

# JOB DESCRIPTION

<b>1. JOB IDENTIFICATION</b>	
Job Title:	<b>Advanced Nurse Practitioner – Community (Band 7)</b>
Responsible to (insert job title):	Sarah Lortscher
Department(s):	Hospital at Home Team
Directorate:	ELHSCP
Operating Division:	Nursing
Job Reference:	
No of Job Holders:	1
<b>2. JOB PURPOSE</b>	
<p>To undertake the role of an advanced nurse practitioner, utilising high levels of decision making and clinical judgment.</p> <p>Ensure that patient health needs are met through the provision of the diagnosis and the management of patient conditions through the assessment, treatment and review planning process in partnership with patients and families.</p> <p>Provide specialist advice to healthcare professionals, other agencies, carers, clients and relatives. The ANP role encompasses that of expert clinician, educator and auditor.</p> <p>Lead and develop the service to improve practice and work collaboratively across healthcare boundaries, implementing and evaluating evidence based standards, guidelines and policies.</p>	
<b>3. DIMENSIONS</b>	
<p>The ANP within the Hospital at Home (H@H) team is a key role in the management of acute and complex patients within the community setting. H@H provides multi-disciplinary assessment and treatment of patients with both acute and long term conditions. East Lothian has a population of approximately 100,000 patient across 15 GP practices. The post holder will visit patients who are in their own homes, community hospitals, care homes and step-down unit.</p> <p>This post will be part of the nursing team with an expectation that the ANP undertakes staff development and supervision responsibilities. These responsibilities have been reflected in the key result areas and will apply as required. The post holder will have the support of a senior medical clinician to enhance the ongoing development of the team and staff members.</p> <p>The postholder is employed within NHS Lothian and there may be a requirement to work</p>	

flexibly across Lothian to meet service demands.

#### 4. ORGANISATIONAL POSITION

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Key:

----- represents professional accountability

#### 5. ROLE OF DEPARTMENT

- Provide alternatives to admission for frail older people within the East Lothian catchment.
- Support early discharge from hospital for frail elderly patients where medical/nursing interventions are still required
- Provide multidisciplinary holistic care to support the needs of older patients with co-morbidities and frailty.
- Deliver safe and high quality care to all patients.
- Support a professional working environment where multidisciplinary team working is at the centre of our practice and where the contributions of all team members are respected and valued.
- Create an environment where the personal and professional development of all team members is encouraged and supported.
- Participate in the Public Health agenda by identifying and promoting the health and social care needs of the local population in partnership with colleagues, patients, carers and the local community.

## 6. KEY RESULT AREAS

### **Advanced Clinical Practice**

1. Responsible for providing a diagnosis for a patient condition, using advanced critical thinking and diagnostic reasoning skills, including instigating appropriate clinical investigations and interpreting results to enable the development of an enhanced care package / immediate management plan which will meet the physical and psychological needs of the patient.
2. Provide high level anticipatory care through the early identification of disease exacerbation in order to reduce the likelihood of acute illness, risks and prevent hospital admission incorporating current Telehealth/Telecare methodologies where appropriate. Acting as an advocate by working in partnership with patients and carers at all levels of care delivery in order to promote self management.
3. Initiate medication prescribing, administration and management in line with Patient Group Directive's or Independent Supplementary Prescribing competence.
4. Provide expert clinical advice to the multidisciplinary team, patients and their families. Participate in strategy development at National specialist groups, which facilitate networking and sharing best practice through the provision of specialist professional advice.
5. Apply principles of epidemiology and demography in clinical practice recognising risks, patterns of disease and work collaboratively with a variety of stakeholders to develop health promotion strategies and reduce health inequalities.
6. To undertake risk assessment (including patient behaviours and working environment) and incident management within community setting including implementation of action plans and associated learning to ensure ongoing compliance with related legislation and guidelines, including Health and Safety at Work Act and NHS Lothian Health and Safety policy and reporting systems, to safeguard patients, visitors and staff.

### **Leadership and Management**

7. Provide clinical leadership in relation to the management of Long Term Conditions working at advanced practice level to provide mentoring, supervision and clinical advice where required to the multidisciplinary team within the Health and Social Care Partnership.
8. Lead appraisal process and Personal Development Plan Review in line with the Knowledge and Skills Framework. Address performance management issues for area of responsibility. Provide and participate in clinical and peer supervision.
9. Develop effective partnerships and positive working relationships with a variety of internal and external agencies in order to support seamless care provision across all agencies.
10. Contribute to business continuity, workforce planning and skills profiling to ensure the targeting of resources to meet the needs of the team, individuals, families and communities.

11. Responsible for the development of local procedures, protocols and standards ensuring compliance with National legislation and NHS Lothian policies and identify opportunities for the continuous development of service.

12. To support NHS Lothian's values of quality, teamwork, care and compassion, dignity and respect, and openness, honesty and responsibility through the application of appropriate behaviours and attitudes.

### **Practice Development and Facilitated Learning**

13. In an advisory and teaching capacity demonstrate advanced clinical knowledge and skills in relation to clinical interventions to the multidisciplinary team in area of responsibility and working in collaboration with education providers and other key stakeholders contribute to development of training and education.

### **Research and Development**

14. Promotes, develops and undertakes clinical audit programmes to support own and the teams best practice which is research and evidence based leading to continuous improvement in care.

