

DIAGNOSTICS & OUTPATIENTS DIRECTORATE

JOB DESCRIPTION

Post:	Nurse Champion – Electronic Prescribing and Medicines Administration (EPMA)	Grade:	Band 7
Dept/Location:	Pharmacy Department – Great Western Hospital	Report to:	Lead Pharmacist EPMA

1) **Job Summary -**

The post holder will, under the direction of the Lead Pharmacist EPMA, have input to the configuration, planning and implementation of a new Electronic Prescribing and Medicines Administration solution (EPMA) across the Acute Trust site, contributing to successful project delivery.

The post holder will provide expert clinical advice for the identification and management of risks arising from process changes.

The post holder will be heavily involved with leading change activities for clinical staff, and for providing clear guidance through their networks as teams become accustomed to the EPMA system.

2) **Main Responsibilities**

The post holder will be responsible for representing the nursing community and providing change leadership to this community for the duration of the EPMA project including:

1. Input to system and supplier evaluation, configuration, testing and training on the chosen EPMA system. Ensuring that the EPMA system supports best nursing practice in the administration of medicines. This includes attending supplier demonstrations, input to contract, supplier visits and on-going liaison with the chosen supplier throughout the life of the project.
2. Provide clinical input into the identification, presentation and management of risks arising from process changes.
3. Present the benefits, challenges and implications of a clinical system to a variety of professional audiences, including clinical staff and medical workforce, to include the creation and presentation of case studies..
4. Provide practical knowledge around the prescription and administration of a wide range of therapeutic treatments.
5. Assessing implications of new care pathways and systems and how they are implemented by nursing staff and making recommendations on process and decisions to be made at Project Board level.

6. Working with suppliers, project team and the IT Training Team (as required) to plan and implement training programmes, feedback sessions and ward kick-off meetings. Supporting the development of a structured and audited training programme for all users, and assisting with the development of super users across the Trust for future ongoing support.
7. Use of IT systems and computer hardware
8. Working on wards showing practical application of system and providing demonstrations and a training resource for medicine administration staff.
9. Collating feedback from clinical teams to influence the configuration and user interface of the EPMA system.
10. Nurse training budget responsibility – committing financial expenditure from a budget held elsewhere without formally holding a delegated budget. Identify the implementation of operational changes where necessary. This may include managing situations where staff are resistant to change.
11. Nurse training plan and delivery - as a major job duty.
12. Responsibility for managing the functional application for administration staff of EPMA - Identifying, documenting and championing how ward or clinic medication-related procedures should change in line with EPMA implementation. This includes the gathering and presentation of complex information, leading on process change and attending meetings as appropriate.
13. Co-ordinating and presenting research for user acceptance and training needs
14. Have the freedom to initiate action within broad policies, seeking advice as necessary
15. Adaptive – change of plans for training and installation requirements
16. Dealing with Medical Workforce
17. Requirement to use Visual Display Unit equipment more or less continuously on most days.
18. Involved with liaising with IT suppliers and Trust IT staff as necessary, and troubleshoot problems encountered during the testing and implementation cycle.
19. Help to identify and then lead on the changeover from paper to computer, including outlining how this will be phased and how it will be accomplished safely.
20. Provide input to the design of support services will be available both during the initial implementation phase and throughout the life of a system.
21. Providing input to the design of daily patient care continuity.
22. Identification of new insights and lessons learned as the system is used, and fed back to the Project Team.
23. Ensuring the acceptance of EPMA by end users under their influence.
24. Lead role in procedure and policy development, documenting change in SOPs to cover all nursing staff following implementation of the system

In respect of Business and Administration Support, the post holder will provide general project support to the Project Manager in the following areas:

25. Working with the IT Project Manager, work stream project teams and Pharmacy leads to identify solutions to meet identified need, and aid in the implementation of those solutions.
26. Attend and actively participate in Project Team and other meetings as required.
27. Provide opinion and quotes for information and publicity materials as necessary

In respect of Personal Development, the post holder will:

28. Meet objectives as agreed with the EPMA Pharmacist and DoN.
29. Sustain a programme of development by optimising personal involvement in projects undertaken.
30. Develop an innovative approach to problem solving whilst ensuring a cohesive attitude to departmental and individual responsibilities.
31. Abide by the Trust Health and Safety Policies and Regulations, Computer Misuse Acts and Data Protection Acts maintaining a secure and safe environment.
32. Actively participate in your normal Directorate initiatives.

a) Patient Client Care

This role has no responsibility for patient care.

b) Financial Responsibilities

All staff will support their managers to make efficient and effective use of resources. All staff are responsible for identifying any actual or potential deviation from budgets and are to work with the budget holder or manager to find effective ways of handling it.

All staff must ensure they use resources in a manner consistent with organisational objectives and policies, ensuring that resources are realistic, justified and of clear benefit to the organisation.

c) Budget Responsibilities

Nurse training budget responsibility – committing financial expenditure from a budget held elsewhere without formally holding a delegated budget.

As a Budget Holder/Manager you are responsible for the co-ordination, monitoring and review of the use of financial resources within your budget.

The Management of Financial Resources is relevant to all areas of work in the NHS as financial management takes place throughout the service. Financial Resources includes money and finance as well as the financial value of other resources such as people, equipment, material etc.

d) Responsibilities for People or Training

The post holder is not expected to have direct line management responsibilities. The post holder will have considerable indirect responsibilities for the influence of people and training, including responsibility for the provision of training against the specific project being undertaken.

e) Other Factors

This role will require the use of IT equipment

In addition to the duties and responsibilities listed above, the post-holder may be required to perform other duties assigned by the supervisor/manager from time to time.

2) Health and Safety Risk & Infection Prevention & Control

All staff are to:

- Report accidents involving staff and patients according to established procedures and in compliance with the Health & Safety at Work Act;
- Report immediately any incidents, accidents, complaints or other occurrences involving patients, visitors or staff, resolve wherever possible, complete accurate statements and report to the appropriate manager as soon as possible;
- Report defects in equipment and the general fabric of the unit to the appropriate officer of the Trust;
- Take action to assess the management of risk to reduce where possible the impact on patients, visitors, staff and NHS Property;
- Consistently observe Trust Infection Prevention & Control policies, procedures and best practice guidance in order to maintain high standards of Infection Prevention & Control.

3) Rehabilitation of Offenders

Because of the nature of the work involved, the post is exempt for the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions Order) 1975. Applicants are therefore not entitled to withhold information about cautions and convictions and, in the event of employment, any failure to disclose such cautions or convictions could result in disciplinary action or dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order is applied.

4) Data Quality

Good quality data is a fundamental requirement for the speedy and effective treatment of patients. In addition management information produced from patient data is essential for the efficient running of the organisation and to maximise utilisation of resources for the benefit of patients and staff.

Responsibility for good data quality lies with all who record patient information, whether clinical, technical or clerical.

All staff who record patient information, whether by electronic means or on paper, have a responsibility to ensure that the data is accurate, timely, and as complete as possible.

5) Confidentiality

Any information gained by virtue of employment, including any confidential/personal information concerning patients or staff, must not be divulged to other staff not directly involved. A breach of confidentiality would result in disciplinary action. Each employee is personally responsible for ensuring that no breaches of information security result from their actions. Staff should be aware that all personal information about patients and staff, regardless of its format (e.g. computerised, written or spoken), is subject to the Data Protection Act 1998.

6) Policies

The post-holder will be bound by all Trust policies and procedures. These can be found on the Trust intranet site.

7) Associate Medical Directors / General Managers / Clinical Leads / Executives

The post-holder is responsible for planning, implementing, monitoring and reviewing the acquisition, allocation and management of financial resources.

The post-holder will be expected to work in consultation with others to support the organisation's vision, values, strategies and objectives, taking account of current and potential future constraints and opportunities. The post-holder is responsible for evaluating the performance of services, projects and programmes, identifying problems and issues, predicting future needs and shortfall, identifying trends, and accessing capacity to meet future needs.

8) General Information

a) Safeguarding

The Trust is a safeguarding employer committed to the safeguarding and promotion of welfare of children, young people and vulnerable adults and expects staff and volunteers to share this commitment.

b) What the patients can expect from Staff

Patients can expect to be treated with courtesy and respect when they meet Trust staff. They can expect confidential information about them not to be disclosed to those who have no need to know. Patients can also expect staff to respond constructively to concerns, comments and criticism.

c) What the Trust expects of individuals

The Trust expects individuals to act with honesty, integrity and openness towards others. Individuals will show respect for patients, staff and others. Individuals are expected to learn and adapt the use of information technology where relevant, in order to transform the way we respond to patients. Staff should be helpful to patients and their visitors at all times, should respond constructively to criticism and praise, and should work to foster teamwork both within the immediate team and across the Trust.

d) What individuals can expect from the Trust

Individuals can expect to be trained for the job they are employed to do. Individuals can expect to be given feedback on their performance and to be encouraged and supported in their personal and professional development. Individuals can also expect to be treated with respect by others including those who manage them. Individuals can expect that issues of cultural diversity are treated tactfully and with respect by all who work within the organisation.

e) Policy Statement

It is the policy of the Trust that neither a member of the public, nor any member of staff, will be discriminated against by reason of their sex, sexual orientation, marital status, race, disability, ethnic origin, religion, creed or colour. Individuals can expect to have their views listened to, particularly when they are raising legitimate concerns about the quality of the service provided. The Trust is committed to the spirit of as well as the letter of the law, and also to promotion of equality and opportunity in all fields.

f) No Smoking Policy

Great Western Hospitals NHS Foundation Trust is a smoke-free organisation.

9) Trust Values – STAR

Service – puts our customers first
Teamwork – works together with the team
Ambition – aspires to provide the best service
Respect – acts with integrity

This job description is a guide to the duties and responsibilities of the post-holder and is not exhaustive. Subject to the needs of the service, the content of the job description for this post is subject to continuous review.

Date: May 2014

Review Date: **NA**

PERSON SPECIFICATION

Nurse Champion – Electronic Prescribing and Medicines Administration (EPMA)

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Nursing degree or equivalent qualification 	<ul style="list-style-type: none"> • IT related training
Experience	<ul style="list-style-type: none"> • Previous experience of influencing teams of peers by breaking communication barriers. • Proven and credible knowledge, experience and understanding of prescribing process and personnel • Experience of managing change using negotiation and reassurance. • Experience of cross-departmental working. • Experience of clinical audit • Communicate extremely complicated strands of information which may be conflicting e.g. communicating particularly complicated clinical matters that are difficult to explain. • Knowledge across a range of work procedures and practices underpinned by theory or practical experience by exposure to clinical projects. • Lead on service development for delivery and implementation of policy plans • Responsibility for managing the operation of one or more systems which process, generate, create, update or store information • Research or development work as part of one or more formal research programmes or activities • General health, organisational or broad occupational policies, but in most situations the post holder will need to establish the way in which these should be interpreted • Demonstrates relevant experience either in the management of or support of complex projects; • 	<ul style="list-style-type: none"> • Previous experience leading a successful implementation of a medical system • Management of multi-disciplinary projects for disparate groups of users.

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Responsible for the teaching or devising of training and development programmes as a major job responsibility Exercise judgment in identifying and assessing complicated events, problems and where a range of options, and the implications of each of these, have to be considered. Planning and organisation of a broad range of complex activities includes planning programmes which impact across or within departments, services. 	<ul style="list-style-type: none">
Other factors	<ul style="list-style-type: none"> Excellent interpersonal and prioritisation skills; Displays a proactive and innovative approach Frequent indirect exposure to distressing or emotional circumstances There is a frequent requirement for concentration where the work pattern is unpredictable Good attention to detail Must show a high level of personal integrity, and encourage similar standards in colleagues. Able to motivate and inspire others Standard keyboard skills. Incidental patient contact Holds a delegated budget from a budget for a department/service <p>Office and work based.</p>	<ul style="list-style-type: none"> Demonstrates a capability for lateral thinking. Super User status on legacy medical IT systems An excellent organiser, and able to inspire others to work in a new environment

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