



Job Description

PCN Nurse Practitioner

Responsible to: PCN Clinical Team Leader

Accountable to: Clinical Director, PCN

Job summary

A Primary Care Network (PCN) Nurse Practitioner plays a crucial role in delivering high-quality healthcare services to patients within the local population. As a Nurse Practitioner, you will play a pivotal role in delivering comprehensive healthcare services to our patients. You will provide expert clinical assessment, diagnosis, and treatment, including prescribing medications where necessary, in accordance with national guidelines and regulations.

This role will be part of a large PCN multidisciplinary team with a wide range of healthcare professionals including paramedics, advanced nurse practitioners, care coordinators, clinical pharmacists, pharmacy technicians, mental health practitioners and First Contact Practitioners.

Key responsibilities

Knowledge, training, and expertise

You will:

- Conduct comprehensive assessments of patients, including physical examinations and health histories.
- Diagnose and manage common health conditions in line with evidence-based guidelines and local formularies.
- Prescribe appropriate medications and treatments, ensuring patient safety and informed decision making. (If you are a prescriber, if not – to discuss treatment with GP.)
- Collaborate closely with other clinicians within the network and member practices to provide coordinated patient care.
- Educate and counsel patients on their health conditions, preventative care, and self-management strategies.
- Manage and monitor patients with chronic diseases, making necessary adjustments to treatment plans.
- Make referrals to specialists or other healthcare providers as required.
- Maintain accurate and up-to-date patient records, complying with legal and regulatory requirements.
- Contribute to quality improvement initiatives aimed at enhancing patient care and service delivery.
- Stay up to date with the latest developments in healthcare through ongoing professional developments.



- Act as a clinical mentor formally/informally to Healthcare Assistants, Nurse Associates, and/or Trainee Nurse Associates.
- Have proficient attitudes and behaviours compatible with NHS Values and implementing the core values to compassionate care.
- Work as part of a designated clinical and care team delivering care that focuses on the direct needs of the individual.

Clinical Responsibilities

- Work as part of the PCN's Multidisciplinary team (MDT) to provide and monitor care.
- Improve safety and quality of care at every opportunity.
- Contribute to the delivery of integrated care.
- Provide support and peer mentorship to Training Nursing Associates, Healthcare Assistants, Apprentices, and those on learning assignments/placements as required.
- Support registered nurses to enable them to be able to focus on the more complex clinical care.
- Care for individuals with complex conditions such as dementia, mental health conditions, and learning disabilities.
- Advise patients on general healthcare and promote self-management where appropriate, including signposting patients to personalised care colleagues and local community and voluntary sector services.
- Communicate proactively and effectively with all MDT colleagues across the PCN, attending and contributing to meetings as required.
- Maintain accurate and contemporaneous patient health records.
- Enhance own performance through continuous professional development, imparting own knowledge and behaviours to meet the needs of the service.
- Work with patients to support compliance with and adherence to prescribed treatments.
- Provide information and advice on prescribed or over-the-counter medication on medication regimens, side effects and interactions.
- Assess, aid diagnosis, plan, implement and evaluate treatment/interventions and care for patients.
- Clinically examine and assess patient needs from a physiological and psychological perspective and plan clinical care accordingly.
- Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan.
- Assess, diagnose, and manage common health conditions such as respiratory infections, minor injuries, skin conditions, and gastrointestinal issues.
- Provide routine nursing care to patients as required in accordance with clinical based evidence, NICE and NSF.
- Provide wound care to patients.
- Provide chronic disease clinics, delivering patient care as necessary, referring patients to secondary/specialist care as required.



- Administer child and adult immunisations and vaccinations in accordance with the General Practice contract and following national and local programmes.
- Provide support and chaperoning to GPs when required including minor surgery clinics and other procedures.
- Be prepared to carry out home visits to housebound patients and care home residents.

Communication

- Communicate effectively across a wide range of channels and with a wide range of individuals, the public, health, and social care professionals, maintaining the focus of communication on delivering and improving health and care services.
- Demonstrate those inter-personal skills that promote clarity, compassion, empathy, respect, and trust.
- Contribute to team success and challenge others constructively.
- Communicate with individuals, carers, and other visitors in a courteous and helpful manner, whilst being mindful that there may be barriers to understanding.
- Report to appropriate registered care professional information received from the individuals, carers, and members of the team.
- Ensure all patient related information is treated sensitively and always adhere to the principals of confidentiality.
- Report any accidents or incidents and raise any concerns as per organisational policy.
- Ensure clear, concise, accurate and legible records and all communication is maintained in relation to care delivered adhering to local and national guidance.
- Ensure ability to manage electronic records system taking cognisance of need to protect access (ID, passwords, swipe cards).

