

HEACHAM GROUP PRACTICE

Advanced Nurse Practitioner

Person Specification

Qualifications

Essential

- ANP qualification
- Registered Nurse with current NMC registration
- Independent nurse prescriber
- Good interpersonal and communication skills
- Able to work autonomously and within a team
- Ability to manage time effectively
- Experience of using clinical IT systems

Desirable

- Experience of working in a Primary Care environment

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

UK Registration

Applicants must have current UK professional registration. For further information please see [NHS Careers website \(opens in a new window\)](#).

Employer details

Employer name

Heacham Group Practice

Address

45 Station Road
Heacham
King's Lynn
Norfolk
Pe31 7EX

Employer's website

[Heacham Group Practice - Heacham & Snettisham Surgeries](#)

ADVANCED NURSE PRACTITIONER

Job description

Clinical Practice

- Assess patients' with both minor and complex needs through history taking, physical examination and appropriate use of investigations to confirm diagnosis.
- Clinically examine and assess patient needs and plan clinical care accordingly.
- Diagnose and manage acute, integrating both drug- and non-drug-based treatment methods into a management plan.
- Perform safe triage of patients when necessary via telephone or face to face.
- Prescribe medication for therapeutic effectiveness, appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols, and within scope of practice.
- Provide information and advice on prescribed or over-the-counter medication on medication 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 patients to adopt health promotion strategies that promote healthy lifestyles, and apply principles of self-care where appropriate

Communication

- Utilise and demonstrate sensitive communication styles, to ensure patients are fully informed and consent to treatment.
- 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 to communication and take action to improve communication.
- Maintain effective communication within the organisation and with external services/providers.

Delivering 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.
- Support and participate in shared learning across the Practice.
- 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.

Team Working

- 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.
- Prioritise own workload and ensure effective time-management strategies are embedded within your work.

Managing Information

- Use technology and appropriate software as an aid to management in planning, implementation and monitoring of care, presenting and communicating information.
- Review and process data using accurate Read codes in order to ensure easy and accurate information retrieval for monitoring and audit processes.

Learning and Development

- Disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments (e.g. courses and conferences).
- Assess own learning needs and undertake learning as appropriate.
- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.

Confidentiality

- In the course of 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
- 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 may also have access to information relating to the practice as a business organisation. All such information from any source is to be regarded as confidential
- Information relating to patients, carers, colleagues, healthcare workers or the business of the practice may only be divulged to authorised persons, in accordance with practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & safety

The post-holder will adhere to the practice Health & Safety policy, the practice Health & Safety manual, and the practice Infection Control policy and published procedures. This will include (but will not be limited to):

- Using personal security systems within the workplace according to practice guidelines
- Awareness of national standards of infection control and cleanliness and regulatory / contractual / professional requirements, and good practice guidelines. Supporting adherence to IP&C within the Practice.
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks across clinical and patient process.
- Making effective use of training to update knowledge and skills.
- Safe management of sharps procedures including training, use, storage and disposal
- Using appropriate infection control procedures, maintaining work areas in a tidy, clean and sterile, and safe way, free from hazards. Initiation of remedial / corrective action where needed or escalation to responsible management.
- Actively identifying, reporting, and correction of health and safety hazards and infection hazards immediately when recognised
- Undertaking periodic infection control training

Equality and diversity

The post-holder will support the equality, diversity and rights of patients, carers and colleagues by:

- 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.
- Behaving in a manner which 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.

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 patients' needs.
- Effectively manage own time, workload and resources

July 2025