

## Job Description

<b>Job Title:</b>	PROACT Practitioner
<b>Band:</b>	6 (P)
<b>Division:</b>	Hospitals / Emergency Care
<b>Job Evaluation</b>	
<b>Reference Number:</b>	1044v2/JE/19
<b>Responsible to:</b>	Service Lead PROACT Team
<b>Responsible for:</b>	Supervision of PROACT Team Assistant

## Overview

The PROACT Team will provide a clinical service to acutely unwell patients, undertake advanced procedures relating to these, support clinical informatics relating to patient monitoring and escalation; along with an extensive training and advisory service for resuscitation and acutely unwell patient subjects. In conjunction with the Band 7 Practitioners & Service Lead, this Practitioner will undertake both clinical and training duties relating to Acutely Unwell Patients. These roles and responsibilities will be supported by a comprehensive induction and competency development programme.

## CARE

In the DHSC we pride ourselves on being committed, appreciative, respectful and excellent. CARE represents what we are about, what we stand for and what we value. All our recruitment, performance management and development is based on our CARE ethos.

## Job Purpose

The PROACT Practitioner will undertake duties as Duty Clinical Practitioner or Duty Training Practitioner as per team roster, ensuring consistent cover of seven day per week clinical service and 5 days per week training service. Registered Practitioners within the team will be able to undertake both the clinical and training requirements of this role, enabling credibility and resilience of services.

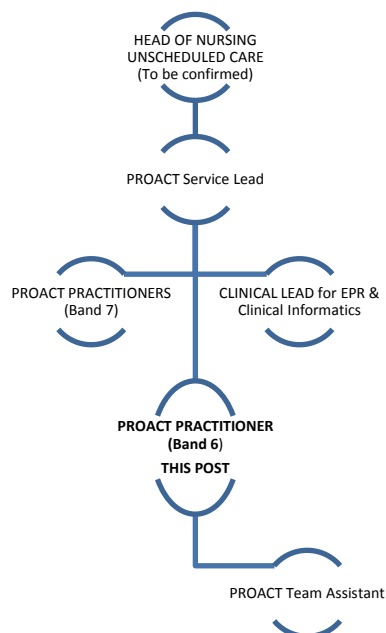
## Duties and Responsibilities

- Provide timely advanced response to acutely unwell patients and those at risk of deterioration, using advanced clinical assessment and interventional skills
- Deliver educational and supportive initiatives to improve the recognition and response for these patients by ward / departmental staff
- Undertake advanced procedures and clinical skills in relation to the management and stabilisation of acutely unwell patients

- Respond as a member of the Medical Emergency Team for adults and paediatric emergency calls, providing expert advice to clinical teams and ensuring evidence based practice and algorithms are used
- Assist in the delivery of department wide training programmes relating to basic, intermediate and advanced life support for adult and paediatric patients
- Assist in the delivery of department wide training programmes relating to acutely unwell patients and those at risk of deterioration
- Assist in the delivery of department wide training programmes relating to the introduction and expansion of clinical informatics systems for National Early Warning Scoring system and Track & Trigger
- Provide expert guidance to DHSC staff relating to the management of acutely unwell patients, cardiopulmonary resuscitation and decision making surrounding these topics
- Ensure all clinical areas have effective systems in place for checking emergency / resuscitation equipment and that equipment is available and fit for purpose
- These duties in this job description are not exhaustive and may vary during the ongoing development of this new team

## Organisational Structure

A copy of the organisational structure and its relevance to this role is shown below.



## Communication and Relationship Skills

The communication and relationship skill requirements of this role are:

- Establish and maintain good working relationships with DHSC staff at all levels, using excellent written and verbal communication skills offering assistance and guidance in a professional and courteous manner
- Communicate effectively with clinical teams, patients and relatives in assisting with decision making, care planning and discussions relating to ceilings of care and resuscitation

- Engage all staff in and promote clinical learning opportunities, to encourage recurrent learning and adoption of evidence based practice to facilitate the delivery of high quality care
- Deal sensitively with distressing information regarding clinical outcome, patient outcome data, debrief post emergency / critical incident and training course candidate results
- Assist in debrief of staff & relatives post medical emergency / resuscitation event as required
- Work collaboratively with team members to exhibit commitment to quality, efficiency and a delivery of a highly regarded service
- Attend and participate in team meetings and represent PROACT Team at Acute Illness Recognition and Resuscitation Committee meetings and other forums as required

### **Knowledge, training and experience required to do the job**

The essential knowledge, training and experience requirements of this role are:

- Registered Health Care Professional with current registration
- Minimum of 3 years post registration experience in acute care / critical care areas
- Advanced Life Support Course Provider
- Recognised Teaching & Assessing Course or willing to work towards
- Degree level qualification
- Relevant post registration qualification or clinical course

The desirable knowledge, training and experience requirements of this role are:

- Extended roles e.g. venepuncture, cannulation, catheterisation
- European Paediatric Advanced Life Support Provider Course

### **Analytical and Judgement Skills**

The analytical and judgement skill requirements of this role are:

- Work collaboratively with the PROACT Team , Service Lead and the multi-professional teams in clinical areas to enable delivery of team services
- Develop skills in autonomous decision making, advising medical, nursing and healthcare professionals regarding acutely unwell patients and their need for referral to critical care services
- Take responsibility for the accurate assimilation, interpretation and reporting of changing patient condition; ensuring the initiation of appropriate treatment through prompt escalation of concerns to treating teams / anaesthetists
- Develop skills to act as team leader at medical emergency / resuscitation attempts
- Recognise own limitations and identify the need to refer to / consult other health care professionals or PROACT team members
- Develop advanced resuscitation skills and be able to delegate tasks appropriately in clinical emergency situations
- Develop the confidence and ability to challenge decision making regarding ceilings of care, resuscitation and escalation of care
- Develop candidate assessment skills to undertake formal assessment of competency on nationally accredited courses, confidently challenging and correcting practice where required

### **Planning & Organisational Skills**

The planning and organisation skill requirements of this role are:

- Be flexible in approach to working practice across a 7 day per week period, covering Clinical or Training practice as per roster
- To be able to prioritise and organise allocated workload effectively, seeking opportunities to promote training and support in clinical areas
- Manage a caseload of referred patients within span of clinical shift
- Ensure accurate time keeping on nationally accredited courses, updating the course director of variations, updating instructors of timings within sessions as required
- Co-ordinate room changes / instructor changes / candidate room movements within courses as required
- Adapt to frequent interruptions and changing situations in a calm and professional manner
- To be flexible within contracted hours to meet the needs of clinical shifts and scheduled training courses, and training activities which may occur outside normal working hours
- Flexible in approach to competency development and extension of role as service develops

### Physical Skills

The physical skill requirements of this role are:

- Undertake physical assessment of patients and taking remedial actions such as repositioning, initiating treatment and attaching monitoring
- Perform advanced clinical roles such as venepuncture, cannulation, arterial blood gas analysis and catheterisation
- Develop skills to undertake advanced invasive procedures such as Midline insertion as service develops requiring specific advanced clinical skills and use of ultrasound imaging equipment
- Undertake faculty demonstrations during training courses, including acting as a simulated patient, relative or responder according to script / scenario template
- Demonstrate cardiopulmonary resuscitation and operation of automated external training defibrillator during sessions as required
- Movement of training manikins and equipment trolleys around training department and to main hospital buildings as required for the delivery of training sessions
- Set-up, operation and troubleshooting of training manikins / software systems and audio-visual equipment for presentations
- Provide simple maintenance for training equipment in / out of training sessions, including replacement of consumables, charging, battery changes, software updates
- Set up / clearing / disassembly of training equipment, cleaning and decontaminating as applicable

### Patient/Client Care

- Provide advanced clinical assessment and response to acutely unwell patients and those who are deteriorating in wards and departments
- Respond to bleep alerts for patients scoring 7 or above on Track & Trigger system
- Respond to bleep alerts for patients who are giving rise to clinical concerns or undergoing / requiring specific intervention or equipment, regardless of NEWS score
- Undertake scheduled pre-operative visits for patients due admission to ICU / HDU and undertake post discharge visits / follow-up visits within 36 hours of discharge to the ward area (or sooner if requested), sourcing further referrals or escalating concerns to treating teams / anaesthetists as required
- Undertake advanced procedures for the management and stabilisation of acutely unwell

patients

- Attend and participate in Medical Emergency Team response for adult and paediatric cases, providing expert guideline advice and acting as immediate team leader where required, ensuring completion of Medical Emergency Team call record form
- Be visible in clinical areas to respond to queries and requests for support; meeting new members of staff to ensure familiarity with emergency call procedures, resuscitation equipment and escalation processes

## Policy and Service Development

The policy and service development requirements of this role are:

- Contributes to the development and review of policies within the PROACT Team
- Participates in team audit activity and contributes to any remedial actions as directed by the Service Lead
- Undertake delegated audits and snapshot audits of emergency equipment checking compliance, recording findings on databases & escalating concerns to Service Lead
- Establish and maintain respectful and professional relationships with all contacts to the PROACT Team, reporting any comments / concerns / compliments to the Service Lead
- Contributes to risk assessment activity within training environments and reports concerns relating to safety of equipment / processes to the Registered Practitioner
- Contribute to the information gathering and investigation of untoward incidents, supporting any necessary remedial action

## Financial and Physical Resources

The financial and physical resource requirements of this role are:

- Utilise clinical equipment and consumables in a cost effective manner
- Advise on assembling & utilising specialised clinical equipment such as infusion devices, humidification systems, cardiac / telemetry monitoring, high flow oxygen systems and non-invasive ventilation, external cardiac compression devices (LUCAS), manual defibrillators for external cardiac pacing and synchronised cardioversion
- Support clinical areas in their correct use and troubleshooting of Patientrack system, guiding the application of appropriate variances and flags
- Seeks opportunities in clinical areas to undertake spot checks of compliance with emergency equipment checks, advising on stock rotation to reduce wastage of short dated stock; whilst actively promoting compliance with checking processes
- Undertake simple maintenance, cleaning, decontamination and safe storage of training equipment including basic & advanced training manikins, defibrillators, audio-visual equipment
- Rotate training consumables to ensure the most cost effective and cost efficient use of resources
- Become proficient in the use of software / hardware relating to operating training manikins

## Human Resources

The Human resource requirements of this role are:

- Act as an effective role model in clinical and training practice, ensuring continual high regard and clinical visibility of the PROACT team at all times
- Deal with conflict and initial consequences with diplomacy and professionalism, escalating concerns to Service Lead, Heads of Department, Duty Manager as appropriate

- ❖ Assist with undertaking training needs analysis relating to resuscitation and acutely unwell patient training
- ❖ Develop skills to deliver a wide range of resuscitation and acutely unwell patient related training
- ❖ Support Clinical Lead for EPR / Clinical Informatics in delivering scheduled training for clinical staff in the use of the NEWS and Patienttrack systems
- ❖ Seek opportunities to engage staff in bedside teaching / ward based teaching to maximise opportunities to embed evidence based practice
- ❖ Assess candidate competency against national guidelines for resuscitation practice and acutely unwell patient competencies during formal training courses
- ❖ Supervise written examination conditions during nationally accredited courses, reporting any concerns to the course director
- ❖ Support the induction of new team members, familiarising them with team specific equipment & procedures
- ❖ Assist in the development of the PROACT Team Assistant role

### Information Resources

The information resource requirements of this role are:

- ❖ Complete required documentation to standards in DHSC policies for record keeping
- ❖ Record all clinical and telephone advice given and entering detail into required databases for audit data collection
- ❖ Utilise clinical information systems to provide clinical information, blood results & radiological findings to enable patient assessment and planning of care
- ❖ Utilise simple databases and learning management systems to record booking arrangements, training activity and course outcomes
- ❖ Input and submit data of duty clinical practitioner activity to maintain databases for monthly returns via the Critical Care Department for audit purposes
- ❖ Access patient administration systems to gather audit data for emergency calls activity and outcome in preparation for presenting at weekly mortality meetings
- ❖ Receive paper based documentation regarding emergency calls activity and emergency equipment checking processes, transcribing relevant data onto databases for report generation and presentation
- ❖ Access data to assist with report writing and preparing data for presentation

### Research and Development

The research and development requirements of this role are:

- ❖ Assist with audit and research activity undertaken by the developing team
- ❖ Present audit and research findings at meetings and professional forums as required
- ❖ Develop professionally in the specialist fields of critical care outreach, advanced procedures and resuscitation practice acquiring up to date evidence base to support practice

### Freedom to Act

The freedom to act requirements of this role are:

- ❖ Safeguard the health, safety and welfare of patients, relatives, staff, course attendees, instructors and visiting faculty, in line with DHSC procedures
- ❖ Act autonomously in the provision of care for acutely unwell patients, managing a caseload of acutely unwell patients in collaboration with clinical teams
- ❖ Undertake Duty Clinical or Duty Training Practitioner duties in line with PROACT Team

#### Operational Policy

- Take responsibility for attending own mandatory training in accordance with DHSC Mandatory Training Policies & development as agreed in Personal Development Plan

### **Confidentiality**

In the course of your duties you may have access to confidential material about patients, members of staff or other business of the Department. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and /or treatment of the patient. If you are in any doubt whatsoever as to the authority of a person or body asking for information of this nature, you must seek advice from your manager. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded by your employers as gross misconduct which could result in disciplinary action being taken against you. In the case of information held on computer systems, you may be held personally liable if you in any way knowingly contravene the appropriate terms of the Data Protection Act 2018.

### **Health & Safety**

It is the duty of all employees 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. Similarly, it is each person's responsibility to ensure a secure environment and bring any breaches of security to the attention of their managers.

In the absence of Manager/ Deputy Manager, the Registered Nurse is responsible for all patients, staff, allied health professionals, the building and all safety protocols.

### **Safeguarding**

The Isle of Man is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects staff to share this commitment. Staff must work in accordance with all health and social care policies relating to safeguarding.

## Job Description Appendix 1

### Physical, mental and emotional demands of the job and working conditions

This section should describe the nature, level, frequency and duration with which you will be expected to deal with physical, mental and emotional effort and the nature, level, frequency and duration of demands arising from inevitably adverse environmental conditions.

#### Physical Effort

- ◉ Frequently requiring dexterity and prolonged periods of fixed position to undertake acute care skills and emergency procedures – such as difficult venous access, emergency airway management, defibrillation
- ◉ Frequently undertaking sudden physical activity in responding to emergency call bleeps
- ◉ Regular repositioning patients with / without mechanical aids, transferring patients between departments, assembling and moving clinical equipment
- ◉ Frequent bending / crouching to assist patients in confined spaces as part of emergency response, and to assess drainage in catheters, chest drains etc.
- ◉ Regular stretching across to examine patients, adjusting oxygen flow, manipulation of IV infusions and other medical devices
- ◉ Occasional sudden and prolonged physical activity when undertaking cardiopulmonary resuscitation in emergency situations
- ◉ Regular moving and handling of heavy equipment when setting up / clearing and storing of training manikins, trolleys & benches / tables without mechanical aids
- ◉ Regular physical activity demonstrating cardiopulmonary resuscitation on manikins at floor level and on beds, demonstrating choking management techniques
- ◉ Frequent repetitive movements such as data entry into computer systems and regular work with visual display units / patient monitoring systems
- ◉ Frequent visiting all clinical areas across hospital site and occasional visits to other DHSC sites for training / meeting purposes

#### Mental Effort

- ◉ Regularly planning workload based on handover and referral information
- ◉ Frequently delivering ad hoc and bed-side training to clinical staff in relation to acutely unwell patients
- ◉ Supporting students and clinical staff shadowing the PROACT Team
- ◉ Frequent requirement to change from routine to emergency response and make changes from planned workload due to changing patients situations and new referrals
- ◉ Regularly undertake, compile and document detailed and often rapid assessment of patient condition, formulating immediate and short term action plans
- ◉ Regularly document assessments and activity plans with frequent interruptions from staff, bleeps and emergency bleeps
- ◉ Frequently calculate drug dosages and infusion rates, often in emergency situations
- ◉ Frequently inform patients and relatives of assessment findings and management / escalation plan
- ◉ Regular intense effort and concentration when delivering training sessions, assessing candidates and ensuring safe practice in training situations
- ◉ Frequent interruptions to office based work due to telephone enquiries / Visitors



- Regular detailed data entry of clinical activity, emergency call outcomes and training activity and candidate performance

### Emotional Effort

- Frequently dealing with acutely unwell and distressed patients / relatives and involved in breaking bad news with medical staff
- Frequent involvement with acutely confused and aggressive patients and their relatives
- Frequent involvement in distressing situations at end of patient's life, emergency situation or devastating diagnosis
- Frequently processing upsetting information regarding patient outcome when gathering audit data for MET call review / outcomes data, or monthly critical care returns
- Occasional support of clinical staff and PROACT practitioners who may be distressed after clinical emergency situation
- Regular support of anxious course candidates, informing of adverse assessment outcomes and dealing with competency issues

### Working Conditions

- Frequently working in confined spaces where patients have collapsed or deteriorated
- Frequently working in clinical areas with minimal air conditioning
- Regular exposure to patients requiring isolation for confirmed or suspected infections
- Regular exposure to risk of sharps related injury due to clinical procedures and emergency situations
- Regular exposure to blood and body fluids, specimens, foul linen
- Occasional exposure to fleas, lice and other infestations
- Warm training room environments / stock rooms with limited air conditioning
- Frequently cleaning/disinfecting used & potentially contaminated training equipment e.g. resuscitation masks and changing manikin / lung systems
- Working with sharp objects where there is a risk of injury e.g. clearing away training procedure trolleys
- Frequent distractions to clinical, training and office based activity due to queries, bleeps, emergency situations
- Clinical environments often very noisy with confused patients, emergency responses, equipment alarms, telephones and pager systems
- Training environment often noisy with emergency scenario activity, equipment alarms / automated instructions and defibrillator safety commands from instructors / candidates

### Agreement of above description

I have read and agree with the above description

**Job Holder's Name** (please print) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Holder's Signature** \_\_\_\_\_

**Line Manager's Name** (please print) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Line Manager's Signature** \_\_\_\_\_



## Person Specification

<b>Job Title:</b>	PROACT Practitioner
<b>Department:</b>	Health and Social Care
<b>Division:</b>	Hospitals / Emergency & Unscheduled Care
<b>Band:</b>	6

Attributes	Essential (E) or Desirable (D)	Method of Assessment
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Registered Health Care Professional with Current registration</li> <li>• Relevant post registration qualification or clinical course</li> <li>• Advanced Life Support Course Provider</li> <li>• European Paediatric Advanced Life Support Provider Course</li> <li>• Recognised teaching / assessing course or willing to work towards</li> <li>• Degree level qualification</li> </ul>	E  E  E D  E  E	Application
<b>Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 3 years' experience in acute / critical care areas</li> <li>• Competent with extended roles e.g. Venepuncture, cannulation, urethral catheterisation</li> <li>• Experience of patients requiring non-invasive respiratory support</li> <li>• Experience of delivering training sessions to clinical staff</li> </ul>	E  D  D  D	Application & Interview
<b>Attributes</b> <ul style="list-style-type: none"> <li>• Confident to challenge, negotiate and influence</li> <li>• Computer literacy and able to use NEWS/ Patienttrack, Microsoft Office, Patient Administration Systems such as Medway</li> <li>• Excellent organisational skills and ability to prioritise and manage workload</li> <li>• Flexible in approach to working patterns and able to travel to other DHSC sites to deliver training</li> <li>• Physically able to move, manoeuvre and</li> </ul>	E  E  E  E  E	Application & Interview

<ul style="list-style-type: none"> <li>assemble heavy training equipment</li> <li>❖ Physically able to respond to medical emergency calls / perform cardiopulmonary resuscitation</li> <li>❖ Excellent time management skills and committed to achieving deadlines</li> </ul>	<p>E</p> <p>E</p>	<p>Application &amp; Interview</p>
<p><b>CARE</b></p> <ul style="list-style-type: none"> <li>❖ Committed to the delivery of a high quality service</li> <li>❖ Understanding of risk management and governance relating to acutely unwell patients, resuscitation and training</li> <li>❖ Excellent verbal and written communication skills and able to articulate reasons for working within a multifaceted team</li> <li>❖ Able to work well within team of experienced practitioners</li> <li>❖ Can work independently</li> <li>❖ Enthusiasm to develop role and acquire new skills and competencies</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview</p> <p>Interview</p>
<p><b>Circumstances and Interests</b></p> <ul style="list-style-type: none"> <li>❖ Committed to the care of acutely unwell patients</li> <li>❖ Enthusiasm for clinical education and development of clinical staff</li> <li>❖ Clear interest in wishing to develop professionally within role</li> <li>❖ Satisfactory Police Check</li> <li>❖ Isle of Man Worker</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Interview</p>