**Advanced Nurse Practitioner, PCN Acute Service - job description & person specification**

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| **Job Title** | Advanced Nurse Practitioner |
| **Line Manager** | PCN Acute service lead |
| **Accountable to** | The Partners |
| **Hours per week** | 37.5 |

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| **Job Summary** |
| The post holder will practice autonomously within the Advanced Practitioner level of competence working within the Ranworth PCN, Acute ‘on the day’ service.  They will assess, diagnose, treat or refer patients of all ages presenting with undifferentiated and undiagnosed problems.  The post holder will work alongside clinicians within the PCN and liaising with clinician in other services,  The post holder will:   * Provide clinical assessment and deliver treatments to service users who have undifferentiated health care requirements in order to support the services delivered by the primary care team and prevent unnecessary acute hospital attendances. * Utilise advanced clinical skills and competencies in clinical health assessment, medicines management, leadership and case management. * Maximise patient’s health and reduce risks that contribute to ill health, thereby reducing unnecessary admissions to acute services. * Participate in training opportunities for self and others within the PCN |

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| **Generic Responsibilities** |
| All staff at Ranworth Surgery have a duty to conform to the following:  **Equality, Diversity & Inclusion**  A good attitude and positive action towards ED&I create an environment where all individuals are able to achieve their full potential. Creating such an environment is important for three reasons: it improves operational effectiveness, it is morally the right thing to do, and it is required by law.  Patients and their families have the right to be treated fairly and be routinely involved in decisions about their treatment and care. They can expect to be treated with dignity and respect and will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. Patients have a responsibility to treat other patients and our staff with dignity and respect.  Staff have the right to be treated fairly in recruitment and career progression. Staff can expect to work in an environment where diversity is valued, and equality of opportunity is promoted. Staff will not be discriminated against on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. Staff have a responsibility to ensure that you treat our patients and their colleagues with dignity and respect.  **Safety, Health, Environment and Fire (SHEF)**  This practice is committed to supporting and promoting opportunities to for staff to maintain their health, well-being and safety. You have a duty to take reasonable care of health and safety at work for you, your team and others, and to cooperate with employers to ensure compliance with health and safety requirements. All personnel are to comply with the Health and Safety at Work Act 1974, Environmental Protection Act 1990, Environment Act 1995, Fire Precautions (workplace) Regulations 1999 and other statutory legislation.  **Confidentiality**  This practice is committed to maintaining an outstanding confidential service. Patients entrust and permit us to collect and retain sensitive information relating to their health and other matters, pertaining to their care. They do so in confidence and have a right to expect all staff will respect their privacy and always maintain confidentiality. It is essential that if, the legal requirements are to be met and the trust of our patients is to be retained that all staff protect patient information and provide a confidential service.  **Quality & Continuous Improvement (CI)**  To preserve and improve the quality of our output, all personnel are required to think not only of what they do, but how they achieve it. By continually re-examining our processes, we will be able to develop and improve the overall effectiveness of the way we work. The responsibility for this rests with everyone working within the practice to look for opportunities to improve quality and share good practice.  This practice continually strives to improve work processes which deliver health care with improved results across all areas of our service provision. We promote a culture of continuous improvement, where everyone counts, and staff are permitted to make suggestions and contributions to improve our service delivery and enhance patient care.  **Induction Training**  On arrival at the practice all personnel are to complete a practice induction programme; this is managed by the Nurse Manager.  **Learning and Development**  The effective use of training and development is fundamental in ensuring that all staff are equipped with the appropriate skills, knowledge, attitude, and competences to perform their role. All staff will be required to partake and complete mandatory training as directed by the line manager, as well as participating in the practice training programme. Staff will also be permitted (subject to approval) to undertake external training courses which will enhance their knowledge and skills, progress their career and ultimately, enable them to improve processes and service delivery.  **Collaborative Working**  All staff are to recognise the significance of collaborative working. Teamwork is essential in multidisciplinary environments. Effective communication is essential, and all staff must ensure they communicate in a manner which enables the sharing of information in an appropriate manner.  **Service Delivery**  Staff at Ranworth Surgery must adhere to the information contained with practice policies and regional directives, ensuring protocols are adhered to at all times. Staff will be given detailed information during the induction process regarding policy and procedure.  **Security**  The security of the practice is the responsibility of all personnel. Staff must ensure they always remain vigilant and report any suspicious activity immediately to their line manager. Under no circumstances are staff to share the codes for the door locks to anyone and are to ensure that restricted areas remain effectively secured.  **Professional Conduct**  At Ranworth Surgery staff are required to dress appropriately for their role. Administrative staff will be provided with a uniform whilst clinical staff must dress in accordance with their role.  **Leave**  All personnel are entitled to take leave. Line managers are to ensure all of their staff are afforded the opportunity to take leave each year and should be encouraged to take all of their leave entitlement. |

