Job Description – Advance Nurse Practitioner

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| **Job Title:** | Advanced Nurse Practitioner |
| **Responsible to:** | GP Partners and Practice Manager |
| **Responsible for:** | N/A |
| **Job Purpose:** | To provide a high-quality, cost-effective service to the patients of the Practice; diagnosing and prescribing treatments and drugs while working within defined procedures and protocols as laid down by the GPs. To train and develop skills within the nursing team including appraisals. |

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| **Duties and Responsibilities** | |
| **Clinical** | |
| **1.** | Receive patients with undifferentiated and undiagnosed problems and make an assessment of their healthcare needs creating individual care plans. |
| **2.** | Assessment, diagnosis, treatment, prescribing for acute minor illness appropriately and deliver key elements in line with NICE guidelines, providing public health, health protection and promotion programmes that improve health and reduce inequalities. |
| **3.** | Dealing with sensitive matters such as End of Life and speaking to patients/parents/carers and provide appropriate ongoing support to meet identified needs and refer on as necessary. |
| **4.** | To ensure significant events are reported using Practice procedures |
| **5.** | To maintain line manager responsibility for the nursing team, including staff development, training and maintaining staff cover. |
| **6.** | Knowledge of requesting and filing pathology |
| **Administration** | |
| **7.** | To maintain accurate patient records and enter onto the computer using agreed protocols and templates. |
| **8.** | To collect data and participate in regular Practice audit and research projects |
| **9.** | To contribute to the preparation of any Practice development plans |
| **General** | |
| **10.** | To maintain own registration with the NMC/HCPC |
| **11.** | To adhere to the NMC/HCPC Code of Professional Conduct |
| **12.** | To maintain a safe and therapeutic environment for all Primary Health Care Team staff, patients, carers and co-workers from other agencies. Ensure that all statutory regulations (e.g. Health & Safety, COSHH, etc) are implemented and adhered to. |
| **13.** | To promote a professional approach at all times by attire and attitude to patients and staff both in and out of the Practice. |
| **14.** | To maintain own continuous professional development and ensure PDP kept up-to-date in line with the requirements of the Practice. |
| **15.** | Attend and participate in staff meetings as required. |
| **16.** | Any other reasonable duties that may be required from time-to-time. |

Person Specification – Advanced Nurse Practitioner

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| **Job Title:** | Advanced Nurse Practitioner |
| **Recruiter:** | Thorpe-le-Soken Surgery |
| **Date:** | June 2025 |

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| Qualifications | **Essential** | **Desirable** |
| Registered Nurse with the Nursing and Midwifery Council (NMC) | ✓ |  |
| Master’s degree, Postgraduate Diploma or Advanced Practice qualification accredited | ✓ |  |
| Accredited training in chronic disease management |  | ✓ |
| Diagnostic qualification or working towards the qualification | ✓ |  |
| Qualified Independent Nurse Prescriber | ✓ |  |

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| Experience | **Essential** | **Desirable** |
| Complies with standards for registered ANP working at an advanced level | ✓ |  |
| Experience of dealing with patients with undifferentiated and undiagnosed conditions | ✓ |  |
| Previous experience in General Practice |  | ✓ |
| Evidence of professional development | ✓ |  |
| Experience in audit |  | ✓ |
| Working autonomously and as part of a team | ✓ |  |

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| Skills | **Essential** | **Desirable** |
| IT and Clinical Systems skills such as (MS Office, Internet etc) EMIS Web/SystemOne | ✓ |  |
| Interpersonal skills | ✓ |  |
| Time Management | ✓ |  |
| Presentation skills |  | ✓ |
| Problem solving skills | ✓ |  |

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| Attributes | **Essential** | **Desirable** |
| To be a smart, polite and confident person to represent the Surgery | ✓ |  |
| Planning and organising | ✓ |  |
| Performing under pressure | ✓ |  |
| Adaptability | ✓ |  |
| Using initiative | ✓ |  |
| Team working | ✓ |  |
| Self-motivated | ✓ |  |
| Compassionate & empathetic | ✓ |  |

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| Knowledge | **Essential** | **Desirable** |
| Knowledge of clinical governance and confidentiality policies | ✓ |  |
| Knowledge relating to current primary care policy and national legislation |  | ✓ |
| Knowledge and experience of QOF |  | ✓ |