**TRELOAR TRUST**

**JOB DESCRIPTION**

**Nurse Practitioner or Advanced Nurse Practitioner (ANP)**

**Location:** Treloar’s School & College

**Department:** Health Centre

**Job Title: Nurse Practitioner or Advanced Nurse Practitioner (ANP)** Equivalent AFC Band 7- 8a depending on qualifications and experience

**Responsible to:** Head of Healthcare and Nursing

**Accountable to:** Principal

**Treloar’s provide specialist education, nursing, care and therapy to students**

**(aged 2-25) with highly complex physical, neurological and learning difficulties.**

**Job Purpose:**

This is an exicting new development role for a nurse independent prescriber.

The postholder is responsible for developing the role, the job description and related polices and practices, and responsible for the transcribing of medications, and for prescribing, where appropriate, following assessment of students who present to the health centre clinic. The postholder will help ensure that regulatory compliance is met, and will promote a safe pro-active environment, whilst setting and maintaining good standards of clinical care, and maintaining first-rate communications with students, families and external clinicans.

The role incorporates two main aspects of responsibility 1) Provide care for the presenting student from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. This role will complement the contracted GP provision currently funded to provide 4 morning clinics per week, and will involve working both alongside the GP, and autonomously 2) To use the students information from original prescribers (e.g. GP or consultant) to transcribe medicines to our electronic administration system to ensure all medications are accurately written for our nurses and care staff to administer.

The post holder will have access to our contracted GPs, specialist clinicians, dedicated pharmacy, medicines management technician and work with our team of twenty nurses; and will be well supported by the senior management team in terms of safeguarding and quality.

In undertaking this role the principle responsibilities and accountabilities are as follows:

**Management**

* Develop protocols in line with national guidance, related to transcribing and prescribing
* To ensure that delegation of tasks and duties is carried out in line with NMC guidelines and takes into account not only the activity but also the situation
* Support the development and implementation of departmental policies and procedures in accordance with evidenced based practice, and ensuring they are in line with current legislation, national, local and Treloar’s Trust guidelines
* Be actively involved in the review of existing information systems
* Work towards meeting CQC and Ofsted standards / regulation in relation to health centre services, coordinating and completing audits, and ensuring a timely response to regulator demand.

**Clinical**

* You will prescribe only where there is a genuine clinical need for treatment, complying

with statutory requirements applicable to your prescribing practice

* To prescribe for a patient/client you will undertake a full assessment of the student, including taking a thorough history and, where possible, accessing a full clinical record, and evaluate the treatment provided
* You will complete a risk assessment in respect of the students current medication and potential for interaction with other medicines
* You will communicate your actions with other prescribers (who may be in a position to prescribe for that student) in order to avoid prescribing errors. This is most likely to be the students general/medical practitioner, but may also include other non-medical prescribers.
* Communicate effectively with other practitioners involved in the care of the patient/client, and refer to another prescriber when it is necessary to do so
* Keep accurate records which are comprehensive, contemporaneous and accessible by all members of a prescribing team, providing a visible audit trail of your prescribing actions
* Your prescribing practice will be evidence-based and respond to relevant national guidance
* Take responsibility for reviewing medication errors and compiling the monthly error report
* Respond to clinical emergencies across site
* Work alongside house based nurses two house shifts per month, participating in the on call nurse rota for these times

**Service development**

* To work alongside the Head of Healthcare and Nursing to review clinical policies and practices, ensuring evidence informed practice is promoted
* Support and work alongside the Head of Healthcare and Nursing to build and develop working relationship with external providers, local hospital provider and CCG.
* Develop and promote positive relationships with other members of the MDT, including therapies, care and learning services
* Lead on, and participate in the delivery of the clinics (medical and immunisations) in line with government recommendations and local policy
* Be responsible for identifying and reporting clinical risks, and working with the Head of Healthcare and Nursing to mitigate these risks
* Administer medications (and treatments) in accordance with national and Treloar Trust policies
* Support Infection Prevention and Control (IPC), and implementation of best practice across the Organisation
* Take a lead in ensuring the completion of re assessments for returning pupils from prolonged absences due to ill health, and support the development of house based link nurses to undertake this task.
* To be actively engaged in identifying projects for presentation or publication, and developing external networks
* To provide external training, depending on area of expertise and existing workload
* To develop clinical practice through reflection, networking and conference attendance as well the use of online materials

**Working relationships**

* To work autonomously, while part of a team.
* To provide clinical supervision for a small number of nursing staff
* Promote good working relationships and effective communication with all staff. Key relationships with the Head of Healthcare and Nursing, Health Centre team, Head of Quality, Heads of School and College and Residential Managers
* To contribute to the strategic plan through attendance at dept. and site wide meetings

**Professional**

* Be professionally accountable for your prescribing decisions, including actions and omissions, and cannot delegate this accountability to any other person
* Prescribe within your level of experience and competence, and abide by the NMC Code

1. Maintain CPD and revalidation, and identify leanring needs to enable you to prescribe competently and safely

* Attend mandatory and statutory training sessions as identified by the organisation, (to include moving and handling, resuscitation, health and safety and adult and child safeguarding).
* To be a clinical resource for nursing staff and a highly professional role model

**Other duties**

1. Support the Trust in safeguarding and protecting the welfare of all students.
2. Comply with policies and procedures relating to safeguarding, uniform, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person
3. Undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager
4. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post. This is a development role and the job description therefore can be developed.
5. This job description will be reviewed and amended in the light of changing professional demands

#### General

* The post holder must at all times carry out his/her duties with due regard to the Trust's Equal Opportunities Policy.
* The post holder must maintain the confidentiality of information regarding patients, staff and other health service business.
* Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. The post holder must take reasonable care for his/her own Health and Safety and for the Health and Safety of others who may be affected by his/her actions. The post holder must also report all accidents, incidents, hazards and dangerous occurrences to the Manager immediately and assist with any subsequent investigations.
* The Trust is responsible for the service provided for patients in its care. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any employee to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their Trust Duties.

**This is an outline job description setting out initial responsibilities and tasks the post holder may be required to undertake. The job description will be subject to changes in accordance with service needs.**

HR Dept

Treloar Trust

Feb 2019

**PERSONAL SPECIFICATION**

**Nurse Practitioner or Advanced Nurse Practitioner (ANP)**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS/ EDUCATION** | 1. Registered nurse (Child or Adult) 2. Prescribing qualification (V200 or V300) 3. Successful completion of health/physical assessment module | Masters qualification  ANP registration |
| **SKILLS/ABILITIES** | 1. Excellent written and verbal communication skills 2. Ability to work efficiently under pressure 3. Effective time management skills 4. Ability to work within and motivate a team 5. Good I.T skills – Word/Excel |  |
| **EXPERIENCE** | 1. Experience or special interest in nursing people with disability or life limiting conditions (LLC) 2. Experience or special interest in children and young people who have complex physical and neurological disabilities 3. Experience of developing extended/expanded policies/protocols 4. Experience of MDT working | Previous experience prescribing  Previous experience working in non NHS settings |
| **KNOWLEDGE** | 1. An understanding of prescribing and transcribing guidance and standards 2. Good knowledge of medications specific to disability or LLC | Knowledge of how mental capacity impacts on consent and decision making |
| **PERSONAL QUALITIES** | 1. Attention to detail 2. Enthusiastic, highly motivated 3. Risk averse 4. Innovative 5. Flexible working approach 6. A commitment to promoting and safeguarding the welfare of students 7. Ability to be flexible to meet the needs of the service (on call/ travel for meetings) |  |
| TRELOAR TRUST IS COMMITTED TO SAFEGUARDING CHILDREN,  YOUNG PEOPLE AND VULNERABLE ADULTS  All successful candidates will be subject to a DBS Check along with other relevant employment checks | | |

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

Part time or full time (term time plus 1 week)

If you have not heard from us within 3 weeks of the closing date please assume you have been unsuccessful. Thank you for your interest.