent • ALS (or ability to achieve)

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Demonstrates specialist expertise and experience of working at an advanced level with patients presenting with undifferentiated illness and injury • Advanced physical examination skills • Substantial experience of working within an acute hospital environment or primary care setting • In depth knowledge of contemporary clinical issues, legislation relating to clinical practice and relevant standards and codes. • Understanding the principles and practice of clinical governance. 	<ul style="list-style-type: none"> • Experience/qualification in a specialist area: Emergency, Acute, Primary Care • Fracture Management Skills • Suturing skills • Evidence of leading innovation and change within a clinical setting

SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work and communicate effectively within a multidisciplinary team setting within and outside the Trust. • Evidence of excellent communication skills including verbal, non-verbal and written. • Evidence of excellent Patient documentation and record keeping skills. • Excellent interpersonal skills with professional credibility • Time management skills with an ability to act on own initiative and be both self-directed and motivated in the work environment. • Positive attitude to change with a proven ability to assist in the implementation of change and practice development. • IT skills • Awareness of professional and personal limitations. • Ability to inspire confidence in others, demonstrating strong leadership qualities and acting as a positive role model to other members of the team. 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Ability to work at all Trust sites	

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.





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Getting to The Royal Shrewsbury Hospital

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

Getting to The Princess Royal Hospital