



JOB DESCRIPTION

Job Title: Advanced Nurse Practitioner

Grade: Band 7

Reporting to: CMHT Team Manager

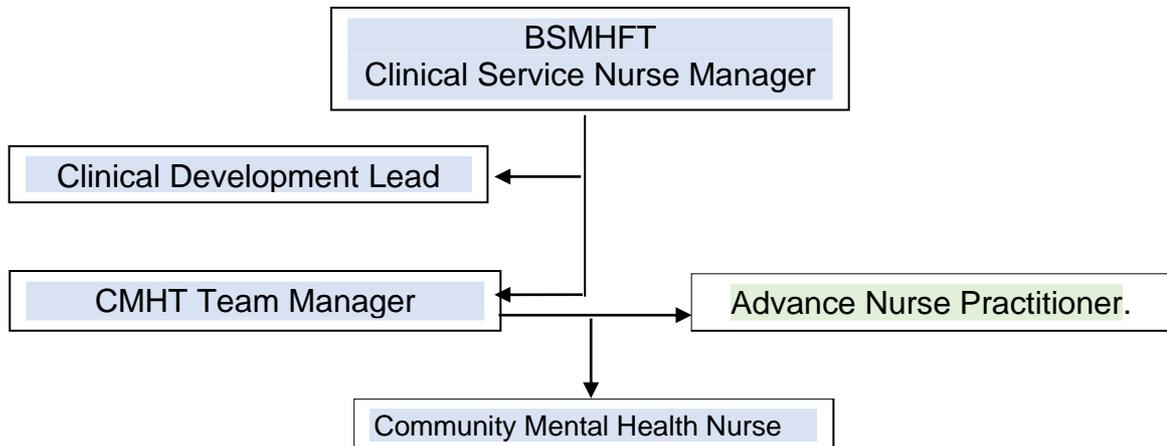
Accountable to: CMHT Team Manager

Location: Older Adult Community Mental Health Service

Job Purpose:

The Advanced Nurse Practitioner will work across the CMHT providing clinical leadership, clinical supervision, clinical expertise, and training within a community mental health team. They will hold a caseload, by taking responsibility for non-medical nurse prescribing, however in the absence of this the post holder would be expected to work towards this qualification within a limited period of time from taking up the post.

Organisational Chart



Key Communications and Working Relationships

Internal: CMHT Staff, and other staff within BSMHFT

External: Social services, care home clinicians, primary care employees, care providers, families and carers, Psychiatric liaison, third sector.

Job Summary:

- Provide expert clinical leadership to the team, ensuring delivery of effective mental health clinical expertise and advice to the team in the community
- To ensure a culture of care is evident within the mental health team where clinical staff enables and empower service users.
- Provision of non-medical clinics within the CMHT; to lead and/or oversee nurse prescribing* clinics on behalf of the community team, plus actively practice as a non-medical independent nurse prescriber with a specific caseload. (or enrol and work towards qualification of a independent nurse prescriber within a specified time period.)
- Provision of professional supervision within the mental health team.
- Provide expert support to other members of the team.
- Ensure effective and skilled clinical interventions are provided to service users to meet their specific needs.
- Ensure effective caseload management of their caseload, demonstrating timely and effective discharge.
- Provide competent and purposeful outcome focussed interventions.
- Utilise an evidence-based approach to effective outcome focused interventions to service users.
- The ANP will support assessments within the team as and when required and appropriate.
- In conjunction with the team manager the ANP will carry out regular analysis of the caseload to inform discharge planning. The ANP will provide timely intervention and SMART planning agreed with the service user.
- The ANP will prepare the service user for discharge and involve third sector support
- The ANP will provide the service user, carers and support staff with a crisis plan so all parties are clear about expectation should the service user experience mental health issues in the future.

Principal Duties and Responsibilities

Managerial

- Responsible for ensuring that a positive learning environment exists for clinical staff and student nurses, to ensure professional standards and training opportunities are provided.
- Working in partnership with the Team Manager to be responsible for ensuring effective caseload Management.
- As the senior clinician in the team, working alongside the team manager, ensuring the skill set and expertise of individual clinicians is appropriate to the needs of the case load they manage.
- Demonstrate decision-making and problem-solving skills as a senior member of the team
- To demonstrate clear leadership and support the team managers and clinicians in providing clinical management and support to develop the care and treatment of people with mental health problems in the community to receive the best possible care, maximising engagement and improving outcomes.
- To support the team in developing and building effective communication between community services, wider mental health services and with other agencies and services.
- To take appropriate lead action with regard to complaints and reportable incidents within the service as directed by the Trust's complaints and reportable incident policies.
- In conjunction with the Team Managers, support the team to fully embrace all aspects of fidelity to the community model and help to ensure all practices within the team comply accordingly; this will include work to develop and highlight good practice.
- To contribute to and lead on the implementation of local and national objectives.

Clinical Responsibilities

- To use Advanced Nurse Practitioner skills and expert knowledge to undertake comprehensive assessments of the physical and psycho-social needs of service users and to undertake clinical duties as an autonomous practitioner
- Responsible for own independent nurse prescribing and the development of nurse prescribing within the team, including nurse prescriber led clinics; either leading or overseeing.
- Act as the responsible clinician for care support for a defined group of patients, managing a caseload of service users.
- Responsible for ensuring service user and care experience is positive, empowering and enabling.
- To participate/lead on safeguarding issues within the service.
- Responsible for ensuring that effective clinical interventions are evidence based provided by skilled and knowledgeable clinicians who are fit for practice and have relevant supervision.
- Responsible for ensuring that all clinical staff communicates professionally to sensitive and complex issues are shared with empathy and care for the benefit of service users/carers.
- Ensure all service users have an up-to-date integrated care record, reflective of their risk and needs, where the service user is on RiO
- To assist people to achieve maximum independence through the use of care programmes, which are culturally sensitive, individualised, safe and consistent with accepted practice.
- To receive formal managerial supervision from Team Manager and clinical supervision from a suitable expert. To initiate, develop and implement evidence based clinical practice.

Administrative Responsibilities

- To ensure accurate, up to date records of visits and observations for people receiving services from the community hub by completion of relevant clinical care records and / or ICR and RIO and comply with team handover policies, in line with the Trust's standards for record keeping.
- To maintain any official documentation as required, including an official diary.
- To support and participate in the multi-disciplinary team's formal review process.

Educational Responsibilities

- To be personally responsible for one's own practice, supervision and personal development
- To ensure own professional development by participating in in-service and post-basic training courses.
- To be responsible for creating an environment which is conducive to the training and development of all staff employed with the team, taking into account their personal objectives, needs of the service and the benefits to their professional practice.
- To maintain/update nurse prescribing skills as required/appropriate.
- To lead on training and professional development within the team and facilitation of external training events

Professional Responsibilities

- To practice at all times in accordance with the Nursing and Midwifery Councils Professional Codes of Conduct/Practice.
- To observe the legal requirements of the Mental Health Act 1983, and the Patients in the Community Act 1995, and to practice in accordance with requirements of the Codes of Practice.

- To adhere to all BSMHFT policies and Directorate protocols and to keep up to date in understanding these policies by use of the Trust internet, attendance at team meetings and in supervision.
- To observe confidentiality on all matters relating to client care and treatment, in accordance with the code of Conduct on Confidentiality.
- To report without delay any complaints made by clients, carers, staff and members of the public to the team manager.
- To be involved in research and projects to help maintain a high standard of professional knowledge.
- To maintain own professional portfolio and keep up to date with new developments.
- To practice in a professional manner, acting as a role model through practice, positive attitude and presentation to staff, other agencies, clients and carers.

Clinical Governance

- To lead and develop Clinical Governance initiatives within the team.
- To be an active participant in local Clinical Governance and Community Hub meetings
- To assist in the monitoring of standards, ensuring quality and consistency and to take action where any shortfall occurs.
- To develop and contribute to team practice by participating in the development, implementation and evaluation of quality initiatives and research.
- To attend the Divisional meetings and attend other relevant professional forums, within and outside the Trust.
- To participate in audit and participate in directorate wide quality groups as required
- To be compliant with CPA Review.
- To be compliant with care plan quality audits.
- To be compliant with timely record keeping and contact recording
- To be compliant with fundamental training
- To regularly receive clinical supervision
- To receive improvements in stakeholder satisfaction; sources being from service users, carers, commissioners, MDT, students.
- To be a safe nurse prescriber and compliant with medicines code.
- To demonstrate evidence of clinical supervision related to NMP function and clinically within respective team.
- To demonstrate evidence of achieving personal objectives highlighted in Working Better Together.

General

Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures;

Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work;

Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures;

Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline;

Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves;

Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance;

Therefore the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections;

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene;

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene;

Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time;

Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration;

Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures;

Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct;

Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information;

Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation;

Smoking

The Trust operates a No Smoking Policy.

Mobility

This is a Trust Wide appointment and travel around the Trust may be required; Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to the needs of the directorate;

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you;

Work will be managed rather than supervised.

Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments;

Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust’s Health & Safety policies/codes of practice or regulations applicable to the work place.

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This job description is indicative only, and the post will continue to evolve as the Trust’s priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

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Job Description Agreement

Budget Holder	Signature
	Name
Post Holder	Signature
	Name
Date	

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