**JOB TITLE: ADVANCED NURSE PRACTITIONER**

**REPORTS TO: NURSE MANAGER/THE PARTNERS (Clinically)**

 **THE PRACTICE MANAGER (Administratively)**

**HOURS: 37.5 hours per week**

**Job Summary:**

The Advanced Nurse Practitioner (ANP) will act autonomously within their professional scope of practice providing care for patients face to face and telephone consultations.

The post holder will operate within their own sphere of competence and agreed acceptable limits of practice to provide expert professional clinical advice to patients, carers and colleagues, ensuring clinical safety and excellence.

The Advanced Nurse Practitioner will need to prioritise and triage the needs of patients accordingly, making any necessary referrals for investigations in the appropriate manner.

The post holder will use skills, knowledge and competencies as a qualified Advanced Nurse Practitioner in order to be responsible and accountable for managing patient caseloads for treatments, referral, admission and discharging patients as appropriate.

**Job responsibilities:**

**Clinical Nursing Practice**

* Work as part of a multi-disciplinary team to deliver safe and high quality care.
* Carries out clinical nursing practice at an advanced level using expert clinical skills, critical judgements & knowledge to deliver appropriate and safe care.
* Delivery of care in line with NSF, NICE guidelines and evidence-based care
* Triage and treat patients, performing specialist assessment of their needs and make referrals as necessary to other members of the primary and secondary health care teams as appropriate.
* Co-ordinate the planning and delivery of care ensuring patients and carers/relatives are involved.
* Prescribing and reviewing medication that is appropriate to patient needs and in accordance with latest evidence-based practice, national and practice protocols and within the scope of qualified practice.
* Diagnose and manage acute and chronic conditions, including drug and non-drug based treatment methods into a management plan.
* Request diagnostic investigations and interpret within agreed protocols e.g. x-ray, blood tests, scans, etc.
* Assess, diagnose and treat patients in practice premises or their own home who require medical attention and/or refer to appropriate agency.
* Refers patients to other members of the multi-disciplinary practice teams, secondary care organisations and other organisations as necessary.

**Care Management**

* Communicates confidential and sensitive information to patients, relatives and carers in relation to their condition.
* Provide highly specialised care advice beyond the scope of normal Nursing practice e.g. care treatment plans, making referrals as appropriate (including fast track referrals).
* Contribute to local and national practice targets clinical remit e.g. QOF, prescribing incentive scheme, National benchmarking.
* To monitor and meet care outcomes against standards and recommend or initiate changes as necessary.

**Health Improvement**

* Management of health screening programmes and ensures other team members are aware of health priorities and screening objectives and programmes.
* Innovation in practice to meet ongoing demands on the practice’s delivery of care.
* Improve health outcomes for patients by introducing new developments, and can demonstrate them as reports and presentations where appropriate.
* Supports practitioners in reporting the practice population to promote health improvement and disease prevention.
* Makes referrals to appropriate agencies (statutory and voluntary) where necessary.

**Providing assessment, screening services, health education advice:**

These may include (but not restricted to):

* + Blood pressure checks
	+ Urinalysis
	+ Ear syringing
	+ Dressings
	+ Contraception/ fitting contraceptive devices
	+ Routine immunisations and vaccinations
	+ Removal of sutures / clips
	+ First registration checks / health surveillance / general health advice
	+ Assisting with minor procedures in the treatment room
	+ Organise and plan the provision of nursing services for the practice to include the delegation of duties to other members of the practice nurse team as appropriate

**Administration and professional responsibilities**

* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures
* Participate in the administrative and professional responsibilities of the practice team
* Accurate and legible notes of all consultations and treatments are recorded in the patient’s notes
* Ensure clinical systems kept up to date, recording and/or amending accurate details
* 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 and registration with the practice
* Attend and participate in practice meetings as required
* Restocking and maintenance of clinical areas and consulting rooms.

**Training and personal development**

* Maintain up to date skills and knowledge, maintaining awareness of professional issues at an advanced level.
* Training needs will be monitored by yearly appraisal and will be in accordance with practice requirements. Personal development will be encouraged and supported by the practice.
* Assess effectiveness of care delivery through self-reflection and peer review, as well as benchmarking and formal evaluation.
* Contribute to the identification and assessment of learning needs of staff and other professionals and assist in planning effective programmes of education.
* Participate in the education and training of HCA’s of all disciplines and the introduction of all members of the practice staff where appropriate.
* Develop and maintain an in house nurse-training programme reporting to the practice manager.
* Act as a mentor for junior staff, assessing competence against set standards.
* Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work and ensure own educational commitment is at least sufficient to maintain revalidation requirements.
* Develop and maintain a Personal Learning Plan.
* Regularly participate in clinical supervision.

**Leadership – personal and people development**

* Take responsibility for own learning and performance including participating in clinical supervision and acting a positive role model.
* Support staff development in order to maximise potential.
* Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice. Support and contribute to the teaching of nursing staff and administrative staff as appropriate.
* Encourage others to make realistic self-assessment of their application of knowledge and skills, challenging any complacency or actions that are not in the interest of the public and/or user of services.
* Critically evaluate and review innovations and developments that are relevant to the area of work.
* Enlist support and influence stakeholders and decision makers in order to bring about new developments in the provision of services.
* Take a lead role in planning and implementing changes within the area of care and responsibility.
* Contribute to the development of local guidelines, protocols and standards.
* Maintain effective communication with those responsible for the overall commissioning and procurement process.
* Maintain active involvement in the planning and processes of practice based commissioning or similar initiative.
* Liaise with management to ensure sufficient staffing to provide a safe service, and that staff have the appropriate ability, quality and skill-mix to meet current and future service delivery.
* Take part in recruitment processes where appropriate.

**Teamworking**

* Understand own role and scope and identify how this may develop over time.
* Work as an effective and responsible team member, supporting others and exploring the mechanisms to develop new ways of working.
* Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence.
* Create clear referral mechanisms to meet patient need.
* Provide information and advice on prescribed or over the counter medication or medical regimens, side effects and interactions.
* Prioritise health problems and intervene appropriately to assist the patient in complex, urgent or emergency situations, including initiation of effective emergency care.
* Support patient to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care.
* Support and manage health needs of women presenting for family planning or sexual health consultation.
* Access, identify and refer patients presenting with mental health needs in accordance with the NSF for Mental Health.

**Confidentiality:**

In the course of seeking treatment, patients entrust practice staff with, or allow us to gather, sensitive information in relation to their health and other matters.

* Comply with Legislation with regards to data protection act and ensure confidentiality is maintained at all times.
* The post-holder must regard all information relating to patients and their carers, practice staff and other healthcare workers (as well as information relating to the practice as a business organisation)  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, data protection legislation and the protection of personal and sensitive data, as well as other related healthcare legislation (e.g. the NHS Confidentiality Code of Practice).

**Health & Safety:**

The post-holder will comply with practice policies, procedures and clinical guidelines for self and others. This includes (but not limited to):

* Identifying, reporting, and correcting health and safety hazards and infection hazards immediately when recognised
* Identifying issues and hazards / risks in relation to other work areas within the business
* Awareness of national standards of infection control and cleanliness, as well as ownership of infection control and clinically based patient care protocols and implementing them across the practice.
* Active observation of current working practices across the practice in relation to infection control, cleanliness and related activities, ensuring that procedures are followed and weaknesses / training needs are identified, escalating issues as appropriate.
* Identifying the risks involved in work activities, raising them with appropriate management and managing those risks across clinical and patient processes.
* Safe management of sharps procedures, including training, use, storage and disposal
* Keeping own work areas and general / patient areas generally clean, sterile, assuming responsibility in the maintenance of general standards of cleanliness across the business in consultation (where appropriate) with other managers
* Demonstrate due regard for safeguarding and promoting the welfare of children.
* Routine management of own team / team areas, and maintenance of work space standards;
	+ Waste management, including collection, handling, segregation, container management, storage and collection
	+ Spillage control procedures, management and training
	+ Decontamination control procedures, management and training, and equipment maintenance.

**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
* Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity.
* Behaving in a manner that is welcoming to an individual, is non-judgmental and respects their circumstances, feelings priorities and rights.
* Support people who need assistance in exercising their rights.

**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:**

* Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
* Communicate with and support patients who are receiving ‘bad news’.
* Communicate effectively with patients and carers, recognising the need for alternative methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.
* Anticipate barriers t communication and take action to improve communications.
* Maintain effective communication within the practice environment and with external stakeholders.
* Attend and contribute to practice and primary care team meetings.

**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 audit where appropriate.

**Delivery a quality service**

* Recognise and work within own competence and professional code of conduct as regulated by the NMC.
* Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures.
* Prioritise, organise and manage own workload in a manner that maintains and promotes quality.
* Deliver care according to NSF, NICE guidelines and evidence-based care.
* Assess effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.
* Initiate and participate in the maintenance of quality governance systems and processes across the organisation and its activities.
* Utilise the audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required.
* In partnership with other clinical teams, collaborate on improving the quality of health care responding to local and national policies and initiatives as appropriate.
* Evaluate patient’s response to health care provision and effectiveness of care.
* Support and participate in shared learning across the practice and wider organisation.
* Actively participate in the practice significant event procedures. Ensure learning and actions from significant event reviews are implemented and reviewed.
* Assess the impact of policy implantation on care delivery.
* Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patient’s health procedures and local guidance.

**Postscript**

This job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with the position. This description will be open to regular review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice. Any changes will be made in consultation with the post-holder.

The Practice operates a No Smoking Policy and is an Equal Opportunities Employer.