

TITLE	Nurse Practitioner
HOURS OF WORK:	Negotiable
SALARY BANDING:	Agenda for change Band 7 – 8a (£37,570 - £50,819) Plus annual bonus dependent upon performance
DIRECT REPORT:	To GP Clinical Lead
DATE:	April 2019

ABOUT US		
List Size	12,800	Any increase over the last ten years has been due mainly to; natural change (more births than deaths); building development within Daventry itself and more recently migration from the rest of the UK and overseas.
Current Resources		
GP's	8	Attached staff include; Health Visitors, Midwife and District Nurses An advanced Practice Physiotherapist and Physician Associate is to be recruited in 2020/21 with a further paramedic being recruited in 2021/22
ANP's	2	
Practice Nurse's	3	
Health Care Assistants	3	
Clinical Pharmacist	1	
Social prescribing Link Worker	1	
Advanced Paramedic Practitioner	1	
Boundaries	The boundaries of the Practice show we are large in terms of geographical size, with the majority of the land classified as rural (map)	
Location:	The practices themselves are located in close proximity to Daventry Town centre.	

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. In order to work at this level, NMC requirements for advanced practice must be met.

JOB PURPOSE

To deliver a high standard of patient care as an Advanced Nurse Practitioner (ANP) in general practice, using advanced autonomous clinical skills, from a broad in-depth theoretical knowledge base who works collaboratively to meet the needs of patients, supporting the delivery of policy and procedures whilst managing their own workload to deliver the practice priorities and vision.

ADDITIONAL INFORMATION

- The post holder holds a position of importance, being the crucial link between the doctors, staff and patients.
- Full training will be given in all aspects of the job.
- Telephone calls are monitored and used for training purposes and to accurately record patient and GP information
- You will be required to wear a name badge, which will be provided for you.
- You will be expected to attend regular staff meetings. The meetings provide an opportunity to discuss matters arising from the job and can be used for in-house training.
- The post holder will be expected to deliver a high quality, diverse, patient centred service

KEY RESPONSIBILITIES

- To provide clinical care to patients, this will include consultation sessions, telephone triage, clinical administration, medicals, reports, home visits, surgery meetings etc.
- To see and treat patients autonomously with undifferentiated/undiagnosed problems within competency & NMC Guidelines.
- Identify medical emergencies and take the appropriate action.
- Assess, diagnose, plan, implement and evaluate interventions/treatments for patients with complex needs.
- Record clear and contemporaneous consultation notes to agreed Practice standards and NMC guidelines using SystmOne for all patient information.
- Read code appropriately and collect data for audit purposes as agreed.
- As an independent prescriber, prescribe/review medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence based practice, national/practice protocols and within competency and NMC guidelines.
- Provide information and advice on prescribed or over the counter medication on medication regimes, side-effects and interactions.
- To encourage health promotion, education and self-care for all patients and advise them of other available services.

ADDITIONAL RESPONSIBILITIES

- 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
- Adhere to quality governance systems, processes across the Practice and its activities; managing data collection to support data requirements/claims; ensuring information governance standards are implemented and maintained
- Ensure health and safety requirements are met
- Attend training courses identified as essential or beneficial to the role and take responsibility for identifying own learning needs
- Ensure all significant events are reported and discussed as appropriate and facilitate a full understanding of clinical governance requirements within the practice

INFORMATION GOVERNANCE

Information is vitally important for the safe clinical management of patient care and the efficient administration of services. It is the responsibility of our entire workforce, regardless of employment status, to ensure they abide by the requirements of Information Governance as set out in the Employee Handbook and the Information Governance Policy.

CONFIDENTIALITY

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.

REHABILITATION OF OFFENDERS ACT 1974

This post is not exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore the post holder is required to disclose any spent convictions.

PERSON SPECIFICATION

HEADING	ESSENTIAL	DESIRABLE	ASSESSMENT
<i>Education and Qualifications</i>	<ul style="list-style-type: none"> Registered General Nurse (Currently registered with the Nursing & Midwifery Council) Recognised NP qualification Nurse Prescriber 	<ul style="list-style-type: none"> Minor illness or clinical assessment qualification MSc or equivalent Recognised Advanced Nurse Practitioner qualification Mentoring/teaching qualification GCP certificate 	Original certificates, NMC card & CV
<i>Experience</i>	<ul style="list-style-type: none"> Experience working as an autonomous practitioner Proven ability to evaluate the safety and effectiveness of their own clinical practice Ability to assess and manage patients risk effectively and safely Aptitude Interpreting and implementing local and National policy agendas for health 	<ul style="list-style-type: none"> Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD Nurse led triage or first contact experience Primary care/community care nursing experience Minimum of 5 years post registration experience Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the NP role 	CV & Interview
<i>Skills, Abilities and knowledge required</i>	<ul style="list-style-type: none"> Ability to manage patients with complex needs Ability to remain calm and professional in an emergency situation Ability to work both autonomously and as part of a multidisciplinary team Effective time management and excellent communication skills 	<ul style="list-style-type: none"> Knowledge of Local and National Health policy Understanding of evidence based practice Understanding of clinical governance in primary care setting 	CV & Interview
<i>IT Skills</i>	<ul style="list-style-type: none"> Well developed IT skills including use of clinical software and Microsoft packages 	<ul style="list-style-type: none"> Knowledge of primary care clinical IT systems Knowledge of S1 	Application Form
<i>Motivation and personal characteristics</i>	<ul style="list-style-type: none"> Enthusiasm and common-sense Self motivated Self directed practitioner Ability to work flexibly to meet service needs 	<ul style="list-style-type: none"> Commitment to provide effective and high quality service Values and respects the different cultures and beliefs of patients and colleagues 	Interview
<i>Working conditions</i>	<ul style="list-style-type: none"> Ability to work with high patient turnover and a pressurised environment on a daily basis. Able to work flexible hours 	<ul style="list-style-type: none"> Hold a valid driver's licence 	