

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>NURSE PRACTITIONER</b>
<b>GRADE/SALARY:</b>	<b>Depending on experience &amp; qualification Plus professional indemnity cover</b>
<b>REPORTS TO:</b>	<b>Clinically: GP partners Administratively: Finance &amp; HR Manager</b>
<b>HOURS:</b>	<b>Full Time at 37.5 hours per week Part Time to be agreed</b>

## **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, and providing nurse leadership as required. In order to work at this level, NMC requirements for advanced practice must be met.

## **SCOPE AND PURPOSE OF THE ROLE**

- To deliver a high standard of patient care as Nurse Practitioner (NP) in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base
- To manage a clinical caseload, dealing with presenting patient's needs in a primary care setting

## **JOB DIMENSIONS**

- To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services.
- The development and use of referral pathways for NPs to the local acute NHS Trust services and to Diagnostic and Treatment Centres
- To mentor and support other nurses/Nurse Practitioners in developing and maintaining clinical skills

### KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See person specification

### PRIMARY DUTIES & AREAS OF RESPONSIBILITY

#### 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 walk in patients & general practice population
- 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
- As 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
- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (eg Coronary Heart Disease/Older People/Diabetes/Mental Health) are being delivered
- Work with multi-disciplinary team within the Centre, and across the wider Primary Care Networks (PCNs), and Clinical Commissioning group (CCG) to promote integrated and seamless pathways of care
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery
- Participate in identification of community health needs and develop patient/family-centred strategies to address them
- Help develop and set up new patient services and participate in initiatives to improve existing patient services
- Be aware of and contribute to planning and delivery of practice-based commissioning

### **TEACHING AND MENTORING ROLE:**

The post-holder will:

- Promote a learning environment for patients, nurses and other health professionals.
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars, Health Care Assistants, within the practice.

### **PROFESSIONAL ROLE:**

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- Maintain their professional registration
- 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
- Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards
- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
- Work collaboratively with colleagues within and external to the practice.
- Demonstrate leadership
- Pro-actively promote the role of the NP within the Centre, and externally to key stakeholders and agencies

### **MANAGERIAL ROLE:**

The post-holder will:

- Act as nurse advisor to other members of the Primary Healthcare team.
- Encourage and develop teamwork within the practice.
- Participate in multi-disciplinary protocol and Patient Group Directions development
- Help the practice operate in a cost-effective manner.
- Identify and manage nursing care risks on a continuing basis.
- Participate in the practice clinical meetings and practice management meetings, reporting progress as required.
- Participate in audits and inspections as appropriate.

## TAUNTON VALE HEALTHCARE

---

- Work closely with the doctors and administrative managers in the setting up and/or improving systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.
- Ensure that all practice policies are fully implemented.

### **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 (where applicable) on home visits, and to attend meetings etc hosted by other agencies.
- The post-holder will have contact with body fluids ie, wound exudates; urine etc while in clinical practice.

### **REHABILITATION OF OFFENDERS ACT 1994 (optional)**

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.

## TAUNTON VALE HEALTHCARE

### PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
<b>Qualifications:</b> <ul style="list-style-type: none"> <li>Registered General Nurse (Currently registered with the Nursing &amp; Midwifery Council)</li> <li>Recognised NP qualification at minimum of degree level or equivalent</li> <li>Independent Nurse Prescriber</li> </ul>	<ul style="list-style-type: none"> <li>Teaching/Mentoring experience and/or qualification</li> </ul>	Original certificates, NMC card & CV
<b>Experience:</b> <ul style="list-style-type: none"> <li>Previous 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 NP role</li> <li>Experience in management long term conditions e.g. asthma, COPD, diabetes, CHD</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>	CV & Interview
<b>Knowledge :</b> <ul style="list-style-type: none"> <li>Understanding and knowledge of policy developments related to the delivery of primary care services including the General Practice contract, Clinical Governance, Quality &amp; Outcomes Framework</li> <li>Understanding of systems to gain an understanding of the</li> </ul>		CV & Interview

## TAUNTON VALE HEALTHCARE

---

<p>health needs of the Practice population as they relate to primary care</p> <ul style="list-style-type: none"> <li>• Understanding of evidence based practice</li> <li>• Knowledge of national standards that inform practice (eg National Service Frameworks, NICE guidelines etc)</li> <li>• Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role</li> <li>• Understanding of equal opportunity and diversity issues</li> </ul>		
<p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Ability to assess and manage patient risk effectively and safely</li> <li>• Well-developed word processing/data collection/IT skills</li> <li>• Excellent interpersonal, verbal and written communication skills</li> <li>• Reflective practitioner</li> <li>• Time management and ability to prioritise workload</li> <li>• Able to analyse data and information, drawing out implications for the individual patient/impact on care plan</li> <li>• Able to establish and maintain effective communication pathways within the organisation, the local PCT and with key external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of use of a medical software package</li> <li>• Proven record of effective use of networking and influencing skills</li> <li>• Ability to think strategically</li> <li>• Experience of presenting information to wider audience</li> </ul>	<p>CV &amp; Interview</p>