**De Winton Field Practice**

**Advanced Nurse Practitioner Job Description & Person Specification**

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| **Job Title** | Advanced Nurse Practitioner |
| **Accountable to** | The Partners – Clinically  Practice Manager – Administratively |
| **Hours per week** | Negotiable |
| **Salary** | Band 7 |

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| **Job Summary** |
| To work as an autonomous experienced practitioner, acting within professional boundaries to provide care for the presenting patient. Working as part of the duty team provide telephone triage and face to face consultations for acute and urgent presentations demonstrating safe, clinical decision-making and expert care for patients.  To work collaboratively with the multi-disciplinary team to meet the needs of our patients.  Working as part of the practice multidisciplinary team, the advanced nurse practitioner will be responsible for a number of clinical areas to be agreed such as health promotion, chronic disease management, health prevention, acute and urgent care and minor illness as well as supporting the management team in the reviewing of clinical policy and procedure. |

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| **Mission Statement** |
| We aim to work with patients, other healthcare staff and community providers to provide safe, evidence based and patient-centred primary care, based on clinical need. This is underpinned by a commitment to fairness to each other, to our staff and to our patients. The practice should be financially secure and sustainable in order to provide security for our partners, staff and patients, rather than maximising profit. We aim to be a place where people want to come and work, where they feel valued and able to contribute. |

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| **Generic Responsibilities** |
| **Equality, Diversity & Inclusion**  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.  **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 De Winton Field Practice 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**  All staff are required to dress appropriately for their role. Clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Annual leave entitlement is specified in the employment contract. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the advanced nurse practitioner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Provide telephone triage as face to face consultations as part of the duty team. 2. Assess undifferentiated patients with a range of acute, non-acute and chronic medical conditions. Take history, make appropriate physical examinations, formulate differential diagnoses and liaise with GPs as appropriate to agree the appropriate follow-up treatment and care plans. 3. Prescribe in accordance with competency and local pathways 4. Conduct visits to patients in either their own home or a care home environment. 5. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advise to patients 6. Implement and evaluate individual specialised treatment plans for chronic disease patients 7. Identify, manage and support patients at risk of developing long-term conditions, preventing adverse effects on the patient’s health 8. Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF 9. Undertake the collection of pathological specimens 10. Provide contraceptive services 11. Provide travel medicine services 12. Request pathology services as necessary 13. Process and interpret pathology and other test results as required 14. Maintain accurate clinical records in conjunction with extant legislation 15. Ensure read codes are used effectively 16. Maintain chronic disease registers 17. Be responsible for the implementation of an effective immunisation programme 18. Chaperone patients where necessary 19. Prioritise health issues and intervene appropriately 20. Support the team in dealing with clinical emergencies 21. Recognise, assess and refer patients presenting with mental health needs 22. Implement vaccination programmes for adults and children 23. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required 24. Contribute to practice targets (QOF etc.), complying with local and regional guidance 25. Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.) 26. Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual) 27. Support the clinical team with all safeguarding matters, in accordance with local and national policies |

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| **Secondary Responsibilities** |
| In addition to the primary responsibilities, the advanced nurse practitioner may be requested to:   1. Monitor and ensure the safe storage, rotation and disposal of medicaments 2. Take part in audit as required 3. Participate in local initiatives to enhance service delivery and patient care 4. Support and participate in shared learning within the practice 5. Develops an area of specialist interest, taking the lead within the practice 6. Continually review clinical practices, responding to national policies and initiatives where appropriate 7. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA) 8. Develops practice administrative and clinical protocols in line with the needs of the patient and current legislation |

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| **Person Specification – Advanced Nurse Practitioner** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ✓ |  |
| Post graduate diploma or degree (Advanced Practice Qualification) | ✓ |  |
| Qualified Nurse Prescriber | ✓ |  |
| Qualified Triage Nurse |  | ✓ |
| Minor Illness Qualification |  | ✓ |
| Teaching Qualification |  | ✓ |
| ALS, PALS |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of working as a practice nurse or community nurse |  | ✓ |
| Experience of chronic disease management | ✓ |  |
| Experience of prescribing and undertaking medication reviews |  | ✓ |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Wound Care / Removal of sutures & staples | ✓ |  |
| Telephone triage | ✓ |  |
| Assessment of undifferentiated patients with a range of acute, non-acute and chronic medical conditions. | ✓ |  |
| ECG’s | ✓ |  |
| Venepuncture | ✓ |  |
| New patient medicals | ✓ |  |
| Chaperone procedure | ✓ |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ✓ |  |
| Travel medicine | ✓ |  |
| Diabetes | ✓ |  |
| Hypertension | ✓ |  |
| Asthma | ✓ |  |
| Spirometry | ✓ |  |
| CHD | ✓ |  |
| COPD | ✓ |  |
| Immunisations (routine, childhood and travel) | ✓ |  |
| Women’s health (Cervical cytology, contraception, etc.) | ✓ |  |
| Understands 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 understanding when to refer to GPs | ✓ |  |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies | ✓ |  |
| Understands the requirement for PGDs and associated policy | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| EMIS / Systmone / Vision user skills | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes |  | ✓ |
| Experience with clinical risk management |  | ✓ |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Solution focused 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 | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |

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.