15. Interprets newly generated research findings and decides how they are implemented for practice using advanced knowledge and skills and disseminates findings internally to influence best practice.

16. Initiate and contribute towards research in area of expertise and critically appraise, evaluate and apply knowledge of theoretical frameworks, evidence and research findings.

## **7a. EQUIPMENT AND MACHINERY**

The postholder will be expected to be responsible and knowledgeable in the safe use of all clinical and non clinical equipment used within the area ensuring this is checked and maintained and where problem are identified these resolved so that all equipment is fit for purpose.

**Note:** New equipment may be introduced as the organisation and technology develops, however training will be provided.

## **7b. SYSTEMS**

The following are examples of systems which will be used when undertaking the role:

- To maintain accurate and up to date clinical records complying with patient confidentiality and provide data for core surveillance
- To be responsible for recording all activity/contact on appropriate local system
- To update and maintain a range of information databases
- Responsible for regularly completing and signing off timesheets / mileage forms
- Responsible for ordering supplies e.g. supplies and equipment using PECOS system
- To be proficient in the use of IT systems - internet/intranet including use of email

- Risk assessments
- DATIX
- TRAK
- MS Teams

New systems may be introduced as the organisation and technology develops, however training will be provided.

## **8. ASSIGNMENT AND REVIEW OF WORK**

The post holder will keep an up-to-date professional portfolio to evidence competence and continued professional development. This will be reviewed annually by the responsible line manager. They will practice within broad occupational, national and local policies and guidelines.

Governance of clinical competence is undertaken in line with arrangements determined through the organisational structure which will provide professional nursing advice and Specialty Consultant or designee will manage assessment of clinical competence.

The post is self directed, organising own workload in relation to specialist caseload to meet the demands of the service.

The clinical workload is generated from the service area e.g. hospitals, acute services, GPs, Health and Social Care providers in line with legislation and performance indicators set by the Scottish Government Health Department.

## **9. DECISIONS AND JUDGEMENTS**

Makes complex autonomous clinical decisions including analysis, diagnosis, and clinical management, based on an in-depth broad expert knowledge and interpretation of clinical and other findings such as laboratory investigations and x-rays.

Agree referral protocols, undertake risk assessments and using advanced clinical reasoning skills, make further referrals to Clinicians when it is identified that further clinical intervention is required.

Uses own initiative and acts independently within the boundaries of own knowledge and Skills.

Participate in the appraisal process through Personal Development Planning and Review in line with the Knowledge and Skills Framework. Address performance management issues for area of responsibility.

## **10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB**

Continued development and promotion of the Advanced Nurse Practitioner role through challenging the boundaries of the current parameters of practice.

## 11. COMMUNICATIONS AND RELATIONSHIPS

Communicates sensitive, complex clinical condition related information to patients, relatives and carers in relation to specialist area of expertise.

Communicate verbally and in writing to members of the multidisciplinary team - members of Primary and Secondary Health Care Teams, Social Care; statutory and non-statutory services with the ability to express professional views within group settings and support client advocacy.

In addition to the above other contact falls into the following main categories in relation to healthcare, staffing and service issues:

- The patient, their relatives and the multidisciplinary team involved in the provision of care.
- Nursing staff regarding patient care, allocation of work, workload issues.
- Partnership, Trade Union and Professional Organisation representatives in relation to service and staffing issues.

Acts as a patient /staff advocate through the application of ethical, legal and professional knowledge and skills.

## 12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

This section may vary depending on clinical area. Examples may include:

### **Physical Skills:**

Administer medicines, injections, syringe drivers, intravenous infusions and blood transfusions.

Insert urinary catheters.

Apply wound dressings.

Manual handling techniques.

Keyboard skills.

### **Physical Demands:**

Physical manual handling of patient, patient movement with use of mechanical aides.

Push wheelchairs and other mobile equipment.

Stand/walk for the majority of shift.

### **Mental Demands:**

Concentration is required at all times when caring for patients and undertaking clinical decision making.

Maintenance of precise and accurate records and report writing.

Frequent interruptions from patients / relatives / team members.

Concentration required when observing patient behaviours which may be unpredictable.

### **Emotional Demands:**

Communicating with distressed / anxious / worried patients and relatives.

Caring for patients and relatives following receipt of bad news and

supporting them in identifying realistic expectations in relation to long term conditions.

Motivating and supporting junior staff / colleagues in the work environment.

Communicating with and caring for patients who have reduced understanding and insight due to cognitive impairments.  
Caring for the terminally ill.

**Working Conditions:**

Exposure to body fluids.  
Potential exposure to verbal and physical aggression from patients and relatives / other visitors.  
Exposure to infections and temperature variations.

**13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB**

Registered nurse.  
Completion of relevant postgraduate courses to master's degree level (level 11) appropriate to Primary care.  
Advanced clinical practice and examination skills.  
Independent Supplementary Prescribing (v300).  
In depth understanding of the management of Long term Conditions.  
Evidence of management, education and training.  
Effective listening and interpersonal skills.  
Time management skills/ability to prioritise workload.  
Evidence of research/audit experience.  
Evidence of effective problem solving skills.  
Competent in standard IT packages e.g. Microsoft Word & Excel.

**14. JOB DESCRIPTION AGREEMENT**

A separate job description will need to be signed off by each jobholder to whom the job description applies.	
Job Holder's Signature:	Date:
Head of Department Signature:	Date: