

Job Description

1. JOB DETAILS

Job Title: Hospital out of hours (HOOH) Advanced Nurse Practitioner/Nurse Coordinator

Grade: AfC Band 7

Responsible to: Matron for Hospital out of Hours (HOOH)

Reports to: Nurse Director

Location: Sheffield Teaching Hospitals

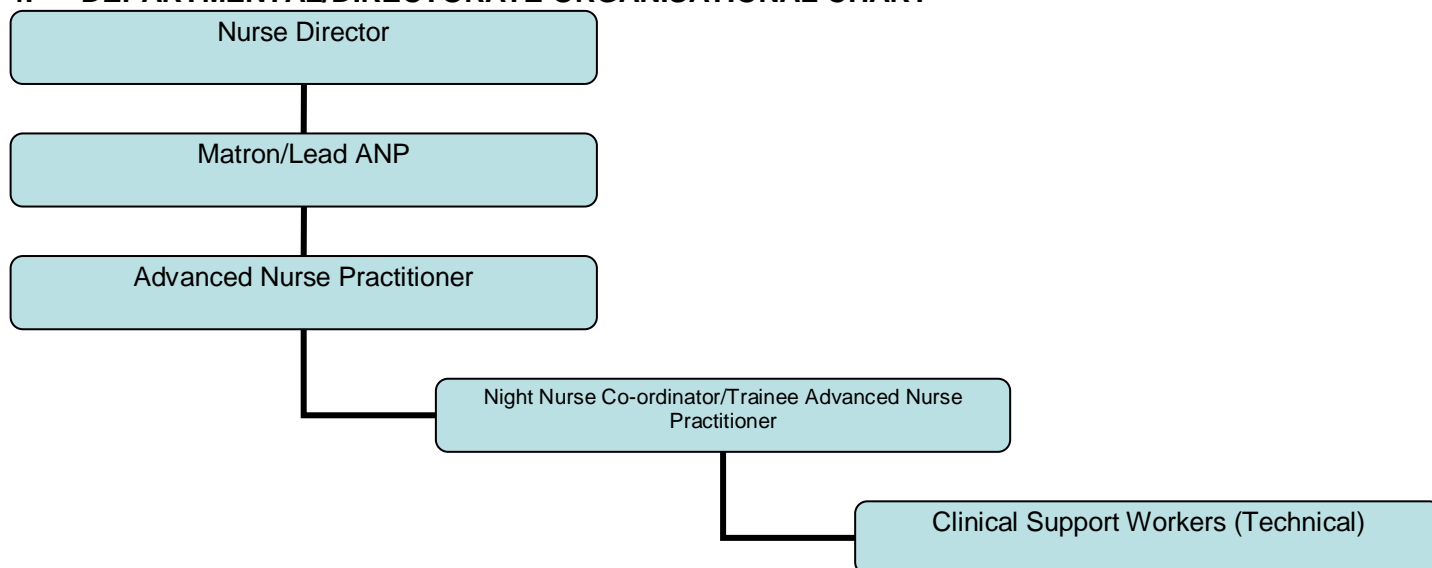
2. JOB PURPOSE

- To act as an autonomous, accountable practitioner working on their own initiative and in collaboration with nursing, medical and allied health professionals.
- To work as a Registered Non-Medical Prescriber.
- To act as team co-ordinator as required. Effectively co-ordinate team activities, being the 1st point of contact and prioritising the workload of the HOOH team, allocating tasks to appropriately skilled personnel to ensure appropriate and timely care for acutely ill adults.
- Royal Hallamshire Hospital (RHH) Only: As team co-ordinator to be the 1st point of contact for site management issues, related to staff, patients, general public, the environment and equipment, ensuring escalation where appropriate to the Duty Site Matron.
- To provide specialist advice and safe and effective clinical care to adults who require urgent or emergency care.
- To prioritise and refer individuals for further assessment and care.

3. ROLE OF THE DEPARTMENT

To provide excellent care and a quality service to patients within the Trust.

