



NORTH EAST DERBYSHIRE PRIMARY CARE NETWORK LIMITED

Barlborough Medical Practice
7 Worksop Road, Barlborough, S43 4TY
Abbey Place, Renishaw, S21 3TY

The Springs Medical Partnership
Recreation Close, Clowne, Chesterfield, S43 4PL

Killamarsh Medical Practice
209 Sheffield Road, Killamarsh, Sheffield, S21 1DX,

The Valleys Medical Partnership
Gosber Road, Eckington, Sheffield, S21 4BZ
Gorsey Brigg, Dronfield, S18 8UE

Job Description and Person Specification

Job title	Home Visiting Team Clinician (Team Up Derbyshire)
Line manager	PCN Clinical Director (Clinically) PCN Manager (Administratively)
Accountable to	PCN Clinical Director & PCN Manager
Hours per week	37.5

Job Summary

Team Up Derbyshire is an ambitious programme in Derby and Derbyshire that aims to create one team across health and social care who see all housebound patients in a neighbourhood.

A housebound patient is someone unable to leave their home due to physical or mental illness. It includes people living in their own home or a care home. These patients tend to have complex health and social care needs. Being housebound can be a permanent or temporary situation. This team will provide planned care and urgent care. If someone is housebound and needs a service, this team will deliver it.

The postholder will act autonomously within their professional scope of practice providing care for patients face to face, telephone consultations and home visits.

The postholder will operate within their own sphere of competence and agreed acceptable limits of practice to provide expert professional clinical advice to patients, carers and colleagues, ensuring clinical safety and excellence.

The practitioner will need to prioritise and triage the needs of patients accordingly, making any necessary referrals for investigations in the appropriate manner.

The postholder will use skills, knowledge, and competencies as a Clinical Practitioner (e.g. Community Matron/Paramedic) in order to be responsible and accountable for managing patient caseloads for treatments, referral, admission and discharging patients as appropriate.

Mission Statement

Our PCN works collaboratively to provide equitable, accessible, and quality patient care. We have an inclusive and respectful work environment that prioritises staff wellbeing.

Generic Responsibilities

All staff at North East Derbyshire Ltd have a duty to conform to the following:

Equality, Diversity and Inclusion

A good attitude and positive action towards [Equality Diversity & Inclusion](#) (ED&I) creates an environment where all individuals can achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness; it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation.

Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief, sex, or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This organisation is committed to supporting and promoting opportunities for staff to maintain their health, wellbeing, and safety.

The post holder is to manage and assess risk within their areas of responsibility, ensuring adequate measures are in place to protect staff and patients, and monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team, and others and to cooperate with employers to ensure compliance with health and safety requirements.

All personnel are to comply with the:

- [Health and Safety at Work Act 1974](#)
- [Environmental Protection Act 1990](#)
- [Environment Act 1995](#)
- [Fire Precautions \(workplace\) Regulations 1999](#)
- [Coronavirus Act 2020](#)
- Other statutory legislation which may be brought to the post holder's attention.

Confidentiality

The organisation is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff must protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of this organisation's output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the organisation, to look for opportunities to improve quality and share good practice, and to discuss, highlight and work with the team to create opportunities to improve patient care.

North East Derbyshire Primary Care Network Ltd continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multi-disciplinary case reviews.

Induction

At North East Derbyshire Primary Care Network Ltd, you will be required to complete the induction programme and the practice management team will support you throughout the process.

Learning and development

The effective use of training and development is fundamental to ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake in and complete mandatory training as directed by PCN Manager. It is an expectation for this post holder to assess their own learning needs and undertake learning as appropriate.

The post holder will undertake mentorship for team members, and disseminate learning and information gained to other team members, to share good practice and inform others about current and future developments (e.g., courses and conferences).

The post holder will provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Collaborative working

All staff are to recognise the significance of collaborative working, understand their own role and scope, and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multi-disciplinary environments, and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working, while working effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential and all staff must ensure they communicate in a way which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Plans and outcomes by which to measure success should be agreed.

