

WASHWAY ROAD MEDICAL CENTRE

JOB DESCRIPTION

Job Title:	Advanced nurse practitioner
Accountable to:	All practice partners
Responsible to:	All practice partners
Main Purpose of post:	To support the multi-disciplinary clinical team in providing a good standard of care for our patients, demonstrating safe, up-to-date, clinical decision-making and holistic patient care. To provide first line care to patients from initial assessment, investigation and diagnosis, to treatment and evaluation of care. To work collaboratively with the wider healthcare team to effectively meet the health needs of patients and reduce health inequalities.
Special Requirements	The post holder must possess the following – Valid NMC registration RGN/RN qualification with acute clinical experience Clinical Masters Degree or equivalent experience Non-medical prescriber qualification V300 Excellent communication & inter-personal skills;

PRINCIPLE RESPONSIBILITIES

It has always been our practice's ethos to "treat others how we ourselves would wish to be treated". We recruit colleagues who respect our values and who deliver good quality services in a compassionate manner. In recent years we have extended our teaching and training activities across the range of personnel, so we have now added to our ethos "... and to educate others to sustain good quality patient care".

Contractually, under the Health & Social Care Act 2012, general practice services must be:

- ▶ safe
- ▶ effective
- ▶ caring
- ▶ responsive
- ▶ well-led

Our efforts are therefore focussed on maintaining high standards: with everyone's input, further improving the areas where service changes can effectively improve patients' long term health and well-being.

Key responsibilities

Clinical practice

- Assess, investigate, diagnose, plan, implement & evaluate treatment/interventions & care for patients presenting with undiagnosed & undifferentiated illness, with or without existing complex needs
- Clinically examine & assess patient needs from a physiological & psychological perspective; then plan clinical care accordingly
- Triage telephone calls into the practice appropriately [if this is part of a future development plan]
- Proactively identify, diagnose & manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
- Diagnose & manage both acute & chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan, promoting self-care as appropriate
- Prescribe & review medication for therapeutic effectiveness, appropriate to patient needs & in accordance with evidence-based practice & national & practice protocols, within scope of practice
- Work with patients in order to support compliance with & 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 & intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care
- Organise timely & clearly communicated referral of patients that require further assessment or management advice, according to current practice procedures
- Support patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care, utilising all appropriate manual & online resources to further this engagement
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Participate in vaccination and immunisation programmes for both adults and children
- Advise, support & administer vaccinations for patients travelling abroad, where appropriate
- Meet the needs of patients presenting for opportunistic acute wound care, referring on to community colleagues appropriately.
- Maintain competence in clinical practice in line with NMC regulations and PREP requirements.

Non-medical prescribing

- To work within the boundaries of the V300 qualification & GMMMG guidance, seeking advice/support from clinical colleagues where necessary
- Where necessary, with relevant training, authorisation and experience, practitioners may be able to utilise a set of specific patient group directions (PGD's).

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed & validly consent to treatment
- Communicate effectively with patients & carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background & preferred ways of communicating
- Anticipate barriers to communication & take action to improve communication
- Maintain effective, open & collaborative communication channels with practice colleagues & external stakeholders, as appropriate
- Act as an advocate for patients and colleagues
- Ensure awareness of sources of support & guidance & provide information in an acceptable format to all patients, recognising any difficulties & referring where appropriate

