

Job Description

Job Title	Trainee Emergency Nurse Practitioner (ENP)
Pay Band	6
Delivery Unit	Neath Port Talbot Hospital
Service	Minor Injuries Unit (MIU)
Reports to (Line Manager):	Matron (Lead ENP)
Accountable to (Professionally):	Unit Nurse Director
Clinical Mentoring Relationship:	Consultant Nurse Practitioner

Job Summary/Job Purpose

The post holder will act as a trainee autonomous practitioner in the care and management of patients presenting to the MIU with minor injuries and conditions. They will be instrumental in supporting the development of a team culture that improves quality and enhances the patient experience.

The trainee Emergency Nurse Practitioner Trainee (ENP) will, as part of a planned educational programme develops skills in assessment, diagnosis, treatment and discharge/transfer of patients under supervision and in accordance with agreed clinical guidelines. They will be responsible for the delivery of safe and effective nursing care and work collaboratively to ensure the achievement of local and national key performance indicators.

The post holder will participate in a programme of audit and evaluation and use the outcomes to contribute positively to quality and service development. As a key member of the team the post holder will, at all times, behave and practice in a manner that optimises patient outcomes and promotes the positive reputation of the Minor Injuries Unit.

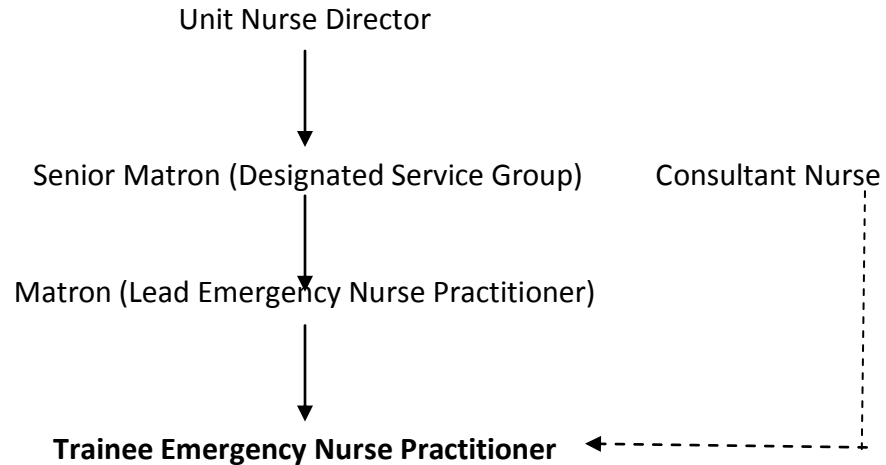
The successful candidate will be required to complete an accredited autonomous practice course in minor injuries (*Level 7 Diploma in the Autonomous Management of Minor Injuries (Wales) QCF (Agored 2016 & RCEM 2016)*) whilst gaining knowledge and expertise in their clinical trainee role.

As a trainee, clinical competencies will be completed to ensure the autonomous practitioner can assess individual patients, determine a differential diagnosis, initiate

investigations and initiate appropriate evidence based treatment and discharge or refer patients without the need of a doctor and in accordance with agreed clinical guidelines.

They will continuously develop their scope of practice in order to work autonomously, without supervision in order to ensure the delivery of safe and effective care.

Organisational Chart



Our Values

In this Health Board we aspire to be driven by our values; where every person that works for us, regardless of their role, is expected to demonstrate the values of “caring for each other”, “working together” and “always improving”.

Key Tasks and Responsibilities of the Post

Clinical Practice, Quality and Safety

- Contributes to a culture of ensuring that the patient, family and carers are at the centre of everything we do and where safe and high quality patient care is consistently delivered.
- Contributes to the capture of quantitative and qualitative experiences of patients, using experiential feedback to make continuous improvements to own practice and that of the service.
- Role models the maintenance of patient advocacy in all situations and ensure that communication takes place in a manner that is consistent with legislation, policies and procedures and consistent with the level of understanding required, culture and organisational values.
- Accurately triages people from a range of patient groups presenting with undifferentiated and undiagnosed problems using a structured approach.

