

Job title: Advanced Neonatal Nurse Practitioner

Nursing and Midwifery

Job Description and Person Specification



About us

Barking, Havering and Redbridge University Hospitals NHS Trust (BHRUT) is a large teaching Trust located in North East London. Our Vision is to provide outstanding healthcare to our community, delivered with pride.

We care for a population of more than 750,000 people and are one of the largest employers in the region, with 7,500 staff and volunteers.

We have a national and international reputation for many of our specialist services, including stroke, renal, neurosciences, cancer services and trauma.

Depending on the kind of work you'd like to do, you could work in one of two locations:

- King George Hospital in Goodmayes, Ilford
- Queen's Hospital in Romford

Both hospitals provide a wide range of acute hospital services including: Emergency Department (A&E), outpatients, surgery, inpatient medical care and critical care. Together both hospitals have more than 1,000 inpatient beds.

Our Trust works in partnership with the Virginia Mason Institute (VMI) based in Seattle. It is one of only five hospital Trusts in the UK to have this arrangement. The Virginia Mason Institute is known for helping healthcare organisations around the world to create and sustain a 'lean' culture of continuous improvement which puts patients first.

Our Trust values

We take PRIDE in everything we do, our five core values reflect that PRIDE. These values were developed together with our staff. We work hard to provide outstanding care to our community, delivered with PRIDE.

Our PRIDE values of Passion; Responsibility; Innovation; Drive and Empowerment inspire us and keep our patients at the heart of everything we do.

OUR VISION: TO PROVIDE OUTSTANDING HEALTHCARE
TO OUR COMMUNITY, DELIVERED WITH PRIDE

OUR PRIDE VALUES

PASSION

RESPONSIBILITY

INNOVATION

DRIVE

EMPOWERMENT

Job Description

Job title: Advanced Neonatal Nurse Practitioner

Band: 8a

Hours of work: 37.5

Location: Across the Service

Specialty/department: Neonates

**Accountable to: Neonatal Matron for professional issues
Consultant Neonatologist for clinical issues**

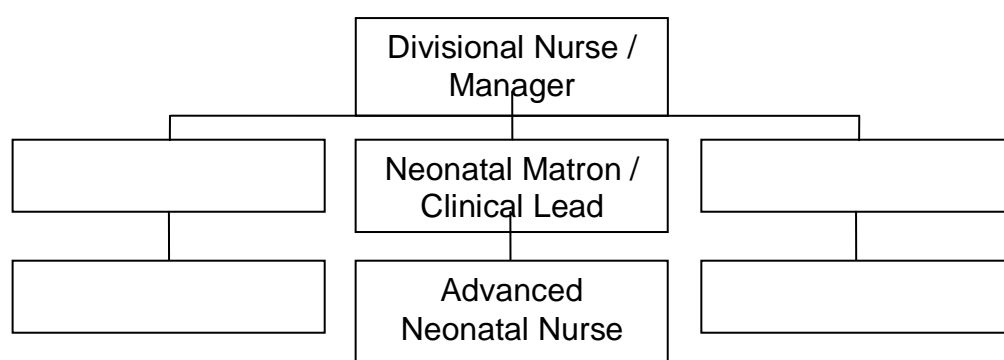
Responsible to: Director of Nursing

1. Job purpose

The post is intended to help improve outcomes for neonates by providing continuity of in-service provision and improved quality care.

Practising within clinical protocols, the Advanced Nurse Practitioner will work alongside the Neonatal medical team in providing care to premature or sick newborn babies requiring intensive care, high-dependency and special care under direct or indirect supervision and guidance from Paediatric Specialist Registrar and/ or Consultant Neonatologist.

Organisational Position



2. Relationships

The post holder is expected to establish and maintain positive interpersonal relationships with other staff members characterised by trust, mutual respect, and open, honest communication.

Internal Relationships

All clinical staff, non-clinical managers and non-clinical support staff

Trust managers

Trust Board and Non-Executive Directors

External Relationships

Business visitors to the Trust

Members of the public

Clinical and Non clinical staff from other NHS and private organisations

3. Job summary

Using advanced clinical skills and knowledge, the post holder will exercise professional autonomy in undertaking newborn physical examination / discharge examination for newborn babies in the Neonatal Intensive Care Unit, Labour Ward, Post-natal Ward and other Neonatal-led clinics.

4. Clinical / operational responsibilities

- To participate in the management and continuity of care for babies requiring intensive care, high dependency, special care, transitional care and post-natal care.
- Perform diagnostic and therapeutic procedures, such as:
 - emergency intubation/elective intubation
 - lumbar puncture
 - venepuncture
 - capillary and arterial blood sampling
 - peripheral venous line
 - irrigation of extravasation injuries
 - baby checks
 - other emergency/ elective neonatal procedures

Perform, monitor and interpret laboratory investigations.

- As an independent nurse/ supplementary prescriber and working to set protocols, initiate drug therapy and intravenous fluids, including parenteral nutrition and blood or volume expanders.

- Request and, where appropriate, interpret the results of investigations such as blood tests and x-rays. Obtain parental consent and prescribe immunisations.
- To attend deliveries, and perform resuscitation of the newborn infant.
- To participate on wards rounds, evaluating the setting in which the care is given, liaising with the medical and nursing staff, making recommendations for change and evaluating outcomes to improve patient and family care.
- Take the initiative in discharge planning; perform discharge examinations of infants and liaise with general practitioners and other members of the multidisciplinary team when appropriate.
- To maintain close liaison with senior medical staff and Sisters regarding the management of babies in all areas.
- To participate in neonatal transfers and referrals when required.
- To ensure parents and carers are encouraged and supported to take an active role in the physical and emotional care of their babies.
- To ensure that parents are fully aware of their baby's condition at all times, ensuring all communication is done in a compassionate manner and to be tolerant to their demands.

MANAGERIAL

- To prioritise own work and that of others to ensure the Unit is managed effectively.
- To ensure, on a day to day basis, adequate staffing levels with an appropriate skill mix, informing Head of Nursing/Consultant when staffing levels become unsafe and prior to the unit being closed to admissions.
- To take appropriate action to address sudden, unexpected admissions that take the Unit to overcapacity, informing the Head of Nursing for advice and support as may be necessary.
- To organize the retrievals and transfers of babies back to other hospitals, liaising with the appropriate ambulance providers, Consultants and the other Units.
- To ensure effective communication with the post-natal wards, paediatric wards and referring hospitals, providing accurate information regarding baby and family to ensure safe transfer of babies to other departments and hospitals.
- To maintain close links with Delivery Suite regarding pending admissions and to liaise with Obstetricians and Neonatologists when the Unit is full to capacity.
- To contribute and participate in departmental, Directorate, Trust wide and regional meetings as appropriate.

- To assist the Matron in managing resources of neonatal care.
- To participate in all aspects of Clinical Governance by providing expert input and securing quality improvement.
- To undertake appraisals for a group of staff, identifying training and development needs.
- Ensure information and activity is entered accurately in Neonatal Database system and relevant electronic hospital record/ register
- To ensure all incidents are reported and documented as per Risk Management Policy and to participate in investigating these as may be required.
- Ensure the delivery of care in accordance with the policies, procedures, guidelines and practices of Barking, Havering and Redbridge Trust and ensure that all staff is kept up to date with such procedures.
- Ensure confidentiality is maintained in all aspects and levels of communication especially pertaining to babies, carers and staff.
- Contribute to the effective management of change. Together with the Clinicians, Matron, Advanced Neonatal Nurse Practitioner, and Clinical Educator, establish working groups to develop specific project work.
- To participate in the managerial duties as required in the absence of the Matron and his deputy
- To participate in all aspects of Clinical Governance.

5. Policy, service, organisational and professional responsibilities

- Demonstrate clear objectives in utilising research-based practice. Identify units and service development needs. Implement audit and research wherever appropriate.
- Participate in the development of all infant care policies and procedures utilising clinical audit and risk assessments to assist in the production of clinical guidelines and protocols where appropriate and ensure implementation of such policies.
- Establish and encourage implementation of relevant research-led practice on the units, in order to improve all aspects of family care.
- Undertake and facilitate research to be undertaken on the provision of infant care in relation to effective discharge planning and support for families.
- Support and participate in clinical benchmarking within the units and Network.
- To undertake audits that aim to improve the quality of care that we deliver.

