**Job Description**

**Job Title: Nurse Practitioner/Advanced Nurse Practitioner**

**Place of Work: Summervale Surgery**

**Reports to: Deputy Practice Manager**

**Job Summary**

The post holder will provide excellent care for presenting patients, from initial history taking, clinical assessment, and diagnosis, to treatment or referral. This will involve thorough evaluation of care for patients, demonstrating safe, clinical decision-making, and expert assessment and diagnostic skills.

A commitment to a quality service, excellence in clinical practice and continuous professional development are integral to the role and development of the role.

**Context**

The post holder is responsible for providing care and treatment, including prescribing, to the whole of the practice population. S/he will be responsible for the care they deliver, both autonomously and as part of wider teams in the practice. S/he will communicate effectively and professionally, and work collaboratively with the wider Primary Health Care Teams/Practices/Network.

**Key Relationships**

* Deputy Practice Manager
* Partner GPs
* Salaried GPs
* Trainee GPs
* Lead Nurse
* Practice Manager
* Finance & Data Manager
* Administration Manager
* Patients, Carers and Family Members
* Nurse Team
* Reception Team
* Dispensary Team
* All Summervale Staff
* CLICK Primary Care Network

**Job Responsibilities**

**Clinical:**

* Assess, plan, provide and evaluate Nurse Practitioner care to meet the needs of patients
* Assess, examine, diagnosis and treat specific medical conditions in accordance with agreed medical and nursing protocols, within own areas of competence or specialty
* Ensure clinical practice is safe and effective and remains within the boundaries of competence and acknowledge limitations
* Undertake diagnostic, health screening and health promotion at consultation/opportunistically
* To administer and/or prescribe medication in accordance with the Extended/Supplementary Nurse Prescribing and Patient Group Directives
* Provide triage as required and appropriate in close liaison with GPs in the practice
* Provide administrative and nursing support as necessary in the practice
* Undertake the collection of pathological specimens including venepuncture, cytology swabs etc and perform investigatory procedures requested by GPs.

**Clinical Governance:**

* To participate in clinical governance requirements within the work of the organisation
* To practice within the parameters of policies, protocols and guidelines
* To participate in the quality improvement within the organisation
* To ensure the requirements of CQC, Health and Safety legislation, appropriate EU Directives and COSHH regulations are maintained
* To participate in research and development activities of the organisation.

**Personal Development:**

* To take responsibility for own developmental training and performance, including participating in clinical supervision and annual appraisals
* To take responsibility for maintaining a record of own personal development
* Working with the GP Lead/Practice Manager on any new training requirements
* To recognise and understand the role and responsibilities of individuals working in the clinical team.

**Education Practice Development:**

* To attend and contribute to various practice meetings as requested
* To participate in the clinical supervision framework for nurses within the organisation
* To offer appropriate advice to nurses and other professional care practices, delivery and service development
* To participate in the ongoing individual professional development within the organisation
* To be a role model and mentor as appropriate in the development of the practice.

**Professional:**

* To work within the regulatory requirements, codes and guidance of the Nursing and Midwifery Council.
* To maintain professional and clinical competence through continuing professional development.

**Communication and working relationships:**

* Daily contact with patients, their families and carers, through clinical consultations
* Clinical, managerial and administrative staff across the organisation to support the provision of care
* Providing guidance and support to other members of the team, and to students and trainee Doctors as required.

**Health and safety:**

* It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with, safe working practices adhered to and that any hazards are reported to the appropriate person immediately.

**All post holders are expected to:**

* Adhere to practice policies and procedures (eg, health and safety)
* Familiarise themselves with the practice Staff Handbook and follow procedures accordingly
* Maintain personal and professional development in order to maintain their skill levels and participate in the appraisal process and any training and development that is recognised and agreed with their line manager
* Adhere to the practice policy on equality and diversity and sure that all colleagues, patients and members of the public are treated with dignity, courtesy and respect
* Respect the confidentiality of patients and colleagues and the practice as a while. All staff are expected to adhere to the Data Protection Act 1998
* Respect and adhere to corporate and clinical governance principles
* Demonstrate a positive attitude and behaviour to patients and colleagues.

**Changes to the job**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post holder commensurate with the position. This description will be open to regular review and may be amended to take account of developments within the practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the practice.

This post may be subject to changes/review as the needs of the service change. Any changes will be made following consultation with the individual before changes are made.

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| **Job Description Agreement** |

I have read, understand and agree to abide by the terms and conditions of the Job Description as set out above. I recognise that as the needs of the business change, the job description may be reviewed from time to time to ensure that it is appropriate to the needs of the business but that any changes will be discussed with me.

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| Name: |  |
| Signed: |  | Date: |  |

### Person Specification

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|  | **Necessary** | **Desirable** |
| Qualifications | * Registered General Nurse * Current NMC registration * Honours degree in Advanced Nursing * Evidence of a commitment to continuing professional development * Prescribing qualification | Accredited training in chronic disease management. |
| Experience | * Experience of working autonomously diagnosing and treating patients * Evidence of wide knowledge base and competency in clinical practice * Experience in General Practice for a minimum of 2 years * Evidence of professional development * Evidence of service development * Experience of providing urgent care * Experience of working in multi-disciplinary teams and able to promote team spirit |  |
| Skills | * Excellent nursing skills as required for the post * Excellent communication (oral and written) skills and outstanding interpersonal skills * Ability to listen and empathise * Appropriate IT knowledge, skills and experience (MS Office, internet, clinical systems) * Good time management | Experience of EMIS Web |
| Qualities | * Honest, caring, pleasant, sympathetic, dependable, innovative, good humoured and display integrity at all times * Able to demonstrate enthusiasm to develop nursing skills and motivate others * Able to use own judgement, resourcefulness and common sense * Able to work without direct supervision and determine own workload priorities * Ability to work as part of an integrated multi-skilled team * Able to work under pressure and in a changing environment * Able to use own initiative, but to follow boundaries and guidance * Able to gain respect by example and leadership * Willing to work flexible hours as necessary | Outside work interests |
| Other | * Current driving licence & car driver | Non-smoker |