

DR WILSON & PARTNERS

JOB DESCRIPTION –NURSE PRACTITIONER

Job title	Nurse Practitioner		
Grade	Practice Pay Scale	Salary	Competitive/ Negotiable
Department	Clinical Team	Location	Preston
Reporting to	GP Partners / Practice Management		

Job summary

The post holder is an 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, clinical decision-making and expert care, including assessment and diagnostic skills for patients in the community and general practice. The post holder will demonstrate critical thinking in the clinical decision-making process. They will 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. In order to work at this level, NMC requirements must be met.

Key responsibilities

Clinical role

The post holder will:

- Make professionally autonomous decisions for which he / she is accountable
- Provide a first point of contact within the Practice for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history taking, physical examination, problem solving and clinical decision making, to establish a diagnosis and management plan
- Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings / reports
- To prescribe safe, effective and appropriate medication as defined by current legislative framework
- Provide safe, evidence based, cost-effective, individualised patient care
- Offer a holistic service to patients and their families, developing where appropriate an on-going plan of care / support, with an emphasis on prevention and self-care
- Promote health and well-being through the use of health promotion, health education, screening and therapeutic communication skills
- Refer patients directly to other services/agencies as appropriate

- Work with nursing, medical and health care assistant colleagues to ensure that National Service Frameworks (e.g Coronary Heart Disease/Older People/ Diabetes /Mental Health) are being delivered
- Work with multi-disciplinary teams within the Practice, and locally to promote integrated and seamless pathways of care
- Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery
- Participate in identification of community health needs and develop patient/family-centred strategies to address them
- Help develop and set up new patient services and participate in initiatives to improve existing patient services
- Be aware of and contribute to planning and delivery of practice-based commissioning projects

Teaching and Mentoring

The post-holder will:

- Promote a learning environment for patients, nurses and other health professionals
- Contribute to the planning and implementation of the teaching for existing staff, such as medical students, Nurse Practitioner students, GP registrars, Health Care Assistants within the practice.

Professional Role

The post-holder will:

- Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research.
- Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
- Maintain their professional registration
- Participate in continuing professional development opportunities to ensure that up-to-date evidence-based knowledge and competence in all aspects of the role is maintained
- Work within the latest NMC Code of Professional Conduct
- Record accurate consultation data in patients records in accordance with the latest NMC guidance and other pertinent standards

- Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
- Work collaboratively with colleagues within and external to the practice.
- Pro-actively promote the role of the Nurse Practitioner within the Practice, and externally to key stakeholders and agencies

Health and Safety / Risk management

- The post-holder must comply at all times with the Practice's Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the organisations Incident Reporting system.
- The post-holder will comply with the Data Protection Act (1984) and the Access to health Records Act (1990)

Equality and Diversity

- Work closely with the doctors, the Advanced Nurse Practitioner / Nurse Manager and Management team in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets.
- Ensure that all Practice Policies are fully implemented

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

- 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 (eg 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
- Monitor and develop the performance of the GPN team in accordance with local policies
- Approve the performance of the team, providing feedback as appropriate
- Understand and apply legal issues that support the identification of vulnerable and abused children and adults, and be aware of statutory child/vulnerable patients health procedures and local guidance
- Ensure the whole team have skills and knowledge regarding domestic violence, vulnerable adults, substance abuse and addictive behaviour. Provide guidance and support to ensure appropriate referral if required

Leadership – personal and people development

- Take responsibility for own learning and performance including participating in clinical supervision and acting as a positive role model
- Support staff development in order to maximise potential
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice
- Critically evaluate and review innovations and developments that are relevant to the area of work
- Enlist support and influence stakeholders and decision-makers in order to bring about new developments in the provision of services
- Support the planning and implementing of change within your area of care and responsibility
- Contribute to the development of local guidelines, protocols and standards
- Maintain effective communication with those responsible for the overall commissioning and procurement process
- Maintain active involvement in the planning and processes of practice-based commissioning or similar initiatives

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
- Delegate clearly and appropriately, adopting the principles of safe practice and assessment of competence
- Create clear referral mechanisms to meet patient need
- 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

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

Equality and diversity

- The post-holder must co-operate with all policies and procedures designed to ensure equality of employment. Co-workers, patients and visitors must be treated equally irrespective of gender, ethnic origin, age, disability, sexual orientation, religion etc
- Act as a role model in the observance of equality and diversity good practice

Safeguarding

- The practice is committed to safeguarding and promoting the welfare of children, young people and adults, but also service users and visitors to our services. All staff

have a responsibility to safeguard and promote the welfare of children and adults. The post-holder in conjunction with the management will be responsible for ensuring they undertake the appropriate level of training relevant to their individual role and responsibilities and that they are aware of and work within the relevant safeguarding policies and procedures.

- The post-holder is expected to treat patients, and carers, care and compassion at all times, treating each person as an individual by offering a personalised service. The practice staff will adopt, behaviours and attitudes which promote, support and respect, privacy and dignity. Staff are expected to challenge poor practice in relation to dignity and treat each other with respect.
- The practice is committed to providing consistently excellent and safe patient-centred care for all those who access our services, through highly skilled, committed and compassionate staff working together. The practice does this by putting our patients at the centre of all that we do and providing the best quality care with passion and pride. All staff are required to advocate, champion, and demonstrate the practices vision and values.

Patient Confidentiality

- The post-holder should respect patient confidentiality at all times and divulge patient information unless sanctioned by the requirements of the role

Communication

- Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment
- Communicate with and support patients who are receiving 'bad news'
- 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
- Estimate and maintain effective communication within the practice environment and with external stakeholders
- Act as an advocate when representing patients and colleagues
- Participate in practice team meetings

- Ensure awareness of sources of support and guidance (eg PALS) and provide information in an acceptable format to all patients, recognising any difficulties and referring where appropriate

Rehabilitation of Offenders Act 1994

- Because of the nature of the work this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by the Practice. Any information given will be completely confidential and will be considered only in relation to an application of a position to which the order applies.

Job Description Agreement

- The job description is intended to provide an outline of the key tasks and responsibilities only. There may be other duties required of the post-holder commensurate with their position. This description will be open to review and may be amended to take into account development within the Practice. All members of staff should be prepared to take on additional duties or relinquish existing duties in order to maintain the efficient running of the Practice.

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PERSON SPECIFICATION –NURSE PRACTITIONER

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Registered General Nurse• Recognised Nurse Practitioner qualification at minimum of degree level or equivalent• Independent Nurse Prescriber	<ul style="list-style-type: none">• Community nursing specialist qualification
Knowledge	<ul style="list-style-type: none">• Management of patients with long-term conditions• Management of patients with complex needs• Clinical examination skills• Accountability of own role and other roles in a nurse-led service• Understanding of their accountability arising from the NMC Code Professional Conduct (2004) and medico-legal aspects of the Nurse Practitioner role• Local and national health policy• Wider health economy• Clinical governance issues in primary care• Patient group directions and associated policy	<ul style="list-style-type: none">• Knowledge of public health issues• Able to identify determinants on health in the area• Knowledge of public health issues in the area
Skills	<ul style="list-style-type: none">• Ability to assess and manage patient risk effectively and safely• Developed word processing / data collection / IT skills• Reflective practitioner• Time management and ability to prioritise workload	

	<ul style="list-style-type: none"> • Able to analyse data and information, drawing out implications for the individual patient / impact on care plan • Able to establish and maintain effective communication pathways with the organisation, the local CCG and with key external stakeholders • Communication skills, both written and verbal • Communication of difficult messages to patients and families 	
Experience	<ul style="list-style-type: none"> • Minimum 5 years post registration experience • Evidence of appropriate continuing professional development activity to maintain up-to-date knowledge and on-going competence in all aspects of the Nurse Practitioner role • Experience in management of long term conditions e.g Asthma, COPD, Diabetes, CHD. • Evidence of working autonomously and as part of a team • Proven ability to evaluate the safety and effectiveness of their own clinical practice • At least 2 years recent primary and community nursing experience • Nurse-led management of minor illness, minor ailments and injuries • Compiling protocols and clinical guidelines • Nurse prescribing 	<ul style="list-style-type: none"> • Working with community development initiatives • Health-needs assessment
Other	<ul style="list-style-type: none"> • Self-directed practitioner • Highly motivated 	

	<ul style="list-style-type: none">• Flexibility• Enthusiasm• Team player• Ability to work across boundaries	
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