Managing information

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care, and presenting and communicating information.

Data should be reviewed and processed using accurate SNOMED/read codes to ensure easy and accurate information retrieval for monitoring and audit processes.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within the organisation's policies and regional directives, ensuring protocols are always adhered to.

Security

The security of the organisation is the responsibility of all personnel. The post holder must ensure they always remain vigilant and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone, and they are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and passwords are not to be shared.

Professional conduct

All staff are required to dress appropriately for their role.

Leave

All personnel are entitled to take leave. Line managers are to ensure all their staff are afforded the opportunity and are encouraged to take all their leave entitlement.

Public holidays will be calculated on a pro-rated basis dependent on the number of hours worked.

Primary Responsibilities

The following are the core responsibilities of the Home Visiting Team Clinician and relate to housebound and care home patients in conjunction with planned weekly ward rounds:

There may be, on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:

- a. Work as part of a multi-disciplinary team to deliver safe and high-quality Care
- b. Carries out clinical practice at an advanced level using expert clinical skills, critical judgements & knowledge to deliver appropriate and safe care.
- c. Delivery of care in line with NSF, NICE guidelines and evidence-based-care
- d. Triage and treat patients, performing specialist assessment of their needs and make referrals as necessary to other members of the primary and secondary health care teams as appropriate.
- e. Co-ordinate the planning and delivery of care ensuring patients and carers/relatives are involved.

- f. Prescribing and reviewing medication that is appropriate to patient needs and in accordance with latest evidence-based practice, national and practice protocols and within the scope of qualified practice.
- g. Diagnose and manage patients presenting with a range of acute and chronic medical conditions, including drug and non-drug based treatment methods into a management plan.
- h. Request diagnostic investigations and interpret within agreed protocols e.g. x-ray, blood tests, scans, etc.
- i. Assess, diagnose and treat patients in a community setting
- j. Refers patients to other members of the multi-disciplinary practice teams, secondary care organisations and other organisations as necessary.
- k. Recognise limits of own clinical competencies and discuss more complex patients with members of the MDT
- l. Provide highly specialised care advice beyond the scope of normal Nursing practice e.g. care treatment plans, making referrals as appropriate (including fast track or Urgent Cancer)
- m. Practise in compliance with their respective code of professional conduct and within their scope of practice, being responsible and accountable for their decisions, actions and omissions at this level of practice
- n. Demonstrate a critical understanding of their broadened level of responsibility and autonomy and the limits of own competence and professional scope of practice, including when working with complexity, risk, uncertainty and incomplete information
- o. Act on professional judgement about when to seek help, demonstrating critical reflection on own practice, self-awareness, emotional intelligence, and openness to change
- p. Work in partnership with individuals, families and carers, using a range of assessment methods as appropriate
- q. Demonstrate effective communication skills, supporting people in making decisions, planning care or seeking to make a positive change
- r. Use expertise and decision-making skills to inform clinical reasoning
- s. Initiate, evaluate and modify a range of interventions which may include prescribing medicines, therapies, lifestyle advice and care
- t. Exercise professional judgement to manage risk
- u. Implement and evaluate individual specialised treatment plans for chronic disease patients
- v. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects to the patient's health

- w. Be a professional role model for the organisation
- x. Actively engage in peer review to inform own and other's practice, formulating and implementing strategies to act on learning and make improvements
- y. Actively seek feedback and involvement from individuals, families, carers, communities and colleagues in the co-production of service improvements
- z. Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice (clinical practice, leadership and management, education and research).
- aa. Maintain accurate clinical records in conjunction with extant legislation and to ensure SNOMED CT codes are used effectively
- bb. Critically appraise and synthesise the outcome of relevant research, evaluation and audit, using the results to underpin own practice and to inform that of others
- cc. Contribute to practice targets (QOF, etc.), complying with local and regional guidance
- dd. Support the team in dealing with clinical emergencies
- ee. Support the team with all safeguarding matters in accordance with local and national policies
- ff. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately
- gg. Deliver opportunistic health promotion where appropriate