4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Clinical Duties

- To achieve and maintain the identified specialised competencies of an Advanced Nurse Practitioner.
- Exercise judgement in assessing wide ranging and complex patient problems. Agree solutions, ensure and promote options to enable the delivery of optimum patient care.
- Recognise when there is a need for escalation of treatment for medical attention and ensure the appropriate Health Care Professional is called to facilitate optimum patient care.
- Be responsible for the assessment of care needs, the development and evaluation of programmes of care and the setting of standards of care aimed at providing a high quality service.
- To utilise clinical skills and knowledge to instigate changes of treatment regimes and to undertake the role of the patient advocate when appropriate.
- Order investigations and prescribe drugs as required according to agreed protocols.
- To have relevant expertise and knowledge related to investigations and treatment options in order to provide patients with the necessary information to ensure informed consent.
- Where appropriate review patients medication and ensure adherence to Trust guidelines e.g. Antibiotic Policy.
- Provide support to the multidisciplinary team to enable staff and patients to make better choices for their health and that of their families.
- In the event of death to ensure that relatives are informed in a sensitive manner and have adequate bereavement counselling. Where appropriate ensure the coroner is informed, that all documentation related to the death certificate is available and that relatives have an early opportunity to discuss matters with an appropriate member of the medical staff.
- Participate in patient discharge plan where appropriate.
- To act as a role model and teacher, providing mentorship and support and demonstrate exemplary practice to all members of the healthcare team.
- Participate in the planning, organisation and delivery of specific training and education programmes for the multi disciplinary healthcare team.
- To maintain effective communication with all patients, carers and members of the healthcare team.
- To act sensitively, confidentially and with empathy in demonstrating understanding of a wide range of physical and emotional needs. Take the lead in managing contentious, sensitive and delicate issues with patients, their relatives and staff.
- Act within Trust guidelines, Policies and Procedures and the NMC codes of conduct, seeking advice on non routine matters from line manager or clinical medical supervisor.
- To maintain accurate, contemporaneous and timely care records.
- To act within an effective monitoring system of healthcare governance. Comply with risk assessment, health and safety legislation including the use and decontamination of clinical equipment, information governance and quality assurance measures.
- To participate in the undertaking of surveys, audit and research. Promoting clinically effective nursing and monitoring compliance with evidence based practice.
- As part of the multidisciplinary team implement Local and National Policy e.g. NSF, NICE Guidance, develop protocols and care pathways and monitor their effectiveness.
- Protect, improve and preserve patients' health by adherence to infection control policies and best practice at all times and monitor compliance.
- Exercise professional judgement by applying skills and knowledge to the safe custody and administration of drugs.
- Promote a professional environment conducive to high patient and staff morale, achieved through effective leadership, personal example and direct involvement in the activities of the clinical areas.
- Ensure compliance with the NMC post registration education and re-registration standards.
- To act swiftly and resolve any concerns raised by patients and relatives.

- To investigate and assist with the response and take appropriate actions following formal complaints.
- To maintain professional responsibilities relating to the 4 pillars of advanced practice.
- To maintain a professional portfolio and participate in the Trusts review and appraisal processes.

Co-ordination duties

- Provide effective leadership for the Hospital out of Hours team and all healthcare workers.
- RHH only: Effectively manage issues that arise at RHH, liaising with appropriate personnel, ensuring escalation of site specific issues where appropriate to the Duty Site Matron at the NGH site and subsequently 1st TEG on call.
- Lead handover meeting to ensure the smooth transition of patient care and tasks.
- Receive and deal with requests for assistance, treatments and cares; (bleep filtering). Ensure that patients are referred in a timely manner for escalation of treatments to the appropriate Health Care Professional.
- Capture and transmit communication using electronic communication media where appropriate.
- Through effective co-ordination of team activities, as the 1st point of contact, prioritise the workload of the HOOH team, allocating tasks to appropriately skilled personnel to ensure appropriate and timely care for acutely ill adults.
- Organise and co-ordinate the transfer of patients to other locations for further assistance, treatments or care.
- Ensure effective patient flow and placement of patients.
- Where appropriate organise the discharge of patients into the care of another service.

6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

- Maintain and authorise (where appropriate) expenditure of consumables budget with the agreed Directorates limit, working within the Trust standing financial instructions of Schemes of Delegations

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

- Where necessary supervise the work of Healthcare workers in the clinical area
- Provide direct supervision for HOOH Support Workers

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

- Ensure the safe use of equipment. Be responsible where appropriate for the systems to ensure that stocks and supplies of consumables and drugs are ordered, checked and used safely and effectively.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

a) Communicate with:

Duty Site Matrons at NGH Site
Matrons, Lead Nurses and Nurse Directors on all Sites
All members of the HOOH Team
Sisters/Charge Nurses
Nurse Specialists
Medical Staff
All staff groups
University staff

- b) Provide advice to:**
All members of the HOOH Team
All healthcare workers
Patients
Carers
Visitors

Senior Advanced Clinical Practitioner – Hospital Out of Hours

1. JOB DETAILS

Job Title: Senior Hospital out of hours (HOOH) Advanced Clinical Practitioner/Coordinator

Grade: AFC 8a

Responsible to: Matron/Lead ACP for Hospital out of Hours (HOOH)

