Billericay Medical Practice

Advanced Nurse Practitioner

Job Description

**Title**: Advanced nurse practitioner in general practice  
**Salary Level Recommendation:**  TBC depending on qualifications / experience

**Hours of duty:**   to be agreed on appointment  
**Responsible to:**  GP  
**Accountable to:**  GP

**Line Management Responsibilities**: this will be updated by the practice if staff management is required

**Job summary**

The post holder will demonstrate courageous and critical thinking and is a caring, compassionate, and committed experienced nurse who, acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment, and evaluation of care. They will demonstrate safe, competent clinical decision-making and expert care, including assessment and diagnostic skills, for patients within the general practice. The post holder will commit to demonstrating critical thinking in the safe clinical decision-making process. They will communicate and work collaboratively with the general practice team to meet the needs of patients, supporting the delivery of policy and procedures, and providing nurse leadership as required.

**Key responsibilities**

**Clinical practice**

* Assess, diagnose, plan, implement and evaluate treatment/ investigations / interventions / and refer as appropriate and care for patients presenting with an undifferentiated diagnosis
* Clinically examine and assess patient needs from a physiological and psychological perspective, and plan clinical care accordingly
* Assess, diagnosis, plan, implement and evaluate interventions/treatments for patients with complex needs
* Make direct referrals in a timely manner as indicated by peoples’ needs with regard for referral criteria i.e., 2-week wait cancer pathway, urgent or routine referrals.
* Proactively identify, diagnose, and manage treatment plans for patients at risk of developing a long-term condition (as appropriate)
* Diagnose and manage both acute and chronic conditions, integrating both drug- and non-drug-based treatment methods into a management plan
* Prescribe and review 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
* Work with patients to support compliance with and adherence to prescribed treatments
* 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
* Have a deep and systematic knowledge and understanding of the wider primary, community care and secondary care, voluntary sector services and teams and refer independently using professional judgement.

**Communication**

* Ensure own work is within professional and personal scope of practice and access advice when appropriate.
* 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 with clinical and administrative staff and with external stakeholders
* Advocate and utilise the expertise and contribution to peoples’ care of other allied health and social care professionals and work collaboratively within the multi-professional team to optimise assessment, diagnosis and integrated management and care for people.
* Act as an advocate for patients and colleagues
* Ensure awareness of sources of support and guidance and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

**Working with colleagues and in teams**

* Work effectively within and across teams, managing the complexity of transition from one team to another or membership of multiple teams.
* Communicate effectively with colleagues using a variety of media (e.g., verbal, written and digital) to serve peoples’ best interests.
* Initiate effective multi-disciplinary team activity as a lead member and understand the importance of effective team dynamics. This may include but is not limited to the following: service delivery processes, research such as audit/quality improvement, significant event review, shared learning, and development.
* Advocate for and promote person-centred working.
* Take responsibility for one’s own well-being and promote the well-being of the team escalating any causes for concern appropriately.

**Delivering a quality service**

* Recognise and work within own competence and professional code of conduct
* 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
* 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 patients’ response to health care provision and the effectiveness of care
* Support and participate in shared learning across the practice and wider organisation
* Use a structured framework (e.g., root-cause analysis) to manage, review and identify learning from patient complaints, clinical incidents, and near-miss events
* Assess the impact of policy implementation on care delivery
* Contribute to the appraisal of the performance of the team, providing feedback as appropriate
* Understand and apply legal issues that support the identification of vulnerable children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance

**Leadership – personal and people development**

* Act as a clinical leader / role model in the delivery of practice nursing services ensuring that the needs of the patient are a priority
* Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
* Support staff development to maximise their potential
* 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 users 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 to bring about new developments in the provision of services
* Contribute to the development of local guidelines, protocols, and standards
* Promote the role of the advanced nurse practitioner in general practice

**Team working**

* Understand own role and scope and identify how this may develop over time
* Aware of limitations of own clinical practice / experience and seek advice appropriate from medical / healthcare colleagues as appropriate
* 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
* Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team
* Work effectively with others to clearly define values, direction and policies impacting upon care delivery
* Discuss, highlight, and work with the team to create opportunities to improve patient care
* Manage and lead on the delivery of specifically identified services or projects as agreed with the practice management team
* Agree plans and outcomes by which to measure success

