

**Agenda for Change: Job Description**

<b>Post Title:</b>	<b>Education Lead Nurse for ePrescribing – Band 6</b>
<b>Directorate/Department:</b>	Pharmacy
	Division C
<b>Agenda for Change Band</b>	Band 6
<b>Hours Per Week:</b>	37.5 with unsociable hours and on-call Split post 30hrs EPMA team & 7.5hrs clinical ward practice
<b>Accountable to:</b>	Managerial - Electronic Prescription and Medicine Administration (EPMA) Team Lead Professional – Associate Director of Nursing / Head of Clinical Practice and Standards
<b>Accountable for:</b>	
<b>Main Purpose:</b>	<ul style="list-style-type: none"> <li>• Act as an expert resource for ePrescribing and electronic medicine administration to all users across UHS.</li> <li>• Provide proficient leadership in meeting the educational need for nursing users of the ePrescribing system.</li> </ul>
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Educational leads</li> <li>• Nursing, Medical and Pharmacy teams</li> <li>• University links</li> <li>• Outside Agencies</li> <li>• Operational managers</li> <li>• Ward managers</li> <li>• Matrons</li> <li>• Divisional Head of Nursing / Professions</li> </ul>
<b>General Duties:</b>	<p><b>Education and Training</b></p> <ul style="list-style-type: none"> <li>• Responsible for the development of new SOP's and amend local policies and guidelines as necessary with a view to changing practice in relation to electronic medicine administration.</li> <li>• Participate in innovation and change concerned with improving the standards of care for patients.</li> <li>• Responsible for the production of training material and the delivery of a training programme for nursing staff, in the use of the EPMA system.</li> <li>• Provide training to all users of the EPMA system. This may be 1:1, classroom based or clinical setting training.</li> <li>• Provide a link to various key nursing forums, such as the Nursing Practice Group.</li> <li>• Assist in the communication of any changes in the prescribing and administration pathways to all affected stakeholders.</li> <li>• Encouraging and accepting feedback from all system users.</li> <li>• Evaluates the effectiveness of education. .</li> </ul>

NON-PROFITABLE

- Assist in practice research in the specialist areas. To share the lessons learned with fellow healthcare staff, and to aid in the implementation of improvements and re-audit practice.
- Maintains continuing professional development as required for the Nursing and Midwifery Council
- Maintains a professional portfolio of expanded and advanced practice.

**Clinical Support**

- Support the build, configure parts and implementation of the EPMA system applying the knowledge, skills and training of a specialist nurse practitioner
- Support the maintenance of the EPMA system. Responsible for the up-date and in-put of prescribing data onto the EPMA system.
- Provide reports to users utilising the information held in the EPMA system.
- Provide helpdesk support and specialist knowledge in resolving any ePrescribing, eAdministration or pharmacy related queries that are generated from system users.
- To provide specialist support to the system out of hours on a rota basis to consultants and their teams, nursing staff, pharmacy staff and other health professionals where appropriate.
- To be actively involved in the care of all patients within specific speciality/department
- To work collaboratively with all members of the multi-professional team (MPT).
- Recognise own limitations and effectively seek appropriate help assistance

**Administrative**

- Maintain an auditable system of documentation of changes and enhancements to the EPMA system.
- Participate in the analysis of working practices and realigning with best practice and system needs, reconciling system and processes.
- To develop and implement process changes necessary to improve medication administration and help prevent medication errors.
- Contribute to the clinical governance process by reducing medication errors through:
  - Analysing administration patterns of high-risk drugs to identify any issues.
  - Study and respond to national advice and guidelines such as NPSA guidance on problematic drugs and NICE guidelines.
  - To access and manage risk associated with the implementation of ePrescribing

	<ul style="list-style-type: none"> <li>• Ensure that patient safety and service delivery are maintained in the event of failure of the system. Participate in the recovery process including validating and re-entering prescribing and administration data onto the system and maintaining legal documentation.</li> <li>• To represent the interest of the project</li> <li>• Any other duties as requested by Line Manager.</li> </ul> <p><b>Professional Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for maintaining a high standard of evidence based care.</li> <li>• Liaising with members of the MPT to ensure that treatments are carried out correctly in accordance with trust and local policy.</li> <li>• To be professionally accountable for own actions and recognise the professional codes of others working within the team</li> <li>• To actively contribute to the clinical governance agenda</li> </ul> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• Maintain good working relationships with all members of the MPT and other external departments / Hospitals</li> <li>• Encourage staff to contribute to ideas that will enhance patient care using evidence-based practice.</li> <li>• To be familiar with personnel policies and procedures and participate as appropriate.</li> </ul>

<b>NHS Standards of Business Conduct and Professional registration</b>	All employees must abide by the guidance set out in the NHS Code of Conduct and Standard Business Conduct for NHS Staff (HSG 93/5), as amended or replaced from time to time. Managers must also comply with the NHS Code of Conduct for Managers. All clinical professionally regulated staff must abide by the codes of conduct issued by their respective regulatory bodies (e.g. NMC, GMC, HPC) and ensure that they maintain updated registration as required by the role.
<b>Living our values every day</b>	<p>All staff are expected to strive to make the Trust values ‘what we do’ – to inspire, develop and support every one of us to live our values; every patient, every colleague, every day.</p> <p>Each post holder is expected to ensure they live the values of:</p> <ol style="list-style-type: none"> <li>1. Patients First</li> <li>2. Fresh Thinking</li> <li>3. Working Together</li> </ol> <p>These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff and partners in continuing to improve the experience people have using and delivering our services</p>
<b>Health and Safety:</b>	Staff are reminded of their responsibility to take care of their own personal safety and others whilst at work. In addition, no person shall interfere with, or misuse anything provided in the interests of health, safety and welfare
<b>Infection Prevention and Decontamination of</b>	All staff are reminded of their responsibility to adhere to Trust and Departmental Infection Prevention Policies, including policies for the cleaning

<b>Equipment:</b>	and decontamination of equipment, in order to protect their own health and that of other employees, visitors and patients.
<b>Child Protection/Safeguarding</b>	All staff providing services to patients and children are reminded of their responsibility to adhere to Trust and Departmental Child Protection and Safeguarding policies including employment checks.
<b>Confidentiality</b>	<p>All employees of Southampton University Trust are reminded of the need to treat all information, particularly clinical and management information, as confidential.</p> <p><b>Any employee who wilfully disregards Trust and Departmental policies may be liable to serious disciplinary action including dismissal.</b></p> <p>This job description will be reviewed yearly as part of the annual appraisal, to ensure that it reflects the responsibilities of the post. No changes will be made without full consultation with the postholder.</p>
<b>Last Updated</b>	03 June 2014