Delivering a quality service

- Recognise & work within own competence & professional code of conduct as regulated by the NMC
- Produce accurate, contemporaneous & complete records of patient consultation, consistent with current, legislation, best practice, policies & procedures
- Prioritise, organise & manage own workload in a manner that maintains & promotes quality, equality & safety
- Deliver evidence based care according to NSF, NICE & other recognised national guidelines
- Assess effectiveness of care delivery through self & peer review, benchmarking & formal evaluation
- Initiate & participate in the maintenance of quality governance systems & processes across the organisation & its activities
- Utilise the clinical audit cycle as a means of evaluating the quality of the work of self & the team, implementing improvements where required
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local & national policies & initiatives as appropriate
- Evaluate patients' response to health care provision & the effectiveness of care
- Support & participate in shared learning across the practice & wider organisation
- Use a structured framework (eg root-cause analysis) to participate in managing, reviewing & identifying learning from patient complaints, clinical incidents & near-miss events
- Assess the impact of policy implementation on care delivery
- Assist in developing the performance of the nursing & support team in accordance with local policies
- Understand & apply legal criteria that support the identification of vulnerable & abused children/adults & be aware of statutory safeguarding/vulnerable patients health procedures & local guidance
- Maintain skills & knowledge regarding domestic violence, vulnerable adults, substance abuse & addictive behaviour. Provide guidance & support to ensure appropriate referral if required

Leadership – personal and people development

- Take responsibility for own learning & performance including timely participation in mandatory & practice training standards, annual appraisal, clinical supervision & acting as positive role model
- Assist in supporting staff development in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to regularly review their application of knowledge & skills, to continually be open to learning from each other & from external good practice, giving feedback as necessary
- Critically evaluate & review innovations and developments that are relevant to your area of work
- Enlist support & influence stakeholders/decision-makers to bring about new developments in the provision of services
- Work collaboratively with the clinical & support teams to ensure support structures are in place for the smooth running of the practice
- Take a leading role in planning & implementing changes within the area of care & responsibility
- Contribute to the development of local guidelines, protocols & standards
- Maintain active involvement in the planning & processes of local commissioning or similar

Team working

- Understand own role & scope & identify how this may develop over time
- Work as an effective & responsible team member, supporting others & exploring the mechanisms to develop new ways of working & opportunities to improve patient care
- Delegate clearly & appropriately, adopting the principles of safe practice & assessment of competence
- Manage & lead on the delivery of specifically identified services or projects as agreed with the management team, relevant to your role
- Agree plans & outcomes by which to measure success

Management of risk

- Participate in assessing risk within your areas of responsibility, ensuring adequate measures are in place to protect staff, patients & visitors
- Monitor work areas & practices to ensure they are safe and free from hazards and conform to health, safety & security legislation, policies, procedures & guidelines
- Participate with the safe storage, rotation & disposal of vaccines and drugs
- Apply infection-control measures within the practice according to local & national guidelines
- Advocate for policies that reduce environmental health risks, are culturally sensitive & increase access to health care
- Advocate for policies, work practises & imaginative communication strategies that reduce health inequalities in the local population
- Interpret national strategies & policies into local implementation plans, deliverable in general practice.

Managing information

- Use technology & appropriate software as an aid to management in planning, implementation, monitoring & provision of care
- Review & process data using accurate Read/Snomed codes in order to ensure accurate & timely information retrieval for monitoring & audit processes
- Manage information searches using the internet & local library databases
- Comply with all IG policies & training in support of current data sharing principles
- Participate in clinical audit relevant to your role; collating, analysing & presenting clinical data & findings to the team

Learning and development

- Undertake mentorship/teaching for junior staff or students, assessing competence against set standards
- Disseminate own learning & new information to other team members in order to share good practice & current and future developments (eg courses and conferences)
- Assess own learning needs & undertake learning as appropriate including participation in mandatory training as per practice policy.
- Provide an educational role to patients, carers, families & colleagues in an environment that facilitates learning

Equality and diversity

- Promote diversity and equality of opportunity
- Enable others to promote equality and diversity in a non-discriminatory culture
- Support people who need assistance in exercising their rights
- Adhere to local chaperoning policies
- Act as a role model in the observance of equality and diversity good practice
- Accept the rights of individuals to choose their care providers, participate in care and refuse care

General Principles

- You must ensure that you practise within the realms of your personal competency at all times & never perform a task or procedure unless you are competent, authorised & experienced to do so.
- You are required to adhere to all current clinical protocols within your sphere of work.