

## **JOB DESCRIPTION and PERSON SPECIFICATION**

<b>TITLE OF POST</b>	Advanced Nurse Practitioner
<b>SALARY</b>	To be negotiated, depending on experience
<b>HOURS OF EMPLOYMENT</b>	Full time (37.5 hours a week) /Part time pro rata
<b>APPOINTMENT</b>	Permanent contract
<b>RESPONSIBLE TO</b>	Partners
<b>ACCOUNTABLE TO</b>	Partners

### **Job Purpose**

The post holder will be an experienced nurse, who is able to 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 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.

### **Primary Duties and areas of Responsibility**

#### **A. Clinical Role**

The post-holder will:

- Provide the choice of direct access to a NP, both in the Practice and over the telephone, for the general practice population
- Undertake home visits and nursing home visits according to experience and ability
- 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
- Refer patients directly to other services/agencies as appropriate
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery
- Help develop and set up new patient services and participate in initiatives to improve existing patient services

## **B. Teaching and Mentoring Role**

The post-holder will:

- Promote a learning environment for patients, nurses and other health professionals.
- Contribute to the teaching for existing staff, medical students and health care assistants, within the practice.
- Provide supervision and mentoring to practice nurses and health care assistants

## **C. Research/Leadership Role**

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- 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

- Implement local/national and practice policies, propose developments and improvements to service delivery.
- Assist in the development of practice protocols for the surgery and clinical protocols for the clinical team.
- Identify, monitor and review deficiencies in procedures and implement remedial action.

**D. Areas of practice excluded from remit:**

The post-holder will not undertake the following:

All aspects of antenatal/obstetric care

**General**

**Health and Safety/Risk Management**

- The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting System.
- The post-holder will comply with the Data Protection Act (1984) and the Access to Health Records Act (1990).

**Equality and Diversity**

The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc.

**Respect for Patient Confidentiality**

The post-holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**Special Working Conditions**

- The post-holder is required to travel independently between practice sites
- The post-holder will have contact with body fluids i.e, wound exudates; urine etc while in clinical practice.

**Rehabilitation of Offenders Act**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies

**Personal Specification**  
**Advanced Nurse Practitioner : General Practice**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>Registered General Nurse (Currently registered with the Nursing &amp; Midwifery Council)</li> <li>Recognised ANP qualification at minimum of degree level or equivalent</li> <li>Independent Nurse Prescriber</li> </ul>	<ul style="list-style-type: none"> <li>Masters qualification or studying towards</li> <li>Teaching / Mentoring experience and /or qualification</li> </ul>	Original certificates, NMC card
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years post registration experience</li> <li>Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the ANP role</li> <li>Evidence of working autonomously and as part of a team</li> <li>Proven ability to evaluate the safety and effectiveness of their own clinical practice</li> </ul>	<ul style="list-style-type: none"> <li>Interpreting and implementing local and National policy agendas for health</li> </ul>	Application Form & Interview
<p><b>Knowledge :</b></p> <ul style="list-style-type: none"> <li>Understanding and knowledge of policy developments related to the delivery of primary care services including General Practice, the GMS/PMS contract, Clinical Governance, Quality &amp; Outcomes Framework</li> <li>Understanding of evidence based practice</li> <li>Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc)</li> </ul>		Application Form & Interview

<ul style="list-style-type: none"> <li>• <i>Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role</i></li> <li>• <i>Understanding of equal opportunity and diversity issues</i></li> </ul>		
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• <i>Ability to assess and manage patient risk effectively and safely</i></li> <li>• <i>Well developed word processing/data collection/IT skills</i></li> <li>• <i>Excellent interpersonal, verbal and written communication skills</i></li> <li>• <i>Reflective practitioner</i></li> <li>• <i>Time management and ability to prioritise workload</i></li> <li>• <i>Able to analyse data and information, drawing out implications for the individual patient/impact on care plan</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Experience of presenting information to wider audience</i></li> </ul> <p><i>Experience of telephone triage</i></p>	<p><i>Application Form &amp; Interview</i></p>
<p><b>Disposition</b></p> <ul style="list-style-type: none"> <li>• <i>Demonstrates motivation, reliability and commitment to team working and development of others.</i></li> <li>• <i>Flexibility, commitment and adaptability.</i></li> <li>• <i>Can demonstrate an ability to value other's opinions.</i></li> </ul>	<p>Able to work under pressure (with support) and work in a changing environment</p>	<p>Interview</p>