

Golden Jubilee Foundation

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**Golden Jubilee
Foundation**

Patients at the heart of progress

Chair: Susan Douglas-Scott CBE
Chief Executive: Jann Gardner

Recruitment line: 0800 0283 666
Dear Candidate

POST: Advanced Nurse Practitioner (Trainee)
HOURS: 37.5 per week
CLOSING DATE: 31 July 2019

The Golden Jubilee Foundation welcomes your enquiry in connection with the above post. Please find enclosed an information pack.

Should you wish to submit an application for the above post, please ensure you do so in advance of the closing date. Late applications will not be forwarded for short listing.

When providing referees on the application form, please be aware that we require a minimum of two references to cover at least **two years** of previous employment/training history. If there is insufficient space on the application form to list all of your referees please provide on an additional page. Where possible, please provide us with e-mail addresses for contact. Additionally, you should note that as part of the pre-employment checks a PVG or Disclosure Scotland check will be completed. **It is an offence for barred individuals to apply for regulated work.**

Should you contact the recruitment team to discuss any queries regarding your application it is advisable that you retain the job reference number as you will be asked to quote this when you call. Unfortunately due to the volume of applications we receive, we are unable to write to applicants who are not successfully shortlisted for interview. If you have not received an invitation for interview within six weeks of the closing date please assume on this occasion you have been unsuccessful. We hope this will not deter you from applying again.

In the meantime, I wish you success with your application and should you require any further information or wish to check the progress of your application please do not hesitate to contact the recruitment team on the contact telephone number shown above.

Yours sincerely

Lynn Mitchell
Recruitment Assistant



**Golden Jubilee
Foundation**

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Information Pack

For the post of

Advanced Nurse Practitioner (Trainee)

37.5 Hours Per Week

Reference Number: SHOW/3285

Closing Date: 31 July 2019



Valuing dignity and respect
A can do attitude
Leading commitment to quality
Understanding our responsibilities
Effectively working together

Golden Jubilee Foundation

General Information for Candidates

- This information package has been compiled to provide prospective candidates with details of the post and background information about the Golden Jubilee Foundation (GJF).
- The contents of this package are as follows:-
 - Job Description/person specification
 - Terms and Conditions of Service
 - Application Form
 - Equal Opportunities Monitoring Form
 - Information on Agenda for Change
- The Equal Opportunities Monitoring form is required for monitoring purposes only and will not be made available to the interview panel during any part of the recruitment process.
- Please note, to ensure that we adhere to our current policy on Equal Opportunities; CV's received with Application Forms will be destroyed prior to Application forms being passed for Short listing.
- GJF operates a No Smoking Policy on all Premises and Grounds and in shared vehicles.
- All offers of employment will be subject to the receipt of three year's satisfactory References, Occupational Health screening and Disclosure Scotland clearance. Please note that it is an offence under the act for barred individuals to apply for regulated work.
- Please email your completed application to:-

recruitment@gjnh.scot.nhs.uk

- When returning your completed application and any associated enclosures by Royal Mail you must ensure that the correct postage cost is paid. We have been informed by the Post Office that they are retaining those which have been underpaid. This has resulted in completed applications not being returned until after the closing date, and not being included for short listing.
- The short listing process will take place shortly after the closing date.
- As a Disability Confident Leader we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending employment opportunities all applicants who are disabled and who meet the minimum criteria expressed in the person specification will be guaranteed an interview.
- The organisation has introduced a set of shared values. These values will be measured during our Values Based Competency Interview. Our values are:
 - Valuing dignity and respect
 - A "can do" attitude
 - Leading commitment to quality
 - Understanding our responsibilities
 - Effectively working together

Golden Jubilee Foundation
Terms and Conditions of Service

The terms and conditions applicable to this post are those of all NHS Scotland Employees.

1. Superannuation

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees contributions to the NHS Scheme range from 5.2% to 14.7% of salary (depending on rate of Pensionable Pay) and the employers' contribution equates to 13.5% of salary. Employees in the NHS Scheme are "Contracted-out" of the State Earnings Related Pension Scheme and pay a lower rate of National Insurance contributions. Employees who choose to participate in the State Earnings Related Pension Scheme pay the higher rate of National Insurance contribution. A Stakeholder Pension is also available.

2. Salary

£37,570 to £44,688 per annum - Annex 21 applies.

