**Job Description**

**Job Description:** Advanced Nurse Practitioner

**Reporting To:** Nurse Lead

**Accountable To:** General Manager

**Hours:** Full / Part Time. Flexible hours, evenings, nights and weekends. Hours of cover include public holidays. Standby sessions also required.

# **Job Summary Advanced Nurse Practitioner**

* To provide safe and effective health assessments and treatment of patients attending Primary Care Centres.
* 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/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 /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

## **Roles and Responsibilities for Advanced Nurse Practitioner**

1. Facilitate clear patient pathways through primary, community, secondary and tertiary care.
2. Take a person centred approach to service delivery, based on clear understanding and experience of the modes for service delivery.
3. 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.
4. Be able to incorporate the nurse’s role in health education within the unscheduled care environment.
5. Maintain and develop clinical competence and knowledge of care delivery within PCC setting using both formal and informal training methods.
6. 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
7. Hold a virtual case load and be accountable for delivery and integrated, quality patient care working autonomously.
8. To take a lead role in the provision of Palliative care and other specialist nursing services within the unscheduled care environment.
9. 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.
10. To hold Nurse prescribing certificate and be competent to prescribe for patients whilst working autonomously.

## **Professional and Educational Responsibilities for Advanced NP**

1. To work within the professional Code of Conduct and other directives as defined by the NMC.
2. To undertake appropriate personal and professional development to meet the requirements of NMC Registration.
3. 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.
4. To regularly participate in clinical supervision.
5. To demonstrate a clear understanding of the accountability and legal implications of the nurse triage role.
6. To participate in regular performance review with Head of Nursing / General Manager using agreed competency framework appropriate to the individual’s scope of practice.

**Other duties for Advanced NP**

* 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.

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.

**Confidentiality**

All information obtained in the course of the postholder’s duties should be treated as strictly confidential. Any breach of confidence or disclosure of such information, without express permission, may lead to disciplinary action. The post holder has a responsibility to comply with the Data Protection Act 1998 and Code of Practice on Confidentiality.

**General**

The duties of this post are a guide to the range of responsibilities that may be required. These may change from time to time to meet the needs of the service and/or the development needs of the postholder.
This job description will be revised regularly to take account of changes within the organisational structure and Practice Plus Group’s business plan.

**Health and Safety at Work**

The post holder is required to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work. The post holder is also required to co-operate with Practice Plus Group to ensure that statutory and departmental safety regulations are adhered to.

All duties must be carried out in accordance with Practice Plus Group’s policies and procedures and with regard to Data Protection Act 1998.

**Equal Opportunities**

Practice Plus Group is an equal opportunities employer and you will be expected to comply with all relevant policies and procedures in this area together with all other policies and procedures as initiated by Practice Plus Group.

**Smoking**

Practice Plus Group is a non-smoking organisation and you are therefore required not to smoke in any of the buildings where Practice Plus Group’s business is carried out.

**Travel to other sites**

You may be required to travel to other Practice Plus Group locations.

**Complaints**

From time to time, complaints may occur, no matter how professional the approach of our staff. All complaints are investigated promptly, and the full co-operation of staff is required. The current guidelines amplify the above points with policies and procedures explained.

Person Specification

**Post Title: Advanced Nurse Practitioner**

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| **Factors** | **Essential** | **Desirable** |
| Physical | * Be able to carry out the duties of the post
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| Education/Experience | * 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
* Eager to teach both formally and informally
* Five years 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
 | Further professional qualification e.g. DN / HVILS/ALSExperience of working independently within Nurse Practitioner / Specialist role |
| Knowledge/Skills | * 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
 | Evidence of research or study into extended roles for nurses in primary care |

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|  | * 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.

. | Fluency in language(s) other than English |
| Additional requirements /Indemnity | All 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
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