

**HOVETON AND WROXHAM MEDICAL CENTRE**

Job Title: Advanced Nurse Practitioner/Advanced Clinical Practitioner

Hours: 20 hours per week

Holidays: 6 weeks + Bank Holidays (pro rata for part time staff)

Reports to: Lead Nurse

**Job Summary**

The role of the nurse practitioner is flexible and demanding, in line with the present atmosphere of change within health service delivery. It includes responsibility within the practice for the development and direction of the clinical and managerial aspects of nursing care as well as an advanced clinical role. It is envisaged that the nurse practitioner will expand their role in according with practice requirements and their own scope of practice.

Your main place of work is Hoveton & Wroxham Medical Centre within NN4 PCN. The role may involve early start, 6.45am and late finish, 8.00pm and some Saturday working.

**Main purpose of role**

1. Assess, diagnose and treat undifferentiated patients with a range of acute, non-acute and chronic medical conditions and minor injuries.
2. Initiate appropriate care plans, including requesting necessary tests, onward referral to other health care professionals and agencies and follow up consultations.
3. Promote health and screening in relation to primary prevention strategies.
4. Facilitate innovative approaches to effective systems and processes for patient management.
5. Work with the clinical and management teams to deliver a timely, cost-effective service.

**Clinical Responsibilities**

1. Act as a self-directed practitioner, who directs, assesses, provides and evaluates evidence-based care to patients with undifferentiated and undiagnosed healthcare needs.
2. Perform patient assessments based on history taking and physical examination.
3. Make clinical decisions, using specialist skills and clinical reasoning.
4. As appropriate, order diagnostic tests, interpret results and advise on treatments.
5. Initiate treatments, adjust and monitor therapy within independent prescribing guidance or agreed patient group directions (PGDs) and patient specific directives (PSDs).
6. Manage follow up and discharge as appropriate for patients with acute and chronic healthcare needs and minor injuries.
7. Undertake telephone or video link work as appropriate.
8. Recognise emergency clinical situations and act appropriately to seek assistance.
9. Provide signposting and initiate health promotion and screening interventions.
10. Deliver key elements of public health, health protection and promotion programmes as required that improve health and reduce inequalities.
11. Be a clinical resource for patients and the practice clinical team, supporting developing knowledge and systems to improve health to the practice population and local community.
12. To undertake care home visit reviews and home visits to our housebound patients.

**Managerial and Leadership Responsibilities**

1. Prioritise own workload and act promptly and effectively to meet the regular unpredictable situations that may occur within the role. Demonstrates flexibility including frequent interruptions and multi-tasking.
2. Work closely with duty and on call teams, promptly responding to team priorities.
3. Lead by example and action in relation to behaviour, attitudes, conduct and appearance; support the Practice Manager and Operations Manager as a senior nurse role model.
4. Report and manage untoward incidents.
5. Participate in the critical evaluation to audit outcomes or change in patient care practices.
6. Work in close partnership with colleagues and external agencies, to develop care management plans and improve health outcomes.
7. Maintain contemporary practice in health care provision.
8. Establish and monitor own practice and that of the practice team, identifying auditable outcomes as appropriate.
9. Maintain accurate patient records and enter onto SystmOne using agreed coding system.
10. Maintain data collection systems and participate in regular practice audit and research projects.
11. Maintain practice targets including QOF, DES and LCS.
12. Initiate audit cycles for clinical care systems and use change methodology to improve clinical effectiveness and resource efficiency.
13. Contribute to the preparation of any practice development plans. Work towards further improvement and development of patient services.

**Professional Responsibilities**

1. Promote the welfare and safeguarding of children, young people and adults. Recognise professional and statutory responsibilities in the reporting of safeguarding and prevent concerns.

**Key Relationships**

Partners, salaried doctors, registrars, Practice Manager, Nurse Lead and Nursing Team, all other Practice staff, other local care providers, patients and their carers. A good working relationship should be maintained between all surgery staff and attached staff at all times and you should work towards engendering a team approach.

**Confidentiality**

1. While 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.
2. 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 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.
3. 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.

**Health and Safety**

The post-holder will assist in promoting and maintaining their own and other’s health, safety and security as defined in the practice Health and Safety Policy, to include:

* Using personal security systems within the workplace accordingly to practice guidelines.
* Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks.
* Making effective use of training to update knowledge skills
* Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards.
* Reporting potential risks identified.

**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 and needs and beliefs of patients, carers and colleagues.
* Behaving in a manner that 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.
* Ensure all mandatory training for the post is up to date.

**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 patient’s needs.
* Effectively manage own time, workload and resources.

**Communication**

The Post-holder should recognise the importance of effective communication within the team and will strive to:

* Communicate effectively with other team members and patients and/or carers that access the practice.
* Recognize people’s needs for alternative methods of communication and respond accordingly.

**Contribution to the Implementation of Services:**

The post holder will:

* Apply practice policies, standards and guidance.
* Discuss with other members of the team how the policies, standards and guidelines will affect own work.
* Participate in audits where appropriate.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Signed and agreed**

Post holder ………………………………………………………………………………………

Name ……………………………………………………………………………………….

Date ………………………………………………………………………………………..

**Signed and agreed**

Administration Manager ………………………………………………………………………………………..

Name ………………………………………………………………………………………..

Date …………………………………………………………………………………………