3. Grade

This post is offered at Band 7

4. Annual Leave

The annual leave entitlement in a full year commencing 1st April to 31st March is 27 days, rising to 29 days after 5 years' service and 33 days after 10 years' service. There are 8 Statutory and Public Holidays in each leave year. (Pro rata where applicable)

5. Hours of Duty

37.5 Hours per week

6. Tenure of Employment

This post is offered on a Permanent basis

7. Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we are required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

Golden Jubilee Foundation

Benefits

NHS Superannuation scheme:

New entrants to the Golden Jubilee Foundation who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Employee contributions vary from 5.2% to 14.7% depending on annual pensionable pay. Benefits include a lump sum and pension when you retire, life assurance of 2 years' pay - while you are working, pension and allowances for your spouse and children in the event of your death, and benefits for ill-health retirement.

Our pension scheme is provided by Scottish Public Pensions Agency. This scheme is a qualifying pension scheme, which means it meets or exceeds the government's new standards. All benefits including life insurance and family benefits are explained on the SPPA website <http://www.sppa.gov.uk/>

Annual leave entitlement (including public holidays):

35 days annual leave on appointment

37 days annual leave after 5 years

41 days annual leave after 10 years

Free car parking

Continuing professional development opportunities

Discounts at the Golden Jubilee Conference Hotel

Leisure Club membership – Get fit and healthy at the Centre for Health and Wellbeing with a discounted membership rate of £30 per month.

Discounted Room Rates - Rooms rates discounted subject to specific conditions.

Discounted Dining - 20% off food and beverage when dining in the hotel.

Golden Bistro (Hospital Restaurant) - Discounted food in our award winning hospital restaurant.

NHS Staff Benefits

As a staff member in the Golden Jubilee Foundation, you will have access to a wide variety of offers and discounts from local and national businesses using your NHS ID badge. For more information and to view these discounts, visit www.nhsstaffbenefits.co.uk - new offers are added on a weekly basis.

Golden Jubilee National Hospital

Job Description

JOB IDENTIFICATION

Job Title: Advanced Nurse Practitioner (pending job match to ANP profile)

Responsible to: Advanced Practice & Non Medical Prescribing Lead/Clinical Nurse Manager

2. JOB PURPOSE

Working across role and organisational boundaries the Advanced Nurse Practitioner (ANP) manages the complete clinical care for their patients utilising expert knowledge base and clinical competence to support multi-professional teams within the Golden Jubilee National Hospital, ensuring a high standard of clinical care, in accordance with the Nursing and Midwifery Council and Health and Safety Legislation.

As a clinical leader, the ANP has the freedom and authority to act autonomously in the assessment, diagnosis, treatment, including prescribing, of patients with multi-dimensional problems. This includes the authority to refer, admit and discharge within appropriate clinical areas within the scope of their clinical competence

ANPs can work in or across all clinical settings, dependant on their area of expertise.

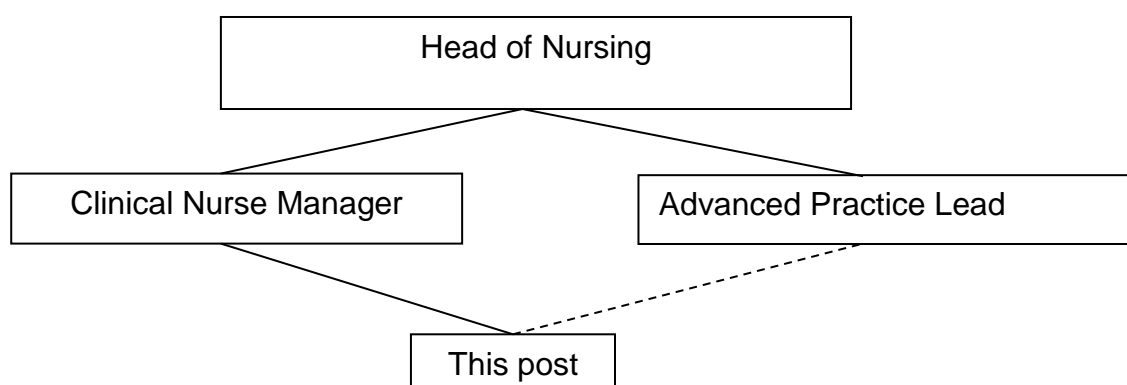
3. ROLE OF DEPARTMENT

To assist in coordinating the provision of seamless care, in conjunction with medical staff and to liaise with other members of the Multi-disciplinary Team to facilitate investigation, treatment, transfer or discharge of the patient as efficiently and effectively as possible.

