

JOB DESCRIPTION AND PERSON SPECIFICATION

Guidance document

NOTE: For the clarity of wording the ongoing term used for the NMP/IP/DPP lead will be NMP-Non-Medical Prescribing lead. The definition by the Royal Pharmaceutical Society is as an overarching term: 'encompasses healthcare professionals (excluding doctors and dentists) working within their clinical competence as an independent and/ or supplementary prescribers or community practitioner nurse prescribers.' This is to be reviewed when updated terminology has been agreed.

Job Title	Non-Medical Prescribing (/Independent Prescribing and Designated Prescribing Practitioner- NMP/IP/DPP) Organisational Lead
Band	(Suggested minimum B8a) Job matched at NHS Agenda for Change 8c
Department	TBC
DBS Required (incl type)	Yes
On-Call	N/A

ABOUT THE JOB AND CONTEXT

The role of [insert job title] provides the opportunity to implement change within [insert organisation / system / network] and the wider system to deliver the ambitions across the Sussex Health and Care system, in line with the Improving Lives Together strategy and the [insert name of organisation / network strategy / plan].

The post holder will have the responsibility of managing the [insert name of strategy / plan] to bring the ambitions of the plan into reality. Establishing the appropriate governance of non-medical prescribers who are a multidisciplinary workforce.

The post holder will also lead and manage change within [insert organisation / system / network] to improve the non-medical prescribing landscape of the system, which includes embedding a sustainable and proactive increase in supervision capacity of this multidisciplinary workforce.

The post will deputise for the [insert role] and has managerial responsibility for [insert function(s) /or team(s) / role(s)].

This is a guidance document with the aim of supporting organisations in the development of Organisational NMP lead roles, their defined JD/ allocated time, that needs to be focused on alongside recognition of high levels of responsibility. Allocated and protected time is essential to be able to focus on the complexities of the role and provide the high-level governance and clinical management, steering and influence, quality assurance and improvement frameworks. The NMP organisational leadership is recommended to be representative at professional boards/executive committees for independent prescribing with the ability to influence and effect decision making impact.

The post holder is expected to fulfil the roles and responsibilities of the Organisation's Non-Medical Prescribing (NMP)lead, to ensure with high level authority and direct reporting line to the organisational senior leadership team, that there is effective governance for Non-Medical Prescribing to take place across the Organisation.

To provide enhanced or advanced clinical advice, leadership and support ensuring the needs of the service are met by exercising and demonstrating high levels of clinical judgement, critical analysis, and advanced decision-making skills.

To provide high-quality person-centred care which always considers people's safety, privacy and dignity using enhanced or advanced clinical knowledge that is evidence based.

To manage change, to monitor and improve standards through supervision, evidence-based practice, clinical audit, research, and education. To promote and demonstrate best practice by integrating evidence into practice.

EXPECTED OUTCOMES AND ACCOUNTABILITY

About Your Role

The post holder will lead, develop, and sustain governance around non-medical prescribing (NMP) practices and trainees at the organisation, working collaboratively with relevant stakeholders.

The post holder will provide highly specialist advice to multi-professional workforce leads on scoping and strategic opportunities for service enhancement through the development of non-medical prescribing roles, and ensure clarity on training requirements, education, capabilities, supervision, and continuous professional development, acting as the [name of organisation / network] expert for NMP advice and queries.

The post holder will lead and co-design a developmental framework that is part of the NMP strategy and recommended approach, which will empower and facilitate all professions to meet the standards and competency frameworks for prescribing.

ENGAGING PEOPLE/KEY WORKING RELATIONSHIPS

The post holder will engage in complex transformation and improvement working in partnership with key stakeholders. Developing strong, trusted relationships to develop solutions, and make practical change happen in the short, medium and long term.

The post holder will be able to lead and be part of teams and will recognise their own strengths and those of others. They will be able to tackle challenging issues e.g., legal, technical, political, professional, financial etc which will have a direct impact on population health outcomes, workforce development and retention, and growing future workforce supply in specialist and advanced practice.

The post holder will support the identification and escalation of risks and issues related to the non-medical prescribing workforce, and work with the relevant stakeholders to develop impactful solutions through learning, improvement methodologies, research and innovation. Working at a strategic [insert board] level.

Key relationships include but are not limited to:

- Executives, peers and colleagues across [insert organisation / network].
- Close, integrated working, with internal and external clinical leads across all provider sectors, including third and private sectors.
- Close working with Higher Education Institutions.
- Corporate teams across [insert organisation / network].
- Schools and colleges.
- Local authorities including Public Health, Adult & Childrens Social Care.
- Professional networks across neighbouring health and care systems, as well as regional and national system architecture.
- Trade Unions.
- Professional and Governing bodies.
- Medical and non-medical prescribing workforce.
- NHS England.
- Patients, clients, service users, the public.

MANAGEMENT AND LEADERSHIP

- Provide highly specialist professional leadership and advice to the non-medical prescribing workforce.
- Recruit and develop staff, including undertaking appraisal and personal development and, where appropriate, progressing any disciplinary or capability issues
- Motivate, inspire and lead by example through innovation and determination to successfully deliver with the resources available.
- Ensure high quality, robust management and mentoring systems are in place to support strong and vibrant multi-professional leadership.
- Manage talent effectively within the organisation and contribute to plans and strategies to successively plan and develop talent.

- Contribute to individual and organisational development of new models of care and provider alliances incorporating the principles within defined national strategies and initiatives.

DELIVERING RESULTS/FUNCTIONAL RESPONSIBILITIES

Communication and relationship skills

Deals with a range of highly complex and/or sensitive situations, escalating risks to patients / clients where a high level of communication is necessary, in environments which may be hostile and/or antagonistic. [insert if appropriate: E.g., ensuring the seamless continuity and transfer (if appropriate) of care for patients between other relevant health, social and third sector agencies, professionals, and other care settings.]

Liaising with service managers, clinical leads about their workforce, the atmosphere may be emotive and there will often be significant barriers to acceptance. The post holder will need to use their negotiating, persuasive, motivational, and reassurance skills.

Analytical and judgement skills

Develop reports on the non-medical workforce for different audiences using workforce and management information. Giving options and making recommendations where appropriate. Analyses service transformation, and workforce issues and data. Reconciles professional differences of opinion.

Demonstrates high levels of clinical judgement, critical analysis, and advanced decision-making skills.

Planning & Organising

Plans specialist education and training plans and provision for the non-medical workforce across [insert organisation / network]. Contributes to the development of new models of care incorporating the principles within defined national strategies and initiatives.

Budgetary and purchasing skills

Holds budget, monitoring, control for specialist workforce. Procurement of non-medical prescribing education and training ensuring value and quality for the investment. Identifies and manages new funding streams.

Contributes to the NHSE Multi-professional Education Investment Plan (METIP) requesting funding for the [insert organisation/ network] workforce plans for independent prescribing.

Authorises the funding applications for applicants.

Workforce development skills

Provides specialist expertise to develop and implement education programmes for a multi-professional specialist workforce, which involves close working with HEIs and non-medical prescribing educational forums. Responsible and accountable for the teaching and training of the non-medical prescribing workforce across [insert organisation / system].

Policy and Service development

Responsible for the development and implementation of non-medical workforce strategy, policies, protocols, and guidelines for and related to non-medical prescribing which are used [insert organisational /network] wide. This requires expert interpretation of highly complex governance to ensure that all staff are working within a legal and safe framework.

Develops, influences, and leads implementation of non-medical prescribing policy making, procedures, protocols, and clinical guidelines, internally and externally.

Contributes to the strategic development of the service by the evaluation of service delivery, identifying opportunities for and recommending improvement and change.

Continually monitors standards of non-medical prescribing care through quality markers and benchmarking.

Physical skills

Effort required for carrying out clinical/ technical duties. Competent use of software packages with keyboard skills learnt overtime.

Information systems skills.

MS Microsoft office packages. And [insert name of system(s)].

Responsible for maintaining a register/database of non-medical prescribers and designated prescribing practitioners.

Patient / client care

Independently assesses, plans, implements, and evaluates care delivered to patients, within the hospital setting: prior to prescribing.

Ensures full and accurate records of relevant information related to prescribing are documented in the patients' medical notes.

Maintains a knowledge base that reflects contemporary issues and can autonomously select and apply appropriate prescribing through expert critical thinking and problem solving.

Works closely and network with other health professionals to share best practice and provide a uniformly high standard of prescribing.

Practices in accordance with the NMC Code of Professional Conduct, GPCH code of conduct/standards, HCPC standard of conduct, performance and ethics.

Research and development

This is a major job requirement to co-ordinate and implement research and development activity. Conducting research in specialist area. Key member of audit, research steering group.

Responsible for developing, implementing, and auditing protocols, guidelines, and policies for Non-Medical Prescribing, [insert organisation/network]-wide. These will be shared with the multi-professional teams in all care settings.

Reviews of prescribing activity of NMPS – via ePACT 2 and any internal prescribing data and auditing frameworks.

OTHER

Requirements for the post holder include:

Ability to travel to various sites across and outside of Sussex.

Use of PC/VDU.

Breaking unwelcome news to others.

Long periods of concentration.

Delete as appropriate Care of the terminally ill / Care of mentally ill & challenging patients / Night working / contact with bodily fluids / Providing professional emotional support.

The post holder will have the responsibility of managing the [insert name of strategy / plan] to bring the ambitions of the plan into reality. Establishing the appropriate governance of non-medical prescribers who are a multidisciplinary workforce.

ORGANISATIONAL STRUCTURE

[insert a organogram to show the reporting line above and below this role]

PERSON SPECIFICATION

Job title: Non-medical prescribing Lead

Directorate / team: [insert]

The person specification (PS) details the criteria necessary to perform the job as described in the job description. Candidates will be assessed according to the extent to which they meet the PS criteria. It is therefore important that applicants pay close attention to all aspects of the PS when deciding if their skills, experience and knowledge match these requirements. This section details the essential attributes for this role.

	Assessment Application Form (A) Interview (I) Testing (T) Presentation (P)
Values & Behaviours [insert specific to your organisation / network]	
Qualifications / Education <ul style="list-style-type: none"> • Current registered Healthcare Professional (NMC, HCPC or GPhC). • Educated to Master's Level or equivalent experience of working at a senior level in specialist area. • Non-Medical Prescribing qualification (NMPV300). • Evidence of leadership qualification or equivalent experience. 	
Knowledge, and Experience <ul style="list-style-type: none"> • Subject matter expertise for non-medical prescribing, to include the prescribing/de-prescribing of medications. • Experience of delivering education both internally and externally in relation to non-medical prescribing • Significant understanding of the context of the wider multi-professional extended scope of practice agendas (e.g. enhanced, advanced or consultant level practices), and key national and organisational priorities. • Proven evidence of management ability and leadership skills • Awareness of clinical governance issues and measures of quality • Legal and professional requirements for Independent and Supplementary prescribing • Experience of motivating and inspiring staff and external stakeholders to work together to achieve a common objective. • Change management experience, including having implemented change in a team/directorate/organisation/network. 	
Skills and Capabilities Demonstrates sound judgement and decision-making skills autonomously, seeking advice when necessary <ul style="list-style-type: none"> • High-level analytical skills, and ability to anticipate risk, identify issues and recommend appropriate courses of action. • Exceptional organisational skills, managing multiple projects, ensuring effective use of available resources. • Enthusiasm towards teaching and sharing knowledge with others in the MDT and externally. • Highly developed verbal and written communication skills. Ability to communicate highly complex matters in a way that is easy to understand. • Champions the equal and fair treatment of under-represented individuals or groups. 	

<ul style="list-style-type: none"> • Ability to undertake clinical audits or service evaluations. • Ability to provide and receive, convey and present highly complex, sensitive and/or contentious information to large groups, responding openly to questions to ensure full understanding and engagement. • Demonstrates sound judgement in the absence of clear guidelines or precedent, seeking advice as necessary from more senior management when appropriate. • Ability to work on own initiative and organise workload, allocating work as necessary, working to tight and often changing deadlines. • Ability to make decisions autonomously, when required, on difficult issues. • Ability to support all non-medical prescribers with prescribing issues/errors. 	
<p>Other</p> <ul style="list-style-type: none"> • Demonstrates a clear vision of the Non-Medical Prescribing Lead role in developing the NMP services. • Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others. • Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others. • Embrace change, viewing it as an opportunity to learn and develop. • Consistently looks to improve what they do, look for successful tried and tested ways of working, and also seeks out innovation. • Values equality, diversity and inclusion; operating with integrity and openness. • Ability to work as part of a multi-disciplinary corporate team, able to travel if needed between and work across all sites as required. 	
Date Agreed	
Written by	
Approved by	