JOB DESCRIPTION

Job title: Advanced Nurse Practitioner	**Salary:**
Department:	**Hours:**
Reports to: Practice Manager (Administratively) / Nurse Lead and Clinical Lead	

Job role:

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 care. They will demonstrate safe, clinical decision-making and expert care, including assessment and diagnostic skills at an advanced level, for patients within the general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will work collaboratively with the 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.

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, diagnosis, plan, implement and evaluate interventions/treatments for patients with highly 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 and national and practice protocols, and within scope of practice

- 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
- Support and manage health needs of women presenting for family planning, cervical cytology or sexual health consultation
- Assess, identify and refer patients presenting with mental health needs in accordance with the *NSF for Mental Health*
- Implement and participate in vaccination and immunisation programmes for both adults and children
- Advise, support and administer vaccinations for patients travelling abroad, where appropriate
- Promote and deliver evidence-based care for patients presenting with aural conditions
- Meet the needs of patients presenting for opportunistic wound care
- Undertake minor surgery as appropriate to competence

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 barriers to communication 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

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 NSF, NICE guidelines and 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 and the team, 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
- Evaluate patients' response to health care provision and the effectiveness of care
- Support and participate in shared learning across the practice and wider organisation
- 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
- Monitor and develop the performance of the GPN team in accordance with local policies
- Approve the performance of the team, providing feedback as appropriate
- 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
- Ensure you have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required

Personal development

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role mode
- Support staff development in order to maximise potential
- 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
- 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
- Maintain effective communication with those responsible for the overall commissioning and procurement process
- Maintain active involvement in the planning and processes of practice-based commissioning or similar initiatives
- Market the role of the advanced nurse practitioner in general practice

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
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Create clear referral mechanisms to meet patient need
- 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

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
- Ensure appropriate supervision of safe storage, rotation and disposal of vaccines and drugs
- 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

Managing information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information
- 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 primary care trust regarding the Freedom and Information Act
- Manage, in conjunction with the QoF team, the QoF targets or the equivalent SPQS requirements.

Learning and development

- Undertake mentorship for more junior staff, assessing competence against set standards
- 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
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning
- Establish an evidence base for practice, through benchmarking, audit, Quality Improvement and research ensuring that outcomes are disseminated locally, regionally, and nationally as appropriate.

Equality and diversity

- Identify patterns of discrimination and take action to overcome this and 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
- Monitor and evaluate adherence 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 refuses care. Assist patients from marginalised groups to access quality care

NB: This list is not exhaustive and may be added to or amended according to the needs of the practice.

Person Specification

Knowledge	• Advanced clinical practice skills • Management of patients with long-term conditions • Management of patients with complex needs • Clinical examination skills • Accountability of own role and other roles in a nurse-	• Knowledge of public health issues • Able to identify determinants on health in the area • Knowledge of public health

	led service • Local and national health policy • Clinical governance issues in primary care • Patient group directives and associated policy	issues in the area
Skills	• Communication skills, both written and verbal • Communication of difficult messages to patients and families • Negotiation and conflict management skills • Change management • Resource management	
Experience	• Minimum 5 years post-registration experience • At least 2 years recent primary / community nursing experience • Nurse prescribing • Nurse-led management of minor illness, minor ailments and injuries • Nurse-led triage • Compiling protocols and clinical guidelines • Audit • Research • QI	• Health-needs assessment
Qualifications	• Registered first level nurse • MSc or equivalent • Independent/supplementary nurse prescribing qualification • Advanced nursing specialist qualification • Relevant nursing/health degree • Clinical supervision training and experience	• Mentor/teaching qualification

Other	• Self-directed practitioner • Highly motivated • Flexibility • Enthusiasm • Team player • Ability to work across boundaries	

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