**GLASTONBURY HEALTH CENTRE**

**Advanced Nurse Practitioner job description & person specification**

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| **Job Title** | Advanced Nurse Practitioner |
| **Line Manager** | Partners |
| **Accountable to** | The Partners - Clinically  Practice Manager - Administratively |
| **Hours per week** | 14  Monday 9am-5pm  Thursday 9am-5pm |
| **Salary** | Negotiable |

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| **Job Summary** |
| To work as an autonomous practitioner, support the wider clinical team, triage and prioritise the needs of the patient, provide ad-hoc supervision to the nursing team and demonstrate safe clinical decision making to a high level of independent care. This includes assessment, diagnostics and prescribing skills, Whilst working within your professional boundaries. |

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| **Mission Statement** |
| To provide excellent primary care to our patients within the resources available. |

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| **Generic Responsibilities** |
| All staff at Glastonbury Health Centre have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I creates and environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and maintain confidentiality at all times. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Deputy Practice Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the training coordinator, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at Glastonbury Health Centre must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they remain vigilant at all times and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At Glastonbury Health Centre, staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take a minimum of Five working weeks leave each year, and should be encouraged to take all of their leave entitlement. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the advanced nurse practitioner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   1. Manage patients presenting with a range of acute and chronic medical conditions, providing subject matter expert advice to patients 2. Implement and evaluate individual specialised treatment plans for chronic disease patients 3. Identify, manage and support patients as risk of developing long-term conditions, preventing adverse effects on the patient’s health 4. Provide advanced, specialist nursing care to patients as required in accordance with clinical based evidence, NICE and the NSF 5. Request pathology services as necessary 6. Process and interpret pathology and other test results as required 7. Maintain accurate clinical records in conjunction with extant legislation 8. Ensure SNOMED codes are used effectively 9. Chaperone patients where necessary 10. Prioritise health issues and intervene appropriately 11. Support the team in dealing with clinical emergencies 12. Recognise, assess and refer patients presenting with mental health needs 13. Extended and supplementary prescriber, adhering to extant guidance 14. Support patients in the use of their prescribed medicines or over the counter medicines (within own scope of practice), reviewing annually as required 15. Contribute to practice targets (QOF etc.), complying with local and regional guidance 16. Liaise with external services / agencies to ensure the patient is supported appropriately (vulnerable patients etc.) 17. Delegate clinical responsibilities appropriately (ensuring safe practice and the task is within the scope of practice of the individual) 18. Support the clinical team with all safeguarding matters, in accordance with local and national policies 19. Understand practice and local policies for substance abuse and addictive behaviour, referring patients appropriately 20. Deliver opportunistic health promotion where appropriate |

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| **Secondary Responsibilities** |
| In addition to the primary responsibilities, the advanced nurse practitioner may be requested to:   1. Act as an audit lead, effectively utilising the audit cycle 2. Help support the nursing team, providing guidance when necessary, acting as a mentor to students and/or newly qualified staff 3. Participate in local initiatives to enhance service delivery and patient care 4. Support and participate in shared learning within the practice 5. Develop an area of specialist interest, taking the lead within the practice 6. Continually review clinical practices, responding to national policies and initiatives where appropriate 7. Participate in the review of significant and near-miss events applying a structured approach i.e. root cause analysis (RCA) 8. Support the development of nursing services within the practice, liaising external agencies and professional organisations as required 9. Support the development of administrative and clinical protocols in line with the needs of the patient and current legislation |

The person specification for this role is detailed overleaf.

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| **Person Specification – Advanced Nurse Practitioner** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ✓ |  |
| Post graduate diploma or degree (Advanced Practice Qualification) | ✓ |  |
| Qualified Nurse Prescriber | ✓ |  |
| Qualified Triage Nurse | ✓ | ✓ |
| Minor Illness Qualification |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment |  | ✓ |
| Experience of working as a practice nurse or community nurse |  | ✓ |
| Experience of chronic disease management |  | ✓ |
| Experience of prescribing and undertaking medication reviews | ✓ |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| Requesting pathology tests and processing the results, advising patients accordingly | ✓ |  |
| Diabetes | ✓ |  |
| Hypertension | ✓ |  |
| Asthma | ✓ |  |
| CHD | ✓ |  |
| Women’s health (contraception, etc.) | ✓ |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ✓ |  |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| EMIS Web | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours, if needs be | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health Clearance | ✓ |  |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.