



**University Hospitals
of North Midlands**

NHS Trust

Job Description and Person Specification

**PROUD
TO
CARE**



Join the UHNM Family

University Hospitals of North Midlands NHS Trust is one of the largest and most modern in the country. We serve around three million people and we're highly regarded for our facilities, teaching and research.

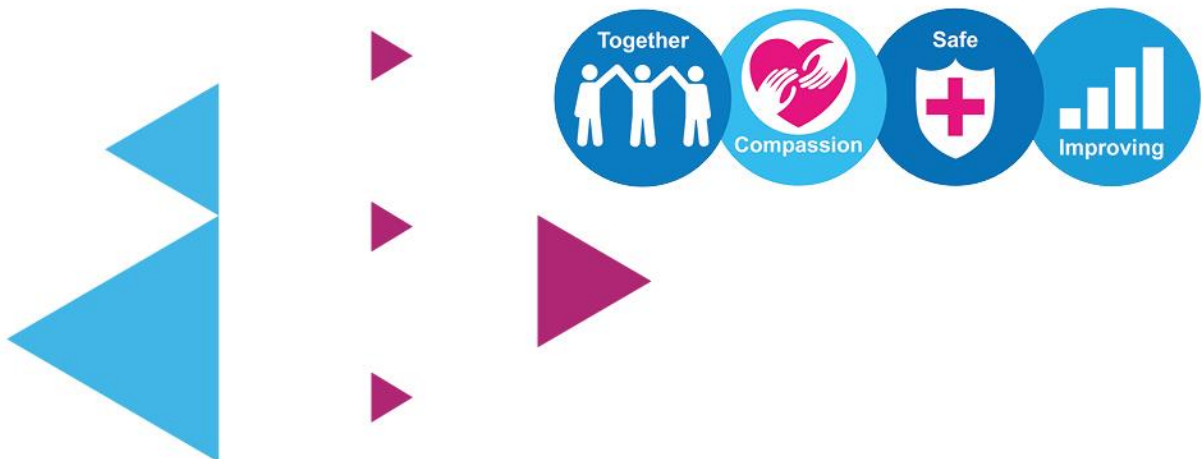
The Trust has around 1,450 inpatient beds across two sites in Stoke-on-Trent and Stafford. Our 11,000 strong workforce provide emergency treatment, planned operations and medical care from Royal Stoke University Hospital and County Hospital in Stafford.

We are a specialist Major Trauma Centre for the North Midlands and North Wales. Happy staff make for happy patients, and with the help of both we have put together a wide range of development and support packages aimed at ensuring that everyone at the Trust has the opportunity to fulfil their potential and meet their aspirations as well as the tools to provide great care.

Our mission to provide the very best health care includes recruiting the best people. Our goal is to be a world-class centre of achievement, where patients receive the highest standards of care and the best people come to learn, work and research.

The Trust also has a vibrant charity arm, UHNM Charity, which provides funds to enable University Hospitals of North Midlands NHS Trust to purchase state-of-the-art medical equipment and to enhance and improve patient experience and comfort.

Many of our staff are passionate about the service they provide and want to be part of something special. You can find out more about how our staff and patients are helping to improve the health, comfort and hospital experience of local people every day at www.uhnmcharity.org.uk



Values & Promises

We have four core values and promises that were co-created by our staff, patients and carers.



Together

- We are a Team – I will be considerate, help others to achieve our goals and support others to make positive changes
- We are Appreciative – I will acknowledge and thank people for their efforts and contributions
- We are Inclusive – I will be open and honest, welcome people's views and opinions and involve people in decisions that affect them



Compassion

- We are Supportive – I will be empathetic and reassuring. I will support and encourage people when they need it
- We are Respectful – I will treat people fairly, with respect and dignity, protect their privacy and help them to feel comfortable
- We are Friendly – I will be welcoming and approachable. I will make eye contact, say hello and introduce myself #hellomyname is



