

# **NHS GREATER GLASGOW AND CLYDE**

## **JOB DESCRIPTION**

### **1. JOB IDENTIFICATION**

**Job Title:** Advanced Nurse Practitioner

**Responsible to:** Lead Advanced Nurse Practitioner

**Department:**

**Directorate:**

### **2. JOB PURPOSE**

Working across role and organisational boundaries the Advanced Nurse Practitioner (ANP) manages the complete clinical care for their patients utilising expert knowledge base and clinical competence to support multi-professional teams within NHS Greater Glasgow and Clyde, ensuring a high standard of clinical care, in accordance with the Nursing and Midwifery Council and Health and Safety Legislation.

As a clinical leader, the ANP has the freedom and authority to act autonomously in the assessment, diagnosis, treatment, including prescribing, of patients with multi-dimensional problems. This includes the authority to refer, admit and discharge within appropriate clinical areas.

ANPs can work in or across all clinical settings, dependant on their area of expertise.

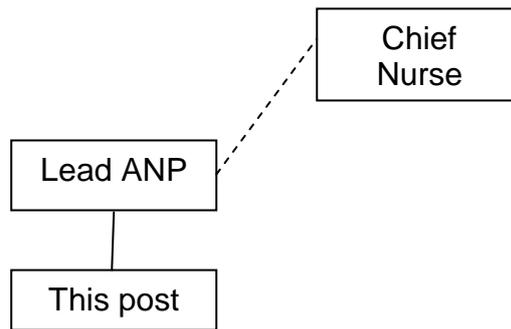
### **3. ROLE OF DEPARTMENT**

To assist in coordinating the provision of seamless care, in conjunction with medical staff and to liaise with other members of the Multi-disciplinary Team to facilitate investigation, treatment, transfer or discharge of the patient as efficiently and effectively as possible.

To provide a high quality, safe and supportive environment in order to care for patients within NHSGGC meeting the identified physical and psycho-social needs.

[Add detail relevant to specialty]

#### 4. ORGANISATIONAL POSITION



#### 5. SCOPE AND RANGE

ANPs are educated at Masters Level in advanced practice and are assessed as competent in this level of practice. As a clinical leader they have the freedom and authority to act and accept the responsibility and accountability for those actions. This level of practice is characterised by high level autonomous decision making, including assessment, diagnosis, treatment including prescribing, of patients with complex multi-dimensional problems. Decisions are made using high level expert, knowledge and skills. This includes the authority to refer, admit and discharge within appropriate clinical areas.

ANPs have developed a highly specialist knowledge across a range of work practices and procedures underpinned by theoretical and practical knowledge and experience.

The post-holder will be expected to work across role and geographical boundaries, providing complete clinical care for their patient as part of a multidisciplinary team. They will:

- Assess, diagnose and manage the clinical (medical and nursing) needs of a wide cohort of patients autonomously and with other members of the interdisciplinary team
- Responsible for ensuring the delivery of evidence based care.
- Provide clinical leadership and advice to nursing staff and other members of the multidisciplinary team.
- Work autonomously within a multidisciplinary team.
- Responsible for setting, implementation and evaluation of standards of nursing practice

#### 6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

##### Clinical

- Take and record a patient's history including medical, family and social history, talking to the patient, relatives or other carers as appropriate. There may be significant barrier to understanding and acceptance due to sensitive or contentious information given and received.
- Conducts a comprehensive clinical examination of the patient including a physical examination of all systems and a mental health assessment

