

Advanced Nurse Practitioner Job Description and Person Specification

Job title	Advanced Nurse Practitioner
Line manager	Clinical Lead
Hours per week	Full time Or Part Time

Job summary

The post holder will work as an experienced, autonomous nurse who, acting within their professional boundaries will provide care for presenting patients. From the initial history taking, clinical assessment, diagnosis, treatment and evaluation of care, you must demonstrate critical thinking in the clinical decision-making process to ensure safe and expert care. Care includes assessment and diagnostic skills for patients within the general practice population.

The post holder will work collaboratively with the general practice team to meet the needs of the patients, supporting the delivery of policies and procedures and providing nurse leadership as required.

The post holder must meet the NMC requirements for advanced practice.

Generic responsibilities

Equality, Diversity and Inclusion

A good attitude and positive action towards ED&I creates an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons – it improves operational effectiveness, it is morally the right thing to do and it is required by law.

Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.

Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that they treat our patients and their colleagues with dignity and respect.

Safety, Health, Environment and Fire (SHEF)

This PCN is committed to supporting and promoting opportunities for staff to maintain their health, well-being and safety.

The post holder is to manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and 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.

All personnel have a duty to take reasonable care of health and safety at work for themselves, their team and others and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.

Confidentiality

The PCN and associated practices are committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times.

It is essential that, if the legal requirements are to be met and the trust of our patients is to be retained, all staff protect patient information and provide a confidential service.

Quality and Continuous Improvement (CI)

To preserve and improve the quality of PCN outputs, all personnel are required to think not only of what they do but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work.

The responsibility for this rests with everyone working within the PCN and practices to look for opportunities to improve quality and share good practice and to discuss highlight and work with the team to create opportunities to improve patient care.

Pier Health Group continually strives to improve work processes which deliver healthcare with improved results across all areas of our service provision. We promote a culture of continuous improvement where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.

Staff should interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice.

All staff are to contribute to investigations and root cause analyses whilst participating in serious incident investigations and multidisciplinary case reviews.

Learning and development

The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by their manager. It is an expectation for this post holder to assess and discuss their own learning needs and once agreed undertake learning as appropriate

The post holder will disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g. courses and conferences).

Collaborative working

All staff are to recognise the significance of collaborative working and understand their own role and scope and identify how this may develop over time. Staff are to prioritise their own workload and ensure effective time-management strategies are embedded within the culture of the team.

Teamwork is essential in multidisciplinary environments and the post holder is to work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working. To work effectively with others to clearly define values, direction and policies impacting upon care delivery

Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.

All staff should delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.

Plans and outcomes by which to measure success should be agreed.

Managing information

All staff should use technology and appropriate software as an aid to management in the planning, implementation and monitoring of care and presenting and communicating information.

Service delivery

Staff will be given detailed information during the induction process regarding policy and procedure.

The post holder must adhere to the information contained within PCN and local practice policies and regional directives, ensuring protocols are adhered to at all times.

Security

The security of the practice is the responsibility of all personnel. The post holder must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager.

Under no circumstances are staff to share the codes for the door locks with anyone and are to ensure that restricted areas remain effectively secured. Likewise, password controls are to be maintained and are not to be shared.

Professional conduct

At Pier Health all our staff are required to be professional at all times.

Primary responsibilities

Leadership

- Support staff development in order to maximise potential
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision 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
- Act as a positive role model
- Promote the role of the advanced nurse practitioner in general practice

Research / Teaching

- Undertake research projects, as appropriate, within the practice (and the organisation) to improve the body of knowledge and the quality of care.

