

Job Description

JOB TITLE	Clinical Site Practitioner
GRADE	Band 7
REPORTS TO	Matron Ops Burton
ACCOUNTABLE TO	Lead Nurse Operations
DEPARTMENT	Operations
DIVISION	Corporate
DATE	April 2022

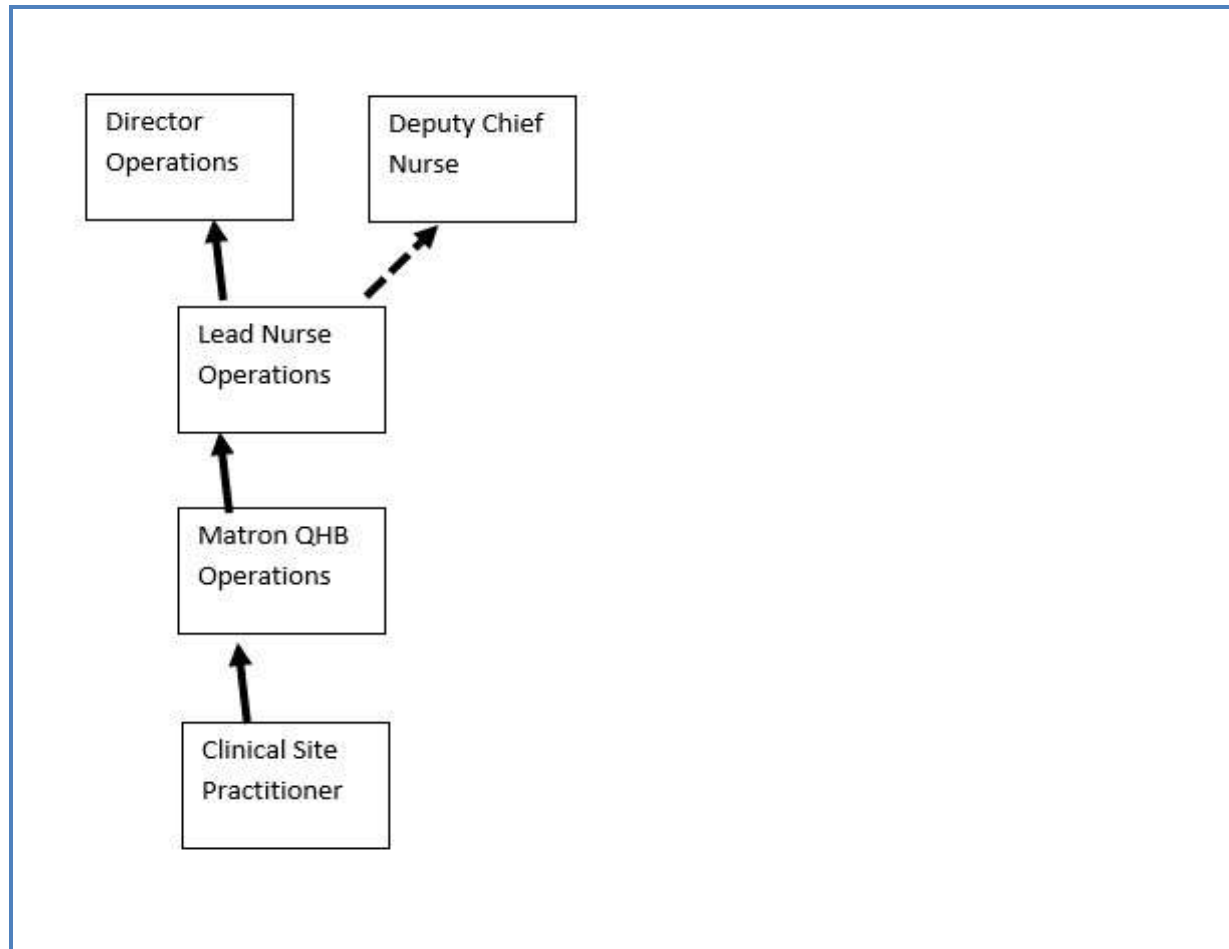
JOB PURPOSE:

To ensure the patient is at the centre, reinforcing the concept of a more streamlined patient journey, improving the quality of care as part of the multidisciplinary team.

- Lead and co-ordinates the hospital at night team to ensure optimum patient care.
- Provides senior nursing support and advice to all clinical areas within the Trust, across all sites
- To provide expert knowledge and clinical support to members of the multi- professional team while advising on intervention for acutely ill patients in the ward environment, analysing findings on a wide range of complex conditions.
- Promote effective communication and teamwork at all levels.
- Demonstrate sound clinical leadership skills ensuring that specialist knowledge is utilised within clinical practice.
- To provide education and support to ward nursing staff on a range of assessment and interventions to promote competence.
- Demonstrate extended clinical practice in acute setting, underpinned by training, supervision & assessment of competence e.g., Venepuncture, Cannulation ECG skills, intravenous drug administration, administration of medication under Patient Group Directions, clinical history taking and physical examination skills.
- To provide senior operational leadership to the Trust via the Operational Management Team.
- Use appropriate patient pathways to ensure safe and effective patient management reducing the number and timeliness of patient moves

Accountable for the delivery of a smooth and effective inpatient process and leads on patient access using operational policies and procedures, which are designed to improve service provision and aim to create a seamless patient experience, all of which must be workable within the Divisions and at ward level

ORGANISATIONAL CHART



KEY RESULT AREAS

Site / Duty Management

- Initiates immediate co-ordination and first line management of the Trust's emergency response to fire, Major Incidents, Security alerts and Serious Untoward Incidents.
- Provides senior managerial support acting as a trouble-shooter, providing managerial direction, support, and advice to all Trust employees.
- Takes responsibility and acts as a resource for security and for safety in the workplace, according to the Health and Safety at Work Act and any other relevant legislation.
- Redeploys staff to cover for unexpected sickness or absence, inappropriate skill mix or in other circumstances considered appropriate by the site practitioner.
- Contributes to ensuring that standards of cleanliness are maintained, and measures for preventing and controlling infection are implemented.
- Coordinates complex activities across the Trust site, which requires frequent periods of concentration to adapt to the unpredictable workload.

- Refers concerns appropriately to line manager or duty manager or executive on call to highlight clinical, safety and operational issues.
- Supports the implementation of the Governance Agenda. Reports actual and near miss incidents promptly and appropriately. Takes effective action to minimise risk.
- Participates in the development of the service by maintaining accurate records for audit and by liaising with line manager to evaluate the effectiveness of the service.
- Works within the policies and procedures of Burton Hospitals Foundation Trust, carrying out such duties as may be required, and which are consistent with the responsibility of the band.
- Responsible for ensuring that all shifts are covered appropriately by the site practitioner team to promote consistency of service provision throughout the Trust.
- Prioritises appropriately throughout the shift and adapts to the unpredictable workload.
- Attends and participates in Department meetings and represents the Department/ Directorate as appropriate.
- Provides advice on appropriate use of available resources to effectively manage acutely ill patients in the ward environment.
- Provide site practitioner/operational cover on a rotational basis to cover 7 days working operationally and clinically.
- Monitors the trigger factors associated with and when necessary, implement the Trust's Bed Escalation Strategy to minimise bed crises through effective planning.
- Co-ordinates the transfer of patients through the in-patient system to allow for sufficient capacity and safe placement of emergency admissions, and to assist in the achievement of the Trust related target of reducing A&E waiting times.
- Authority to make operational judgments that require critical analysis, interpretation, and comparison of a range of options available.
- Responsible for assisting the Emergency Department to manage critical surges in activity, maintenance of performance standards, and, if required, in the instigation of the Major Incident Procedure.
- Operationally responsible for monitoring the whole system whilst: Complying with infection control policies and procedures.

Prioritising the movement of patients according to clinical need and hospital guidance

To report to the On Call Manager and leads for the day any operational problems arising.

Ensure effective bed management in line with national and local targets.

Clinical

- Adheres to the Pharmaceutical Code of Conduct and promotes a positive image acting within the NMC Code (2015). Maintains active status on NMC register.