**Management of risk**

* Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients
* Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures, and guidelines
* Apply infection-control measures within the practice according to local and national guidelines
* Advocate for policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all
* Interpret national strategies and policies into local implementation strategies that are aligned to the values and culture of general practice

**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 to ensure easy and accurate information retrieval for monitoring and audit processes
* Manage information searches using the internet and local library databases
* Understand responsibility of self and others to the practice and primary care trust regarding the Freedom of Information Act
* Collate, analyse, and present clinical data and information to the team
* Communicate essential financial restraints with the team and discuss with them ideas for effective and efficient working within these constraints

**Learning and development**

* Critically assess and address own learning needs, negotiating a personal development plan that reflects the breadth of ongoing professional development across the four pillars of advanced clinical practice.
* Engage in self-directed learning, critically reflecting on practice to maximise advanced clinical skills and knowledge, as well as own potential to lead and develop both care and services.
* Actively seek and be open to feedback on own practice by colleagues to promote ongoing development.
* Promote and utilise clinical supervision for self and other members of the healthcare team to support and facilitate advanced professional development.
* Advocate for and contribute to a culture of organisational learning to inspire future and existing staff.
* Facilitate collaboration of the wider team and support peer review processes to identify individual and team learning and support them to address these.
* Enable the wider team to build capacity and capability through work-based and interprofessional learning, and the application of learning to practice.
* Recognise people as a source of learning, in their stories, experiences and perspectives, and as peers to co-design and co-deliver educational opportunities.
* Act as a role model, educator, supervisor, coach, and mentor, seeking to instil and develop the confidence of others, actively facilitating the development of others.
* Actively seek to share best practice, knowledge, and skills with other members of the team, for example through educational sessions and presentations at meetings.

**Research and evidence-based practice**

* Critically engage in research/quality improvement activity, adhering to good, ethical research practice guidance, so that evidence-based strategies are developed and applied to enhance quality, safety, productivity, and value for money.
* Evaluate and audit own and others’ clinical practice, selecting and applying valid, reliable methods, then act on the findings by critically appraising and synthesising the outcome and using the results to underpin own practice and to inform that of others.
* Understand and utilise the evidence of best practice to inform own practice.
* Take a critical approach to identify gaps in the evidence base and its application to practice, alerting appropriate individuals and organisations to these and how they might be addressed in a safe and pragmatic way.
* Lead on Quality Improvement initiatives/projects – sharing outcomes and leading change.
* Develop and implement robust governance systems and systematic documentation processes, keeping the need for modifications under critical review.
* Disseminate best practice research findings and quality improvement projects through appropriate media and fora (e.g., presentations and peer review research publications).
* Facilitate collaborative links between clinical practice and research through proactive engagement, networking with academic, clinical, and other active researchers.

**Equality and diversity**

* Identify patterns of discrimination and take action to overcome this and promote diversity and equality of opportunity
* Enable others to promote equality and diversity in a non-discriminatory culture
* Support people who need assistance in exercising their rights
* Monitor and evaluate adherence to local chaperoning policies
* Act as a role model in the observance of equality and diversity good practice
* Accept the rights of individuals to choose their care providers, participate in and refuse care
* Assist patients from marginalised groups to access quality care

**Person specification**

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| Criteria | Essential | Desirable |
| Qualifications | * Registered first level nurse MSc or equivalent / willingness to undertake / portfolio evidence of MSc level working in accordance with HEE requirements * Relevant nursing/health degree or equivalent * Clinical supervision training and experience * Non-medical prescribing qualification | * Community nursing specialist qualification * Mentor/teaching qualification |
| Skills | * Clinical leadership skills * Communication skills, both written and verbal * Communication of difficult messages to patients and families * Negotiation and conflict management skills * Change management * Teaching and mentorship * Resource management | * Experience of systmOne |
| Experience | * Significant post registration experience * Recent primary and/or community nursing experience * Nurse-led management of minor illness, minor ailments, and injuries * Nurse-led triage * Telephone triage * Compiling protocols and clinical guidelines * Clinical Leadership * Audit * Research * Non-medical prescribing | * Project management * Working with community development initiatives |
| Other | * Self-directed autonomous practitioner * Highly motivated * Flexibility * Enthusiasm * Team player * Ability to work across boundaries |  |