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, diagnose, 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, national and practice protocols, and within scope of practice Including Patient group directions, Patient specific directions, and repeat prescribing.
- 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
- Delivering a Quality Service
- Recognise and work within own competence and NMC code of conduct
- 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 NICE guidelines and evidence-based care
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation
- In partnership with other clinical teams, collaborate on improving the quality of healthcare responding to local and national policies or initiatives as appropriate
- Evaluate patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- 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
- Utilise the audit cycle as a means of evaluating the quality of the work of 'self' and the team, implementing improvements where required
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities
- Use a structured framework (e.g. root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents and near-miss events

- Assess the impact of policy implementation on care delivery

Team Working

- 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
- Contribute to the development of local guidelines, protocols and standards
- 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
- Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
- Agree plans and outcomes by which to measure success
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Create clear referral mechanisms to meet patient need
- 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
- Monitor and apply infection-control measures within the practice according to local and national guidelines
- Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
- Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice
- Communication
- 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 communication barriers 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
- Ensure awareness of sources of support and guidance (e.g. PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate
- Managing Information
- Use technology and appropriate software as an aid to manage the planning, implementation and monitoring of care, presenting and communicating information clearly
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes
- Manage information searches using the internet and local library databases
- Understand responsibility of self and others to the practice and wider organisation regarding the Freedom of Information Act

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 (e.g. courses and conferences)
- Assess own learning needs and undertake learning as appropriate
- Take responsibility for own learning and performance including participating in clinical supervision
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Undertake mentorship of more junior staff, assessing competence against set standards

Person Specification for Advanced Nurse Practitioner

Qualifications	Essential	Desirable
Post graduate MSc or equivalent (Advanced Practice Qualification)	<input type="checkbox"/>	
Teaching Qualification		<input type="checkbox"/>
Registered Nurse	<input type="checkbox"/>	
Qualified Nurse Prescriber	<input type="checkbox"/>	
Qualified Triage Nurse	<input type="checkbox"/>	
Clinical Supervision Training	<input type="checkbox"/>	
Long Term Conditions Qualification	<input type="checkbox"/>	
ALS, PALS		<input type="checkbox"/>
Experience	Essential	Desirable
Experience of working autonomously in an advanced nursing role	<input type="checkbox"/>	
Experience of undertaking research projects to improve care quality	<input type="checkbox"/>	
Experience of prescribing and undertaking medication reviews	<input type="checkbox"/>	
Experience of chronic disease management	<input type="checkbox"/>	
Experience of audit	<input type="checkbox"/>	
Experience of case management		<input type="checkbox"/>
Experience of nurse led triage		<input type="checkbox"/>
Experience of working with communities to develop initiatives		<input type="checkbox"/>
Experience of health needs assessments		<input type="checkbox"/>
Experience of working in a primary care or general practice setting		<input type="checkbox"/>
Experience of working on EMIS		<input type="checkbox"/>
Clinical Skills and Knowledge	Essential	Desirable
Advanced clinical practice skills	<input type="checkbox"/>	
Change management skills	<input type="checkbox"/>	
Knowledge of clinical governance in primary care setting	<input type="checkbox"/>	
Knowledge of wider health economy	<input type="checkbox"/>	
Accountability for own role and other roles in a nurse-led service	<input type="checkbox"/>	
Teaching and mentorship in a clinical setting	<input type="checkbox"/>	
Resource Management	<input type="checkbox"/>	
Clinical examination skills	<input type="checkbox"/>	
Clinical leadership skills	<input type="checkbox"/>	
Skilled in the delivery of difficult messages to patients and families	<input type="checkbox"/>	
Negotiation and conflict management skills	<input type="checkbox"/>	
Skilled in the management of patients with long term conditions	<input type="checkbox"/>	
Skilled in the management of patients with complex needs	<input type="checkbox"/>	
Knowledge of local and national health policies	<input type="checkbox"/>	
Skilled in identification of determinants on health in the local area		<input type="checkbox"/>
Knowledge of public health issues		<input type="checkbox"/>
Personal Qualities and Other Requirements	Essential	Desirable
Excellent communication skills (written and oral)	<input type="checkbox"/>	
IT proficient	<input type="checkbox"/>	



Effective time management (Planning & Organising)	<input type="checkbox"/>	
Ability to work as a team member and autonomously	<input type="checkbox"/>	
Problem solving & analytical skills	<input type="checkbox"/>	
Disclosure Barring Service (DBS) check	<input type="checkbox"/>	