



Job Title: **Advanced Nurse Practitioner**

Base:

Hours:

Salary: Full Time Equivalent

Job Summary

The Advanced Nurse Practitioner will be the first point of contact for patients with all types of health problems. You will make decisions and apply appropriate nursing interventions to the presenting patient in their own home or in the surgery. This will include initial history taking, clinical assessment, diagnosis, treatment and evaluation of care. You will work autonomously but within the Practice's and NMC policies, protocols and guidelines, demonstrating safe clinical decision-making, high levels of critical thinking and holistic practice. The post-holder will be expected to act independently but will have access at all times to a GP for advice and support as necessary.

Key Responsibilities

- Work within professional boundaries to accurately examine and assess patients with an undifferentiated diagnosis, from a physiological, psychological and social perspective, and plan clinical care accordingly.
- Diagnose and manage both acute and chronic conditions, integrating both drug and non-drug-based treatment methods into a management plan.
- Seek advice and support from a senior clinician as appropriate to inform decision making around patient care.
- Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
- Review medication for therapeutic effectiveness appropriate to patient needs, and administer medication in accordance with PGD/ Independent Nurse Prescribing.
- Provide information and advice on prescribed or non-prescription medication, on medication regimens, side-effects and interactions.
- Work with patients in order to support compliance with and adherence to prescribed treatments.
- Ensure full and accurate documentation in patient notes of clinical history, physical examination, diagnosis and treatment plan.

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- 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 barriers to communication and take action to improve communication.
- Maintain effective communication within the practice environment and with external stakeholders.
- Ensure respect and dignity for patients at all times.
- Ensure awareness of sources of support and guidance and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate.
- Recognize people's needs for alternative methods of communication and respond accordingly.



- Communicate effectively with other colleagues and external healthcare providers in pursuance of continuity and safe delivery of patient care.

Delivering a quality service:

- Recognise and work within own competence and professional code of conduct as regulated by the NMC.
- 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 and other local guidelines as well as evidence-based care.
- Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
- Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.
- Utilise the audit cycle as a means of evaluating the quality of the work of self, the team, and the experience of patients implementing improvements where required.
- In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.

Professional & personal development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Maintain continued education and learning by attending all mandatory training and other events as deemed necessary by the Practice.
- Participate in the annual performance review (appraisal), including taking responsibility for maintaining record of own personal and/or professional development for revalidation purposes.
- Understand own role and scope and identify how this may develop over time.
- Take responsibility for own learning and performance acting as a positive role model.
- Prioritise own workload and ensure effective time-management strategies are embedded within work.
- Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
- Be responsible for ensuring own clinical practice complies with Data Protection/Confidentiality/Caldicott principles.
- Critically evaluate and review innovations and developments that are relevant to the area of practice.
- Agree plans and outcomes by which to measure quality of own work.
- Actively promote diversity, including race diversity, both in the delivery of the Practice's services and in the management and development of staff within the clinical area. Generate and sustain relationships that promote dignity, rights and responsibilities. Identify and take action to address discrimination and oppression.



Team working:

- Work effectively with others to clearly define values, direction and policies impacting upon care delivery.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.
- Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or users of services.
- Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision of services
- Contribute to the development of local guidelines, protocols and standards.
- Support and assess learners in practice as relevant.

Infection prevention:

- Follow consistently high standards of infection prevention practice, especially with reference to hand decontamination.
- Be aware of and follow all Practice infection prevention guidelines and procedures relevant to the work.
- It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.
- Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staff are required to communicate any infection risks to the Infection Control lead.

Research projects & clinical audits:

- Co-operate and participate as required in any research projects and clinical audits within the Practice.

Confidentiality

- In the course of seeking treatment, patients entrust us with, or allow us to gather, sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately.
- In the performance of the duties outlined in this Job Description, the post-holder will have access to confidential information relating to patients and their carers, 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

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 recognises 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

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work
- Monthly training sessions as necessary

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
- Recognize 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

Equal Opportunities

Suffolk Primary Care is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated by the practice.

Right to work

All applicants must have the legal right to work in the United Kingdom at the time of application and throughout the duration of employment. This includes holding a valid visa or immigration status that permits employment in the UK, if applicable.

Suffolk Primary Care is unable to employ or continue to employ individuals who do not have, or are unable to provide evidence of, their right to work in the UK.

Code of Conduct

All staff are required to work in accordance with the code of conduct for their professional group (e.g. Nursing and Midwifery Council, Health Professions Council, General Medical Council, NHS Code of Conduct for Senior Managers).

Infection control

It is the responsibility of all staff, whether clinical or non-clinical, to familiarise themselves with and adhere to current policy in relation to the prevention of the spread of infection.

Clinical staff, on entering and leaving clinical areas and between contacts with patients, must apply alcohol gel to their hands and also wash their hands frequently with soap and water. Staff are required to communicate any infection risks to the Infection Control lead.

Complaints

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Clinical Governance and Risk management

The Practice believes everyone has a role to play in improving and contributing to the quality of care provided to our patients. As an employee of the practice you are expected to take a proactive role in supporting the Practice's clinical governance agenda by:

- Taking part in activities for improving quality such as clinical audit
- Identifying and managing risks through incident and near miss reporting and undertaking risk assessments
- Following policies, guidelines and procedures
- Maintaining continued professional development
- Clinical staff making entries into patient health records are required to follow any Practice standards of record keeping

Information Quality Assurance

As an employee of the Practice it is expected that you will take due diligence and care in regard to any information collected, recorded, processed or handled by you during the course of your work and that



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such information is collected, recorded, processed and handled in compliance with Practice requirements and instructions.

Freedom of Information

The post holder should be aware of the responsibility placed on employees under the Freedom of Information Act 2000 and is responsible for helping to ensure that the Practice complies with the Act when handling or dealing with any information relating to Practice activity.



Person Specification

Factor	Essential	Desirable
Qualifications	Registered Nurse, or equivalent Independent prescriber Resuscitation - minimum of Basic Life Support (BLS)	
Knowledge & Experience	Significant post registration experience, to include: <ul style="list-style-type: none"> • History taking • Assessment • Diagnostics • Minor injury Recent clinical experience in related client group, i.e. acute/community setting	
Ability & Skill	Excellent interpersonal skills with particular ability to liaise effectively with multidisciplinary team members Ability to make decisions, organise and prioritise Demonstrates excellent team working Knowledge of quality issues Ability to demonstrate motivation Excellent negotiating and influencing skills Computer Literacy	Working knowledge of SystemOne Experience of involvement in successful change management
Personal Attributes		
Other	Cleared by Occupational Health Able to work flexibly to meet service needs Driving licence and access to a vehicle	