- Works to develop knowledge and competence in order to develop as an autonomous practitioner providing patient-centred clinical care, encompassing the skills of assessment, examination, diagnosis and treatment of patients with minor injury.
- Develops skills and competence in the ordering and interpretation of appropriate laboratory and radiology results.
- Administers agreed drugs in accordance within locally agreed patient group directions.
- Recognises limitations within own professional knowledge and practice, and seeks advice and support as appropriate from other professional colleagues.
- Offers and develops appropriate health promotion strategies.
- Produces in depth clinical documentation.
- Liaises closely with community services and other agencies as appropriate.
- Deals with complex situations that arise. Analysing and making decisions in relation to patient risk and care.
- Assesses care needs and the development, implementation and evaluation of programmes of care without supervision.
- Delegates the delivery of care where appropriate and supervises its delivery.
- Ensures that the patient's physical and psychological needs are met including their fundamental care needs.
- In the event of the care and safe handling of a critically ill/ injured patient, ensures the skills associated with Advanced Life Support (ALS), Advanced Paediatric Life Support (APLS) and Advanced Trauma Life Support (ATLS) are used effectively to organise care.
- Alerts appropriate agencies when there are any concerns regarding potential/actual risk to a patient e.g. child protection, domestic violence and protection of the vulnerable adult.
- Ensures effective discharge planning within MIU service, taking into consideration the contributory factors influencing safe discharge.
- Ensures appropriate interventions are used to ameliorate the psychological impact of trauma upon the patient and relatives
- Offers basic counselling/ support to the team in crisis, loss, and grief situations.
- Recognises and implements the principles of managing and diffusing aggressive behaviour.
- In the event of a Major incident works as part of the MIU team.

Education and Training

- Fosters a creative learning culture, encouraging staff to participate in lifelong learning initiatives, valuing daily practice as a reflective learning opportunity where learning can be applied directly to practice.
- Participates in staff induction, orientation, mentorship, preceptorship and clinical

supervision to ensure effective initial preparation for new staff joining the team.

- Supports learners who attend the Unit, these include student nurse, medical student, radiography students and associate physician students.
- Ensure full compliance with mandatory and statutory, and relevant clinical skills training.
- Supports the Matron (Lead ENP) in providing assurance that Health Care Support Workers have achieved their relevant competency programme.
- Supports the educational programme and presents cases or sessions as required as part of ongoing professional development and team learning.
- Works with the Matron (Lead ENP) and Consultant Nurse to ensure the development of robust education, training and practice developments to meet the needs of the service.

Research and Development

- Uses the evidence base to support own practice and development of a clinical portfolio.
- Undertakes audit of own work and that of the Unit which will enhance evaluation of patient care.
- Presents reports and contributes to innovation and change to ensure good practice development is disseminated within the Unit.
- Actively supports research undertaken within the Unit.

Management and Leadership

- Leads by example in practicing the highest standards of conduct in accordance with the NMC Code.
- Participates in peer reviews to promote independent professional scrutiny and promotion of continuous learning.
- Implement systems that recognise and celebrate staff achievements in the provision of person-centred care and commitment.
- Prepares for and takes an active part in the appraisal process in accordance with organisation policy in partnership with reviewer, identifies opportunities to develop own competence/own skills in order to achieve objectives and meet professional revalidation requirements for registered nurses.
- Where appropriate ensures relevant members of the nursing team achieve compliance with the required standard of performance for staff annual development reviews and requirements for professional revalidation.
- Works flexibly with the nursing staff to deliver nursing care to all patients who attend the department.
- Maintains an effective communication system and to ensures dissemination of

information affecting all aspects of delivery of care. This may be in written, verbal or electronic format.

