**Advanced Nurse / Clinical Practitioner**

**Job Description & Person Specification**

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| **Job Title** | Advanced Nurse / Clinical Practitioner |
| **Accountable to** | Practice Manager – Administratively  Lead GP – Clinically |
| **Hours per week** | 25 – 37.5 hours |
| **Rate of pay** | Depending On Experience |

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| **Job Summary** |
| The post holder will be an experienced Advanced Nurse / Clinical Practitioner and prescriber, who acting within their professional boundaries; will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of their care. They will demonstrate safe, clinical decision-making and expert care for patients within the general practice. They will work collaboratively with the multi-disciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures and build effective working relationships with other health care professionals. |

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| **Primary Responsibilities** |
| **Professional role**   * Working with the medical team and others in developing new roles, responding to changing healthcare needs. * Pro-actively promote the role of the ANP/ACP within the Practice, and externally to key stakeholders and agencies. * The individual may be required to undertake the assessment and management of patients within the home environment. * To work within the Nursing and Midwifery Council Code of Professional Conduct and Scope of Professional Practice. * To maintain own professional development in line with the Nursing and Midwifery Council Regulations. * To promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research. * To facilitate and participate in multi-disciplinary education and clinical supervision. * Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained. * To promote personal development and clinical excellence. * Provide clinical supervision and support to other members of the practice nursing team and act as a clinical expert. * Participate in organisational decision making, interpret variations in outcomes and use data from information systems to improve practice. * Monitor the effectiveness of their clinical practice through the quality assurance strategies such as the use of audit and peer review. * Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation. * To play an active role in the development of practice development plans and new services. * To manage and take responsibility clinically for the Nursing Team, ensuring PDPs and CPD are undertaken in line with the Practice strategy and vision. * To manage and take responsibility for holiday planning and sickness/absence for the nursing team in line with Practice policies.   **Management of patient health and illness**   * To deliver a high standard of patient care as an Advanced Nurse/Clinical Practitioner in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base. * Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem-solving and clinical decision-making, to establish a diagnosis and management plan. * Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports. * Where the post holder is an independent prescriber: to prescribe safe, effective, and appropriate medication as defined by current legislative framework. * Support general practice nursing such as routine injections in accordance with the practice policy and appropriate protocols, PGDs and PSDs ie Childhood and adult immunisations in accordance with national guidelines such as: Flu vaccinations, travel vaccines and completion of patient vaccination records. Anti-psychotic injections, Vit B12 injections and contraceptive injections. * Support provision of women's health services including cervical cytology and advice on contraception and the menopause according to practice policy. * Contribute to Chronic Disease Management in areas such as: Asthma, COPD, Diabetes, CVD Checks, Learning Disabilities, Long Term Conditions and NHS Health Checks and to other Enhanced Service specifications as required. * Support undertaking investigative procedures including ECG, blood pressure, urine analysis, foot checks. * Support treatment room consultations such as minor injuries, wounds, dressing and treatment of leg ulcers, suture removal, ear examination and syringing. * To prioritise health problems and intervene appropriately, including initiation of effective emergency care. * Promote health and well-being through the use of health promotion, health education, screening, and therapeutic communication skills. * To clearly communicate the health status of the patient using appropriate terminology and technology. * Provide safe, evidence-based, cost-effective, individualised patient care. * To work within the practice guidelines, policies and protocols. * To maintain accurate and contemporaneous records, utilising computer systems where appropriate and consider the Caldicott Principles in relation to all data handling.   **Organisational**   * To complete records, audits, reports and respond to appropriate questions and requests. * To attend meetings as requested including but not limited to Nursing team, practice team and Protected Learning Time meetings. * Support effective communication channels between the whole team. * Develop a sound understanding of the appointments database; event scheduling, session planning and essential practice cover needs. * Inform Partners / Practice Manager of pressures/difficulties/problem areas when aware. * Ensure that orders for supplies are within a reasonable budget and one is constantly seeking to reduce costs to the Partnership. * Contribute to care and maintenance of equipment including cleaning and disinfecting items of equipment and keeping an up-to-date record. * Support the repair and regular maintenance and calibration of equipment, including equipment maintenance/checking/calibration log. * To contribute to practice strategy and developments when requested. * To work according to Clinical Governance and support the Clinical Governance Agenda. * Understand that common patient complaints may also be the catalyst for change within practice procedures. * To understand the role of Risk Management within the practice and contribute to risk assessment and Significant Event Audit and the importance of Infection Control. * To actively participate in the delivery of QOF targets, Enhanced Services and others as deemed by the arrangements in general practice finance. * You will be expected to participate in the induction plan for all new staff members whatever their role may be as requested by Management. * You will be expected to take part in the training programme for any new or role changing staff members as requested by Management. * As a clinician be available to support other healthcare team members and to accept referrals from other team members. * To liaise with all members of the Primary Health Care Team and other agencies – local authority, social services, secondary care, voluntary sector and Primary Care Trust in order to assure appropriate care is provided for the practice population. * To participate as a key member of the multi-professional team through the development of collaborative and innovative practice. * To value all team members. * To support the delivery of health and safety guidance as agreed within the practice. * To support the writing of maintenance and delivery of CQC guidance within the practice. * Enable the nursing team to work effectively to provide high quality service to patients and to work effectively with other agencies. * Develop a working environment that promotes healthy, safe and effective work outcomes. |
| **Generic Responsibilities** |
| All staff at have a duty to conform to the following:  **Equality, Diversity & Inclusion (ED&I)**  A good attitude and positive action towards ED&I creates and environment where all individuals are able to 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 you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your 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 and other statutory legislation.  **Confidentiality**  This practice 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 at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our 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 practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care 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.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Operations Manager.  **Learning and Development**  The effective use of training and development is fundamental in 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 and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at Newhall Surgery must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At Newhall Surgery, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. All staff will be encouraged to take all their leave entitlement. |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.

