Chelston Hall Surgery

**Job Description and Personal Specification**

**Post Title:** Advanced Nurse Practitioner/Advanced Care Practitioner

**Location:** Chelston Hall Surgery

**Hours:** Full Time (40 hours/8 sessions)

**Appointment:** Permanent contract

**Accountable To:** The GP Partners

**Responsible To:** Managing Partner/Lead NP

**Job purpose:**

To act as an autonomous advanced practitioner whom is able to work independently and in conjunction with other members of the clinical team. The post holder will be an experienced caring ANP/ACP who can demonstrate highly developed clinical skills and be able to demonstrate critical thinking whilst working within their professional boundaries.

The ANP will be able to demonstrate safe, competent clinical decision-making and deliver expert care, including history taking, assessment, diagnostic skills, treatment and evaluation. The ANP/ACP will provide an alternative and complementary source of primary health care alongside services provided by General Practitioners (GP’s).

The ANP/ACP will work collaboratively with the multidisciplinary general practice team to meet the needs of patients, supporting the delivery of policy and procedures. In order to work at this level, relevant professional requirements for advanced practice must be met.

**Key duties and responsibilities:**

**Clinical:**

* Assume a clinical workload dependant on the general practice population in collaboration with GP colleagues.
* Provide a holistic approach to the healthcare, drawing from both nursing and medical models or health and illness where appropriate in order to screen for the early signs of disease and diagnose acute problems.
* Provide a first point of contact withing the practice for patient presenting with undifferentiated undiagnosed problems that access the routine appointments, require a home visit or telephone triage
* Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis.
* Investigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings and reports.
* Directly admit patients to secondary care hospitals in acute medical need.
* Refer patients to other medical specialities for assessment where indicated including fast track referrals
* To take responsibility for making autonomous decisions in relation to patient care
* Clinically examine and assess patient needs form a physiological and psychological perspective and plan clinical care accordingly
* Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
* As an independent prescriber, the post holder will prescribe safe, effective and appropriate medication as defined by current legislative framework
* Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and withing scope of practice
* Work with patients to support compliance with and adherence to prescribed treatments, provide information and advice on prescribed or over-the-counter medication regimens, side-effects and interactions.
* Contribute to dealing with results, scans, prescription request and patient queries
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
* Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care and signpost appropriately
* To encourage and support patients with long term conditions to develop their ability to self-manage
* Provide expect nursing advice to other nurses working within the team
* Work with the clinical management team to develop new services for patients
* Making referrals as required for specialist clinical input and advise, ensuring regular audit is undertaken
* Provide safe, evidence-based, cost effective and individualised patient care
* To work within the practice guidelines, policies and protocols
* Contribute to practice incentive schemes, disease management registers and practice targets set locally and nationally for patient care.

**Health improvement:**

* Initiates and carries out programmes of health screening as appropriate
* Contributes to service improvement in relation to the public health agenda
* Makes referral to statutory and voluntary agencies as appropriate

**Delivering a quality service:**

* Work effectively with individuals in other agencies to meet patients and cares needs
* Effectively manage own time, workload and resources in a manner that promotes quality
* Recognise and work within own competence and professional code of conduct s regulated by the NMC
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures on the practice clinical system
* Deliver care according to local and national guidelines and evidence-based care
* Assess effectiveness of own performance through self and peer review, benchmarking and formal evaluation
* Identify any areas of quality improvement and contribute to service improvement
* Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities
* Participate in audit as a means of evaluating the quality of the work of self and the team, implementing improvements where required
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate
* Evaluate patients’ response to health care provision and the effectiveness of care
* Support and participate in shared learning across primary care and the wider organisation
* Use a structured framework (eg. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events
* Contribute to nurse reflective discussions as part of the revalidation process
* Understand and apply legal issues that support the identification of vulnerable and abused adults, and be aware of statutory vulnerable patients’ health procedures and local guidance
* Offer guidance, support and make appropriate referrals to patients at risk of domestic violence and vulnerable adults

**Communication:**

* Provide expert advice with patients and their carers recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
* Communicate effectively with members of the clinical and non-clinical team
* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment
* To clearly communicate the health status of the patient using appropriate terminology, technology and format
* Anticipate barriers to communication and take action to improve communication
* Maintain effective communication within the primary care environment wand with external stakeholders
* Act as an advocate for patients and colleagues
* Ensure awareness of sources of support and guidance and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
* Reflect on own communication style and patient feedback as part of regular appraisal and revalidation
* Effectively communicate using non-verbal methods such as email, tasks and messaging systems
* To maintain accurate and contemporaneous records, utilising computer systems where appropriate and consider the caldicott principles in relation to all data handling

**Management and leadership**

* Work with the management team to deliver high quality patient care
* To have an understanding of and work towards achieving the Quality and Outcomes Framework and work with the lead nurse practitioner and management team to deliver this
* Contribute and access clinical supervision, reflection and peer review
* Provide evidence of ongoing personal development through appraisal and revalidation
* Maintain own professional development and registration in line with the Nursing and Midwifery Council regulation
* Act as a clinical leader in the delivery of practice services ensuring that the needs of the patient are a priority
* Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
* 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
* Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacently or actions that are not in the best interest of the public and/or users of services
* Contribute to the dev elopement of local guidelines, protocols and standards
* Promote the role of the advanced nurse practitioner in general practice

**Team work**

* Understand own role and scope and identify how this may develop over time
* Works as an effective and responsible team member, supporting others and exploring he mechanisms to develop new ways of working
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
* Create clear referral mechanisms to meet patient needs
* To value all team members
* Prioritise own workload and ensure effective time-management strategies are embedded withing the culture of the team
* To support and deliver the specifically identified services or projects as agreed with the practice
* To support the delivery of maintaining CQC standards withing the practice
* To keep the partners informed about pressures and difficulties or problems that may arise

**Management of risk**

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
* 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
* Comply with the practices health and safety policy, in particular, by following agreed safe working procedures and report incidents using the practice incident reporting system
* Awareness of national standing in infection control and health and safety
* Ensure own personal safety as alone worker for home visits in lie with practice policy
* Undertake any mandatory training in relation to health and safety and infection control
* Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all

**Managing information**

* Ensure Information governance training is up to date at all times
* Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
* Ensure appropriate use of IT systems including email, internet and clinical systems in line with practice police
* Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit process
* Collate, analyse and present clinical data and information to the team
* Understand responsibility of self and others to the practice regarding the Freedom of Information Act
* Communicate essential financial restraints with the team and discuss with them ideas for effective and efficient working within these constraints

**Learning and development**

* Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (eg courses and conferences)
* Assess own learning needs and undertake learning as appropriate
* Provide and educational role to patients, carers, families and colleagues in an environment that facilitates learning
* Complete and keep up to date with mandatory training

**Equality and diversity**

* Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
* Enable others to promote equality and diversity in a non-discriminatory culture
* Support people who need assistance in exercising their rights
* Monitor and evaluate adherence to local chaperoning policies
* Act as a role model in the observance of equality and diversity good practise
* 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

**Rules, regulations and instructions**

* Comply with rules, regulations and instructions of the practice

**Employment Act and Codes of Practice**

* Comply with employment legislation and codes of good practice

**Clinical governance**

* Comply with the practice clinical governance standards, policies and procedures

**Working conditions**

* Occasional exposure to body fluids, blood and wounds
* Travel requirements between sites and home visits
* Regular use of VDU equipment
* Occasional exposure to aggressive behaviour

**Terms and Conditions**

* All terms and conditions will be agreed by the practice and may be amended from time to time. This post is subject to two satisfactory references, a DBS check and a three month probationary period.
* Probation may be extended in certain cases

**Rehabilitation of Offenders Act 1974**

This post is exempt from the provision of section (42) of the Rehabilitation of Offenders Act 1974 (exemptions) order 1975 due to the nature of this work. Applicants for this post are not entitled to withhold information about convictions which for other purposes are spent under the provisions of the act and in the event of employment, any failure to disclose such convictions could result in disciplinary action or dismissal. Any information given with be completely confidential and will be considered only in relation to an application for a position to which this order applies.

**Data Protection Act and Confidentiality**

* All members of staff are required to work in accordance of the Data Protection Act 1998 and should respect patient confidentiality at all times.

**Smoking Policy**

* The practice operates a no smoking policy

**Equal opportunities and diversity**

* The practice is an Equal Opportunities Employer and all staff members must comply with practice policy to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation and religion.

**Job description review**

This Job Description is intended as an outline of the key duties and responsibilities. There may be other duties required for the post holder. This job description will be open to regular review and may be amended, to take into account development of the practice. All members of staff should be prepared to take on additional duties and relinquish existing duties in order to maintain the efficient running of the practice. Any changes will be made in consultation with the post holder.

The post holder will be expected to work between two sites at Chelston and Barton surgeries.

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| **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |  |
| **Qualifications:*** Registered General ANP/ACP
* Independent ANP/ACP
* Independent Nurse Prescriber

  | * Teaching / Mentoring experience and /or qualification
* Recognized ANP/ACP qualification at minimum degree level or equivalent
 | Original certificates, NMC/HCPC card & CV |  |
| **Experience:*** Minimum of 5 years post registration experience.

 * Evidence of working autonomously and as part of a team
* Proven ability to evaluate the safety and effectiveness of their own clinical practice
* Evidence of appropriate continuing profession al development activity to maintain up-to-date knowledge and ongoing competence in all aspects of role
 | * Evidence of working in Primary Care
* Evidence of working autonomously and part of a team
 | CV & Interview |  |
| **Knowledge :*** Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality & Outcomes Framework
* Understanding of systems to gain an understanding of the health needs of the Practice population as they relate to primary care
* Understanding of evidence based practice
* Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc)
* Understanding of their accountability arising from the relevant Codes of Conduct and medico-legal aspects of the AANP/ACP/ACP role
* Understanding of equal opportunity and diversity issues
 |  | CV & Interview |  |
| **Skills:** |  |  |  |
| * **Ability to assess and manage patient risk effectively and safely**
* **Well-developed word processing/data collection/IT skills**
* **Excellent interpersonal, verbal and written communication skills**
* **Reflective practitioner**
* **Time management and ability to prioritise workload**
* **Able to analyse data and information, drawing out implications for the individual patient/impact on care plan**
* **Able to establish and maintain effective communication pathways within the organisation, the local CCG and with key external stakeholders**
 |  | * CV and interview
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