Safe

- We Communicate Well – I will explain clearly, share relevant and timely information and keep people updated
- We are Organised – I will plan ahead, manage my time well and be prompt in what I do
- We Speak Up – I will contribute to ensuring healthy and constructive feedback for all so we can feel safe to challenge inappropriate care and behaviour and promote our values



Improving

- We Listen – I will welcome people's views and ideas, invite people to ask questions and share their opinions and respond to what I hear
- We Learn – I will share best practice, celebrate good performance and support others to use their skills, learn and grow
- We Take Responsibility – I will have a positive attitude, act and encourage people to take the initiative and make improvements

Division: Medicine

Job Title: Advanced Nurse Practitioner –Acute Medicine

Band: 8a

Location: Medical Receiving Unit at County Hospital

Hours: 22.5 hours

Managerially accountable to: Matron Allison Taylor

Professionally accountable to: Matron Allison Taylor

Role Summary

- Provide direct expert professional clinical care through health assessment, initiation of treatment, formulation and alteration of treatment and monitoring of care programmes.
- Facilitate the development of clinical practice through research and education of the multi-disciplinary team
- Evaluate care through quality assurance initiatives and assessment of clinical outcomes
- Be an expert resource for other healthcare practitioners
- Ensure that the highest standards of clinical care are delivered
- The post holder will ensure the maintenance of clinical excellence
- The post holder will provide specialist clinical leadership within this area of care and will lead and develop specialist education

Key Areas/Tasks

Communication & Relationships Skills

- Provides and receives highly complex , sensitive or contentious information, barriers to understanding
- Facilitate communication, which results in clear responsibilities being identified within the multi-professional team
- Communicate very sensitive, complex condition related information to patients, relatives providing empathy and reassurance
- There is a requirement to exchange verbal and written information with patients, staff and carers requiring tact and diplomacy.
- Communicate patients' conditions verbally and in writing, to other members of the healthcare team and contribute to decision making processes in patient management
- Communicate on an ongoing basis with the Senior Registrar/Consultant responsible for the patient – updating him / her of changes/progress
- It is expected that ALL employees of the Trust will take part in the appraisal process each year with the first appraisal taking place within the first 6 months from appointment.
- Continually update and maintain personal levels of clinical skills and competencies, acting as a clinical role model
- Participate in the weekend on call rota

Knowledge, Training & Experience

- Highly developed specialist knowledge underpinned by theory and experience
- Current NMC registration
- Master's Level Degree in Advanced Practice
- Have experience of teaching and assessing
- Undertaken leadership training
- Minimum of 5 years post registration experience to include 1 year experience of a leadership position.
- Ability to lead change and lead new ways of working
- Undertakes physical assessment
- Independent prescribing
- ALS qualified
- An interest in same day emergency care

Analytical & Judgemental Skills

- Deals with highly complex facts or situations, requiring analysis, interpretation and comparison over a range of options.
- The post holder will demonstrate the skills for assessing and interpreting specialist acute and other patient conditions, taking actions as appropriate.
- Plays a lead role in improving services in line with national directives and service line provision by supporting the divisional Management Team, Medical and Nursing Staff and Allied Health Professionals.
- Be proactive in seeking development of the service.
- To actively participate in team meetings.

Planning & Organisational Skills

- Plans and organises complex activities requiring formulation and adjustment.
- Work within the Trust's Policies and procedures and the parameters set down in agreed local clinical protocols and guidelines and national guidelines such as those published by NICE

Physical Skills

- The post holder will be required to have the dexterity and accuracy required for procedure such as venepuncture, cannulation and administration of intravenous drugs and is able to demonstrate clinical skills.
- The post holder will be required to have standard keyboard skills, use of presentation, projection/multimedia equipment and e-learning resources.
- Develop appropriate advanced clinical and technological skills in response to the changing needs of care and the dynamic state of healthcare services

Responsibility for Patient/Client Care

- To act in accordance with the NMC Code of Professional Conduct for Nurses, Midwives and Health Visitors and to be accountable for own clinical practice and professional actions at all times. Ensure continued and effective registration with the NMC.
- Organise the clinical management of individual patients, utilising clinical knowledge and advanced skills to assess, diagnoses, plan, implement and initiate changes where required.

