

# THE DEEPINGS practice

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Advanced Nurse Practitioner</b>
<b>REPORTS TO:</b>	<b>Dr Y Chaudhry (Clinically) Mrs Jo Kevan, Business Manager (Administratively)</b>
<b>RESPONSIBLE TO:</b>	<b>The Partners</b>
<b>HOURS:</b>	<b>Full Time</b>
<b>SALARY:</b>	<b>Competitive Salary</b>
<b>STATUS:</b>	<b>Enhanced DBS Check required</b>

## **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 their care. They will demonstrate safe, clinical decision-making and expert care for patients within the general practice. They will work collaboratively with the multi-disciplinary 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.

## **SCOPE AND PURPOSE OF THE ROLE**

- To deliver a high standard of patient care as Advanced Nurse Practitioner (ANP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base
- To manage a clinical caseload, dealing with presenting patient's needs in a primary care setting
- To contribute to the clinical leadership within the practice.

## **JOB DIMENSIONS**

- To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
- The development and use of referral pathways for ANPs to the local acute NHS Trust

- services and to Diagnostic and appropriate Treatment Centres
- To mentor and support other nurses in developing and maintaining clinical skills

## **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**

### **A. CLINICAL ROLE:**

The post-holder will:

- Provide the choice of direct access to an ANP, both in the Practice and over the telephone, for the general practice population
- Make professionally autonomous decisions for which he/she is accountable
- Provide 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
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports
- Where the post holder is an independent prescriber : to prescribe safe, effective and appropriate medication as defined by current legislative framework
- Provide safe, evidence-based, cost-effective, individualised patient care
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care/support, with an emphasis on prevention and self-care
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills
- Maybe required to carry out home visits for appropriate patients following practice procedures.
- Will be required to provide clinics as part of the extended access service offered by the practice outside normal core hours subject to practice requirements.
- Refer patients directly to other services/agencies as appropriate
- Take the Practice lead in developing and delivering specialist primary care services, such as long term disease management (diabetes, asthma, chronic obstructive pulmonary disease, coronary heart disease and hypertension)
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (eg Coronary Heart Disease/Older People/ Diabetes /Mental Health) are being delivered
- Work with mutli-disciplinary team within the Practice, and across the wider Primary Care Trust (PCT), to promote integrated and seamless pathways of care
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery
- Participate in identification of community health needs and develop patient/family-centred strategies to address them
- Help develop and set up new patient services and participate in initiatives to improve existing patient services
- Be aware of and contribute to planning and delivery of practice-based commissioning

## **B. TEACHING AND MENTORING ROLE:**

The post-holder will :

- Promote a learning environment for patients, nurses and other health professionals.
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars, Health Care Assistants, within the Practice.

## **C. PROFESSIONAL ROLE :**

The post-holder will :

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- Maintain their professional registration
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained
- Work within the latest NMC Code of Professional Conduct
- Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards
- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
- Work collaboratively with colleagues within and external to the practice.
- Demonstrate leadership
- Pro-actively promote the role of the ANP within the Practice, and externally to key stakeholders and agencies

## **D. MANAGERIAL ROLE :**

The post-holder will :

- Participate in clinical supervision for the nursing team, and act as nurse advisor to other members of the Primary Healthcare team.
- Encourage and develop teamwork within the practice.
- Participate in multi-disciplinary protocol and Patient Group Directions development if required.
- Identify appropriate opportunities to delegate both clinical and administrative tasks to more junior staff.
- Help the practice operate in a cost-effective manner.
- Identify and manage nursing care risks on a continuing basis.
- Participate in practice meetings and practice management meetings, reporting

- progress as required.
- Participate in audits and inspections as appropriate.
- Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.
- Ensure that all Practice Policies are fully implemented

This job description is not exhaustive. We anticipate the role will develop with the suitable candidate. We reserve the right to make reasonable changes to this Job Plan in line with the needs and requirement relating to business needs or patient services.

### **Other Responsibilities within the Organisation:**

- Awareness of and compliance with all relevant Practice policies/guidelines, e.g. prescribing, confidentiality, data protection, health and safety
- A commitment to life-long learning and audit to ensure evidence-based best practice
- Contributing to evaluation/audit and clinical standard setting within the organisation
- Contributing to the development of computer-based patient records
- Contributing to the summarising of patient records and Read-Coding patient data
- Attending training and events organised by the Practice or other agencies, where appropriate.

### **Confidentiality:**

- To follow current NMC guidelines
- To adhere to the specifications in the contract of employment

### **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.

### **Personal/Professional Development:**

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

- Maintain appropriate professional registration required to carry out the role
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Attendance at team meetings as and when required, this is in addition to the allocated personal study leave
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work.
- Ensure appropriate revalidation is obtained as required
- On some days other clinicians may be covering the practice list for a period of the day. This time could be used for educational activity.

### **Annual/Study leave request:**

- This will be subject to current practice policy

### **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
- Recognise 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.