

Division of Medicine

Bank Emergency Practitioner

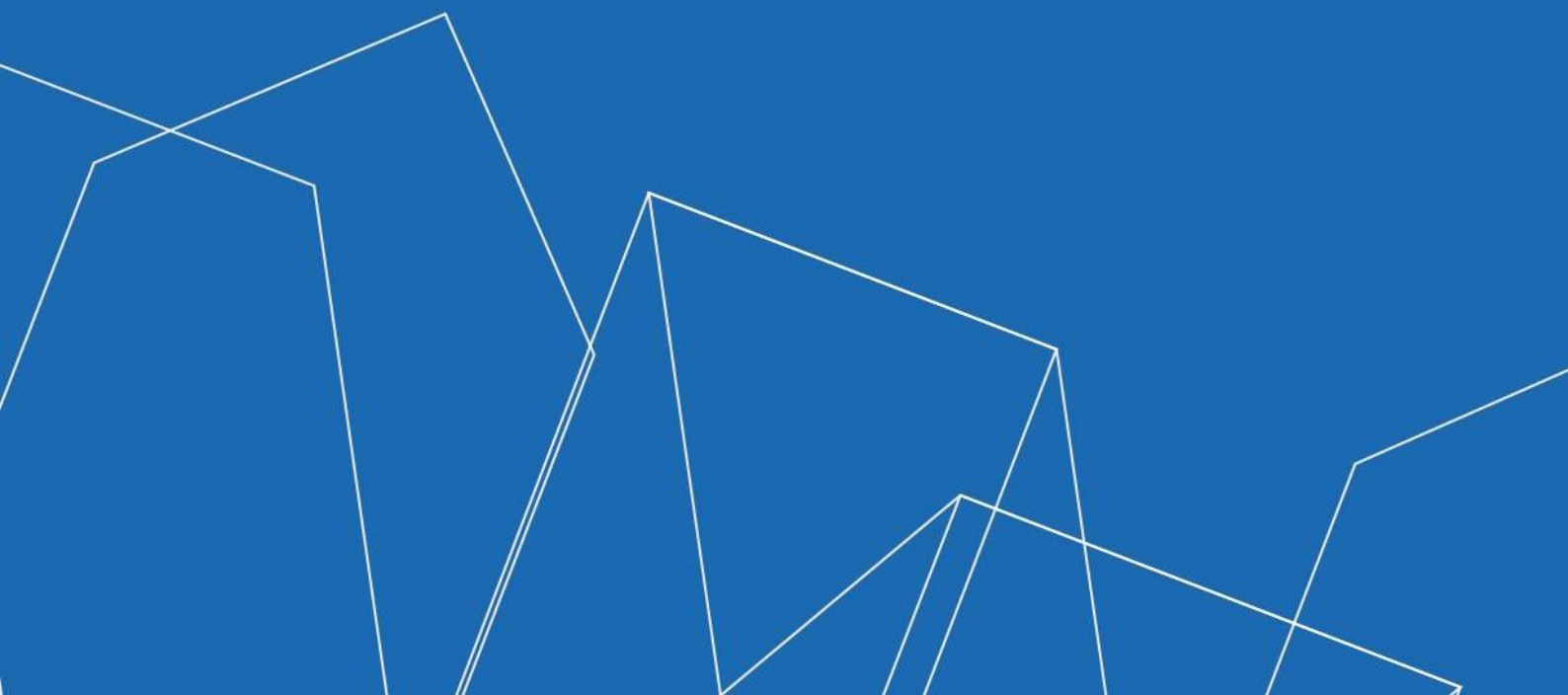
Emergency Department

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A BETTER **CAREER** STARTS HERE

At Gloucestershire Hospitals NHS Foundation Trust, we take great pride in delivering high quality acute services and we understand just how precious life is.

People entrust their lives to our care every day and they have the right to expect the very best experience and outcomes. That's why our ambition and the pursuit of excellence is the foundation of everything we do.



Dear candidate,

I am delighted you are interested in a Bank Emergency Practitioner job here at Gloucestershire Hospitals NHS Foundation Trust. This information pack contains all the information you need to apply for the post, I ~~would~~ actively encourage you to read the information and make contact with me for an informal conversation.