This will include monitoring and evaluation the response to treatment through analysis and interpretation of clinical tests and investigations and the discharge of the patient.

- Respond to emergency situations, utilising clinical judgement and decision making to initiate appropriate interventions and treatment for patients.
- Initiate drug therapy/medication within the parameters of agreed clinical guidelines and in accordance with present legislation for the supply and prescribing of medication.
- Monitor and evaluate clinical outcomes of patient centered care involving the patient and their carers wherever possible.
- Make and receive referrals to and from the collaborative care team.
- Participate in ward rounds, perform case presentations and contribute to the decision making process in patient management.
- Take every opportunity to promote the health of patients and initiate health education strategies as necessary.

Personal/Professional Development

- To take every reasonable opportunity to maintain and improve your professional knowledge and competence
- To participate in personal objective setting and review, including the creation of a personal development plan and the Trust's appraisal process.

Health and Safety

- To take reasonable care for your own Health and Safety and that of any other person who may be affected by your acts or omissions at work.
- To co-operate with University Hospitals of North Midlands (NHS) Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to.
- To comply and adhere to individual and role specific responsibilities as stated in the Trust Health and Safety Policy (HS01) and all other Health and Safety related policies.

Equality and Diversity

UHNM is committed to the implementation of the Equality, Diversity and Inclusion Policy Which ensures equal opportunities for all. UHNM is also committed to embracing diversity and eliminating discrimination in both its role as an employer and as a provider of services. It aims to create a culture that respects and values each other's differences, promotes dignity, equality and diversity and encourages individuals to develop and maximise their potential. All staff are required to observe this policy in their behaviour to other workers and patients/service users

Infection Prevention

Infection Prevention is the obligation of every employee both clinical and non-clinical at the University Hospitals North Midlands NHS Trust. Driving down healthcare associated infection is everyone's responsibility and all staff are required to adhere to the Trust's Infection Prevention policy

All staff employed by the UHNM Trust have the following responsibilities:

Trust Dress Code

- Trust approved uniform/dress code must be adhered to
- When in clinical areas **all** staff must be bare below the elbow, without wrist watches, stoned rings, wrist jewellery, false nails, nail polish or plaster casts
- No personal bags to be worn during clinical duties

Hand Hygiene

- Decontaminate your hands as the per 'The five moments of hand hygiene'

Own Practice

- Lead by example
- Encourage and praise good practice
- Be prepared to accept advice about your own practice

Decontamination

- Ensure that equipment you have been using or about to use has been decontaminated effectively
- Ensure that you are aware of the Trust approved cleaning products, and follow a safe system of works

Trust Policies

- Ensure that you know and strictly follow relevant Infection Prevention policies for your role and apply standard precautions at all times, which is available in the Infection Prevention Manual on the UHNM intranet

Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality

All staff are responsible for ensuring they are familiar with and adhere to the Trust's policies, procedures and guidelines with regards to the Data Protection Act, General Data Protection Regulation (GDPR) and the NHS Code of Confidentiality. This includes confidentiality, information security, cyber security, secondary use and management of records.

Staff have a responsibility in protecting the "rights and freedom" of natural persons (i.e. live individuals) and to ensure that personal data is not processed without their knowledge, and, wherever possible, that it is processed with their consent. Processing includes holding, obtaining, recording, using and disclosing of information and applies to all forms of media, including paper and images. It applies to both patient and staff information

Hence staff must ensure confidentiality is maintained at all times, data is recorded accurately and you only access this information as part of your job role

Safeguarding Children, Young People and Adults with care and support needs

All staff are responsible for ensuring that they are familiar with and adhere to the Trusts Safeguarding Children and Adults policies, procedures and guidelines. All health

professionals who come into contact with children, parents, adults with care and support needs and carers in the course of their work have a responsibility to safeguard and promote their welfare as directed by the Children Acts 1989/2004 and the Care Act 2014. Health professionals also have a responsibility even when the health professional does not work directly with a child or adult with care and support needs but may be seeing their parent, carer or other significant adult.

