

**1. JOB DETAILS**

**Job Title:** **Enteral Nutrition Advanced Clinical Practitioner**

**Grade:** **AFC Band 8A**

**Responsible to:** **Clinical Director – Gastroenterology Directorate**

**Reports to:** **Nurse Director**

**Location:**

**2. JOB PURPOSE**

- Provide a patient focused Enteral Nutrition Service to patients referred to
- Assess, manage, implement and evaluate treatment for patients with disease-related malnutrition who require enteral nutrition
- Perform relevant invasive diagnostic and therapeutic Interventional (IR) Radiological procedures
- Undertake training to perform endoscopy for the elective/symptomatic service
- Ascertain diagnosis through advanced clinical assessment, history, examination and investigations and action appropriate on-going care
- Contribute to training requirements within the Radiology and Endoscopy Department
- Contribute to standard setting and development of policies and procedures for the Enteral Nutrition Service.

**3. JOB SUMMARY**

### **Working within the code of professional practice:**

- Provide a patient focused Enteral Nutrition Service to patients referred to, performing Interventional Radiological procedures for patients accessing the service via a number of pathways
- Ensure the highest level of evidence based care is delivered adhering to clinical and professional guidelines
- Function as a non-medical Interventional Radiology Practitioner, undertaking diagnostic and therapeutic procedures, including the selection, placement and management of enteral feeding tubes and devices, and initiate on-going treatment as appropriate
- Work autonomously with minimal supervision from Consultant Gastroenterologists and Consultant Radiologists.
- Provide specialist advice, support and training to junior staff/trainees at all levels
- Provide education for patients, carers and other healthcare professionals
- Undertake Outpatient Enteral Nutrition Clinics (including tertiary referrals).
- Contribute to provision of clinical data
- In collaboration with the Enteral Nutrition Team, contribute to service developments, research and policy developments to improve patient outcomes.

#### **4. ROLE OF THE DEPARTMENT**

The Enteral Nutrition Service is a cross-directorate and multi-disciplinary team delivering an essential service to all clinical specialities across three sites as well as health professionals and patients in primary care. Activity and demand within the service continues to grow.

is a large teaching hospital Trust with a variety of regional and clinical specialties attracting complex nutrition referrals, and complex paediatric patients transitioning to adult services via tertiary and quaternary referral pathways.

This varied and complex group of patients require significant clinical-resource which is managed through a single point of access enabling timely and effective treatment through elective, urgent and emergency pathways.

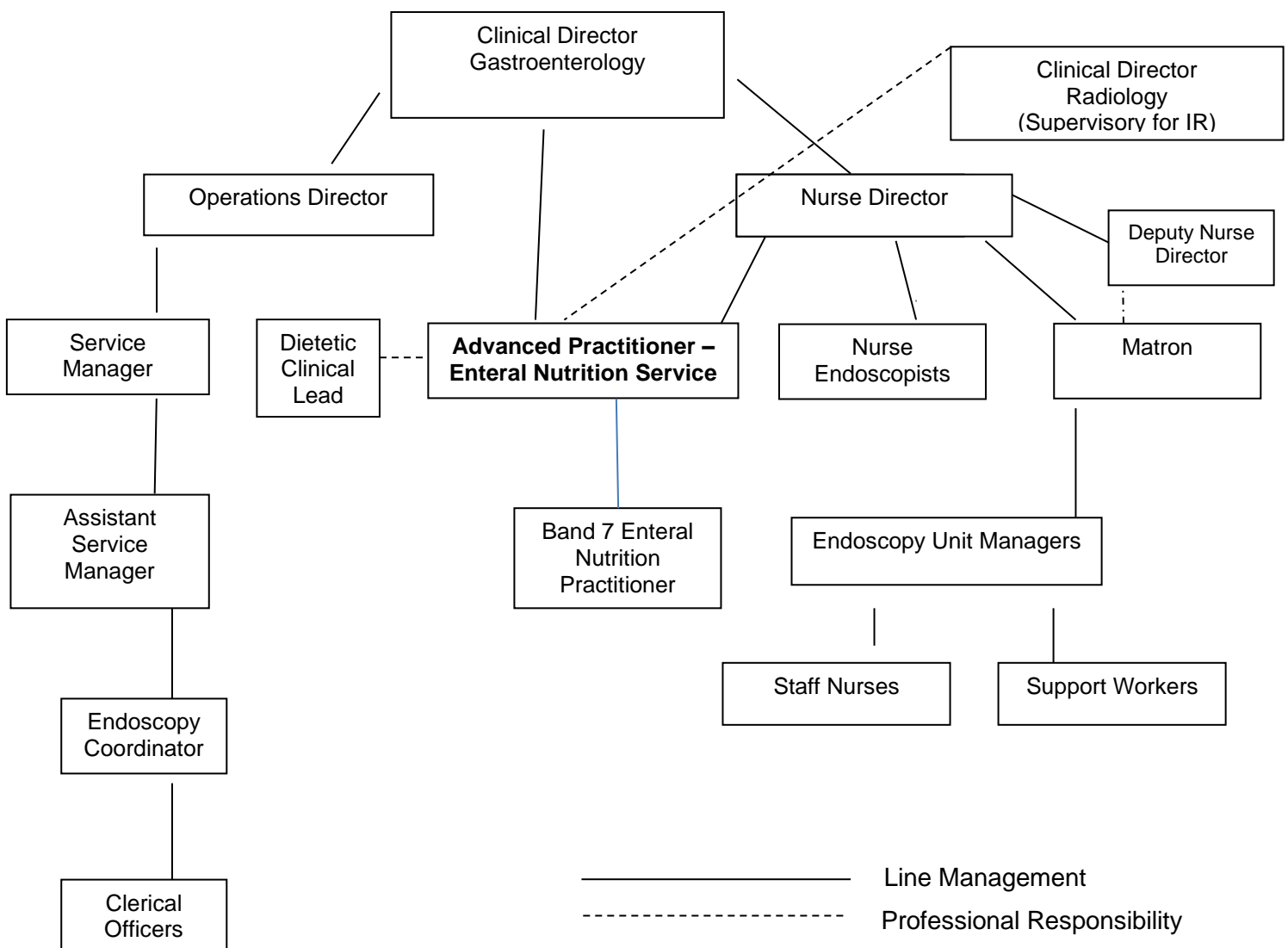
The service operates a 'wrap-around care' model, managing patients from referral to discharge and thereafter. The Enteral Nutrition Service creates a synergistic link between gastrointestinal radiology, gastroenterology and surgical teams to facilitate this.

This enables optimisation of treatment outcomes, re-admission rates and length of stay as the reactivity of the service is directly related to attendance at the Emergency Department, Non-elective (NEL) admission avoidance, length of stay and clinical outcomes.

### Percutaneous Endoscopic Colostomy (PEC)

The PEC Service supports patients with recurrent sigmoid volvulus or colonic pseudo-obstruction who are not fit for conventional surgical treatment. These frail patients rely on the Enteral Nutrition Service due to the absence of specialist support in primary or secondary care, and often present via tertiary referrals. The similarity of the medical devices utilised for this procedure and in-house expertise means that the patients who access this service are best served by the Enteral Nutrition team.

## 5. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



## 6. MAIN DUTIES AND RESPONSIBILITIES

## **Clinical Responsibilities**

- Assess, manage, implement and evaluate treatment for patients with disease-related malnutrition who require percutaneous enteral nutrition. This includes patient selection, intervention and treatment, follow-up and complications management and patient choice.
- Work autonomously and independently with minimal supervision to provide clinical diagnoses, treatment and advice to patients based upon advanced clinical assessment, history, examination and investigations
- Plan and deliver complete episodes of care including admission of emergency, urgent and elective cases through liaison with the relevant teams and directorates
- Prescribe and review medication for therapeutic effectiveness in accordance with local and national guidance within the scope of practice / personal formulary
- Perform a variety of diagnostic and therapeutic radiological interventions for sedated and non-sedated patients, including de-novo Per-Oral Image Guided Gastrostomy (PIG) insertion
- Interpret radiological images to assess, plan and deliver interventional radiology procedures and diagnostics
- Provide expert clinical advice to the Multi-disciplinary team and related healthcare professionals in primary and secondary care (e.g. GP, community specialists, other agencies)
- Undertake outpatient Enteral Nutrition Clinics, carrying out appropriate clinical assessment, further tests, investigations and treatment for patients referred to the service
- In collaboration with the Enteral Nutrition team and working across boundaries, develop the Percutaneous Endoscopic Colostomy (PEC) Service
- Collaborate with multidisciplinary team regarding alternative treatment/interventions
- Lead on the selection, placement and management of percutaneous enteral feeding tubes and related medical devices
- Undertake assessment, provide support, information and education to patients and relatives
- Undertake a shared decision making process to gain valid consent. Assess mental capacity and where appropriate act in the patients' best interests as the decision maker ensuring that the Mental Capacity Act 2005 is adhered to
- Use clinical experience and expertise to manage complex referrals and for complication management where first and second line specialist treatment has failed (tertiary referrals)
- In collaboration with colleagues and managers, continually monitor, audit and evaluate clinical practice of self, the service and staff
- Develop additional advanced clinical endoscopy skills to enhance trust-wide service provision
- Assist in the training and development of junior medical and nursing staff

- Provide information and support, to enable patients to make informed consent and decisions about their care and understand the rationale of the investigation
- Perform cannulation and venepuncture, and to administer intravenous sedation drugs as appropriate.
- Provide a flexible a clinical service that adapts to patient and service needs and which will require flexibility in hours and the ability to work outside of normal working hours when required.
- Establish relationships based on trust and mutual respect. Seeing patients as partners in the consultation; applying the principals of concordance.
- Works within professional and organisational standards. Takes personal responsibility for prescribing decisions
- Actively participate in the review and development of prescribing practice
- Knows how to access relevant information and be able to critically appraise and apply information in practice
- Understand, and work within local and national policies that impact on prescribing practice
- Work in partnership with colleagues to benefit patients. Be self-aware and confident in own ability as a prescriber

### **Leadership:**

- Provide support and work collaboratively alongside the Directorate Management Team to continually develop and maintain the highest standards in compliance with relevant policy, recommendations and guidelines to promote as a leader in the field of Enteral Nutrition, raising the profile of the service locally, regionally and nationally.
- Work with colleagues to ensure maximum cooperation and motivation towards change
- Contribute to the leadership of the multidisciplinary team involved with the Enteral Nutrition Service and pathways, coordinating service provision across the Trust to improve clinical outcomes, reduce inappropriate referrals and intervention, reduce hospital admissions and length of stay.
- Act as a change agent to facilitate the implementation of national agendas.
- Participate in, and advise on the evaluation and selection of specialist medical devices and ancillaries relating to enteral nutrition across the Trust. This includes evaluation of new products and technologies to inform best practice and cost effectiveness.
- Be proactive with regard to patient feedback to reduce formal complaints and, where necessary, investigate and assess complaints and incidents, and take appropriate actions

- Implement and monitor systems that contribute to Health and Safety regulations and governance standards
- Demonstrate leadership and evidence based practice at all times, acting as a role model for junior staff promoting high standards of care thus delivering and promoting the Trust's PROUD values.
- Network across the Trust and nationally to ensure dissemination and sharing of good practice with respect to Enteral Nutrition

### **Communication:**

- Order investigations and Interpret results and initiate further clinical plans as appropriate
- Provide accurate computerised reports of procedures
- Provide accurate and timely written communication and plans following outpatient consultations
- Communicate bad news, distressing and complex information to patients and relatives in a sensitive and timely manner as appropriate to their needs
- Liaise, report and document any relevant information regarding findings to other health professionals including the MDT, GPs, referring clinicians and other relevant departments
- Communicate effectively with cross-directorate clinical and managerial colleagues relating to service needs and clinical issues, incorporating participation in multidisciplinary meetings and presentation of information to appropriate forums e.g. clinical directors, multidisciplinary leads, outside agencies often between primary and secondary care
- Use highly developed communication skills to deliver written and oral presentations to national forums, conferences and publications

### **Service Development / Managerial / Research**

- In collaboration with the Directorate Management Team, develop long term plans for the strategic development of the Enteral Nutrition Service, engaging with stakeholders and external agencies where appropriate.
- Contribute to business cases, capital bids and action plans as required
- Influence and negotiate with colleagues and stakeholders in changes to clinical practice within the service.
- Support the promotion of excellence as a standard across the service.
- Write and review policies, in collaboration with key stakeholders and contribute to the development of new protocols and pathways for service developments
- Attend relevant departmental meetings

- Ensure productivity and efficiency within the service is maximised
- Ensure all elements of the Global Ratings Scale (GRS) are met and the units comply with the Joint Advisory Group (JAG) accreditation process (Endoscopy)
- Initiate and implement evidence based changes in clinical practice, to improve the standard of care and health outcomes in conjunction with the Directorate Management Team
- Disseminate research and audit findings in the form of publications, posters and presentations
- Work with managers to record clinical activity and data collection to ensure that all service activity is captured
- Work within national and local practice guidelines, including those outlined by appropriate regulatory bodies, and at all times in line with the Code of Conduct of the Nursing and Midwifery Council (NMC) or the Health Professions Council (HPC) Standards of Conduct, Performance and Ethics, whichever is appropriate.
- Ensure that diagnostic and therapeutic practices undertaken within radiology are in line with Ionising Radiation (Medical Exposure) Regulations (IR(ME)R and non-medical referrer policy
- Knowledge of IRMER and radiation awareness to ensure the patient and staff are protected, ensuring all radiation dose is justified

