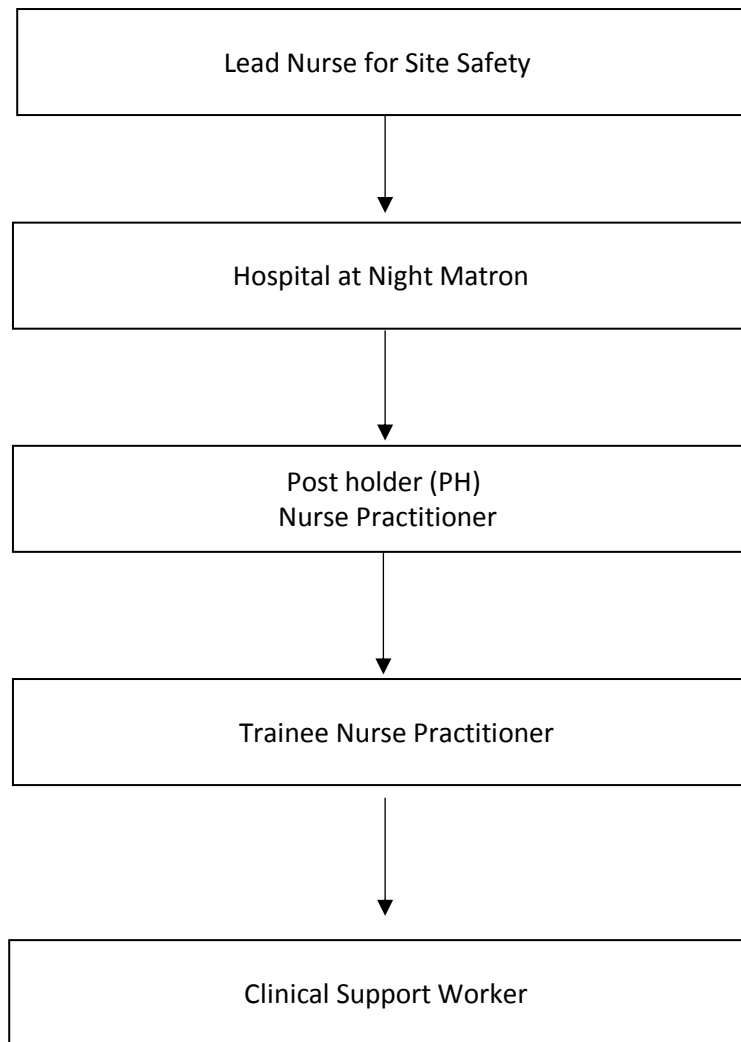


**JOB DESCRIPTION**

<b><u>Post title:</u></b>	Clinical Nurse Practitioner, Hospital at Night
<b><u>Band:</u></b>	Band 7 (Subject to AfC)
<b><u>Responsible to:</u></b>	Hospital at Night Matron
<b><u>Accountable to:</u></b>	Head of Capacity

<b>Role requirements:</b>	<p>The Hospital at Night model proposes that the way to achieve effective clinical care (This service runs 24/7 on weekends and public holidays) is to have one or more multidisciplinary teams working in the hospital. In this collaboration there will be access to the full range of skills and competences to meet a patient's immediate needs.</p> <ul style="list-style-type: none"> <li>• The post holder will work independently</li> <li>• The principle role will be to provide professional, advanced clinical support and advice to the junior doctors, nursing staff and other members of the multidisciplinary team working within the Trust</li> <li>• The post holder will hold advanced physical assessment skills in order to assess patients primarily on the inpatient wards</li> <li>• The post holder will determine an appropriate course of action based on their assessment to prevent clinical deterioration of the referred patient</li> <li>• The post holder will be expected to contribute to the education and development of staff within the team and on the wards</li> <li>• 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</li> <li>• The post holder will be able to identify a deteriorating patient as a priority in their workload</li> <li>• The post holder will be aware of the need to escalate and facilitate a patient to the appropriate level of care</li> <li>• The post holder will recognise the need to be flexible working across a trust which is based on two separate sites</li> </ul>
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### **Clinical Aspect of the role**

1. To lead in the assessment, planning, delivery of appropriate treatment and continuous evaluation of care of medical patients.
2. To effectively demonstrate the ability to gain the relevant information from members of the multi- disciplinary team to identify and complete outstanding tasks passed onto you at Medical/Nurse hand- over and PSAG DR Review.
3. To demonstrate good team working within the multidisciplinary team in relation to the critical care Outreach Team and other services such as Clinical Educators.
4. To demonstrate good team working within the multidisciplinary team in relation to the Medical Team, including FY1's, SHO's, Medical registrars and Consultants.
5. To triage clinical calls and effectively prioritise clinical tasks when requested.
6. To be the senior point of contact for professional and clinical advice.

7. Demonstrate advanced skills in patient assessment and the commencement of initial treatment plans and escalation requirements. This will include:

- Chest auscultation
- Fluid balance – assessing nurse's documentation to make clinical decisions
- Assessment of pain to diagnose and treat or refer appropriately.
- The full physical assessment of patients that have fallen and management of their escalation requirements
- Assessment of decreased neurological presentation

8. To be fully conversant with, and utilise, the Vital-pac system to pro-actively seek those patients at risk from clinical deterioration. Once those patients are identified you will be able to assess their needs, commence appropriate first line treatments and maintain or escalate their care if necessary

9. To be able to work within procedural protocols and local policy developed for the H@N team and within the trusts policies and procedures.

10. To add to the continual development of mechanisms for assessing effectiveness of the clinical element of the H@N team through participation in audit. This will include key performance indicators such as response times to falls alerts, response times to requested clinical tasks and relevant data collection to isolate and determine other tasks that could become part of this role. This data is collected via a shift report which is mandatory at the end of your shift. The shift report will be uploaded on the corporate drive and the following individuals will have access:

- Head of Nursing for unscheduled care
- Head of Nursing for scheduled care
- Lead consultant for Hospital at Night
- Head director of Nursing
- Matron for Hospital at Night
- Director of medicine

11. To effectively manage own workload when dealing with a number of allocated tasks.

12. Maintain professionalism and expertise within the expanded role, demonstrating awareness of your own limitations and learning requirements through appraisal and self-lead study. Demonstrate evidence of any learning to your Matron for your personal records in the form of a recognised clinical supervision file note.

13. Provide a service within the expanded role of the nurse practitioner, examples may include;

- Determination of blood requests and/or analysis of blood results.
- Venepuncture and Cannulation.
- Use of the ultrasound machine for venepuncture/cannulation for deteriorating patients.
- Support / access with patients with portacaths.
- Arterial Blood Gas (ABG) sampling, and advanced assessment of the results.
- Male urethral Catheterisation.
- Undertake the Verification of Expected Deaths according to SATH policy.
- VTE assessment.
- NIV/CPAP/Airvo initiation and management of the patient once a Medical Registrar agrees that specific treatment choice.
- Recording and Interpretation of 12 lead ECG's.
- CPR/Adult Advance Life Support.
- CPR/ Paediatric Basic Life Support.

- Prescribing of medication as an Independent Non-Medical Prescriber in line with the current Non-Medical prescribers Policy.
- Keep up to date with Policy and procedures surrounding Non-Medical prescribing.
- Reviewer of patient falls, referring only when necessary or after relevant investigations have been undertaken.
- Expertly advise Staff regarding the care and management of Central Venous Access Lines.
- Requesting of chest X-rays (once IRMER authorised) and be able to interpret images.
- Acting as an out of hours support service for patients receiving epidural infusions and patient controlled analgesia (PCA), or those requiring escalation of their pain management.
- Review of patients out of hours that have been referred to the critical care Outreach Team when specifically requested at handover.

### **Discharge Planning**

1. Assist in the discharge process when appropriate, working closely with relevant clinical personnel to facilitate early discharge and prolonged admission avoidance.
2. Identify problems within clinical hospital processes that lead to delays in discharge and notify the appropriate individuals such as the Clinical Site Manager (CSM.)
3. Employ problem solving skills and liaise with other agencies (particularly the discharge liaison teams and capacity managers) to expedite problematic discharges from hospital.
4. Undertake project work when requested in an appropriate time frame to a professional standard at a band 7 level.

### **Clinical/Professional**

1. Provide leadership and professional advice to the nursing staff and junior medical staff throughout the Trust when required.
2. Act as an advisor and role-model for staff in the absence of the Nurse Manager, Sister or Charge Nurse, offering assistance and support where needed.
3. Be familiar with the following initiatives and associated personal and organisational responsibilities within the general acute setting:
  - a. The Mental Capacity Act
  - b. Deprivation of Liberties regulations
  - c. Protection of Vulnerable Adults
  - d. Safeguarding children
  - e. Sepsis bundle
  - f. PSAG Dr Review request system
4. Attend all cardiac arrests or other clinical emergencies and provide clinical support to a minimum of ILS level. It will be expected in your role that you will achieve Adult ALS standards and demonstrate them when required. And basic life support for paediatric.
5. To participate in the Major Incident Procedure set down in the local policy and to be familiar with your role within that policy.