EDUCATION & TRAINING

- Work in partnership with the Clinical Educator and Medical Education Lead to ensure an effective learning environment suited to the needs of inductees and learners.
- Together with nursing and medical team, facilitate a culture that involves/empowers staff, supports their professional development and encourages them to participate actively in shaping service advancements.
- Support staff in developing their clinical competencies, utilising the Directorate's and Trusts Competency Framework. Undertake annual appraisal of individual competencies, providing coaching and guidance in developing on, and working on their own, Personal Development Plans.
- Provide an authoritative and credible source of knowledge and specialist clinical advice/information to the team, taking an active role in self-development, objectively reviewing own performance in terms of management, clinical practice and decision making, identifying own needs and taking steps to meet those needs. Keep abreast of clinical and professional developments and be able to demonstrate this in accordance with PREP and clinical practice.
- To attend and participate in the in- service multidisciplinary teaching programmes as well as Trust Mandatory Training.
- To actively participate in the regular evaluation of unit protocols, guidelines and procedures.
- Assist in the competency framework for all staff.

PROFESSIONAL

- Take opportunities to be a representative at local/regional/national level.
- The post holder may from time to time be required to carry out other duties appropriate to experience, grade and scope of the post.
- Undertake any duties, which may be reasonably required, in addition to those, attached relating to your specific area.
- All nurses are required to work within the guidelines laid down by the NMC and their Professional Conduct including maintenance of effective registration.
- Provide a professional image at all times and be accountable for own clinical practice.
- To ensure documentation is in accordance with NMC guidelines.
- To act in accordance with the NMC professional code of conduct for Nurses, Midwives and Health visitors.

6. General

- **All staff are responsible for the continual compliance with CQC standards and outcomes.**
- **The postholder must be aware of, and work in line with, the Trust's Safeguarding Adults and Children procedures.**
- There will be many occasions when the post holder has to deal with distressed patients or members of the public who may manifest anxiety and anger (CD1)
- The post holder is expected to wear uniform at all times in accordance with BHRT Uniform Policy (CD5)

7. Personal development

All staff are required to be appraised by their line managers at least once a year at a personal development review meeting where progress made over the last year is discussed and agreed. Focus on the following year's departmental and personal objectives will be identified, discussed and agreed. Where necessary, help and support will be provided and development opportunities agreed in line with service provision and knowledge and skills competency framework.

Mandatory Trust responsibilities

Amending the job description

This is a newly created role and it is expected that as the organisation develops and changes, it may be necessary to vary the tasks and/or the responsibilities of the postholder. This will be done in consultation with the postholder and it is hoped that agreement can be reached to any reasonable changes.

Confidentiality

The post holder must at all times maintain a complete confidentiality of the material and information that they handle. Any matters of a confidential nature, or in particular, information relating to diagnoses and treatment of patients and individual staff records must not, under any circumstances, be divulged or passed on to any unauthorised person or persons. The postholder must respect patient named confidentiality in keeping with "Caldicott principles".

Data protection

The Trust relies on special provisions under data protection legislation to process personal information. Personal information includes name, address, national insurance number and date of birth as well as anything else confidential or sensitive. For example, racial or ethnic origin, trade union membership, health and the commission or alleged commission of any criminal or civil offences.

The Trust's fair processing notice on its [intranet](#) and [website](#) details what personal information the trust uses, why this is required, the lawful basis for processing (legitimate

reasons for collection, storage, usage and sharing), how the Trust processes (uses, stores, retains, disposes and protects) personal information, retention periods, who we share personal information with, confirmation of your information rights and the process for reporting a complaint or concern.

The Trust will lawfully process your personal information in compliance with data protection legislation.

Leaders' agreement

If the post holder has leadership and/or line management responsibility, then they are responsible for demonstrating, and developing in line with, the standard of behaviour as outlined in our Trust 'Leaders' Agreement'.

Policies and procedures

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy. The postholder is also expected to be aware of our Trust's Risk Management Strategy which includes the responsibilities placed on them by the Health and Safety at Work etc Act (1974) and the Clinical Governance Framework. All employees are expected to comply with all Trust Policies and Procedures.

Safeguarding children and vulnerable adults

Safeguarding and promoting the welfare of children, young people and adults is central to the care provided by our Trust and the post holder must be aware of their responsibilities and work in line with our Trust's Safeguarding Adult and Children Procedures.

Health and safety

Employees must be aware of the responsibilities placed on them by the Health and Safety at Work etc Act (1974) to ensure that the agreed safety procedure is carried out to maintain a safe environment for the other employees and visitors.

Sustainable development and our health and wellbeing

The Trust is committed to UK Climate Change Act and NHS Sustainable Development Unit strategy to reduce its business activity related carbon emissions and its impact on the environment. Our Sustainability vision is to "continually sustain, retain and enhance the savings and culture change to meet our sustainability commitments."

All staff are required to support the Trust's Sustainability vision, which aims to minimise environmental and healthcare impacts by developing preventative approaches. This will help improve the internal and external environment, reduce impact on natural and energy resources, reduce air pollution, prevent infection, provide financial savings and improve the health and wellbeing of staff, patient and the public.

All Managers Band 7 and above are required to take appropriate responsibility in their departments. They are expected to support in raising awareness, encouraging staff on waste segregation, energy savings, promoting active and healthy modes of travel, help reduce waste and embed sustainability by completing a Sustainability Impact Assessment on their local activity and business cases.

Infection control

Employees must be aware of the responsibilities placed upon them by The Health Act (2007) to ensure they maintain a safe, infection free environment. This includes the knowledge and understanding of the management of infected patients and the principles of Standard Infection Control Precautions including the correct technique for Hand Washing and the appropriate use of Personal Protective Equipment (PPE).

Smoke free

Our Trust buildings and grounds became fully Smoke Free on National No Smoking Day 11th March 2015. Our Trust expects all staff to promote healthy living and to set good examples in their own behaviour. Those not ready to quit smoking must remain smoke free during working hours, and will not be able to smoke in Trust uniform, in Trust grounds including car parks, while driving on Trust business or take smoking breaks. Second hand smoke causes heart and lung disease, and is harmful to young children. However, disposable or rechargeable e-cigarettes (“vaping”) may be used outside hospital buildings.

General

The post holder will be expected to comply with all statutory legislation, Trust Financial Framework Guidance and approved national and local policy.

The postholder will be expected to be responsible for his/her continuing professional development and to take a proactive approach to maintaining personal and professional effectiveness in an evolving role.

The duties and responsibilities described in this Job Description are intended to be indicative but not exhaustive of the responsibilities of the postholder. As our Trust develops, the requirements of the job may change and the postholder is expected to adapt to these changes.

Equal opportunities policy

Our Trust operates in a multi-ethnic area. All members of staff are expected to take into account equalities in all areas of work.

All employees are expected to abide by our Trust’s equal opportunities policy, failure to do so could result in disciplinary action up to and including dismissal.

Date: November 2016

Prepared By: *Oscar Soliven*

Person Specification

Selection Criteria	Essential Criteria	Desirable Criteria	Means of Assessment
EDUCATION/ QUALIFICATIONS	<p>Valid qualification as RN Adult RN Child/ RM</p> <p>Neonatal specialist qualification (ENB 405 or equivalent)</p> <p>Teaching & assessing in the clinical setting (ENB 998)</p> <p>Post-Graduate Diploma in Advanced Neonatal Nursing Practice, or equivalent</p> <p>Neonatal qualification QIS and NLS.</p> <p>Completed ANNP Course</p>	<p>MSc in Advanced Neonatal Nursing Practice</p> <p>completed NIPE course.</p> <p>Leadership Management Course. and</p>	<p>Application Form , Interview</p> <p>Application Form , Presentation , Interview</p> <p>Application Form , Presentation , Interview</p> <p>Application Form , Interview</p>
SKILLS/ ABILITIES	<p>Leadership & interpersonal skills</p> <p>Enhanced/ advanced clinical skills</p> <p>Good verbal and written skills</p> <p>Able to manage performance & conflict</p> <p>Able to recognise stress in self & others</p> <p>Able to work within a multi-racial & cultural environment</p> <p>Proficient computer skills particularly in Microsoft Word and other healthcare-related programmes/ software</p>		<p>Presentation , Interview</p> <p>Application Form , Interview</p> <p>Application Form , Presentation , Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

EXPERIENCE / KNOWLEDGE	At least five years of work experience as Senior Nurse in a Level 3 Neonatal Unit.	Work experience as an Advanced Neonatal Nurse Practitioner	Application Form , Interview
	Resource management. Management of change within a multidisciplinary team.		Application Form , Interview
	Staff appraisal & personal development programmes (KSF		Interview
	Knowledge of audit and research-based practice	Experience of audit and research	Application Form , Interview
	Knowledge of National Neonatal policies & guidelines.		Application Form , Presentation , Interview
	Knowledge, understanding & ability to ensure staff contribute fully to a Clinical Governance agenda.		Presentation , Interview
	Knowledge of policy and protocol development and collaboration with the multidisciplinary team.		Presentation , Interview
	Have minimum of 2 years' experience as ANNP in level 2/3 NICU.		Presentation , Interview
PERSONAL QUALITIES	Professional attitude and decorum		Interview
	Good organisation/ time management skills		Interview
	Sensitive to the needs of others		Interview