To provide a high quality, safe and supportive environment in order to care for patients within the Golden Jubilee Foundation meeting the identified physical and psycho-social needs.

To deliver safe, effective and patient-centred speciality specific care related to their area of practice.

4. ORGANISATIONAL POSITION



5. SCOPE AND RANGE

ANPs are educated at Masters Level in Advanced Practice and are assessed as competent in this level of practice. As a clinical leader they have the freedom and authority to act and accept the responsibility and accountability for those actions. This level of practice is characterised by high level autonomous decision making, including assessment, diagnosis, treatment including prescribing, of patients with complex multi-dimensional problems. Decisions are made using

high level expert, knowledge and skills. This includes the authority to refer, admit and discharge within appropriate clinical areas.

ANPs have developed a highly specialist knowledge across a range of work practices and procedures underpinned by theoretical and practical knowledge and experience.

The post-holder will be expected to work across role and geographical boundaries, providing complete clinical care for their patient as part of a multidisciplinary team. They will:

Clinically assess, diagnose and manage the clinical (medical and nursing) needs of a wide cohort of patients autonomously and with other members of the interdisciplinary team

Responsible for ensuring the delivery of evidence based care.

Provide clinical leadership and advice to nursing staff and other members of the multidisciplinary team.

Work autonomously within a multidisciplinary team.

Responsible for setting, implementation and evaluation of local standards of advanced nursing practice

6. MAIN TASKS, DUTIES AND RESPONSIBILITIES

Clinical

Take and record a patient's history including medical, family and social history, talking to the patient, relatives or other carers as appropriate. There may be significant barrier to understanding and acceptance due to sensitive or contentious information given and received.

Conducts a comprehensive clinical examination of the patient including a physical examination of all systems and a mental health assessment.

Screen patients for disease using clinical and other findings such as laboratory results or x-rays

Make diagnostic decisions based on interpretation of clinical and other findings such as laboratory results or x-rays and escalating decision making where deemed necessary by the ANP.

Applies high level decision-making and assessment skills to formulate appropriate differential diagnoses based on synthesis of clinical findings.

Has the authority to request, where indicated, appropriate diagnostic tests / investigations using judgement and clinical reasoning, based on differential diagnoses.

Conduct invasive and non-invasive diagnostic and therapeutic procedures where appropriate.

Interprets and analyses previously ordered results of tests/investigations and works collaboratively with other healthcare professionals when needed.

Acts on the results to confirm diagnosis and thereby optimise treatment and management outcomes.

Formulates an action plan for the treatment of the patient, synthesising clinical information based on the patient's presentation, history, clinical assessment and findings from relevant investigations, using appropriate evidence based practice.

Prescribe treatment including medications as a Non-medical Prescriber based on a sound knowledge of pharmacology

Implements non-pharmacological related interventions/therapies, dependent on situation and technical requirements of care

Has the freedom and authority to admit and discharge from identified clinical areas, dependent on patient need at time of review. This includes the freedom and authority to refer to all appropriate health care professional groups and agencies, working collaboratively with them.

Professional

Innovate, develop and lead evidence based clinical practice and professional development

Lead in the development of appropriate local policy and guidelines

Contribute to the development of local policies in relation to the implementation of national and regional strategies

Practice within the Legal & Ethical framework as established by Nursing Midwifery Council (NMC) and National Legislation to ensure patient interests and wellbeing are met.

Work within the National Health Service (NHS), Golden Jubilee National Hospital and Health & Safety Executive (HSE) Legislation, Policy, Guidelines and Procedures.

Empower patients to take responsibility for their health, well-being and future lifestyle by practising in an open transparent and inclusive manner; thereby ensuring patients and their families where appropriate have the relevant information to participate in decisions about their care.

Performance is monitored on an ongoing basis and is appraised annually.

Education and Research/Audit

Maintain professional practice through continuing education, professional updating and when/where available, involvement with professional specialist groups.

Participate in identifying needs of patients and carers in relation to the specialty, in conjunction with others where appropriate.

Plans and organises teaching and mentoring of undergraduate nursing students, graduate nurse practitioner students, and other members of the multidisciplinary healthcare team as appropriate (e.g. physiotherapy, radiology, FY2 medical staff).

Actively promote and disseminate research-based practice.

Audit current practice and negotiate appropriate changes to practice.

Evaluate effectiveness of role in relation to patient outcomes, service needs and professional requirements.

