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Job Description & Person Specification

Job Title	Lead Emergency Practitioner
Location	Northwick Park Hospital UTC
Reports to	Service Manager (administratively), UTC Lead GP and Head of Nursing (clinically)
Responsible for	All Emergency Practitioners and HCAs within the UTC
Working Pattern	37.5 hours per week (two management days and the remainder as clinical hours)
Company	Greenbrook Healthcare

Job Summary:

The role of the UTC Lead Practitioner is to undertake a senior clinical position as a highly specialised and autonomous practitioner. The post holder will undertake assessment and treatment of patients in the UTC who may present with complex and/or chronic illnesses and/or injury; to determine a clinical diagnosis, treatment and appropriate discharge as indicated as well as maintaining patient records.

The post holder will manage the nursing team (all nursing, Emergency Care Practitioners, HCAs where in post) within the UTC and play a full role in the overall UTC management team.

The post holder will be a strong visible clinical leader, enhancing the nurses' skills and knowledge and work in partnership within a multi-disciplinary team.

To contribute to meeting the identified Key Performance Indicators within the time frames identified. The UTC Lead Practitioner will assist the Service Manager, UTC Lead GP and the

UTC management team in the planning, developing and delivery of the UTC service and will initiate and implement change effectively in response to clinical or organisational demands.

Key Responsibilities:

Clinical responsibilities

1. To independently undertake highly specialised clinical assessments, diagnose, treat and discharge patients with a wide range of minor illnesses and injuries, including management of complex cases.
2. To ensure patients are fully involved in the design and implementation of their treatment plans.
3. To ensure effective coordination and liaison with multidisciplinary teams across Primary and Secondary Care Services, statutory and voluntary disciplines/groups in order to provide a seamless service to the patients and their carers and prevent hospital admission where urgent care is required.
4. To refer appropriately to in-house UTC GP's where a second opinion is required.
5. To adapt styles of communication appropriately in order to promote empowerment, self-management and health education for patients.
6. To attend clinical case conferences, review and clinical meetings as required.
7. To be a source of clinical expertise to less experienced staff within the team.
8. To delegate duties/tasks to other members of staff where appropriate.
9. Provide specialist advice relating to minor illness and/or injury to local healthcare teams, patients, relatives and carers.
10. To identify actual or potential clinical risks and take appropriate action using, when required, the appropriate reporting structure.

Service delivery responsibilities:

1. To ensure that patient records and documentation are maintained in line with NMC standards and Greenbrook Healthcare policies and use of the electronic patient records system. This includes:
 - Documenting full and accurate records of assessments, investigations, procedures, treatments and aftercare.
 - Encouraging colleagues to maintain good and complete records.
 - Working closely with the reception team and the administrator, ensuring all records pertinent to patients are scanned and filed as appropriate.
 - Contributing to the development of computer-based patient records
 - Contributing to the Read-Coding of patient data
2. Work within and have involvement in the development of protocols, guidelines, PGDs (Patient Group Directives).
3. To participate in audits required by Greenbrook Healthcare, and use the results, current research, and government guidelines to make recommendations for changes to service delivery and clinical practice, and to share knowledge with other healthcare professionals.
4. To contribute to the maintenance and improvement of communication networks with all disciplines including community healthcare teams, patients, acute hospitals and relatives/carers in order to ensure continuity of care.
5. To collect data, and provide service information to the Service Manager as required.
6. To work flexibly, including a shift pattern that covers 24 hours a day, 7 days a week (as required), with the Service Manager and UTC Lead Nurse /GP in delivering and promoting the needs of the service
7. To contribute to the development and establishment of systems to gather feedback from patients.
8. To regularly attend meetings with Service Manager, and always ensure that they are kept informed on service issues and potential risks.

Managerial responsibilities:

1. To work with the Service Manager and UTC Lead GP being responsible for managing, organising and promoting the needs of the service.
2. To be professionally responsible without direct supervision for planning, allocating, monitoring the work of staff.
3. To work with the UTC Lead GP and Service Manager to meet the Clinical Governance needs of the UTC; including investigation of incidents (including serious incidents) and complaints, sharing learning that arises from the investigations within the service with the UTC team.
4. To provide professional leadership, advice, a sense of direction, support and motivation for both the immediate team, the wider team, within the UTC and external to the clinical setting.
5. To provide clinical supervision/mentorship to other practitioners.
6. To assess nurses educational needs (e.g. by carrying out clinical competency assessments) and propose solutions within the context of the Greenbrook Training and Educational Plan.
7. Identify and minimise any conflict within the immediate and wider team and facilitate good interpersonal communications.
8. To manage the nursing team using Greenbrook HR policy's and processes, including sickness and absence monitoring, appraisals, capability and disciplinary and mandatory training.
9. To assist in nursing staff recruitment in line with Greenbrook recruitment and selection policy's and processes
10. To remain updated in the use of all equipment used in the UTC and ensure all equipment testing is accurately recorded, equipment is maintained appropriately and staff training for the equipment is carried out.
11. To participate, and lead if necessary i.e. in the case of nurse meetings, regular meetings with UTC Lead GP and Service Manager to discuss day to day operational issues, Internal Operational meetings and UTC Integrated Clinical Governance meetings.

Financial responsibilities:

1. Ensure that any in-year savings measures identified during the financial recovery plan process are either fully delivered or equivalent alternative savings measures delivered.
2. To contribute to the management of the physical and financial resources of the department
3. Ensure that you understand and comply with your responsibilities as detailed within Standing Orders and Standing Financial Instructions.

