NORTH BRINK PRACTICE

Advanced Nurse Practitioner

Job Description

Post: Advanced Nurse Practitioner

Reports to: Partners

Job Purpose

- To perform as an autonomous practitioner working independently and with other health care professionals to assess, diagnose and treat patients with a range of acute, non-acute and chronic medical conditions, initiating direct referrals as appropriate.
- To manage daily surgeries comprising 10-minute face-to-face consultations, 5-minute telephone consultations and telephone triage work. There is also a requirement for some visiting of patients either in their own home or in a care home environment.
- To collaborate with GPs, nursing staff and non-clinical support staff alike. Use his/her individual skill and experience in order to make a positive contribution to the organisation and the development of a ‘One Team’ approach.
- To develop innovative concepts, models, methods and practices which deliver new and improved primary care services to meet the changing needs of the North Brink Practice.
- To trial and adopt new working methods designed to manage the increasing demand in primary care. Such methods are likely to require an increasing reliance on triage and consultation over the telephone, remote prescribing, and emerging technology.
- To provide education and training to other staff and students as appropriate and to take a lead role in encouraging teamwork and sharing best practice.
- To undertake research if and when required.
- To help develop the North Brink Practice for the overall benefit of its patients.

MAIN DUTIES AND RESPONSIBILITIES

Clinical Responsibilities

- Work autonomously and be accountable for his/her own professional actions
- Undertake clinical nursing practice at an advanced level using expert knowledge and clinical skills to deliver holistic care to people accessing primary care services.
- Assess undifferentiated patients with a range of acute, non-acute and chronic medical conditions. Take history, make appropriate physical examinations, formulate differential diagnoses and carry through management treatment plans ensuring relevant follow up.
- Discuss with registered GP and, where appropriate, make referrals to other health professionals in primary and secondary care.
- Undertake home visits as assessed by GP, Advanced Nurse Practitioner or Practice Nurse, and acute visits for certain medical emergencies.
- Arrange hospital admission for appropriate cases.
- Undertake telephone triage work and telephone advice calls.
- Prescribe medication as appropriate under the extended nurse prescribing scheme.
- Prescribe medication as necessary under the supplementary prescribing scheme in partnership with the GP for areas of chronic disease and long term health needs. This will include prescribing for areas such as asthma, diabetes, chronic obstructive airways disease, coronary heart disease, hypertension, anticoagulation and HRT. This list is not exhaustive and may be expanded with regard to patient needs and clinical experience.
- Maintain accurate record keeping in SystmOne.
- Undertake regular medication reviews and medicines management.
- Request and interpret tests appropriate to patients’ needs.

**Demand management**
- Recognise the growing demand for primary care services and take positive steps to manage it.
- Create opportunities to address patients care needs in the most expedient way, taking into account that continuity of care and access to services are often in direct conflict.
- Influence patients to recognise the difference between their needs and their wants, and manage their expectations of what we can realistically deliver in a manner that is fair and proportionate for all care priorities.
- Make improved use of the telephone and other technologies. Encourage patients to rely on face-to-face consultation only where there is a clinical need to do so.
- Convince patients of your clinical competence and of the need to free up GP time for all but the most complex cases.

**Communication**
- Provide and receive highly complex, sensitive or contentious information and occasionally deal with situations which are hostile or emotive.
- Use developed communication, negotiation, and conflict management skills which require empathy, reassurance and persuasive skills to overcome barriers to acceptance.
- Regularly communicate service-related information to Partners, Commercial Manager, Nurses and non-clinical staff as well as to patients, relatives and carers.
- Make operational judgements, manage conflicting views and reconcile differences in professional opinion.
- Build and communicate effective working relationships with a wide array of statutory and voluntary organisations for the benefit of patient care and facilitate good working relationships.
- Develop and deliver presentations to large groups e.g. clinical meetings.

**Manage self and others**
- Participate in an annual individual performance review, taking responsibility for maintaining a record of own personal and professional development.
- Manage own time, workload and resources effectively.
- 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.
- Assess own performance and take accountability for own actions, either directly or under supervision.
- Develop a leadership role within the Practice.
- Undertake professional development as required by the role.
Encourage and motivate others to be forward thinking in ideas that address the health needs of our patients and be innovative whilst managing and developing new ways of working

Promote effective communication and relationships within the team

Engage in clinical supervision with peers and expect clinical supervision for own development

Participate positively and actively in clinical and practice meetings

Develop own knowledge and clinical practice to meet own objectives and changes in service

Assist in the training and assessment of trainee Nurse Practitioners and Nurses

Be involved in mentoring Nurses undertaking extended roles in chronic disease management and minor illness

Lead on standards setting and promote best practice

Operate a high standard of probity

Manage and use information

Alert other team members to issues of quality and risk.

Make effective use of the clinical system by ensuring consistent and accurate data entry and use of Read Codes

Facilitate the use of up to date information technology in order to collate accurate and timely information as and when required by the Practice.

Assist in the development of practice protocols for the surgery and clinical protocols for the clinical team

Identify, monitor and review deficiencies in procedure and implement remedial action.

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 role holder will 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 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 and the protection of personal and sensitive data.

Health and Safety

The role holder will assist in promoting and maintaining their own and others’ health, safety and security as defined in the Practice Health and Safety Policy:

Use personal security systems within the workplace according to Practice guidelines.

Identify the risks involved in work activities and undertake such activities in a way that manages the risks.

Make effective use of training to update knowledge and skills
- Use appropriate infection control procedures, maintain work areas in a tidy and safe way and free from hazards
- Report potential risks identified

**Equality and Diversity**

The role holder will support the equality, diversity and rights of patients, carers and colleagues:

- Act in a way that recognises the importance of people’s rights, interpreting them in a way that is consistent with Practice procedures and policies, and current legislation
- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behave in a manner which is welcoming to, and of, the individual, is non-judgemental and respects their circumstances, feelings, priorities and rights.

**General**

- This job description reflects the current situation. It is subject to review and updating in the light of changing service needs. Details may be changed in consultation with the role holder and/or reviewed at their annual appraisal.
- Job descriptions are not designed to be all-inclusive although they will, as far as practicable, be a reasonably accurate and understandable specification of duties. The nature of our organisation demands a flexible approach in order to provide efficient and modern services to our patients. This job description may be amended by the North Brink Practice and you may be required to carry out additional or other duties as may be reasonably required.