All staff are required to attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to their role.

This job description is not intended to be an exhaustive list and may be subject to change from time to time. All documents referred to throughout this Job Description can be found on the Trust's intranet, or alternatively copies can be obtained from the Human Resources Directorate

Disruptive Incident & Business Continuity

The Trust needs to be able to plan for, and respond to a wide range of incidents and emergencies that could affect health or patient care. These could be anything from severe weather to an infectious disease outbreak or a major transport accident.

All staff are required to have an awareness of the Trust's business continuity arrangements, as a minimum. All staff will be required to;

- To know how to identify a business continuity incident and the method for reporting;
- To have an awareness of local business continuity arrangements;
- To participate in awareness, training and exercises, as required;

In the event of a disruptive incident, all Trust employees will be required to attend work if they are fit and well and able to do so in line with a Trust risk assessment. Those who are clinically qualified will be required to work flexibly across the Trust to meet the service need in clinical areas. This will include front line clinical staff who will be expected to cover alternative duties as and when required in order to ensure that all essential services are maintained.

Advanced Nurse Practitioner

Person Specification

	Specification	Criteria		Evidence
		Essential	Desirable	
Essential Qualifications	<ul style="list-style-type: none"> • Educated to degree level. • Evidence of higher level study at Masters Level; Alternatively working knowledge and experience at an equivalent level • Proficient in the use of Microsoft office: Word, Excel, access and Power-point • Professional training delivery qualification or equivalent experience of delivering and facilitating in challenging environments. • Portfolio of certified/accredited professional development activity undertaken in relevant areas • Experience and/or qualifications in the specific area Organisational Development 	✓ ✓ ✓ ✓ ✓ ✓		
Knowledge, Skills, Training and Experience	<ul style="list-style-type: none"> • Experience of working across boundaries to develop networks with key stakeholders • Experience of managing a diverse team utilising the full spectrum of HR practices • Ability to prioritise workload in response to service need • Ability to work autonomously and be accountable for own actions • Ability to motivate and support others to achieve goals • Able to utilise initiative to solve problems and develop the service • Ability to work as part of the wider team • Broad experience of 	✓ ✓ ✓ ✓ ✓ ✓ ✓		

	<p>project work and managing projects in a complex multi system environment</p> <ul style="list-style-type: none"> • The ability to integrate theory and practice through the effective development and delivery of learning programmes and events which take full account of relevant learning methodologies, principles and paradigms • Experience of delivering training programmes & presentations to various levels of staff. • Experience of facilitating staff engagement interventions with groups of staff or teams • Good influencing and networking skills • Excellent written and communication skills • Ability to maintain confidentiality and deal with situations in a sensitive manner • Ability to follow complex instructions and make the complex simple • Ability to contribute directly to the production of strategy and policy documentation • Ability to develop medium and long term plans to meet service need and ensure sustainability • Ability to apply evaluative and reflective techniques to personal practice, events and activities • Ability to understand, interpret and critically analyse data and information 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		
Personal Qualities	<ul style="list-style-type: none"> • Positive mindset in respect of – Supporting organisational change; learning, and continuous improvement. • Effective interpersonal and 	<p>✓</p> <p>✓</p> <p>✓</p>		

	<ul style="list-style-type: none"> • intrapersonal skills including high degree of self-awareness and self-regulation • Takes responsibility and is accountable for delivering to their agree objectives • Consistently professional, collaborative and compassionate in their approach. • Works with patients and people at the fore – operates to a customer service ethos • Acts to support and enable effective teamwork • Delivers work of consistent and predictable high quality • There is a frequent requirement for prolonged concentration when facilitating • Emotional effort; the post holder will at times be exposed to distressing and emotional circumstances • Ability to travel to and work across multiple sites 	✓ ✓ ✓ ✓ ✓ ✓		
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