Education Training and Development of others:

1. To ensure maintenance of clinical competence/skills of the individuals within the nurse team in day-to-day working practices.
2. To contribute to the body of nursing knowledge by participation and facilitation of others in research and audit.
3. To ensure your individual team are given appropriate training and support to undertake their day-to-day duties safely and competently in line with NMC, other National Governing bodies and Greenbrook requirements.
4. To contribute to the facilitation of a suitable educational environment in which to support the development and learning of students on placement.
5. To support mentors/assessors for students on placement.
6. To undertake teaching sessions as required to undergraduate and post-graduate staff within the multi-disciplinary team, if required
7. To provide training to the wider team that supports your individual delegated lead role.
8. To ensure that the team's practice is evidence based and in line with national or other given standards
9. To ensure all staff undertake and are up to date with mandatory and statutory training.
10. Annual Appraisals
 - To carry out annual appraisals and reviews of staff
 - Maintain records of appraisals and Personal Development Plans

Key Values:

In addition to undertaking the duties as outlined above, the job holder will be expected to fully adhere to the following rules and regulations that may from time to time be in force and ensure full understanding of those rules and regulation relevant to the role.

Our Values

- To act in accordance with “Our Values” at all times in delivering their role, ensuring reliability, respect, trust, integrity, timeliness and innovation is a fundamental part of their behaviour.

Policies and Procedures

- At all times the job holder must act in accordance with the Company’s policies and regulations. Breach of the policies may lead to Disciplinary action.
- Ensure compliance with Group Information Security Policy and Staff Information Security Handbook.

Continuous Personal Development

- To contribute to their own personal development and participate in an appraisal and regular performance reviews.

Conduct

- To demonstrate professional and ethical behaviours at all times when liaising with internal and external colleagues.
- To ensure no misuse of IT equipment or equipment belonging to the organisation.

Confidentiality

- Under the Data Protection Act 2018, the post holder must maintain the confidentiality of information about patients and staff. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognized course of duty. Unauthorised disclosure of confidential information will result in disciplinary action and may lead to your dismissal.

Equality and Diversity

- Actively promote equality and diversity and encourage colleagues to do the same.
- Direct staff as necessary to ensure compliance with the Companies policies to ensure no discrimination occurs irrespective of gender, age, marital status, disability, sexuality, race, colour, religion, ethnic or national origin.
- Support a zero tolerance approach to bullying and harassment in all forms, and to lead by example in this area.

Health, Safety & Security

- Comply with the Companies health and safety policies, procedures and guidelines and ensure that appropriate arrangements are in place.

Hours of Work

- The Company is operational 24 hours a day, 365 days a year. Part of the normal working period may be outside of normal office hours.
- You may be required to participate in some out of hours work to support business needs and developments.

Safeguarding

- It is the responsibility of every member of staff to safeguard and protect vulnerable adults from abuse. All staff are expected to undertake mandatory training relevant to

the role. All staff should familiarise themselves with the Companies Policy on “Safeguarding Vulnerable Adults” which is available on the intranet.

- The Company is committed to the safeguarding of children and young people and has signed up to across all services with which the post holder must be familiar with and adhere to.

Person Specification:

Attribute/Skills	Essential <i>(When applying for this job it is important you fulfil all these essential requirements. If you do not you are unlikely to be interviewed)</i>	Desirable <i>(When applying for this job it is desirable you fulfil these requirements. However, if you do not you may still apply and may be interviewed)</i>	Measurement A/C/P/R/T
Qualification & Skills	<ul style="list-style-type: none"> • First Level Registration Nurse • ENB A33 (ENP) or equivalent/mentorship course • ENP – Minor injuries and minor illnesses course at level 6/7 	<ul style="list-style-type: none"> • Degree in Nursing • Independent Nurse Prescribing 	A/C/P/I NMC registration check
Experience	<ul style="list-style-type: none"> • Two years at Deputy/CN in an Emergency Department • Management experience • Experience as Sister/Charge in Emergency Department • Experience in General Practice/Walk-in Centre/Urgent Treatment Centre • Teaching research/Evidence based practice • Up to date knowledge of DOH and NICE guidelines 	<ul style="list-style-type: none"> • Evidence or Audit or research experience • Knowledge of use of IT/library searches 	A/I
Communication & People Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills, with ability to communicate effectively with service users and the immediate and wider team 		A/I/R
Organisational Skills	<ul style="list-style-type: none"> • Decision making skills • Excellent organisation skills 		I/R
Specialist knowledge/skills	<ul style="list-style-type: none"> • Diagnosis and management of minor injuries including fractures, burns, lacerations, minor eye injuries, soft tissue injuries • Diagnosis and management of minor illnesses (where appropriately trained), giving evidence based advice and management and where required, appropriate prescribing (including using PGDs) • Ability to work with and use PGDs 	<ul style="list-style-type: none"> • Understanding of chronic disease presentations for primary care including heart disease, diabetes, hypertension, asthma, chronic lung disease • Understanding of vaccinations and immunisations for children and adults 	I/R/T
Physical Skills	<ul style="list-style-type: none"> • Able to pass pre-employment checks 		I/R/T

A – Application Form C – Certificate I – Interview P – Pre-employment Screening R – References T – Tests/presentation

This job description and person specification reflects the current requirements of the role. As objectives, duties and responsibilities change and develop; the job description will be reviewed and amended or updated as required.

Approved by:
Date approved:
Reviewed:
