##### PPG logo

##### JOB DESCRIPTION

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| **JOB TITLE:** Advanced Nurse Practitioner (Level 2)  **RESPONSIBLE TO:** Nurse Lead  **ACCOUNTABLE TO:** General Manager |

## **JOB SUMMARY**

* Able to respond to the full range of general practice patient needs, including paediatric care, care of the elderly, mental health etc.
* To act as an autonomous practitioner rarely needing to refer to another medical professional for advice in issues of general practice clinical care. Level two nurses are significantly more advanced in their practice than nurses practicing at level one.
* Subject to clinical area, the practitioner may be a nurse prescriber

**Principal duties and responsibilities:**

* To provide safe and effective health assessments and treatment of patients attending Primary Care Centres and at home as required.
* To deliver face to face and telephone services which will enable patients to obtain health advise from the appropriate health care professional.
* To be accountable for their own practice including the assessment, diagnosis, treatment and discharge or referral of patients, independent of medical intervention, who attend the Primary care Centres.
* To practice as an Advanced Nurse Practitioner within own sphere of competence and agreed acceptable limits of practice. To assess patients, and order and interpret investigations, diagnose and treat patients who wish to be seen by an Advanced Nurse Practitioner.
* To be responsible for the assessment of care needs the development, implementation and evaluation of programmes of care, without supervision, and to teach other nursing and non-nursing staff.
* To work as part of the multi-disciplinary team in providing quality, evidence-based health care to meet the immediate needs of the patient.
* To take an active role within the cross-disciplinary, multi-skilled team to ensure service quality in line with corporate goals and strategy, and to assist in the development of new models for service delivery which have a positive impact on the health economy.
* To provide safe and effective health assessments and treatment of patients visited at home
* To work solely at a base and provide safe and effective health assessments and treatment to patients.

**Advanced duties and responsibilities:**

* Facilitate clear patient pathways through primary, community, secondary and tertiary care.
* Take a person centred approach to service delivery, based on clear understanding and experience of the modes for service delivery.
* Be responsible and accountable for assessing health and / or social needs of patients within the PCC setting, using agreed clinical protocols and clinical guidelines software.
* Be able to incorporate the nurse’s role in health education within the unscheduled care environment.
* Maintain and develop clinical competence and knowledge of care delivery within PCC setting using both formal and informal training methods.
* To work closely with the medical practitioners in the provision of quality, evidence-based care to patients within the PCC setting or in patients own home.
* Hold a virtual case load and be accountable for delivery and integrated, quality patient care working autonomously.
* To take a lead role in the provision of Palliative care and other specialist nursing services within the unscheduled care environment.
* To provide holistic patient care within the unscheduled care setting from assessment of presenting condition through to diagnosis and initial treatment including the prescription of medication within agreed clinical guidelines and protocols.
* To ensure the safety of patients, visitors and staff and to report all incidents.
* To accurately identify those patients at risk of abuse.
* Have a good knowledge of safe guarding policies in relation to both children and adults.
* To carry out duties as an employee and service provider with due regard to the Equal Opportunities policy and No Smoking policy and No Alcohol policy Violence and aggression policy and Infection Control policy and Disaster Recovery Policy.
* To maintain patients confidentiality at all times.
* To fully understand the business continuity management system and your role in implementing its process.
* To hold Nurse prescribing certificate and be competent to prescribe for patients whilst working autonomously.

**Professional and Educational Responsibilities:**

* To work within the professional Code of Conduct and other directives as defined by the NMC.
* To undertake appropriate personal and professional development to meet the requirements of NMC Registration.
* To ensure own educational commitment is at least sufficient to maintain PREP requirements and to ensure own mandatory training certificates are current, in line with Practice Plus Group Education and training policy.
* To regularly participate in clinical supervision.
* To demonstrate a clear understanding of the accountability and legal implications of the nurse triage role.
* To participate in regular performance review with Lead nurse/ General Manager using agreed competency framework appropriate to the individual’s scope of practice.
* The post holder will be required to undertake any other duties according to the needs of the service.
* This job description is not intended to be an exhaustive list of activities, but rather an outline of the main areas of responsibility. Any reasonable changes will be discussed and agreed with the post holder before any variations to the job description are made.

**Additional Information:**

**Appraisal**

Practice Plus Group operates a system of individual performance review/appraisal for the purpose of agreeing performance objectives and discussing development needs in line with requirements of service need in the operational plan.

**Code of Conduct for Professional Group**

All members of staff are required to work in accordance with their professional group’s code of conduct (e.g. NMC, GMC, HPC).

This job description is intended as a basic guide to the scope and responsibilities of the post and is not exhaustive. It will be subject to regular review and amendment as necessary in consultation with the post holder.

**Conflict of Interests**

You may not without the consent of Practice Plus Group engage in any outside employment and in accordance with Practice Plus Group Conflict of Interest Policy you must declare to your manager all private interests, which could potentially result in personal gain as a consequence of your employment position in Practice Plus Group. Interests that might appear to be in conflict should also be declared.

**Criminal Records Bureau**

It is a requirement of this position that a Criminal Records Bureau disclosure at the enhanced level is undertaken.

**Confidentiality**

The post holder is required not to disclose such information, particularly that relating to patients and staff.  All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within.  The post holder must not at any time use personal data held by Practice Plus Group for any unauthorised purpose or disclosure such as data to a third party.  You must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of Practice Plus Group, unless expressly authorised to do so by Practice Plus Group.  Further guidance on confidentiality is contained within Practice Plus Group Information Security Management System (ISMS).

**Data Protection**

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company’s ISO27001 accreditation.  This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorized persons or organizations as instructed.

**Education and Training**

Personal continuing professional development is encouraged and an annual appraisal system is in place to discuss CPD and ongoing objectives.

**Equal Opportunities**

The post holder is required at all times to carry out responsibilities with due regard to Practice Plus Group Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with Practice Plus Group.

**Health and Safety**

As an employee of Practice Plus Group, the postholder has a duty under the Health and Safety at Work Act 1974, to:-

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the treatment centre, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

**Risk Management**

All members of staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understood d this Job Description

Name of Postholder …………………………………..

Signature …………………………………...

Date …………………………………...

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * RGN. * Degree level / Postgraduate level ANP qualification * Evidence of recent study (PREP) * Recognised Nurse Prescribing Qualification * Postgraduate, e.g. ENB 998 Teaching /Mentorship course * BLS | * Further professional qualification e.g. DN / HV * ILS/ALS |
| Experience | * Eager to teach both formally and informally * Extensive recent experience in acute / primary care nursing * Recent experience of face-to-face patient care * Experience of patient contact services and / or primary care nursing * Experience and demonstrable competencies of paediatric assessment and treatment within primary care environment | * Experience of working independently within Nurse Practitioner / Specialist role |
| **Skills and Knowledge** | * Understanding of patient management in PCC setting * Sound understanding of legal / professional implications of independent practice * Familiarity with computers * Sound knowledge of local primary care services including key players * Able to prioritise. * Able to use own initiative. * Understand team nursing and team working. * Eager to embrace change. * Able to adapt to changing situations. Ability to think logically, to make decisions, cope with stress, and work with all levels of staff. * To have clear speaking voice and fluency in written/spoken English * Excellent communication skills. * Good listening skills * To possess imagination and intuition. * To be confident in autonomous face-to-face patient interactions. * Be able to demonstrate wide knowledge base. | * Evidence of research or study into extended roles for nurses in primary care * Fluency in language(s) other than English |
| Other Factors | Be able to carry out the duties of the postAll nurses employed by Practice Plus Group must have full Professional Indemnity. It is a condition of employment that such indemnity is consistently maintained.  * Able to work variety of shifts. * Eager to embrace flexible working |  |