Health, safety, and security

- Use the personal security systems within the workplace according to practice guidelines.
- Identify the risks involved in work activities and undertake them in a way that manages the risks.

Quality

- Alert other team members to issues of quality and risk in the care of patients.



- Ensure own actions are consistent with clinical governance systems.
- Practice in accordance with agreed standards of care.
- Enable patients to access appropriate professionals in the team.
- Know the practice's policies, especially the whistle-blowing policy, available in the practice staff handbook.
- Be able to manage your own time effectively.

Equality and diversity

- Act in ways that recognise the importance of people's rights, interpreting them in a way that is consistent with procedures.
- Respect the privacy, dignity, needs and beliefs of patients and carers.
- Understand basic legal and communication issues regarding child abuse, family violence, vulnerable adults, substance abuse and addictive behaviour.

Information processes

- Record information and activities undertaken with patients and carers in an accurate and timely fashion using manual or computer systems as appropriate.
- Maintain confidentiality of information relating to patients, relatives, staff, and the practice.
- Maintain accurate and contemporaneous electronic patient records on SystemOne.
- Take the necessary precautions when transmitting information.

Duties and Responsibilities:

- Attend annual updates and mandatory training as required.
- Highlight any gaps in knowledge/training needs to their line manager to allow them the opportunity to offer support to fulfil the duties of this post.
- Act in a manner that safeguards children and/or vulnerable adults as applicable to the role.
- Work in line with organisational policies and procedural guidelines.



Clinical governance

- Ensure that consultations are undertaken safely in line with the organisation's health and safety policies.
- Ensure that patient identifiable information and smart cards are transported in line with the information governance policy.
- Ensure accurate and legible notes of all consultations and treatments are recorded promptly in the patient's notes on SystemOne.
- To ensure the safety of patients, relatives, and colleagues and to report all incidents and "near misses" in line with the risk management policy.
- To remain up to date with all mandatory training.
- To maintain up-to-date knowledge of safeguarding adult and children guidance to ensure that those at risk of abuse/suffering abuse are identified and the necessary process to protect them is followed.
- To meet responsibilities as an employee as set out in the organisation's corporate and clinical policies.
- To always maintain confidentiality.

This JD is not intended to be an exhaustive list of activities but rather an outline of the main areas of responsibility. The role is likely to evolve to meet the changing needs of the service.

Person Specification

Nurse Practitioner Prescriber

Areas	Essential	Desirable (D) / Essential (E)
Physical	Be able to carry out the duties of this post	E
Qualifications	Registered Nurse Degree and with an active NMC license to practice	E
	Post graduate diploma or degree (Primary Care)	D
	V300 non-medical prescribing qualification.	D
	Cervical Cytology Qualification	D
	Accredited training in Chronic Disease Management	E
	Management/Clinical Leadership qualification or equivalent experience.	D
	NMCs 'Academic Assessors', 'Practice Supervisors' and 'Practice Assessors' accreditations.	D
Experience	Minimum of 3 years' experience as a Band 6 (or equivalent) nurse in primary or secondary care.	E
	Experience in management of long-term conditions e.g., asthma, COPD, Diabetes, hypertension, asthma, CHD in primary or community care.	E
	Previous experience of leading and developing a nursing team.	D
	Understanding and knowledge of policy developments related to the delivery of primary care services, clinical governance and Quality and Outcomes Framework.	E
	Knowledge of national standards that inform practice (e.g., National Service Frameworks, NICE guidelines etc).	E
	Understanding of their accountability arising from the NMC Code of Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role.	E

	Good working knowledge of the GP Clinical System (SystemOne).	D
	Ability to work effectively as a team player under appropriate supervision, and as part of a multi-disciplinary team.	E
	Understand requirements for NMC professional Revalidation and understanding of the importance of following procedures and treatment plans.	E
	Insight into how to evaluate own strengths and development needs, seeking advice where appropriate.	E
	Evidence of time management skills and ability to prioritise.	E
	Ability to communicate with members of the public and health and care providers.	E
	Courteous, respectful, and helpful always.	E
	Ability to deal with non-routine and unpredictable nature of the workload and individual patient contact.	E
	Ability to move between sites working across health and social care as required by the needs of the development programme.	E
	Ability to take part in reflective practice and clinical supervision activities.	E
	Understanding of the importance of the promotion of health and wellbeing (Making Every Contact Count).	E
	Ability to assess and manage patient risk effectively and safely.	E
	Time management and ability to prioritise workload.	E
Clinical Knowledge & Skills	Immunisations (flu, routine, childhood, B12, travel)	E
	Wound Care / Treatment of small injuries / Removal of sutures & staples	E
	Women's health (Cervical cytology, contraception, etc.)	E