- Ensures effective use of all resources within the department and to be aware of the need for budgetary control which is relevant role.
- Attends and contributes to appropriate professional and Unit level meetings.
- Complies with health and safety regulations and to undertake risk assessments and action Safety Notices and Medical Device Alerts as appropriate.
- The post holder must have a clear understanding of clinical and non-clinical risks and will be required to actively participate in the process of management of risk and risk reporting.
- Assists in the investigation of all complaints relating to the service, providing timely, accurate and transparent information in order to address the complaint. This will include identifying areas for improvements, implementing change where required and sharing lessons to be learnt.
- Responsible for maintaining effective relations and communication networks with internal and external agencies.
- Supervises the delivery of high standard, cost effective care.
- In conjunction with the Matron (Lead ENP) and Consultant Nurse participates in :
 - Development of care pathways within area of responsibility
 - Conduct and / or analyse relevant clinical audits to monitor standards of care and practice, including in particular the Health and Care Standards data collection, action planning and monitoring.
 - Support the achievement of the Delivery Unit objectives within own area of responsibility relating to the NSFs, NICE guidelines, Healthcare Acquired Infection Strategy, National Standards for Cleanliness and provide regular reporting as required against the targets as appropriate.
 - As member of the nursing team supports the establishment of a consistent and regular suite of performance, patient safety, professional standards and quality indicators and budgetary control and information etc. This includes the full implementation and effective utilisation of the Care Metrics.
 - Actively involve service users in providing feedback of their experience.

Efforts and Environment

- The post holder will be required to travel to attend meetings and /or practice placements as part of their ongoing professional development.
- There will be frequent requirement for concentration when report writing and investigating complaints.
- There with also are competing priorities with frequent interruptions.
- The post holder will be exposed to frequent distressing/emotional circumstances and occasional exposure to highly distressing circumstances

e.g. when dealing with a complaint or a serious incident.

General Considerations

- **Performance Reviews/Performance Obligation:** The post holder will be expected to participate in the Health Boards individual performance review process to ensure continued professional development.
- **Job Limitations:** At no time should the post holder work outside their defined level of competence. If the post holder has concerns regarding this, they should immediately discuss them with their Manager / Supervisor / Consultant. All staff have a responsibility to inform those supervising their duties if they are not competent to perform a duty.
- **Confidentiality:** In line with the Data Protection Act 1998, the post holder will be expected to maintain confidentiality in relation to personal and patient information, as outlined in the contract of employment. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health & Safety:** The post holder is required to co-operate with the health Boards Health and Safety Policy to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice; and to use properly and conscientiously all safety equipment, devices, protective clothing and equipment, which is fitted or made available, and to attend training courses as required. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Quality Improvement:** The Health Board is keen to promote an understanding of the principles of continuous quality Improvement and encourages all staff to undertake IQT ("Improving Quality Together") training.
- **Corporate Governance:** The post holder is required to ensure the highest standards of corporate governance and probity are maintained by ensuring all staff work within the provision of Standards of Business Conduct, Standing orders and Standing Financial Instructions.
- **Risk Management:** The Health Board is committed to protecting its staff, patients, assets and reputation through an effective risk management process.
- **Safeguarding Children:** The Health Board is committed to safeguarding children therefore all staff must attend the required level of safeguarding children training. This post requires minimum level 3.