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| **Primary Responsibilities** |
| The following are the core responsibilities of the Advanced Nurse Practitioner. There may be on occasion, a requirement to carry out other tasks; this will be dependent upon factors such as workload and staffing levels:   * Comprehensively assess, review and evaluate the needs of patients with undifferentiated healthcare needs to improve their physical, psychological and mental health wellbeing to promote self-care and reduce the need for hospitalisation. * Accurately prioritise patients within the service, undertaking clinical assessment and providing the necessary treatment including the use of Non-Medical Prescribing and/or Patient Group Directions in line with local/national policies, procedures and guidelines as appropriate. * Manage and act upon clinical triage between 8-10am each day using the PCN digital total triage software. * Request diagnostic tests only where clinically indicated in line with organisational, local and national guidelines and appropriate to the Primary Care setting. * Develop plan of care in conjunction with the service user through: application of clinical knowledge and, analysis of symptoms and data, identification of risk factors associated with those conditions, recognition of early signs of acute illness, involving the patients and the carers in the care plan and ensuring it is understood, documenting safety netting plans and processes * To utilise effective communication to aid onward referrals to specialists as appropriate. Facilitating a coordinated primary healthcare response to service users needs * To work in an autonomous manner without direct supervision whilst recognising limitation of the practitioner role * To carry out enhanced clinical skills as required- this may include, suturing and/or fracture management. * To keep accurate and immediate records of all interventions fully utilising software systems in place * To encourage patients to carry out self-care as appropriate through effective communication of health care using written information as appropriate. * To advise patient on the most appropriate use of Primary, Secondary and Emergency services * To maintain patient confidentiality as per Practice/PCN clinical guidelines   **Professional**   * To work within the relevant Code of Professional Conduct * To act in accordance with and promote the Practice values at all times. * To act as an ambassador for Practice and the PCN at all times building professional relationship with primary care partners, voluntary organisations and other outside agencies * To be committed to working flexibly within a dynamic environment, responding positively to the changing needs of the service * To promote and facilitate evidence-based practice. * To be committed to providing a high level of customer service and patient experience * Maintain professional awareness and attend appropriate training as necessary. * To participate in the appraisal process and development of own Personal Development Plan to include clinical supervision (and revalidation where appropriate) * To develop a culture within the team of continuing professional development, supporting staff in meeting the requirements for Post registration Education and Training. * To provide clinical support and mentorship to other clinicians to meet the requirements of their own personal/professional development plans. This may include, where appropriate, mentoring clinicians through work-based learning programmes. * To support/facilitate the provision of Clinical Supervision in accordance with organisational policy. * To liaise with other Agencies as appropriate to ensure comprehensive and collaborative care for service users.   **Continuous Personal Development**   * To maintain current professional registration and to ensure that all personal responsibilities in relation to this and to the revalidation process are met, including maintenance of a professional portfolio, evidence of practice hours, professional development planning and reflective writing. * To meet the organisational requirements for mandatory training appropriate to the role. * To recognise own professional limitations, practising accordingly, seeking advice and support as appropriate. * To take an active role in the organisational appraisal process and develop an appropriate and relevant personal development plan and work-based objectives. * To have awareness of the relevant organisational and professional Safeguarding policies and guidance and to act in accordance with their direction, attending update training as required. |

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| **Secondary Responsibilities** |
| In addition to the primary responsibilities, the advanced nurse practitioner may be requested to:   * Participate in local initiatives to enhance service delivery and patient care * Support and participate in shared learning within the practice * Develops an area of specialist interest, taking the lead within the practice * Continually review clinical practices, responding to national policies and initiatives where appropriate * Participate in the review of significant and near-miss events applying a structured approach i.e., root cause analysis (RCA) * Attend MDT meetings and promote GSF in palliative care |

The person specification for this role is detailed overleaf.

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| **Person Specification – Site Clinical Lead/(Advanced) Nurse Practitioner** | | |
| **Qualifications** | **Essential** | **Desirable** |
| Registered Nurse | ✓ |  |
| Post graduate diploma or degree (Advanced Practice Qualification) | ✓ |  |
| Qualified Nurse Prescriber | ✓ |  |
| Qualified Triage Nurse | ✓ |  |
| Minor Illness Qualification | ✓ |  |
| Teaching Qualification |  | ✓ |
| ALS, PALS |  | ✓ |
| **Experience** | **Essential** | **Desirable** |
| Experience of working in a primary care environment | ✓ |  |
| Experience of working as a Nurse Practitioner | ✓ |  |
| Experience of chronic disease management | ✓ |  |
| Experience of prescribing and undertaking medication reviews | ✓ |  |
| **Clinical Knowledge & Skills** | **Essential** | **Desirable** |
| ECG Interpretation | ✓ |  |
| Palliative Care | ✓ |  |
| Medical Emergencies | ✓ |  |
| Minor Illness | ✓ |  |
| Requesting pathology tests and processing the results, advising patients accordingly | ✓ |  |
| Men’s Health | ✓ |  |
| Diabetes | ✓ |  |
| Hypertension | ✓ |  |
| Asthma | ✓ |  |
| CHD | ✓ |  |
| Women’s health | ✓ |  |
| Understands the importance of evidence-based practice | ✓ |  |
| Broad knowledge of clinical governance | ✓ |  |
| Ability to record accurate clinical notes | ✓ |  |
| Ability to work within own scope of practice and understanding when to refer to GPs | ✓ |  |
| Knowledge of public health issues in the local area |  | ✓ |
| Awareness of issues within the wider health arena |  | ✓ |
| Knowledge of health promotion strategies | ✓ |  |
| Understands the requirement for PGDs and PSD’s and associated policy | ✓ |  |
| **Skills** | **Essential** | **Desirable** |
| Excellent communication skills (written and oral) | ✓ |  |
| Strong IT skills | ✓ |  |
| Clear, polite telephone manner | ✓ |  |
| Competent in the use of Office and Outlook | ✓ |  |
| Knowledge of Systmone | ✓ |  |
| Effective time management (Planning & Organising) | ✓ |  |
| Ability to work as a team member and autonomously | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Problem solving & analytical skills | ✓ |  |
| Ability to follow clinical policy and procedure | ✓ |  |
| Experience with audit and able to lead audit programmes |  | ✓ |
| Experience with clinical risk management |  | ✓ |
| **Personal Qualities** | **Essential** | **Desirable** |
| Polite and confident | ✓ |  |
| Flexible and cooperative | ✓ |  |
| Motivated, forward thinker | ✓ |  |
| Problem solver with the ability to process information accurately and effectively, interpreting data as required | ✓ |  |
| High levels of integrity and loyalty | ✓ |  |
| Sensitive and empathetic in distressing situations | ✓ |  |
| Ability to work under pressure / in stressful situations | ✓ |  |
| Effectively able to communicate and understand the needs of the patient | ✓ |  |
| Commitment to ongoing professional development | ✓ |  |
| Effectively utilises resources | ✓ |  |
| Punctual and committed to supporting the team effort | ✓ |  |
| **Other requirements** | **Essential** | **Desirable** |
| Flexibility to work outside of core office hours | ✓ |  |
| Disclosure Barring Service (DBS) check | ✓ |  |
| Occupational Health Clearance | ✓ |  |

This document may be amended following consultation with the post holder, to facilitate the development of the role, the practice and the individual. All personnel should be prepared to accept additional, or surrender existing duties, to enable the efficient running of the practice.