- Screen patients for disease using clinical and other findings such as laboratory results or x-rays
- Make diagnostic decisions based on interpretation of clinical and other findings such as laboratory results or x-rays
- Applies high level decision-making and assessment skills to formulate appropriate differential diagnoses based on synthesis of clinical findings.
- Has the authority to request, where indicated, appropriate diagnostic tests / investigations using judgement and clinical reasoning, based on differential diagnoses
- Conduct invasive and non-invasive diagnostic and therapeutic procedures where appropriate
- Interprets and analyses previously ordered results of tests/investigations and works collaboratively with other healthcare professionals when needed.
- Acts on the results to confirm diagnosis and thereby optimise treatment and management outcomes.
- Formulates an action plan for the treatment of the patient, synthesising clinical information based on the patient's presentation, history, clinical assessment and findings from relevant investigations, using appropriate evidence based practice.
- Prescribe treatment including medications as a Non-medical Prescriber based on a sound knowledge of pharmacology
- Implements non-pharmacological related interventions/therapies, dependent on situation and technical requirements of care
- Has the freedom and authority to admit and discharge from identified clinical areas, dependent on patient need at time of review. This includes the freedom and authority to refer to all appropriate health care professional groups and agencies, working collaboratively with them.

### **Professional**

- Innovate, develop and lead evidence based clinical practice and professional development
- Lead in the development of appropriate local policy and guidelines
- Contribute to the development of local policies in relation to the implementation of national and regional strategies
- Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and wellbeing are met.

- Work within the National Health Service (NHS), NHS Greater Glasgow & Clyde and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.
- Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner; thereby ensuring patients have the relevant information to participate in decisions about their care.
- Performance is monitored on an ongoing basis and is appraised annually.

### **Education and Research/Audit**

- Maintain professional practice through continuing education, professional updating and when/where available, involvement with professional specialist groups.
- Participate in identifying needs of patients and carers in relation to the specialty, in conjunction with others where appropriate.
- Plans and organises teaching and mentoring of undergraduate nursing students, graduate nurse practitioner students, and other members of the healthcare team as appropriate (eg physiotherapy, radiology, FY2 medical staff).
- Actively promote and disseminate research-based practice.
- Audit current practice and negotiate appropriate changes to practice.
- Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements.
- Participate in relevant research / audit projects to service and practice needs and in line with nursing research strategy
- Ensure the provision of an appropriate learning environment in line with NES Quality Placement Standards
- Provide guidance, supervision and support for staff undertaking research, audit or teaching activities.

### **Organisational/Managerial:**

- Organise own time in line with agreed job plan.
- Accountable for the effective management of resources including stores supplies pharmacy and maintenance of equipment.
- Contribute to strategic issues relating to the nurse practitioner service and the specialty.

- Act in a collaborative and advisory role to share knowledge and expertise to help deliver high standards of patient care.
- Promote the development of a flexible and skilled nursing workforce.
- Contribute to the wider Corporate agenda where appropriate.

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

Airway adjuncts including endotracheal / tracheostomy tubes, oral / nasopharyngeal airways and ambu bags.

Monitors.

Volumetric pumps.

Syringe pumps pumps

Blood glucose monitoring

Needles / syringes and blood sampling bottles

Suction equipment

Manual handling aids including hoists, boards and slide sheets.

Resuscitation trolley

ECG Machine

#### **7b. SYSTEMS**

- Responsible for ensuring that staff are aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.
- Responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff comply with policy.
- Promote the use of Information Technology to benefit personal development and patient care.
- Develop and implement policies and protocols for own area of work
- Propose appropriate changes to working practices and procedures for own area of work

- Responsible for the safe use of equipment, for maintaining appropriate levels of stock in own area of practice, and for ensuring appropriate equipment or supplies are purchased
- Responsible for the safe use of equipment

## **8. DECISIONS AND JUDGEMENTS**

Makes highly complex clinical decisions including diagnosis and clinical management based on an in-depth broad expert knowledge, and interpretation and synthesis of clinical and other findings such as laboratory investigations and x-rays. Decisions may include the admission or discharge from hospital

Instigate, obtain or arrange and interpret appropriate investigations/examinations

Based on assessment the ANP can refer patients for specialist opinion

Formulate an action plan for the management of the patient based on a synthesis of clinical information including the patient's history, clinical assessment, results from relevant investigations and based on appropriate evidence based practice

Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by broad policies and guidelines (NHSGGC, NICE, SIGN etc).

Plans a package of care for individual patients including prescribing pharmacological and non-pharmacological interventions/therapies as appropriate

Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.

Works autonomously within a multidisciplinary team.

Support and develop staff to broaden their skills, knowledge & experience in the interests of succession planning.

Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service.

Initiate and follow through appropriate procedures when a breach of policy occurs.

Responsible for the development of action plans to address any system failures.

Works collaboratively to meet the demands of the service.

## **9. COMMUNICATIONS AND RELATIONSHIPS**

Use this section to describe the communication network of the position and to list the key internal and external relationships.

- Acts as a patient/ staff advocate through the application of ethical, legal and professional knowledge and skills.
- Engage in effective communication with patients, relatives, visitors and staff, often delivering complex and highly sensitive information where there may be barriers to understanding and acceptance of information received, utilising skills of persuasion and negotiation to obtain agreement and co-operation
- Provides effective verbal and written communication to all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.
- Use of electronic systems i.e. TrakCare, Potertrac, Clinical Portal, CRIS etc. Data entry electronic or written i.e. medical and/or nursing notes
- Makes referrals to a wide range of other healthcare professionals and specialities which may include the admission or discharge of patients from hospital (eg Radiology, SAS, Primary Care Colleagues)
- Provides support, empathy and reassurance when communicating in a hostile or highly emotive atmosphere
- Contribute to a supportive environment in the interest of staff morale.
- Develop external professional networks that promotes both the profession and organisation.
- To present an alternative choice of care to patients.

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

##### **Physical Skills**

- Technical and manual dexterity/expertise required for invasive procedures.
- Performing venepuncture, cannulation and administering of intravenous drugs

##### **Physical demands**

- Moving and handling of patients from self caring to total dependence.
- Moving and handling of equipment.
- Eight hour / Twelve hour shifts active at all times, mostly standing and walking. Frequent short periods of moderate physical effort. (Delete/add to as appropriate)
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##### **Mental demands**

- Requires concentration to analyse and interpret information and formulate a care pathway
- Frequent interruptions, page, telephone and other disciplines

##### **Emotional demands**

- Dealing with distressed patients and relatives, exposure to distressing, emotional, traumatic situations on a frequent basis
- Leading and motivating the team and providing reassurance in challenging circumstances

##### **Working conditions**

- Workload is unpredictable as may need to change activity due to patients or departments needs

- Exposure to body fluids/therapeutic products on a daily basis
- Assist with or undertake EPP in defined areas therefore requiring appropriate Occ Health Screening and clearance.

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

- Eliciting information and making decisions on case management based on highly complex holistic information e.g. patient symptoms, diagnostic results, social circumstances.
- Making independent clinical decisions based on own clinical assessment and interpretation of other findings such as laboratory results and x-rays
- Planning and implementing individual patient care within the context of an interdependent healthcare team
- Achieving a balance between the demands of direct patient care within existing resources and job plan.
- Communicating with and supporting distressed/anxious/worried relatives /patients.
- Continually reappraise the effectiveness of resources against the unpredictability of service demands.
- Works within a specialty with unpredictable levels of activity.
- Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical and paramedical colleagues.
- Acts as an effective change agent integrating information gained from research and audit into clinical practice.
- To participate in reporting, documenting and evaluation of the work of the Advanced Nurse Practitioner and to demonstrate its importance both to patients and members of the interdependent healthcare team.
- Keep professionally up to date
- Dealing with verbally and physically abusive patients and members of the public.

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

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Registered Nurse on the NMC Register

Be recorded as a Nurse Independent/Supplementary Prescriber (V300) with the NMC

An appropriate Masters level qualification in Advanced Practice which has enabled competence in:

- *Clinical assessment*
- *Clinical reasoning, judgement and diagnostic decision making*
- *Anatomy and pathophysiology*
- *Non medical prescribing- V300*
- *Leading, delivering and evaluating care*
- *Practice learning/transferable work based learning*

Significant comprehensive post registration experience within a healthcare setting some of which must be at a senior practitioner level

A commitment to lifelong learning and demonstrates evidence of continuing professional development

Can demonstrate experience in managing staff, leading a team, providing education and training and establishing a supportive, learning environment

Successful track record in working in multi-disciplinary team settings and promoting collaborative approaches to delivering excellent patient care

Immediate Life Support