6. Be aware of research advances in relevant nursing practice and ensure that clinical practice skills are kept updated.

7. Ensure that standards of care are maintained, that the Health and Safety Policy including manual handling is adhered to and assist and promote new methodology within that discipline.

8. To be fully conversant with the use of medical equipment e.g. infusion pumps, monitoring equipment.

9. To report promptly through the Datix system any clinical incidents or near misses.

10. To act as the administrator within Datix for incidents raised in relation to the H@N team, promptly investigating each one that is directed toward you.

### **Personal Development, Training and Education**

1. Be familiar with advances in nursing practice and ensure that clinical practice skills are kept updated by identifying your own learning needs.

2. In collaboration with the Matron for Hospital at Night, identify your personal/professional learning and development needs and agree objectives and appraisal targets in an annual appraisal.

3. Support the Matron of Hospital at Night in the development of Trust policies and procedures in relation to your own area of practice.

4. Participate in the education and development of the multidisciplinary team:-

- Facilitate staff learning within the clinical area and support Clinical Nurse Educators within the trust to achieve their goals.
- Promote and facilitate the development of advanced clinical skills for all grades of staff.
- Act as assessor within the clinical area for staff developing new skills.

### **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 non- medical 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

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.

### **Child protection**

To carry out responsibilities in such a way as to minimise risk of harm to children, young people and vulnerable adults, promoting their welfare and raising concerns in a timely manner in accordance with the Trust’s policies relating to safeguarding children, young people and vulnerable adults.

### **Communication and Relationships**

The Post holder must be able to

1. Report on a patient’s progress or condition both verbally and in written form to a level where other members of the multidisciplinary team can easily understand.
2. Ensure that accurate, legible and holistic nursing or medical records are maintained as according to NMC.
3. Improve and maintain good communication between all members of the team, ensuring appropriate referrals and liaisons occur with relevant personnel.
4. Where appropriate interpret and present clinical information to patients and their relatives, demonstrating highest levels of inter-personal and communication skills ensure that patients and their carers have sufficient relevant verbal and written information during the patient’s stay.
5. To respond appropriately to sensitive information from patients and healthcare professionals in an appropriate manner, such as diagnoses, normal treatment plans and social circumstances, referring to senior staff for further support and advice.
6. Will actively attend, where rostered to do so, and contribute towards Hospital at Night monthly meetings.
7. Provide a detailed shift report at the end of the 12hr shift and disseminate to an agreed email distribution list. This must be delivered within your shift timeframe and never in bundles at the end of several shifts.

### **Research and Audit**

1. Actively keep up to date with research based changes, ensuring they adhere to all new protocols, policies and guidelines.
2. Participate in local on-going audit (Falls review times on shift reports for example) and research projects as required by the Matron for Hospital at Night and work within expected timeframes.

## **Use of information**

1. To maintain and update PSAG to support patient care, reviews, planning and discharge.
2. To be conversant in the use of electronic communication systems, personal computer systems, normal office equipment

## **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**

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. 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 staff; 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. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **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** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. 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. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face 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 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; and
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

### **Safeguarding Children and Vulnerable Adults**

- We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.
- 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 Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to empower staff at all levels to have the confidence, capability, passion and knowledge, to test changes and make improvements at the Trust and the communities we serve. Following a successful five-year partnership with the Virginia Mason Institute in the USA, the Trust 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 to make improvements, whilst also providing training at various stages of your time at the organisation, as part of your continuing professional development.

### **Decisions Judgement and freedom to act**

Works within defined polices protocols and professional standards. Seeks further advice for guidance on actions that are outside agreed defined standards.

### **Pandemic or Major Incident**

In the event of a pandemic or Major Incident, the post holder may be asked to undertake other duties not necessarily commensurate of the banding of this role. This could include duties in any part of the Hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

### **Professional Conduct**

1. To adhere at all times to uniform and appearance policy.
2. To conduct oneself in a manner perceived by others as constructive and to uphold the trust values.
3. To adhere to all local, national and NMC guidelines in relation to professional standards.
4. To report appropriately any observed lapses in professional conduct to the Ward/ department Manager, in line with local and NMC guidelines.
5. Above all support team colleagues and make Hospital at Night a team we can be proud of

The above job description is a summary of the main responsibilities of the potholder, and not an exhaustive list of duties to be undertaken. The duties may be redefined in accordance with the demands of the service. Any redefinition will be subject to discussion between yourself and your manager and be within your level of competence.

I confirm that I have read and understood this job description and that it is a true reflection of my duties. I have been given the opportunity to discuss the contents and implications with my manager and undertake to maintain existing skills and consolidate these with further training to comply with all areas of my post.

**Managers name:**

**Signature:**

**Date:**

**Post Holders**

**Name:**

**Signature:**

**Date**