Participate in relevant research / audit projects to service and practice needs and in line with nursing research strategy

Ensure the provision of an appropriate learning environment in line with NES Quality

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| <p>Placement Standards</p> <p>Provide guidance, supervision and support for staff undertaking research, audit or teaching activities.</p> <p>Organisational/Managerial:</p> <p>Post holder will have excellent time management skills and ability to prioritise workload in line with agreed job plan with minimal supervision.</p> <p>Accountable for the effective management of resources including stores supplies pharmacy and maintenance of equipment.</p> <p>Contribute to strategic issues relating to the nurse practitioner service and the specialty.</p> <p>Act in a collaborative and advisory role to share knowledge and expertise to help deliver high standards of patient care.</p> <p>Promote the development of a flexible and skilled nursing workforce.</p> <p>Contribute to the wider Corporate agenda where appropriate.</p> |
| 7a. EQUIPMENT AND MACHINERY |
| All clinical & technical equipment required for use within this role |
| 7b. SYSTEMS |
| <p>Responsible for ensuring that staff are aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for patients, visitors and employees.</p> <p>Responsible for inputting information into electronic patient record where applicable and also into patients written records. They will comply with the Data Protection Act, Caldicott Guidelines and local policies regarding confidentiality and access to medical records and ensure all staff complies with policy.</p> <p>Promote the use of Information Technology to benefit personal development and patient care.</p> <p>Propose appropriate changes to working practices and procedures for own area of work.</p> <p>Develop and implement policies and protocols for own area of work.</p> <p>Responsible for the safe use of equipment, for maintaining appropriate levels of stock in own area of practice, and for ensuring appropriate equipment or supplies are purchased.</p> <p>Responsible for the safe use of equipment and maintaining own competency in use of equipment).</p> |
| 8. DECISIONS AND JUDGEMENTS |
| Makes highly complex clinical decisions including diagnosis and clinical management based on an in-depth broad expert knowledge, and interpretation and synthesis of clinical and other findings such as laboratory investigations and x-rays. Decisions may include the admission or |

discharge from hospital.

Instigate, obtain or arrange and interpret appropriate investigations/examinations.

Based on their assessment the ANP can refer patients for specialist opinion.

Formulate an action plan for the management of the patient based on a synthesis of clinical information including the patient's history, clinical assessment, results from relevant investigations and based on appropriate evidence based practice.

Uses own initiative and acts independently within the bounds of own existing knowledge and skills. Is guided by broad policies and guidelines (GJNH, NICE, SIGN etc).

Plans a package of care for individual patients including prescribing pharmacological and non-pharmacological interventions/therapies as appropriate.

Demonstrates sound judgement in assessing the emotional and physical care of the patient in a holistic manner.

Works autonomously within a multidisciplinary team.

Support and develop staff to broaden their skills, knowledge & experience in the interests of succession planning.

Exercises the ability to challenge any interaction, which fails to deliver a quality seamless service.

Initiate and follow through appropriate procedures when a breach of policy occurs.

Responsible for the development of action plans to address any system failures.

Works collaboratively to meet the demands of the service.

9. COMMUNICATIONS AND RELATIONSHIPS

Acts as a patient/ staff advocate through the application of ethical, legal and professional knowledge and skills.

Engage in effective communication with patients, relatives, visitors and staff, often delivering complex and highly sensitive information where there may be barriers to understanding and acceptance of information received, utilising skills of persuasion and negotiation to obtain agreement and co-operation.

Provides effective verbal and written communication to all members of the multidisciplinary team within own department and relevant departments, which service the clinical area.

Use of electronic systems i.e. TrakCare, SCI store, Clinical Portal, CRIS etc. Data entry electronic or written i.e. medical and/or nursing notes.

Makes referrals to a wide range of other healthcare professionals and specialities which may include the admission or discharge of patients from hospital (eg Radiology, SAS, Primary Care Colleagues).

