

PERTH & SCONE MEDICAL GROUP

JOB DESCRIPTION Advanced Nurse Practitioner Grade 7 AfC Equivalent

JOB TITLE:

Advanced Nurse Practitioner

ACCOUNTABLE TO:

Clinical Mentor	-	Senior ANP
Clinical Management	-	Senior ANP / GP Partners
Line Management	-	Staff Partner / Practice Manager

LOCATION:

Taymount Surgery
Scone Surgery

HOURS OF WORK:

Usual hours of work - TBC

However the post holder will be expected to be flexible in line with the responsibilities attached to the role and the opening hours of the practice.

SUPERVISION:

Clinical supervision will be provided either by the Senior ANP or by a nominated GP who will support training GPs and other allied healthcare professionals working alongside the GP team.

SALARY:

AfC Band 7 equivalent

JOB PURPOSE:

- To work alongside the practice team to deliver high quality specialist clinical nursing care to the practice population on both surgery sites
- To undertake telephone triage, where appropriate
- To assess, diagnose, treat and discharge patients presenting with undifferentiated illnesses within their competency and as dictated by their professional qualifications utilising a broad range of clinical examination skills

- Management of acute episodes and exacerbations of long term conditions
- To prescribe and review medications within your levels of competence

SCOPE:

- Works independently, making autonomous clinical judgements, and takes responsibility for the care of agreed patient groups within the practice
- Manages own clinical practice to ensure delivery of safe and effective, evidence based care
- Acts at all times within the requirements of the NMC code of professional conduct

MAIN DUTIES AND RESPONSIBILITIES:

- Provides 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
- Treats specific conditions in accordance with agreed professional guidelines of care and treatment for patients with chronic diseases
- Maintain high standards of infection control to protect patients, self and colleagues
- Consults with and refers to other health care professionals as indicated by patient needs
- Receives referrals from other health care professionals, other agencies and patients as appropriate to the role
- Prescribes medication within limits of personal competence as an independent or supplementary prescriber
- Plans, manages and delivers programmes to improve health and prevent disease, using all patient contacts as a means to promote health and well being
- Maintains high standards of professional record keeping for self and others within the team in line with NMC guidance

- Supports education within the practice and contributing expert input to formal education programmes where appropriate
- Plays a role in the practice's clinical governance and quality assurance activities, including clinical audit work, and ensuring evidence based nursing practice
- Where relevant, contributes to the development of practice policies and the provision of primary care services, developing, implementing and monitoring nursing policies, protocols and standards

DECISIONS AND JUDGEMENTS:

- Using Advanced Practitioner skills, practices autonomously and independently within the team, with a high degree of delegated responsibility, acknowledging own limitations and when to seek advice from senior clinical staff
- Fosters ethical, legal and professional awareness and responsibility in other members of the practice team
- Works at all times within the limits of professional competence and the NMC code of professional conduct
- When appropriate leads the development and implementation of practice policies, protocols and guidelines, ensuring that own practice conforms with agreed standards

COMMUNICATIONS AND RELATIONSHIPS:

- To utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment, additionally to enable the support of patients who are receiving/have received bad news
- To communicate effectively, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating
- To develop and sustain professional relationships with other members of the multi-disciplinary team to influence and improve service delivery
- To communicate clearly and effectively with all stakeholders to contribute to service delivery and evaluation of service provision

- To establish and develop effective professional networks when required and to act as a source of expert advice in clinical nursing practice to other team members as appropriate
- To anticipate barriers to communication and take appropriate action to improve communication at an early stage where necessary

TEAMWORK

- To understand own role and scope within the practice and identify how this may develop over time
- To work as an effective and responsible team member, supporting others where necessary and exploring the mechanisms to develop new ways of working
- To delegate clearly and appropriately when required, adopting the principles of safe practice and assessment of competence of those taking on delegated duties
- To ensure a clear understanding and utilisation of referral mechanisms within the practice
- To work effectively with others to clearly define practice values, direction and policies impacting upon the delivery of care
- To participate in team activities and learning opportunities that can improve patient care
- Participate in and support local projects as agreed with the practice management team

HEALTH & SAFETY:

The post-holder must comply at all times with the Practice Health & Safety Policy, in particular by following agreed safe working procedures and reporting incidents using the Incident Reporting System.

EQUALITY AND DIVERSITY:

- Identifies patterns of discrimination, takes action to overcome this, and promotes diversity and quality of opportunity

- Enables others to promote equality and diversity in a non-discriminatory culture
- Supports people who need assistance in exercising their rights
- Monitors and evaluates adherence to local chaperoning policies
- Acts as a role model in the observance of equality and diversity good practice
- Accepts the rights of individuals to choose their care providers, to participate in care and refuse care
- Assists patients from marginalised groups to access quality care

TRAINING:

- Participates in annual appraisal and performance review in conjunction with the Senior ANP, Staff Partner and Practice Manager as appropriate
- Participates in the training and education of any training doctors or students from all clinical disciplines as requested by the GP Partners

Knowledge, Training and Experience Required:

- First level registered nurse with current registration
- Qualification in Advanced Clinical Practice
- Extended independent and supplementary nurse prescriber
- Member of professional body
- Adherence to NMC Code of Professional Conduct
- At least 5 years post registration clinical experience in an appropriate clinical setting, with evidence of 3 years of Advanced Clinical Practice
- Previous experience in a primary care setting
- Experience of managing paediatric patients
- Able to form clinical judgement based on assessment and knowledge base
- Excellent communication and networking skills, both verbal and written
- Able to work collaboratively within a small clinical team and with the wider practice healthcare team
- Highly motivated and able to work autonomously to a high level of clinical judgement
- IT literacy
- Clinical audit, research and quality improvement skills relevant to primary care
- Able to take responsibility for own learning and performance

- Able to reflect on own practice to safeguard and maintain evidence based working

OTHER DUTIES

The above list of duties and responsibilities is not exhaustive, but is intended as a general guide. The job description will be open to regular review and may be amended to take into account development within the practice.

The particular duties, responsibilities and hours of work may vary from time to time without changing the general character of the duties or the level of responsibility. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the practice.

Signed: _____ (Job Holder) Date: _____

Signed: _____ (GP Partner) Date: _____