We provide acute hospital services from two large district general hospitals, Cheltenham General Hospital and Gloucestershire Royal Hospital. Maternity Services are also provided at Stroud Maternity Hospital. We remain the major provider of secondary care services in the area and analysis shows that for Gloucestershire we are the leading acute healthcare provider by a significant margin.

At the very centre of our organisation is our dedicated nursing, midwifery and care staff, being part of the team here at Gloucestershire Hospitals NHS Foundation Trust is a huge privilege and if successful you will be joining over 2,000 nursing, midwifery and care colleagues each committed to delivering great experience and outcomes for our patients.

Here at Gloucestershire Hospitals NHS Foundation Trust, our patients are at the heart of everything we do, and pivotal to this are our nurses, midwives and care staff, whose dedication, expertise and kindness ensures that patients receive the very best care throughout their treatment. I wish you every success with your application to join this team.

Best wishes

Matt Holdaway
Director of Quality and Chief Nurse

Job details

Job Title:	Bank Emergency Practitioner
Division	Medicine – Unscheduled Care
Department:	Emergency Department
Responsible and accountable to:	Non-Medical Consultant Emergency & Unscheduled Care
Band:	Bank rates
Location:	GRH/CGH (Cross Site Working)

Overview

The Emergency Practitioner will be registered healthcare professional from a nursing, paramedic or physiotherapy background. They will hold experience and skills in minor injuries and or illness. They maybe a prescriber or have the capability to use our extensive patient group directives.

The Emergency Practitioner will be responsible to the Non-Medical Consultant or their nominated deputy and assist with service delivery within the Emergency Department and Medical division.

The role incorporates a 24 hour clinical care rota promoting safety and quality care to those who present to the Emergency Department. The post holder will be a role model and support direct clinical care by working as a autonomous practitioner to patients who present with minor injuries and minor illness.

The post holder is required to hold a professional registration with the NMC or HCPC and maintain standards in accordance.

The Emergency Practitioner will assess, investigate, treat and either refer or discharge patients who present with minor injuries and illness across the age spans (adults and paediatrics). You will be expected to be able to use electronic patient records (Sunrise) and interpret investigations such as X-Rays and pathology results.

You will be expected to perform a range of procedures inclusive of reduction of fracture/dislocations and close wounds with varied techniques. Utilising patient group directives, or practicing independent prescribing you will be expected to administer and supply medications.

The Emergency Practitioner service is a essential part of the Emergency Department and so you will be looked at as a role model and be expected to support the department in meeting reportable targets and be flexible to support varied roles.

Knowledge, skills and experience required

The Post Holder is required to hold either a valid 1st level registration with the Nursing and Midwifery Council or HCPC registration and maintain standards in accordance with the UK law, the NMC/HCPC, Trust and EU guidelines and with a minimum of 3 years relevant experience.

Job purpose

Clinical responsibilities

- Highly visible, accessible, authoritative and influential figure on whom staff, patients, families and carers can rely, to ensure the fundamentals of care are delivered effectively and efficiently.
- Facilitate the assessment, investigation, management and either refer or discharge patients.
- The post holder will be required to take deliver quality and safety in operational clinical practice.
- Provide clear clinical support for Emergency Department team, working flexibly as a member of the Emergency department team to ensure standards are being maintained, evaluated and where necessary improved.
- Using advanced history taking skills, obtain a patient history in a systematic manner including pertinent physical, social, emotional, psychological or environmental factors.
- Requests and interprets appropriate laboratory and radiology investigations in order to distinguish between normal and abnormal findings on history and physical examination and relates these findings to possible diagnosis.
- Makes clinical decisions using analytical and judgmental skills to reach a diagnosis and effectively communicates the information regarding these decisions, care pathways and policy to the patients/carers and the multi professional team.
- Develops and implements a plan of healthcare management which will include any necessary treatment and appropriate referral for further evaluation or follow up care to any member of the multidisciplinary team. Takes clinical responsibility for the diagnosis, management and discharge/referral/transfer of the patient and offers health promotion strategies where appropriate.
- Ensure interventions are undertaken in line with best practice guidance.
- Undertake advanced skills appropriate to the role, ensuring clinical competencies are maintained in accordance with the Trust framework for practice.
- Perform, unsupervised, procedures under local and regional anaesthesia (including inhalation analgesia), e.g. closed manipulation and reduction of fractures and dislocations.
- Routinely perform advanced ophthalmic procedures under local/topical anaesthesia.
- Undertake routine forensic examination of alleged criminal injuries..
- Contribute to the coordination and effective management of the admission and discharge process..
- Undertake annual audit of prescribing practices.
- To identify and act upon situations which may be detrimental to health and well-being of patients for example identification and management of the vulnerable adult, safeguarding children issues, domestic violence
- Prepare accurate and concise reports both verbally and written.
- Communicate the needs of the client groups effectively within the MDT and the Trust.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff and students in training.
- Continually review and evaluate own role and clinical practice informing the annual review process with the Clinical Nurse Manager.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Plan and manage their own workload and the workload of the ENP service, in a flexible manner, ensuring that service provision meets the needs of the patients.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Promote a positive relationship with all stakeholders within the service.
- Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate.
- Collect and collate data as required by the area of expertise in order to inform internal and external professional and operational bodies.
- Relate complex communication processes to individual situations.

- Be involved in peer review of own practice and that of others.
- Is aware of professional limits in clinical skills and knowledge, referring patients on to definitive care as appropriate.
- To undertake appropriate health promotion and referral on to specialist practitioners such as alcohol brief intervention, domestic violence workers, drug specialist nurses, smoking cessation services.

Education and training

- Identify own development needs in line with service requirements within a personal development plan through appraisal.
- Develop educational leaflets in relevant formats, for staff and patients relating to service and patient pathways.
- Ensure personal, peer support and clinical supervision needs are met.
- Act as mentor/preceptor and clinical resource as required
- Ensure mentorship training is updated annually.
- Promote a clinical environment that is conducive to supporting the education and learning of all staff and students
- Provide an environment that encourages client centred involvement where patients are facilitated to ask for help, advice and education.
- Demonstrates a safe approach to increasing and expanding the ENP scope of practice by working under supervision in undertaking new skills and evidence of competence.
- Encourages reflective practice and utilises opportunities to engage in clinical supervision. To undertake peer review through regular case review/clinical audit.
- To participate in education of student ENP's, ECP's, nursing and medical students and junior medical staff.
- Demonstrates evidence of a proactive approach to the development of the ENP service.

Professional and Managerial

- Using advanced history taking skills, obtain a patient history in a systematic manner including pertinent physical, social, emotional, psychological or environmental factors.
- Requests and interprets appropriate laboratory and radiology investigations in order to distinguish between normal and abnormal findings on history and physical examination and relates these findings to possible diagnosis.
- Makes clinical decisions using analytical and judgmental skills to reach a diagnosis and effectively communicates the information regarding these decisions, care pathways and policy to the patients/carers and the multi professional team.
- Develops and implements a plan of healthcare management which will include any necessary treatment and appropriate referral for further evaluation or follow up care to any member of the multidisciplinary team. Takes clinical responsibility for the diagnosis, management and discharge/referral/transfer of the patient and offers health promotion strategies where appropriate.
- Ensure interventions are undertaken in line with best practice guidance.
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- Perform, unsupervised, procedures under local and regional anaesthesia (including inhalation analgesia), e.g. closed manipulation and reduction of fractures and dislocations.
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- Contribute to the coordination and effective management of the admission and discharge process..
- Undertake annual audit of prescribing practices.
- To identify and act upon situations which may be detrimental to health and well-being of patients for example identification and management of the vulnerable adult, safeguarding children issues,

domestic violence

- Prepare accurate and concise reports both verbally and written.
- Communicate the needs of the client groups effectively within the MDT and the Trust.
- Deploy effective communication strategies to ensure that information and knowledge is imparted sensitively according to the needs of patients, staff and students in training.
- Continually review and evaluate own role and clinical practice informing the annual review process with the Clinical Nurse Manager.
- Be an active member of relevant Trust committees and groups contributing to developing/implementing local/national strategy.
- Plan and manage their own workload and the workload of the ENP service, in a flexible manner, ensuring that service provision meets the needs of the patients.
- Keep relevant records and submit reports in a professionally acceptable manner.
- Promote a positive relationship with all stakeholders within the service.
- Contribute to the clinical governance process, including adverse incident reporting/investigation and the management of complaints, as appropriate.
- Collect and collate data as required by the area of expertise in order to inform internal and external professional and operational bodies.
- Relate complex communication processes to individual situations.
- Be involved in peer review of own practice and that of others.
- Is aware of professional limits in clinical skills and knowledge, referring patients on to definitive care as appropriate.
- To undertake appropriate health promotion and referral on to specialist practitioners such as alcohol brief intervention, domestic violence workers, drug specialist nurses, smoking cessation services.