## **Education & Training**

- Contribute to the development of education and training programmes, and competency standards for all staff involved with the treatment disease-related malnutrition in the context of Enteral Nutrition at e.g. (Nurses, Dieticians, ACPs, Physician Associates (PAs), junior and middle-grade doctors)
- Teach medical and nursing in clinical procedures
- Network with other non-medical practitioners and Specialist Nurses
- Represent the Trust at local, region and national events where appropriate
- Ensure all mandatory training, appraisals and registration are maintained
- Ensure own training and professional development needs, and those of the role are met through accessing appropriate learning opportunities through discussion with the line manager.
- Contribute to training and development publications and events, representing advanced practice where appropriate.
- Maintain a clinical portfolio and log in accordance with standards and guidelines of the Joint Advisory Group on Gastrointestinal Endoscopy (subgroup of the Committees on Higher Medical Education of the Royal College of Surgeons & Other medical Royal Colleges) (Once Endoscopy trained).
- Keep up to date with current legislation and professional issues, linking any new developments/information to the unit environment, e.g. new endoscopic procedures, new equipment and innovative practice

## **Audit & Clinical Governance**

- Observe the JAG quality and safety indicators for endoscopists (once trained)
- Promote and support the national and Trust Clinical Governance agenda
- Undertake audits as required, in conjunction with the Directorate Audit and Governance Lead
- Participate in Directorate Clinical Governance Meetings contributing to investigation and implementation of actions as appropriate
- Contribute to the evaluation and assessment of new products and technologies and make recommendations to inform best value purchases
- Contribute to the Directorates audit and research programmes as required
- Maintain accurate and legible records of patient care in line with Trust policies and Professional Code of Conduct
- Adhere to the Professional Code of Conduct and Trust Policies pertaining to patient confidentiality / Data Protection Act / Caldecott Recommendations
- Undertake Risk Assessments for practices relating to enteral nutrition related procedures, implement mechanisms to manage risk and ensure incidents are appropriately recorded and acted upon to maximise benefits to patient care
- Demonstrate responsibility for reporting all accidents/untoward incidents and ensuring relevant documentation is completed
- Be responsible for the reporting and if necessary removal of any relevant equipment or resource which has become faulty or which poses a risk to patients, staff or the Trust

## **Infection Control**

- Understand and follow infection control and prevention policies and procedures with the Trust
- Act as a role model to others regarding infection control and best practice
- Keep up to date and attend all relevant training relating to infection control and decontamination standards applicable to this post
- Ensure that, where applicable, patients, visitors and contractors are aware of and follow infection control best practice
- Report non-compliance or concerns regarding infection control and decontamination issues/best practice to line manager

## **7. FINANCIAL MANAGEMENT RESPONSIBILITIES**

- Be responsible for monitoring and controlling resources
- Demonstrate cost effectiveness with regard to staffing and non-staffing costs



- Promote efficiencies within the service to ensure the cost effectiveness of lists and the maximisation of income opportunities

## **8. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES**

- Assist in the recruitment, selection, training and supervision of future team members and non-medical endoscopists in training
- Lead in the development of staff within the Enteral Nutrition Service to ensure that specialised clinical skills, consent and cannulation are established and maintained, working across boundaries, where appropriate
- Evaluate and advise re procurement of highly specialist equipment and supplies used for surgical/interventional procedures to achieve safety and cost effectiveness
- Provide line management and undertake appraisals for junior staff within the service
- Lead/participate in the recruitment and selection of new staff within the service

## **9. ASSET MANAGEMENT RESPONSIBILITIES**

- Ensure the effective and efficient use of physical and financial resources e.g. effective use of disposable accessories during radiological and endoscopic procedures, correct handling of all specialist equipment, training staff in the correct use and technique of equipment, resulting in a reduction in repairs and replacement of equipment
- To assist in Asset Register Audits

## **10. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)**

Clinical Director(s)

Consultant Physicians and Surgeons

Allied Health Professionals

Non-Medical endoscopists

Matron

Nurse Director

Deputy Nurse Director

Specialist Nurses

Operational Director / Deputy

Service Manager & Assistant Service Manager

Management Accountants  
Multidisciplinary Teams  
Specialist Nurses  
Ward/Department Managers  
All disciplines of staff across the Trust  
Pharmacy  
Laboratory Medicine

The job description is not exhaustive and will be iterative as services develop.

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**We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce**