 **Kelvingrove Medical Centre**

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KELVINGROVE MEDICAL CENTRE

 JOB DESCRIPTION

**JOB TITLE:** Advanced Clinical Practitioner

**REPORTS TO:** The Partners (Clinically)

 The Practice Manager (Administratively)

**HOURS OF WORK:** Up to 37.5 hours, over 5 days per week

**Job summary:**

The post holder will be responsible for the autonomous clinical assessment, treatment and/or referral or giving advice as appropriate to first contact patients across a wide spectrum of clinical conditions, in a primary care setting, ensuring the highest standards of care for all registered and temporary patients.

A commitment to a quality service, excellence in clinical practice and continuous professional development are integral to the role and the development of the service.

**Clinical responsibilities:**

* To practice autonomously without direct supervision.
* To utilise advanced clinical skills to assess, diagnose, treat and refer patients requiring the clinical service
* To recognise the need for, initiate and where appropriate interpret relevant diagnostic investigations.
* To recognise the need for and initiate where appropriate advice of relevant specialisms.
* To exhibit excellent nonverbal and verbal communication skills when dealing with patients and carers.
* To have the ability to make clear decisions with confidence and communicate these effectively.
* To maintain appropriate clinical records in line with current practice guidelines.
* To work within the parameters of your skills and knowledge, recognising the limitations to your own practice and to work within the bounds of your training and capability according to regulatory codes of conduct.
* To maintain an awareness of developments in clinical practice.
* To optimise evidence-based practice.
* To work effectively as part of a multi professional team in collaboration with other members of the service.
* To adhere to performance measures.
* To provide health promotion/accident prevention advice for patients and carers.
* To promote the protection of children and vulnerable adults in accordance with local safeguarding procedures.
* To adhere to the Infection Prevention and Control policy for the service being provided.
* To prescribe medication and work within the limitations of current extended Non-Medical Prescribing legislation.
* Discharge or refer patients as appropriate to internal or external clinical pathways.
* The ordering, storage, administration and disposal of medicines in a safe, secure manner in accordance with current policy and legislation.

**Other responsibilities within the organisation:**

* Awareness of and compliance with all relevant practice policies/guidelines, e.g. prescribing, confidentiality, data protection, information governance health and safety
* A commitment to life-long learning and audit to ensure evidence-based best practice
* Contributing to evaluation/audit and clinical standard setting within the organisation
* Contributing to the development of computer-based patient records
* Contributing to the summarising of patient records and read-coding patient data
* Attending training and events organised by the practice or other agencies, where appropriate.

**Professional**

* To work within the regulatory requirements, codes and Professional Standards of practice of the NMC/HCPC/GPhC
* To maintain professional and clinical competence through mechanisms of continuing professional development.
* To act in such a manner at all times to promote confidence and public trust and uphold the reputation and image Kelvingrove Medical Centre

**Confidentiality:**

* In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
* In the performance of the duties outlined in this job description, the post-holder may have access to confidential information relating to patients and their carers, practice staff and other healthcare workers. They may also have access to information relating to the practice as a business organisation.  All such information from any source is to be regarded as strictly confidential
* Information relating to patients, carers, colleagues, other healthcare workers or the business of the practice may only be divulged to authorised persons in accordance with the practice policies and procedures relating to confidentiality and the protection of personal and sensitive data.

**Health & safety:**

The post-holder will ensure appropriate management of their own and others’ health and safety and infection control as defined in the practice health & safety policy, the practice health & safety manual, and the practice infection control policy and published procedures. This will include (but will not be limited to):

* Using personal security systems within the workplace according to practice guidelines
* Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines
* Providing advice on the correct and safe management of the specimens process, including collection, labelling, handling, use of correct and clean containers, storage and transport arrangements
* Correct personal use of Personal Protective Equipment (PPE) and ensuring correct use of PPE by others, advising on appropriate circumstances for use by clinicians, staff and patients.
* Management of the full range of infection control procedures in both routine and extraordinary circumstances (e.g. pandemic or individual infectious circumstances)
* Hand hygiene standards for self and others
* Managing directly all incidents of accidental exposure
* Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses/training needs are identified, escalating issues as appropriate to the responsible person
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process
* Making effective use of training to update knowledge and skills, and initiate and manage the training of others across the full range of infection control and patient processes
* Monitoring practice facilities and equipment in relation to infection control, ensuring that proper use is made of hand-cleansing facilities, wipes etc., and that these are sufficient to ensure a good clinical working environment. Lack of facilities to be escalated, as appropriate, to the responsible manager
* Safe management of sharps use, storage and disposal
* Maintenance of own clean working environment
* Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management
* Actively identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
* Keeping own work areas and general/patient areas generally clean, sterile, identifying issues and hazards/risks in relation to other work areas within the business, and assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with responsible managers
* Undertaking periodic infection control training (minimum annually)
* Correct waste and instrument management, including handling, segregation, and container use
* Maintenance of sterile environments

**Equality and diversity:**

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

* Acting in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with practice procedures and policies, and current legislation
* Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
* Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/professional development:**

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, with such training to include:

* Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.

**Quality:**

The post-holder will strive to maintain quality within the practice, and will:

* Alert other team members to issues of quality and risk
* Assess own performance and take accountability for own actions, either directly or under supervision
* Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team’s performance
* Work effectively with individuals in other agencies to meet patients’ needs
* Effectively manage own time, workload and resources.

**Communication:**

The post-holder should recognize the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members
* Communicate effectively with patients and carers
* Recognise people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the implementation of services:**

The post-holder will:

* Apply practice policies, standards and guidance
* Discuss with other members of the team how the policies, standards and guidelines will affect own work
* Participate in audit where appropriate.

***This job description is not exclusive and will be reviewed and revised in consultation with the post holder and changing service needs.***