- Adheres to safe prescribing standards as per the prescribing standards framework (NMC Code, 2015) – for those with relevant non-medical prescribing qualification and named on the Trusts non-medical prescribing register
- Ensures rights, dignity and confidentiality of the patient is always protected. Act as patient advocate in all matters relating to his/ her care, treatment, and welfare.
- Highly skilled expert resource with responsibility for the assessment of complex conditions providing specialist clinical advice to guide medical /nursing / allied health professionals.
- Provides sound professional judgment and specialist knowledge to guide medical / nursing / AHP's, contributing to the ongoing delivery of safe practice based on clinical assessment, microbiology, haematology, and chemistry findings.
- Prioritise patient reviews, ensuring early recognition and treatment of new and recurring problems in the acutely ill patient. Uses investigative and analytical skills, as well as clinical judgment, to initiate appropriate care.
- Regularly carries out advanced highly developed clinical skills within the scope of professional practice framework using dexterity and co-ordination, translating theory into the practical delivery of care e.g., ALS, airway management, adjustment of complex equipment, catheterisation, intravenous infusions, injections and complex dressings, physical assessment
- Acts on concerns reported by medical, nursing, and allied health professionals to work collaboratively to ensure patient needs are met and resolve any conflict related to clinical patient care.
- Provides direct care and support to junior staff in dealing with frequent exposure to highly distressing and / or highly emotional circumstances.
- Uses expert knowledge and skills, leads ward staff to prioritise their care of highly complex critically ill patients assessing competencies for all grades of staff as appropriate.
- Takes appropriate precautions when exposed to potential hazards and risks in accordance with Trust policies, due to occasional exposure to highly unpleasant and potentially hazardous working conditions e.g., blood, vomit, and bodily fluids.
- Competent in the regular use of highly specialist equipment, can perform essential safety checks and training to all nursing staff.
- Occasionally exerts intense physical effort for long periods to implement clinical practices in response to individually assessed patient need.
- Maximises best use of clinical resources in the management of highly complex critically ill patients within the ward environment.
- Responds to and provides senior nursing support in the event of a clinical emergency, trauma call or as a member of the Trust Resuscitation Team, at times this will require the post holder to lead the emergency often as the first initial responder.
- Provide a comprehensive handover to medical colleagues regarding Investigations, interventions and changes to treatment plan that were Initiated during the 'out of hours'

working period.

Communication

- Communicate effectively with patients' carers and relatives on condition related information to ensure their active involvement in the medical care planning, treatment delivery and informed consent process e.g., Clinical history and patient assessment.
- Effectively communicates in conjunction with the multi professional team the development, implementation, and evaluation of programmes of care ensuring information is accurately recorded and actioned.
- Receives and provides highly complex, highly sensitive information to staff, patients, relatives and other medical teams to promote and maintain understanding of complicated clinical outcomes related to care and to promote a team approach to clinical patient management.
- Maintains concise and accurate documentation of all care provided either written or electronically to promote continuity of patient management.
- Produce day/night report for operation team – structured to inform flow, staffing and clinical issues/actions taken.

Education

- Responsible for collaboratively creating and maintaining a learning environment in all clinical areas across the Trust.
- Responsible for own personal and professional development ensuring compliance with mandatory training and Revalidation requirements. Undertake appropriate training in line with Trust IT and Training Strategies.
- Provides education for both staff and patients in relation to the role of outreach and site practitioner to promote understanding and consistency of care.
- Be a visible point of contact for the multi-professional team acting as a resource for the development of acute care skills.

Research & Audit

- Contributes to the development, implementation, and evaluation of standards of care in line with local clinical audit. Monitors agreed quality standards of care based upon relevant research, National and/or Local benchmarking criteria.
- Provides timely data relating to changes in services as part of 7 day working.
- Undertakes clinical audit, reporting findings and contributing to improving the standards of care.
- Contributes to evidence based clinical guidelines within the Trust.

Operational

- Provide senior advice on behalf of the teams.
- Lead the scheduled operational meetings through their working hours co-ordinating relevant groups to ensure required actions are undertaken.
- Ensure effective use of available resources, reporting areas of difficulty/risk to On Call Manager.
- Work with key stake holders to develop pathways and systems to ensure delays to discharge are addressed and minimized.
- Highlight areas of concern providing information on internal and external performance standards e.g., transport, social care etc.

Change Management

- Responsible for promoting an environment conducive to changes in service delivery and act as a change agent
- Assist Divisions and departments with their change management objects across the organization.
- Be proactive and responsive to changes taking place across the whole health economy.

Personnel

- Advise the On Call Manager of any issues or concerns and outline action plans to manage areas of concern

KEY RELATIONSHIPS

Internal

- Clinical teams
- Senior Managers
- Senior Nurses
- Ward staff
- Gold on Call
- Support services

External

- Ambulance services
- Other Hospital Operational teams

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications CPD Requirements	Registered Nurse Evidence of degree level studies in relevant area or relevant experience Mentorship qualification ALS or willing to undertake	
Experience & Knowledge	Significant experience at Band 6 in an acute setting Ability to perform total patient assessment – highlighting areas of concern and offer appropriate advice	
Skills and Ability	Ability to deal appropriately with conflict and its resolution Computer literate, able to input and retrieve data	
Communications and interpersonal skills	Able to negotiate and develop effective interpersonal relationships working collaboratively within the team Can establish areas of concern and refer these appropriately Accurately interprets and relays complex information	

Person Specification

Communication and relationship skills (include internal/external contacts)

Ensures effective communication channels exist between patients and relevant stakeholders primary care, social care, and the voluntary sector at all levels, which support partnership working

Ensures patients and their families are treated with dignity and respect and information is conveyed to them in a timely and understandable manner.

Version control – March 2020

Supports patients and staff in handling complaints and works to ensure early resolution of concerns.

Interprets information provided by staff and patients, to inform the organisation on how services for patients can be improved upon.

Knowledge, training, and experience

Registered Nurse Degree level education.

Degree or equivalent level gained through experience

Evidence of CPD.

Experience of working at a senior band 6 nurse level in an acute hospital environment

Experience of operational management in an acute hospital environment.

A practical understanding of national standards and best practice in NHS complaints and Patient Experience Management

Ability to provide operational advice to senior managers

Uses knowledge and experience to support colleagues to improve the patient experience.

Utilises professional knowledge and expertise to oversee the care of patients within their designated area of responsibility and to assess, plan, implement and evaluate care.

Provides advice to senior members of the management team on nursing issues that will affect the way in which services are planned and delivered.

Maintains up to date knowledge in their field of practice ensuring they meet professional registration requirements.

Mentorship qualification

ALS or willing to undertake

Analytical and judgemental skills

Ensures that overnight staffing and resources are deployed within the department to meet the needs of the service, in line with Senior Nurse plans

Uses information obtained from patients and service users to make changes to the patient environment and care where appropriate or necessary.

Ensure arrangements are in place to activate emergency treatment plans for unanticipated situations such as cardiac arrest and fire.

Supports the sisters, charge nurses and teams to resolve complex problems associated with running the wards/departments.

Takes every reasonable effort to ensure that issues, concerns and problems are managed efficiently and effectively.

Works in collaboration with the multi-disciplinary team to implement the local and Trust-wide integrated governance strategies.

Ensures escalation plans are followed in response to adverse weather, excessive demand, flu, pandemic etc.

Planning and organisational skills

The post holder is responsible for the implementation of corporate and nursing priorities.

Physical skills

The post holder will wear a uniform whilst on duty as appropriate for duties and act as a role model to other staff.

Accountable for maintaining own clinical and professional competence.

Undertakes direct patient contact and oversees the direct care delivery to maintain clinical competence and uphold standards, undertaking direct patient care as appropriate.

Maintains a highly visible and accessible presence across QHB

When on duty, the post holder will be required to respond to calls for support in the event of a major incident or other extreme situation.

Responsibilities for human resources

Follow local Trust policy and guidelines

Responsibilities for information resources

Responsible for providing accurate and timely records on patient care and performance using paper and IT based systems.

Ensure patient confidentiality is maintained.

Responsibilities for research and development

Ensure that area(s) for which they are responsible adopt best practice standards.

Maintains accurate and contemporaneous records.

In collaboration with the multi professional team, ensures that evidence-based practice is implemented where possible/appropriate.

Freedom to act

Exercises their judgement to plan and interpret his/her own workload and oversees those for whom they are directly responsible to ensure that these best meet the needs of patients and the service.

Chairs and attends meetings

Provides support to the Matron Operations QHB as required and may be required to act up in their

absence.

Functions as a corporate senior nurse, ensuring that relevant standards are maintained across the nursing profession

Physical effort

Moderate physical effort for periods throughout working shift, this includes walking around the QHB site.

Urgent attendance required at Cardiac arrests

Mental effort

Responsible for maintaining accurate and contemporaneous records, producing training needs assessments and action plans, as appropriate.

Responsible for site safety/management when shifts.

Responds and coordinates bed management to ensure effective and timely patient flow and the appropriate placement and care of patients.

Coordinates and manages the effective deployment of staff.

Can respond to and manage unexpected events.

Emotional effort

Is required to deal with sensitive and complex issues affecting individuals including members of staff, patients, and families. This includes the ability to manage difficult situations and to prevent them escalating, where possible.

Supports a caseload of patients through a range of treatment and experiences many of which can be distressing and challenging.

The post holder will also support junior staff in the same. May be required to manage situations involving aggressive and angry patients, relatives, and members of the public and/or media.

Working conditions

Undertakes direct patient contact, including the handling of body fluids as appropriate.

Maintains a visible and authoritative presence across their area(s) of responsibility and form maintaining on-going and proactive contact with patients, relatives, and staff.

Works shifts to ensure presence over the extended day and night.

Provides leadership and this may include providing a direct presence on any shift on a ward/department as judged appropriate.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research:

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".