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| **Person Specification – Advanced Nurse / Clinical Practitioner** | | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered First Level Nurse MSc or equivalent | ✓ |  |
| Extended/independent prescriber | ✓ |  |
| Relevant nursing/health degree | ✓ |  |
| Clinical Supervision Training and experience | ✓ |  |
| Mentor/teaching qualification | ✓ |  |
| **Experience** | **Essential** | **Desirable** |
| Significant post registration experience | ✓ |  |
| Independent prescribing | ✓ |  |
| Experience of working within Primary Care / Community | ✓ |  |
| Experience of chronic disease management, management of minor illness, minor ailments and injuries | ✓ |  |
| Teaching and mentorship in a clinical setting/clinical leadership | ✓ |  |
| Experience of change management, audit and research | ✓ |  |
| Clinical triage | ✓ |  |
| Compiling clinical guidelines/protocols | ✓ |  |
| **Skills/Knowledge** | **Essential** | **Desirable** |
| Advanced clinical practice skills/management of long-term conditions | ✓ |  |
| Management of patients with complex needs | ✓ |  |
| Accountability of own role and other roles in a nurse-led service | ✓ |  |
| Excellent communication skills both written and verbal | ✓ |  |
| Knowledge of local and national health policies and wider health economy | ✓ |  |
| Negotiation and conflict management skills | ✓ |  |
| Patient group / specific directions and associated policy | ✓ |  |
| Knowledge of public health issues in the area |  | ✓ |
| Clinical examination skills and clinical leadership skills | ✓ |  |
| Knowledge of clinical governance issues in primary care | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Enthusiastic, flexible and cooperative | ✓ |  |
| Highly motivated, proactive and self-directed practitioner | ✓ |  |
| Ability to use initiative and judgement | ✓ |  |
| Understanding, acceptance and adherence to the need for strict confidentiality | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure and across boundaries | ✓ |  |
| Ability to work without direct supervision and determine own workload | ✓ |  |
| Able to work in a changing environment | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Full UK driving licence | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |