##  JOB DESCRIPTION

## JOB TITLE: ADVANCED NURSE PRACTITIONER/ENP

**REPORTS TO: URGENT CARE TEAM GP/THE PARTNERS (Clinically)**

 **THE PRACTICE MANAGER (Administratively)**

**HOURS: 37.5 hours per week spread over 5 days. Flexibility available.**

**Salary : DOE.**

**Job summary:**

The purpose of the role is to work within the Urgent Care Team; this will involve telephone and /or video consultations to triage patients presenting with urgent health needs; seeing, treating and prescribing for patients with in the boundaries of their competence and seeking advice when support is needed where appropriate patients may need to be booked into appointments or visited at home. There is a requirement to see extra or emergency patients. The nurse practitioner will need to prioritise and triage the needs of patients accordingly, making any necessary referrals for investigations in the appropriate manner and when necessary discussed with a member of the urgent care team.

**Job responsibilities:**

**Diagnosing and treating patients presenting with minor illness**

* Triage and treat patients wishing to see a health care professional, making any necessary referrals to other members of the primary health care team
* Ensure clinical practice is safe and effective and remains within boundaries of competence, and to acknowledge limitations.
* Advise patients on general health care and minor ailments, with referral to other members of the primary and secondary health care team as necessary

**Providing assessment, screening treatment services and health education advice:**

* Blood pressure checks
* Urinalysis
* ECG
* Contraception
* Minor injuries
* Minor illness
* Assist with the delivery of annual vaccination programmes, such as Flu Clinics.
* Provide general and specific health screenings to the practice patients (within agreed protocols) with referral to other members of the primary and secondary health care team as necessary

**Pathological specimens and investigatory procedures**

* Undertake the collection of pathological specimens including intravenous blood samples, swabs etc. Perform investigatory procedures requested by the GPs

## Administration and professional responsibilities

* Participate in the administrative and professional responsibilities of the practice team
* Ensure accurate and legible notes of all consultations and treatments are recorded in the patient’s notes
* Ensure the clinical computer system is kept up to date, with accurate details recorded and amended
* Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
* Ensure accurate completion of all necessary documentation associated with patient health care and registration with the practice
* Ensure collection and maintenance of statistical information required for regular and ad hoc reports and audit
* Attend and participate in practice meetings as required
* Restocking and maintenance of clinical areas and consulting rooms

**Training and personal development**

* Training requirements will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individuals’ responsibility to remain up to date with recent developments.
* Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate
* Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development, ensuring PREP requirements are met.
* If it is necessary to expand the role to include additional responsibilities, full training will be given.
* Develop and maintain a Personal Learning Plan

## Liaison

* As well as the nursing team, there is a need to work closely with reception, office and dispensary staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person or raising with the Practice Manager.
* There is also the need to establish and maintain good liaison with other surgeries and agencies, including secondary care

**Meetings**

* It will be necessary to attend and contribute to various practice meetings as requested. The only reason for not attending will be annual, study or sick leave.

**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 assist in promoting their own and others’ health and safety, infection control, and security as defined in the practice Health & Safety Core 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
* 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
* 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 correction of 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 other sector managers
* Undertaking periodic infection control training (minimum annually)
* Demonstrate due regard for safeguarding and promoting the welfare of children.
* Reporting potential risks identified.

**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 recognizes 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 that is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

**Personal/Professional development:**

The post-holder will participate in any training programme implemented by the practice as part of this employment, 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
* Recognize 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
* Work with the Partners and Management Team to achieve standards of quality, performance, standards, budgets and targets without compromising levels of patient healthcare.
* Contribute towards the development and implementation of new standards, policies and procedures that are/will be required of GP Practices now and in the future (as directed by NHS/DoH/CQC, new legislation etc.)