Reports to: Nurse Director

Location: Sheffield Teaching Hospitals

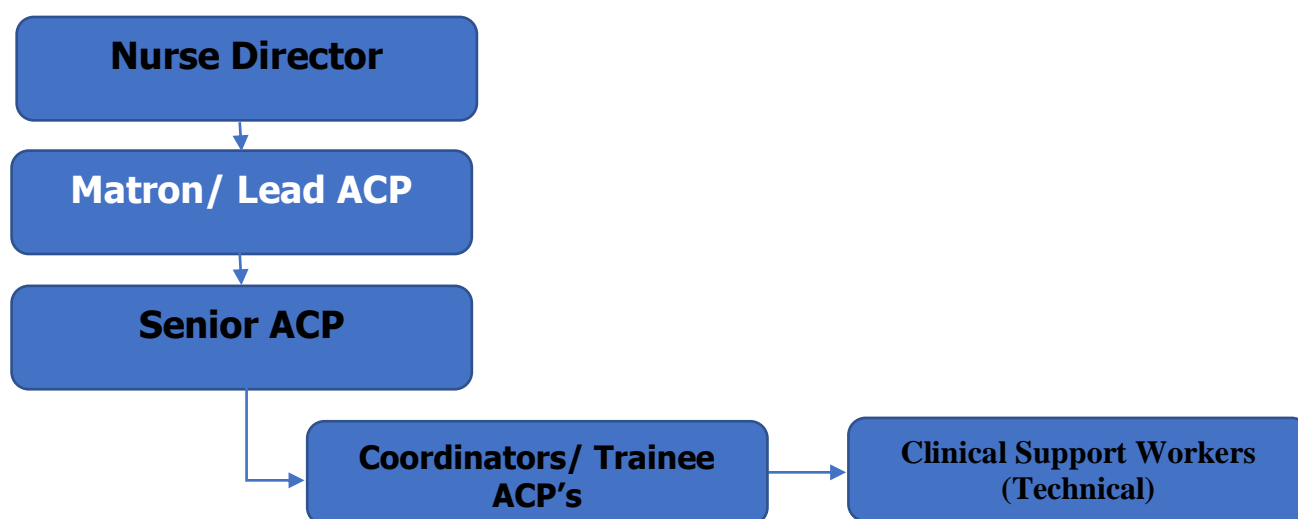
2. JOB PURPOSE

- To act as a highly autonomous, accountable practitioner working on their own initiative with minimal direct supervision or support.
- To work as a Registered Non-Medical Prescriber.
- To act as a senior member of the trust including appraisal, and management related activities
- To act as team co-ordinator as required. Effectively co-ordinate team activities, being the 1st point of contact and prioritising the workload of the HOOH team, allocating tasks to appropriately skilled personnel to ensure appropriate and timely care for acutely ill adults.
- Royal Hallamshire Hospital (RHH) Only: When necessary to be a point of contact for site management issues, related to staff, patients, general public, the environment and equipment.
- To provide specialist advice and safe and effective clinical care to adults who require urgent or emergency care.
- To prioritise and refer individuals for specialist assessment and care.
- Supervise, educate, and assess Trainee Advanced Clinical Practitioners – and actively provide education and supervision to the wider trust.
- To work as part of the medical on call team to autonomously assess and manage deteriorating and acutely unwell patients.

3. ROLE OF THE DEPARTMENT

To provide excellent care and a quality service to patients within the Trust.

4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. Main Duties and Responsibilities

This role will be delivered utilising a split of clinical time and non-clinical time. The non-clinical time should be primarily focused on the support and education of Trainee ACP's, and management responsibilities within HOOH.

Clinical Duties

- To achieve and maintain the identified specialised competencies of an Advanced Clinical Practitioner.
- Exercise judgement in assessing wide ranging and complex patient problems. Agree solutions, ensure and promote options to enable the delivery of optimum patient care with minimal direct senior support or guidance.
- Recognise when there is a need for specialist treatment and ensure referral to the appropriate Health Care Professional to facilitate optimum patient care.
- Be responsible for the assessment of care needs, the development and evaluation of programmes of care and the setting of standards of care aimed at providing a high-quality service.
- To utilise clinical skills and knowledge to instigate and change treatment regimes and to undertake the role of the patient advocate when appropriate.
- Autonomously order investigations and prescribe drugs as required according to clinical judgement.
- To have relevant expertise and knowledge related to investigations and treatment options in order to provide patients with the necessary information to ensure informed consent.
- Where appropriate review patients' medication and ensure adherence to Trust guidelines e.g. Antibiotic Policy.
- Provide support to the multidisciplinary team to enable staff and patients to make better choices for their health and that of their families.
- In the event of death to ensure that relatives are informed in a sensitive manner and have adequate bereavement counselling. Where appropriate ensure the coroner is informed, that all documentation related to the death certificate is available.
- Participate in patient discharge plans.
- To act as a role model and teacher, providing mentorship and support and demonstrate exemplary practice to all members of the healthcare team.
- To be actively involved in the clinical supervision and assessment of Trainee ACP's.
- To be actively involved in the teaching and academic assessment of Trainee ACP's including assisting with any Higher Education Institute assessments.
- Participate in the planning, organisation and delivery of specific training and education programmes for the multi disciplinary healthcare team.
- To maintain effective communication with all patients, carers and members of the healthcare team.
- To act sensitively, confidentially and with empathy in demonstrating understanding of a wide range of physical and emotional needs. Take the lead in managing contentious, sensitive and delicate issues with patients, their relatives and staff.
- Act within Trust guidelines, Policies and Procedures and professional codes of conduct, and utilise skills and knowledge to manage non-routine situations/decisions autonomously.
- To maintain accurate, contemporaneous and timely care records.
- To act within an effective monitoring system of healthcare governance. Comply with risk assessment, health and safety legislation including the use and decontamination of clinical equipment, information governance and quality assurance measures.
- To participate in the undertaking of surveys, audit and research, including the analysis and presentation of results. Develop and Promoting clinically effective evidence based practice.
- As part of the multidisciplinary team implement Local and National Policy e.g. NSF, NICE Guidance, develop protocols and care pathways and monitor their effectiveness.

- Protect, improve and preserve patients' health by adherence to infection control policies and best practice at all times and monitor compliance.
- Exercise professional judgement by applying skills and knowledge to the safe custody and administration of drugs.
- Promote a professional environment conducive to high patient and staff morale, achieved through effective leadership, personal example and direct involvement in the activities of the clinical areas.
- Ensure compliance with any professional regulatory requirements post registration.
- To act swiftly and resolve any concerns raised by patients and relatives.
- To investigate and assist with the response and take appropriate actions following formal complaints.
- To maintain professional responsibilities relating to the 4 pillars of advanced practice.
- To maintain a professional portfolio and participate in the Trusts review and appraisal processes – Including the assessment and appraisal of others.
- Participate in the delivery of education of wider members of the Trust (including the delivery of formal education sessions)
- Identify, implement, and lead, service improvement projects.
- Have significant freedom to act in regard to clinical and managerial responsibilities without senior oversight or discussion.

Co-ordination duties

- Provide effective leadership for the Hospital out of Hours team and all healthcare workers.
- Lead handover meeting to ensure the smooth transition of patient care and tasks.
- Receive and deal with requests for assistance, treatments and cares; (bleep filtering). Ensure that patients are referred in a timely manner for escalation of treatments to the appropriate Health Care Professional.
- Capture and transmit communication using electronic communication media where appropriate.
- Through effective co-ordination of team activities, as the 1st point of contact, prioritise the workload of the HOOH team, allocating tasks to appropriately skilled personnel to ensure appropriate and timely care for acutely ill adults.
- Organise and co-ordinate the transfer of patients to other locations for further assistance, treatments or care.
- Participate in effective patient flow and placement of patients.
- Where appropriate organise the discharge of patients into the care of another service.

Management Duties

- Act as an appraiser for more junior staff
- Undertake senior management responsibilities within and outside of the directorate.
- Make decisions that affect the wider trust operations and involve the utilisation of budgets not directly controlled by surgical services.
- Managing the medical HR process outside of normal working hours.

6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

- Maintain and authorise (where appropriate) expenditure of consumables budget with the agreed Directorates limit, working within the Trust standing financial instructions of Schemes of Delegations
- Have significant freedom to act in regard managerial responsibilities – including the spending of budgets, the booking, management, and deployment of staff outside of the immediate team (including members of the medical team)

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

- Provide direct supervision for HOOH Support Workers
- Provide direct clinical supervision, education and educational support, on-going assessment, and pastoral support to Trainee ACP's
- Engaging and managing staffing (of all grades including medical staff) within our own and other directorates.
- Managing issues within our own and other directorates out of hours including direction discussion with first on call.
- Autonomously authorising the spending of budgets related to staffing decisions OOH's.

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

- Ensure the safe use of equipment. Be responsible where appropriate for the systems to ensure that stocks and supplies of consumables and drugs are ordered, checked and used safely and effectively.

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

a) Communicate with:

- Duty Site Matrons at NGH Site
- Matrons, Lead Nurses and Nurse Directors on all Sites
- All members of the HOOH Team
- Sisters/Charge Nurses
- Nurse Specialists
- Medical Staff
- All staff groups
- University staff

b) Provide advice to:

- All members of the HOOH Team
- All healthcare workers
- Patients
- Carers
- Visitors