- **Cognitive Dysfunction:** Some degree of cognitive impairment is now common in the communities that we serve. We encourage all our staff to undertake online training for dementia awareness, so as to understand and be responsive to the particular needs of people with cognitive dysfunction.
 - **Infection Control:** The Health Board is committed to meet its obligations to minimise infection. The post holder is required to comply with current procedures for the control of infection, not to tolerate non-compliance by colleagues, and to attend training in infection control provided by the Health Board.
 - **Records Management:** The post holder has a legal responsibility to treat all records created, maintained, used or handled as part of their work within the Health Board in confidence (even after an employee has left the Health Board). This includes all records relating to patient health, financial, personal and administrative, whether paper based or on computer. All staff have a responsibility to consult their manager if they have any doubts about the correct management of records with which they work.
 - **Job Description:** This job description is not exhaustive but is an outline and account of the main duties. Any changes will be discussed fully with the post holder in advance. The job description will be reviewed periodically to take into account changes and developments in service requirements.
- For Clinical Staff Only:** All clinical staff are required to comply, at all times, with the relevant codes of practice and other requirements of the appropriate professional organisations NMC, GMC, GDC, HCPC etc. It is the post holder's responsibility to ensure that they are both familiar with and adhere to these requirements.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites including buildings and grounds are smoke-free.

Person Specification

Job Title – Trainee Emergency Nurse Practitioner Band 6

	Essential	Desirable
Qualifications	<p>Registered Nurse Level 1 (Active NMC Registration)</p> <p>Educated to Degree level/equivalent demonstrable experience</p> <p>Commitment to complete Agored Level 7 Diploma in the Autonomous Management of Minor Injuries (Wales) QCF within agreed timeframe</p> <p>Improving Quality Together (IQT Bronze)</p> <p>Valid Immediate Life Support (ILS)</p>	<p>Willingness to register with the NMC as an Independent Nurse Prescriber</p> <p>Evidence of higher level of practice development within specialist area</p> <p>Valid Advanced Life Support (ALS), Paediatric Life Support (PLS), Advanced Trauma Nursing (ATNC)/ Trauma Nurse Core Course (TNCC)</p> <p>Improving Quality Together (IQT Silver)</p>
Knowledge	<p>Knowledge of emergency nursing</p> <p>Knowledge of Safeguarding Adults/Children including the Mental Health Act and Mental Capacity Act and Deprivation of Liberty Safeguards</p> <p>Knowledge and understanding of current policy and issues in professional practice, compliance, standards and the wider NHS</p>	<p>Knowledge of quality and service improvement methodologies</p>
Experience	<p>Relevant experience in emergency nursing</p>	<p>Teaching and education assessment experience</p>
Skills & Values	<p>Person Centered Care: Demonstrates in everyday work, organisational values and role models person centred approaches to care.</p> <p>Team Working: ability to develop effective working relationships on an individual and multi-disciplinary basis with all levels of staff; take time to listen, understand and involve people, receptive to appropriate change.</p> <p>Effective communication skills: ability to communicate effectively with colleagues, patients, clinical staff and other agencies. Communicate openly and honestly and explain things clearly.</p> <p>Empathy and sensitivity: ability to listen,</p>	<p>Ability to speak Welsh</p> <p>European Computer Driving License</p>

	<p>understand and involve people; see people as individuals and do the right thing for every person.</p> <p>Clinical Leadership: ability to take responsibility and demonstrate leadership. Demonstrates ability to:</p> <ul style="list-style-type: none"> • empower others • lead through change • influencing skills • demonstrate patience and empathy • value everybody’s contribution • demonstrate innovation and highly complex problem solving abilities <p>Coping with pressure: highly resilient with the ability to work effectively under pressure and cope with setbacks; ability to maintain composure and set high standards of behaviour when under pressure</p> <p>Service Improvement: ability to use information and experience to contribute to improving the service; ability to adapt and respond to changing circumstances to improve patient care. Positive attitude, seek out learning, and continually develop our skills and services.</p> <p>Organisation and Planning: ability to cope with effectively managing and organising care and competing service demands throughout area of responsibility ensuring clear and unequivocal focus on quality and safety.</p> <p>Problem Solving: evidence of an enquiring and critical approach to solving work problems. Ability to analyse complex facts and use judgment in complicated situations.</p> <p>Information Technology: IT skills and experience in the use of software.</p>	
<p>Other job requirements</p>	<p>Works flexibly to meet the operating hours of the Unit in order to meet patient need.</p>	