## JOB TITLE: ADVANCED NURSE PRACTITIONER

**HOURS: 25 hours per week – negotiable**

**SALARY: Dependent on experience**

Springmead Surgery cares for 6,000 patients in Chard and the beautiful surrounding south Somerset countryside. Close by are Dartmoor, Exmoor, and the spectacular Jurassic Coast.

We are an established training practice, responsible for teaching medical students, nursing students, and GP registrars. We pride ourselves in supporting the career development of our team members

We can now offer an exciting opportunity for an Advanced Nurse Practitioner to join our close knit team and play a key role in our plans for our Urgent Care clinic

**Job Description:**

* Diagnose and treating patients presenting with acute illnesses.
* Ensure clinical practice is safe and effective and remains within boundaries of competence.
* Provide first point of contact within the practice for patients presenting with undifferentiated, undiagnosed problems, making use of advanced skills in history taking, physical examination, problem solving and clinical decision making to establish a diagnosis and management plan.
* Instigate diagnostic tests and investigations, and interpret findings and action within own competence.
* As a non-medical prescriber, prescribe and review medication for therapeutic effectiveness, in a safe, effective and appropriate manner as defined by current legislative frameworks and local guidelines, and within scope of practice.
* Provide safe, evidence-based cost-effective individualised care to the practice population.
* Refer patients directly to other services/ agencies as appropriate.
* Work with the multi-disciplinary team within the practice and contribute to practice targets both local and national e.g. QoF.
* To occasionally undertake scheduled home visits for patients unable to attend the surgery as agreed with the Duty GP and within scope of practice
* Take part in telephone consultations where appropriate
* During quieter times of the year provide Dementia and learning disability reviews.
* Support other healthcare professionals within the practice and offer advice and guidance within area of competence

## Administration and professional responsibilities

* Participate in the administrative and professional responsibilities of the practice team
* Ensure accurate and legible notes of all consultations and treatments are recorded in the patients notes
* Ensure the clinical computer system is kept up to date with accurate details recorded and amended
* Dealing appropriately with results and clinical letters for patients under your care.
* Ensure appropriate items of service claims are made accurately, reporting any problems to the practice administrator
* Ensure accurate completion of all necessary documentation associated with patient health care
* Participate in audit, and practice improvement projects
* Attend and participate in practice meetings as required

**Training and personal development**

* Training requirements will be monitored by regular appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice. It is the individuals’ responsibility to remain up to date with recent developments.
* Participate in the education and training of students of all disciplines and the introduction of all members of the practice staff where appropriate
* Maintain continued education by attendance at courses and study days as deemed useful or necessary for professional development ensuring PREP requirements are met.
* If it is necessary to expand the role to include additional responsibilities, full training will be given.

## Liaison

* As well as the clinical team there is a need to work closely with reception and office staff to ensure the smooth running of the practice, reporting any problems encountered to the relevant person and ensuring everyone is aware of the different roles within the nursing team.
* There is also the need to establish and maintain good liaison with other surgeries and agencies including the local GP Network.

**Meetings**

* It will be necessary to attend and contribute to various practice meetings as requested. Some meetings at Network level may need to be attended.

**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 may have access to confidential information relating to patients and their carers, practice 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

**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 recognizes 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

**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

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
* Recognise people’s needs for alternative methods of communication and respond accordingly
* Apply practice policies, standards and guidance
* Participate in audit where appropriate