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| <p>Provides support, empathy and reassurance when communicating in a hostile or highly emotive atmosphere.</p> <p>Contribute to a supportive environment in the interest of staff morale.</p> <p>Develop external professional networks that promotes both the profession and organisation.</p> <p>To present an alternative choice of care to patients.</p> |
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| <p>10. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB</p> <p>Physical Skills</p> <ul style="list-style-type: none"> • Technical and manual dexterity/expertise required for invasive procedures. • Performing venepuncture, cannulation and administering of intravenous drugs. <p>Physical demands</p> <ul style="list-style-type: none"> • Moving and handling of patients from self caring to total dependence. • Moving and handling of equipment. • Varied shift pattern and at all times to provide ANP service for designated area . This will be standing and walking and sitting at a desk or PC. Frequent short periods of moderate physical effort. Actively participating in resuscitation efforts when the situation arises. <p>Mental demands</p> <ul style="list-style-type: none"> • Requires concentration to analyse and interpret information and formulate a care pathway. • Frequent interruptions, page, telephone and other disciplines. <p>Emotional demands</p> <ul style="list-style-type: none"> • Dealing with distressed patients and relatives, exposure to distressing, emotional, traumatic situations on a frequent basis. • Leading and motivating the team and providing reassurance in challenging circumstances. <p>Working conditions</p> <ul style="list-style-type: none"> • Workload is unpredictable as may need to change activity due to patients or departments needs. • Exposure to body fluids/therapeutic products on a daily basis. • Assist with or undertake Exposure Prone Procedures in defined areas therefore requiring appropriate Occupational Health Screening and clearance. |
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| <p>11. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB</p> <ul style="list-style-type: none"> • Eliciting information and making decisions on case management based on highly complex holistic information e.g. patient symptoms, diagnostic results, social circumstances. • Making independent clinical decisions based on own clinical assessment and |
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interpretation of other findings such as laboratory results and x-rays.

- Planning and implementing individual patient care within the context of an interdependent healthcare team.
- Achieving a balance between the demands of direct patient care within existing resources and job plan.
- Communicating with and supporting distressed/anxious/worried relatives /patients.
- Continually reappraise the effectiveness of resources against the unpredictability of service demands.
- Works within a specialty with unpredictable levels of activity.
- Providing a professional advisory role to a wide variety of contacts e.g. patients, relatives, carers, junior and senior nursing, medical and paramedical colleagues.
- Acts as an effective change agent integrating information gained from research and audit into clinical practice.
- To participate in reporting, documenting and evaluation of the work of the Advanced Nurse Practitioner and to demonstrate its importance both to patients and members of the interdependent healthcare team.
- Keep professionally up to date.
- Dealing with verbally and physically abusive patients and members of the public.

12, KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

ANPs are educated at Masters Level in advanced practice and are assessed as competent in this level of practice. As a clinical leader they have the freedom and authority to act and accept the responsibility and accountability for those actions. This level of practice is characterised by high level autonomous decision making, including assessment, diagnosis, treatment including prescribing, of patients with complex multi-dimensional problems.

Registered Nurse on the NMC Register.

Be recorded as a Nurse Independent/Supplementary Prescriber (V300) with the NMC.

An appropriate Masters level qualification in Advanced Practice which has enabled competence in:

- Clinical assessment
- Clinical reasoning, judgement and diagnostic decision making
- Anatomy and pathophysiology
- Non medical prescribing- V300
- Leading, delivering and evaluating care
- Practice learning/transferable work based learning

Significant comprehensive post registration experience within a healthcare setting some of which must be at a senior practitioner level.

A commitment to lifelong learning and demonstrates evidence of continuing professional

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| <p>development.</p> <p>Can demonstrate experience in managing staff, leading a team, providing education and training and establishing a supportive, learning environment.</p> <p>Successful track record in working in multi-disciplinary team settings and promoting collaborative approaches to delivering excellent patient care.</p> <p>Immediate/Advanced Life Support.</p> | |
| <p>12. JOB DESCRIPTION AGREEMENT</p> <p>A separate job description will need to be signed off by each jobholder to whom the job description applies.</p> <p>Job Holder's Signature:</p> <p>Head of Department Signature:</p> | <p>Date:</p> <p>Date:</p> |

Recruitment Person Specification

| | Essential | Desirable |
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| Qualifications/ Training | Registered Nurse Degree level Education Clinical Assessment qualification ILS/ALS Trained | Non medical Prescribing or willingness to undertake |
| Experience | Evidence of robust clinical experience within the acute sector Able to work within a multi-professional team, ensuring a high standard of patient care met. Significant experience within an acute surgical speciality Able to understand the need to practice within the Legal & Ethical framework as established by Nursing & Midwifery Council (NMC) and National Legislation to ensure patient safety, confidentiality, interests and well-being. | Previous experience within the speciality |
| Skills/Knowledge | Take responsibility for personal continuing professional development in order to enhance knowledge, skills and values needed for safe effective practice. Good communication skills Effective /safe decision making skills Evidence of leadership qualities Negotiation skills | Evidence of involvement in service improvement /development |
| Additional job requirements | Is flexible with shift patterns, willing to work unsocial hours including weekends. Highly motivated and dynamic individual Enthusiastic team player | |