

VICTOR STREET SURGERY
JOB DESCRIPTION – ADVANCED NURSE PRACTITIONER

JOB TITLE: Advanced Nurse Practitioner

REPORTS TO: The Partners (Clinically)
The Practice Manager (Administratively)

HOURS: TBC

Job Summary

The post holder is an experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required. In order to work at this level NMC requirements for advanced practice must be met.

Key Responsibilities

Clinical practice

- Assess, diagnose, plan, implement and evaluate treatment/interventions and care for patients presenting with an undifferentiated diagnosis;
- Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly;
- Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs;
- Proactively identify, diagnose and manage treatment plans for patients at risk of developing a long-term condition (as appropriate);
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan;
- Prescribe and review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice;
- Work with patients in order to support compliance with and adherence to prescribed treatments;
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, 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
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care;
- Assess, identify and refer patients presenting with mental health needs in accordance with the *NSF for Mental Health*;

- As a Nurse Prescriber, to safely and effectively prescribe medication to patients, as an independent prescriber. To apply knowledge of drug actions in prescribing practice. To understand the legislation relevant to the practice of nurse prescribing. To understand the roles and relationships of others involved in prescribing, supplying and administering of medication.

Communication

The post-holder should recognize the importance of effective communication with both patient and staff and will strive to:

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment;
- Communicate with and support patients who are receiving 'bad news';
- 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 environment and with external stakeholders;
- Act as an advocate for patients and colleagues.

Delivering a quality service

The post-holder will strive to maintain quality within the practice, and will:

- Recognise and work within own competence and professional code of conduct as regulated by the NMC;
- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures;
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality;
- Deliver care according to NSF, NICE guidelines and evidence-based care;
- Evaluate patients' response to health care provision and the effectiveness of care;
- Support and participate in shared learning across the practice and wider organisation;
- Approve the performance of the team, providing feedback as appropriate;
- 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;
- Ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behavior;
- Provide guidance and support to ensure appropriate referral if required.

Leadership – personal and people development

In addition to maintaining continued education through attendance at any courses and/or study days necessary to ensure that professional development requirements for PREP are met, the post-holder will participate in any training programme implemented by the practice as part of this employment, such training to include:

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

- 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 complacency or actions that are not in the interest of the public and/or users of services;
- Take a lead role in planning and implementing changes within the area of care and responsibility;
- Contribute to the development of local guidelines, protocols and standards;
- Market the role of the advanced nurse practitioner in general practice.

Team working

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

- Understand own role and scope and identify how this may develop over time;
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working;
- 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;
- Discuss, highlight and work with the team to create opportunities to improve patient care.

Managing information

The post-holder will:

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information;
- Understand responsibility of self and others to the practice and primary care trust regarding the Freedom and Information Act;
- 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.

Learning and development

- Undertake mentorship for more junior staff, assessing competence against set standards;
- 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 an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

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 and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, to include:

- 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;
- Making effective use of training to update knowledge and skills;
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards;
- 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 which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

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PERSON SPECIFICATION – ADVANCED NURSE PRACTITIONER

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • MSc Advanced Clinical Practice • Registered first level nurse • Relevant nursing/health degree • Extended/independent nurse 	<ul style="list-style-type: none"> • Community nursing specialist qualification • Practice Nurse Qualification • Mentor/teaching qualification • Clinical supervision training and experience
Knowledge	<ul style="list-style-type: none"> • Advanced clinical practice skills Management of patients with long-term conditions • Management of patients with complex needs • Clinical examination skills • Accountability of own role and other roles in a nurse-led service • Local and national health policy • Wider health economy • Clinical governance issues in primary care • Patient group directions and associated policy 	<ul style="list-style-type: none"> • Knowledge of public health issues • Able to identify determinants on health in the area • Knowledge of public health issues in the area • Managing chronic diseases
Skills	<ul style="list-style-type: none"> • Clinical leadership skills • Communication skills, both written and verbal • Communication of difficult messages to patients and families • Negotiation and conflict management skills • Change management • Teaching and mentorship clinical setting • Resource management 	
Experience	<ul style="list-style-type: none"> • Significant post registration experience • Recent primary and community nursing experience • Nurse-led management of minor illness, minor ailments and injuries • Nurse-led triage • Compiling protocols and clinical guidelines • Clinical Leadership • Audit • Research • Nurse prescribing 	<ul style="list-style-type: none"> • Project management • Working with community development initiatives • Health-needs assessment • Diabetes management
Other	<ul style="list-style-type: none"> • Self-directed practitioner • Highly motivated • Flexibility • Enthusiasm • Team player • Ability to work across boundaries 	

