



JOB DESCRIPTION

<i>Job Title:</i>	Advanced Clinical Practitioner
<i>Accountability:</i>	Professionally – working under the NMC Code of Conduct Clinically – to the Partners of the practice Managerially – to the Practice Manager and Lead Partner
<i>Job Purpose:</i>	To provide primary care medical services to the patients of the practice within the professional competence of the post holder.
<i>Hours:</i>	
<i>Salary:</i>	Dependant on experience.

Job Summary

The post holder will act as an autonomous practitioner working independently and in conjunction with other healthcare professionals to assess, diagnose and treat the conditions of patients attending within primary care with undifferentiated problems and initiating direct referrals as appropriate. They will be accountable to the Partners and the Practice Manager.

They will demonstrate critical thinking in the clinical decision making process and the post holder will be an Extended and Supplementary prescriber.

They will work collaboratively with the general practice team to meet the needs of patients, support the delivery of policy and procedure, providing leadership as required and promoting self-care in order that patients are empowered to manage their own healthcare needs. In order to work at this level NMC requirements for Advanced Practice must be met.

They will at all times:

- Work within all relevant practice policies and procedural guidelines e.g. infection control, chaperoning, risk management.
- Work within professional guidelines and codes of conduct.
- Adhere to the requirement that 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 as per Caldicott guidelines.

Key Responsibilities

Clinical:

- To undertake autonomous Clinical Nursing Practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary health care services. Some patient groups or conditions may be excluded from this but this will be open to discussion and review.
- Assess, diagnose and treat patients requiring same day medical attention and with a range of undifferentiated acute conditions.
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly.
- Directly admit patients to secondary care if warranted and to be aware of an up-to-date with referral criteria, including two-week-wait (2ww) criteria.
- Request and interpret a range of diagnostic tests and routine clinical procedures including blood tests and imaging. This may include covering a colleague's diagnostic test interpretation while they are absent, and there is a process in place in the practice already for the situations.
- Follow-up patients where necessary, providing continuity of care and an understanding of patient outcomes.
- Potentially to take a share of home visits.
- To be able to consider a range of evidence-based drug and non-drug management options and discuss these with a patient, enabling shared decision making with our patients.
- To prescribe appropriately and safely to patient needs, in accordance with national and local evidence based guideline in a clinical and cost effective manner.
- To be able to provide information and advice on prescribed or over-the-counter medication on medication regimes, side-effects and interactions.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- To support patients to adopt health promotion strategies and screening that promote healthy lifestyles, and apply principles of self-care.
- Assess, identify and refer patients presenting with mental health needs.
- To gain an understanding of chronic disease management and QoF to allow effective use of acute consultations as opportunities to manage patients holistically.

Management:

- Provide evidence of ongoing personal development through appraisal, revalidation and review.
- To be aware of and utilise risk management strategies (clinical and organisational).
- To liaise with the providers of care and agencies as necessary.
- Set up and monitor development needs in own practice.
- Maintain own registration and work within NMC codes of professional conduct.
- Attend clinical practice and team meetings.

Communication:

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

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
- Anticipate barriers to communication and take action to improve communication.

- Maintain effective communication within the Practice team and with external personnel and organisations as appropriate.
- Act as an advocate for patients and colleagues.

Team Working:

- Understand own role and scope and recognising that this may develop over time, remain in good dialogue with Partners and the Practice Manager regarding changing needs and opportunities to work differently.
- Be open, honest and transparent in how you conduct yourself with patients and colleagues.
- Work as an effective and responsible team member, supporting others and exploring mechanisms to develop new ways of working.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
- Discuss, highlight and work with the team to create opportunities to improve patient care.
- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.
- Work effectively with others to clearly define values, direction and policies impacting upon care delivery.

Quality:

- Recognise and work within own competence and professional code of conduct as regulated by the NMC.
- Produce accurate, contemporaneous and complete records of patient consultations.
- Priorities, organise and manage own workload in a manner that maintains and promotes quality.
- Deliver care according to national and local guidelines and evidence-based care.
- Apply infection-control measures within the practice according to local and national guidelines.
- Take an active part in Quality and Learning meetings, assessing effectiveness of care delivery through self- and peer-review, benchmarking and formal evaluation.
- Utilise the audit cycle as a means of evaluating the quality of the work of self and the team implementing improvements where required.
- Support and participate in shared learning across the practice and wider organisation.
- In partnership with other clinical teams, collaborate on improving the quality of healthcare responding to local and national policies and initiatives as appropriate.
- Actively participate in the practice significant event procedures. Ensure learning and actions from significant event reviews are implemented and reviewed.
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients' health procedures and local guidance.

Utilising Information:

- Use technology and appropriate software packages as an aid to day-to-day operations.
- To be aware of QoF and the importance of obtaining opportunistic data on the patients that they see in practice. To be committed to updating this data as well as dealing with the presenting symptoms.
- Review and process data using accurate read codes in order to ensure easy accurate information retrieval for monitoring and audit processes.
- Adhere to statutory and practice requirements such as confidentiality and Freedom of Information Act.

Personal and Professional Development:

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model.

- To be part of and attend the wider practice mandatory training events and learning opportunities.
- Support staff development in order to maximise potential.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice support and contribute to the teaching of nursing staff/medical students/ GP registrars and administration staff as appropriate.
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services.
- Critically evaluate and review innovations and developments that are relevant to the area of work.
- Take a lead role in planning and implementing changes within the area of care and responsibility.
- Contribute to the development of practice guidelines, protocols and standards.
- Disseminate learning and information gained to other team members and inform others about current and future developments (e.g. courses and conferences).
- Assess own learning needs and undertake learning as appropriate.

Equality and Diversity:

- Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
- Support people who need assistance in exercising rights.
- Monitor and evaluate adherence to local chaperoning policies.
- Accept the rights of individuals to choose their care providers, participate in care and refuse care.
- Assist patients from marginalised groups to access quality care.



Advanced Clinical Practitioner

Person Specification – Essential Criteria

Qualifications:

- RGN with current NMC pin (if from a nursing background).
- Appropriate professional qualification and registrations if non-nursing.
- Hold an MSc or equivalent standard qualification suitable for the post.
- Evidence of continuing professional development.
- Independent/Supplementary Nurse Prescribing.
- Recognised NP qualification at minimum degree level or equivalent.
- Recognised Advanced/Emergency Nurse Practitioner course e.g. RCN

Skills:

- Ability to assess, implement and evaluate a programme of care.
- Advanced clinical examination skills.
- Understanding of evidence-based practice.
- Excellent communication and organisational skills.
- Flexibility.
- Excellent IT skills.
- Ability to work proactively within a team.
- Dealing with complex and challenging clinical consultations.
- Knowledge of national standards that inform practices (e.g. NICE guidelines).
- Understanding of responsibilities under CQC standards.
- Change management.

Experience:

- Of working in Primary Care.
- Minimum of 5 years post-registration experience.
- Knowledge of evidence-based practice and clinical governance.
- Management of patients with long-term conditions.
- Management of patients with complex needs.
- Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence.
- Evidence of working autonomously and as part of a team.
- Proven ability to evaluate the safety and effectiveness of their own clinical practice.

Qualities:

- Able to demonstrate enthusiasm.
- An understanding, acceptance and adherence to the need for strict confidentiality.
- Ability to use own judgement, resourcefulness and common sense.
- Ability to work as part of an integrated multi-skilled team.
- Pleasant and articulate.
- Able to work under pressure.
- Able to work in a changing environment.
- Able to use own initiative.