Secondary responsibilities

In addition to the primary responsibilities, the Home Visiting Team Clinician may be requested to:

- a. Ensure IPC compliance, ensuring compliance, undertaking audit as necessary
- b. Participate in local initiatives to enhance service delivery and patient care
- c. Support and participate in shared learning within the organisation

d. Develop an area of specialist interest, taking the lead within the organisation
e. Continually review clinical practices, responding to national policies and initiatives where appropriate
f. Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA)
g. Commensurate with their role, support the development of clinical services within the organisation, liaising with external agencies and professional organisations as required
h. Develop practice administrative and clinical protocols in line with the needs of the patient and current legislation

Person Specification – Advanced Nurse Practitioner		
Qualifications	Essential	Desirable
Registered Nurse with Nursing and Midwifery Council or Registered Paramedic with HCPC recognised Qualification	✓	
Master's degree required for qualification post December 2020 – refer to RCN Credentialing for Advanced Level of Nursing Practice . Post graduate diploma or degree for Advanced Practice Qualification up to December 2020		✓
Qualified Independent Nurse Prescriber on the NMC register		✓
Meets NMC revalidation requirements in accordance with the NMC Revalidation booklet	✓	
Meets the standards for registered ANP working at advanced level		✓
Qualified triage nurse		✓
Minor illness qualification		✓

Experience	Essential	Desirable
Experience of practice within the four pillars	✓	
Job plan that demonstrates advanced nursing practice and has equity with peers working at this level	✓	
Experience of prescribing and undertaking medication reviews		✓
Experience of working as a practice nurse or community nurse		✓
Practical understanding of primary care and community services		✓
Experience of SystmOne		✓
Experience in management of long-term conditions, older people with complex needs, and end of life		✓
Experience of participating in a multi-professional team		✓
Experience of working autonomously in a community setting		✓
Clinical Knowledge and Skills	Essential	Desirable
Clinical knowledge and skills including: • ECGs • Chaperone procedure • Requesting and processing pathology tests • Hypertension • Asthma • CHD • Women's health (cervical cytology, contraception, etc.)	✓	
Understand the importance of evidence-based practice	✓	
Broad knowledge of clinical governance	✓	
Ability to record accurate clinical notes	✓	
Ability to work within own scope of practice and understand when to refer to GPs	✓	
Knowledge of health promotion strategies	✓	
Understand the requirement for PGDs and associated policy	✓	
Polite and confident, flexible and cooperative	✓	
Motivated, forward thinker	✓	

Problem solver with the ability to process information accurately and effectively, interpreting data as required	✓	
High levels of integrity and loyalty	✓	
Sensitive and empathetic in distressing situations as well as ability to work under pressure/in stressful situations	✓	
Knowledge of public health issues in the local area		✓
Awareness of issues within the wider health arena		✓

Other Requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
Occupational health clearance	✓	
Meet the requirements and produce evidence for nurse revalidation	✓	
Evidence of continuing professional development (CPD) commensurate with the role	✓	
Access to own transport with business insurance and ability to travel across locality on a regular basis	✓	
Competent with using Microsoft Office software	✓	
Highly organised	✓	
Flexibility	✓	
Resilient	✓	
Motivated and proactive with a positive approach to challenges	✓	
Adaptable to change	✓	
Good sense of humour		✓

Notes:

Job descriptions are not designed to be all-inclusive although they will, as far as practicable, be a reasonably accurate and understandable specification of duties. The nature of our organisation demands a flexible approach in order to provide efficient and modern services to our patients. This job description may be amended by NED PCN Ltd, and you may be required to carry out additional or other duties as may be reasonably required.

The job description and person specification may be amended following consultation with the post holder to facilitate the development of the role, the organisation and the individual.

All personnel should be prepared to accept additional, or surrender existing, duties, to enable the efficient running of the organisation.