Research and Development

- Provide high quality evidence based care and demonstrate innovative research based practice in line with Trusts' Philosophy of Nursing
- Participate in an ongoing programme of audit to monitor and evaluate the service and support the implementation of change as appropriate.
- Demonstrate knowledge of current research in all aspects of their work and advise others on the implementation of relevant research findings.
- Initiate and participate in local and national multi-centred research studies relevant to both the practitioners' own practice and to the wider speciality of emergency and unscheduled care.
- Implement research findings appropriate to practice.
- Promote the shared objectives of the multidisciplinary team by working closely to ensure that best practice is achieved utilising both Clinical Benchmarking and Essence of Care processes.

Physical, Mental & Emotional Effort & Working Conditions

- Be expected to frequently manoeuvre patients/objects over 15kg using appropriate aids, often in confined spaces.
- Be frequently exposed to bodily fluids, needing to maintain infection control and COSHH regulations resulting in highly unpleasant working conditions.
- Be exposed to and manage challenging situations and people, e.g. violent and abusive patients, child abuse, critically ill patients, cardiac arrests.
- Be required to work in confined spaces at times.
- Have an unpredictable work pattern, with frequent exposure to highly distressing situations involving patients, relatives and staff with occasional exposure to traumatic circumstances.
- Manage their own and others time effectively within variable shift patterns, cross-site and night shift working.

Most Challenging Part of the Role

- Ability to work under pressure in an ever changing, challenging specialist environment whilst maintaining excellent standards of patient care.
- Managing an autonomous caseload, which includes unpredictable work patterns and high levels of concentration on patient assessment, diagnosis, planning and discharge, and the requirement to meet national targets for Emergency Department attendances.
- Dealing with difficult situations and people where there can be significant barriers to understanding.
- Managing both verbally and physically aggressive patients, relatives and other visitors.
- Managing and supporting both patients and relatives in times of distress, occasionally including bereavement.
- Dealing with child protection issues.

KEY RESULT AREAS

Safety

1. Deliver the outcomes and measures for patient safety as identified in the Trusts Quality Accounts.
2. Act as an expert clinical resource within the Emergency department utilising specialist knowledge, underpinned by theory and practice experience.
3. Be visible and maintain responsibility for training delivery, ensuring that day to day delivery is timely and safe, supporting the organisation to meet the corporate agenda; for example, Care Quality Commission and legislation.
4. Be responsible for ensuring compliance with all RCN, RCEM recommendations and NMC and HCPC professional codes of practice both personally and for the nursing team.
5. Act as a role model for nurses within the department, promoting and demonstrating the standards of care expected. Contribute to nursing teams utilising shared governance to continuously improve standards.
6. Provide an integral role to ensure the training to prevention of hospital-acquired infection in liaison with Infection Control Team and governmental standards.
7. Ensure clinical governance agenda encompasses continual quality improvement that focuses on reducing risk and developing efficiency and quality in care.

Quality/Patient Experience

1. To support the organisation in meeting the quality agenda and embedding it in to practice including:
 - a. Public, patient involvement
 - b. Recruitment and Retention
 - c. Infection prevention and control
 - d. Hospital Cleanliness
 - e. Care Bundles
 - f. Care of Learning disabilities patients in the area of specialty
 - g. Tissue Viability

- h. Medicines Management
 - i. Safe environment for patients, staff and visitors
 - j. Patient Dependency
 - k. Nutritional Screening • Slips, Trips and Falls
 - l. Safeguarding Agenda for Vulnerable Adults and Children
 - m. Safety Thermometers
2. Undertake inspections/audits of clinical areas in order to maintain standards.
 3. Utilise complaints as a resource from which to facilitate learning to improve.
 4. Improve the patient experience.
 5. Provide support to patient's relatives, carers and staff in the delivery of nursing care.
 6. Lead, inspire and co-ordinate by motivation, the development and implementation of nursing and midwifery care standards, encompassing the "Essence of Care" philosophy, against recognised best practice, facilitating continuous review, benchmarking and improvement.

Effectiveness

1. Assist the Emergency Practitioner Team Leader and Non Medical Consultant by leading on and participating in projects, promoting evidence based clinical practice, utilising audit to highlight continuous performance improvement across the department.
2. Utilise DATIX, nursing metrics and observational monitoring to enhance and monitor care in the Emergency Department and ensuring appropriate investigation of clinical incidents a robust response to concerns raised and dissemination of lessons learnt.
3. Utilise good communication skills in all aspects of practice
4. Liaise with the Trust Learning and Development Teams to ensure appropriate provision of training and education programmes to meet the needs of staff and students.
5. Participate in the Trust appraisal process as an appraiser and appraisee, promoting a systematic approach to annual appraisal; ensuring all ward staff objectives meet professional requirements

Leadership

- Set and maintain professional standards, ensuring staff across the Emergency Department and maintain their professional standards in accordance with the Nursing & Midwifery Code: Standards, Performance and Ethics (2008).
- Provide clear vision and motivation, by utilising enhanced leadership and communication skills, ensuring that nursing teams and individuals have clear objectives for developing nursing care provision in line with national and local objectives.
- Support the departmental nursing teams through any service development to promote enhanced care and service delivery.
- Promote effective links between nursing and other professions both internally and externally to support effective multi professional working.
- Provide nursing staff with the opportunity to build on good work, strengthen areas of weakness and take up new challenges, identifying role and career development opportunities. Promote and represent nursing at a local and corporate level if required.

Management

- Comply with practice related regulatory measures eg. Hygiene Code, NHSLA Standards, Mental Capacity Act, Mental Health Act and NICE Guidance.
- Champion a culture for the work area which encompasses the Trust values for staff in which they can expect to work in an environment where they are valued, open and accountable for their actions and supported to maximise their potential at all times.
- Perform weekly and monthly audits on quality standards and action plans there in.
- Ensure that the conduct, attendance and performance of all staff within the direct area of responsibility is maximised and that staff are managed in line with Trust HR policies.
- Participate in the duty staffing rota as per the medical division roster.
- Manage operational issues relating to length stay, reducing bed days and facilitating timely discharge and pathways of care

Collaborative working and clinical effectiveness

1. Instigate, promote and influence effective links between nursing and other professions both internally and externally to support effective multi-professional working.
2. Support the Matrons, DDQN and Deputy DDQN in delivering large scale service delivery. This should include taking on projects and divisional work based projects.
3. Demonstrate up to date knowledge and understanding of National, Trust and Divisional work streams and priorities to facilitate clear management leadership and direction for an area of responsibility.

Physical and working conditions

1. The post holder will work in a variety of settings and across site/Trust with unpredictable work patterns responding to the changing and challenging situations, which may expect prolonged periods of concentration
2. There may be occasional exposure to distressing or challenging behaviour (verbal/physical aggression)

3. The role will require considerable mental effort to engage with both patients, relatives and staff to understand situations, explore options for improvements and achieve positive outcomes
4. Will frequently be expected to manoeuvre patients/objects, in concurrence with the Trust Manual Handling Policies
5. Will have frequent exposure to unpleasant working conditions and will be required to follow Policies and Procedures pertaining to bodily fluids, infection control and COSHH regulations.

General conditions Confidentiality

In the course of your employment, you may have access to, see or hear confidential information concerning the medical or personal affairs of patients and or staff. Unless acting on the instruction of an authorised officer, on no account must such information be divulged or discussed except in the performance of normal duties. Breaches of confidence, including improper passing of registered computer data, will result in disciplinary action, which may lead to dismissal. You should be aware that regardless of any action taken by your employing authority, a breach of confidence could result in a civil action for damages.

In addition, records, including VDU screens and computer printouts of registered data must never be left in such a manner that unauthorised persons can obtain access to them. Written records must either be destroyed or retained in safe custody when no longer required, VDU screens should always be cleared when unattended.

Terms and Conditions of Service

The principle terms and conditions of your appointment will be those set out in the Agenda for Change national agreement as amended from time to time by the NHS Staff Council. These terms and conditions are set out in the NHS Terms and Conditions of Service Handbook, which is available on the Trust's intranet and NHS Employers web site.

Health and Safety

It is the duty of every employee to work in such a way that accidents to themselves and to others are avoided, and to co-operate in maintaining their place of work in a tidy and safe condition, thereby minimising risk. Employees will, therefore, refer any matters of concern through their respective line managers.

Data Quality

As part of your employment you may be required to record Patient Information (computerised or on paper). You have a responsibility to ensure that information is entered accurately, completely and consistently. It is particularly important that patients' demographic details are kept up to date. Problems should be reported to your Manager.

No Smoking Policy

Gloucestershire Hospitals NHS Foundation Trust operates a no smoking policy. Smoking is not permitted anywhere within the buildings and grounds of all Trust sites. These restrictions include all areas up to the boundaries of all sites.

Job Share

As part of its commitment to Equal Opportunities in employment, Gloucestershire Hospitals NHS Foundation Trust has a policy on Job Sharing. Under this policy all posts, unless exempted, are open to Job Share.

NB

This job description is not intended to form part of the contract of employment or to be a complete list of duties and responsibilities, but is a good guide for information to the job. It will be periodically

reviewed in the light of developing work requirements in the department. The officer in the post will be expected to contribute to that review.

Job description agreement

Job holder’s signature:	Date: DD / MM / YYYY
Head of department signature:	Date: DD / MM / YYYY

Person specification:

Band 6 Emergency Practitioner - Emergency Department

Essential (E) Desirable (D)	How Assessed I = interview A = Application T = Test
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Qualifications

Active RN Adult/ Paediatric registration with the NMC or HCPC Registration on the Paramedic or Physiotherapy register	E	A
United Kingdom recognised Degree in either: Level 6 BSc within Minor injury & or Illness Or Level 6/7 Advancing Practice in Clinical Assessment, Reasoning and Differential Diagnosis for Urgent, Emergency and Primary Care Practitioners	E	A
Non- Medical Independent & Supplementary Prescribing or able to use PGDs	D	A
Immediate Life Support	D	A

Experience

Experience (through placement or employment) of working in an Acute & or Emergency clinical environment	E	A/I
Experience in Minor Injury/illness	D	A

Knowledge, Skills, Abilities

Able to interpret a number of investigations including plain film X-Rays and blood results	D	A/I
Able to perform numerous wound closure techniques and reduction of dislocations and fractures	D	A/I
Able to prescribe medications in accordance to the BNF and local guidelines	D	A/I
Able to prioritise own workload and that of others as appropriate	E	A
To achieve a range of clinical competencies as required fulfilling the role.	E	A
Personally resilient and able to manage complexity and work in an ambiguous or changing environment.	E	I
Excellent presentational, communication and interpersonal skills	E	I
Demonstrates ability to maintain and contribute to the development of standards of practice, conduct or decision making in conjunction with team, senior nurses,	E	I
Demonstrates ability to use clinical reasoning skills and techniques to assess, plan, deliver and evaluate patient care.	E	I
Acts as a role model, lead by example to ensure the Trust's values and behaviours are reinforced throughout their area of practice.	E	A
Able to supervise non-registered and less experienced staff to ensure effective service and care delivery.	E	A
Able to effectively and appropriately escalate concerns to reduce risk and promote patient safety	E	A
Demonstrates ability to keep up to date with professional issues that influence nursing practice relating to area of clinical practice, management, education and research.	E	A/I
Able to contribute to the development, implementation, monitoring and evaluation of policies/protocols/guidelines relevant to area of practice.	E	A/I
Demonstrates ability to question and challenge nursing practice in a constructive way so that standards of patient care are continually evaluated and improved.	E	I
Tenacity to pursue goals energetically and succeed despite resistance	E	I
Strong, professional leadership qualities, assertive and self-confident individual	E	I

Ability to lead, manage and motivate all staff within sphere of responsibility	E	I
Self-motivated and able to work under own initiative and prioritise workload	E	I

Qualities

Enthusiastic and self-aware	E	I
Creative and Flexible	E	I
Resilient under pressure	E	I
Team focused	E	I
Reliable, Adaptable and Dependable	E	I