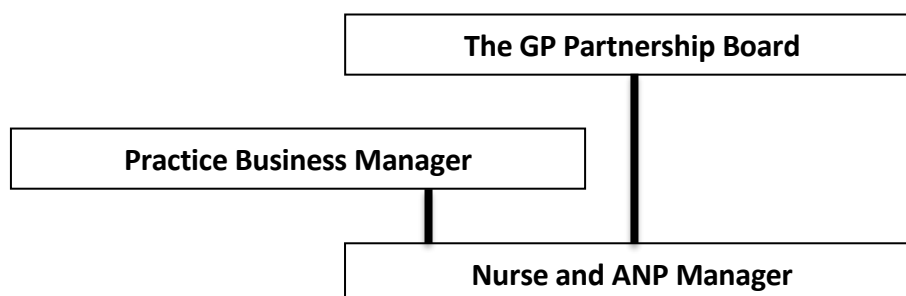




Job Description – Nurse and ANP Manager

Job Title:	Nurse and ANP Manager
Written By:	Business Manager
Last Updated:	08/09/22
Responsible to:	The Partners and Business Manager
Accountable to:	The Partners and Business Manager
Job Summary	<p>To be responsible for the management of both Advanced Nurse Practitioners and the Practice Nurse team and the services they carry out.</p> <p>As Nurse and ANP Manager you will have a mix of clinical facing work, where we expect you to be a registered nurse, most likely an Advanced Nurse Practitioner with post graduate qualifications relevant to the position, who acting within their professional boundaries, will provide care for the presenting patient from initial history taking, clinical assessment, diagnosis, treatment and evaluation of their care. This will be balanced with dedicated time for your leadership and management work. This role will require flexibility and someone who is confident enough to deliver both a high level of patient care whilst also being a skilled leader.</p> <p>They will work collaboratively within the general practice team to meet the needs of patients, support the delivery of policy and procedures, and provide support to their colleagues.</p> <p>As Nurse and ANP Manager you will be responsible for the day to running of the nursing team, supporting the Business Manager with the management of the team, receiving sickness absence notifications and dealing with capacity issues, working towards establishing a cohesive and communicative team, chairing meetings, supporting and developing staff and any other duties as delegated by the Partners and Business Manager.</p> <p>They will work flexibly, ensuring both their clinical and management roles are fulfilled.</p>

Organisational Structure





Duties and Responsibilities	
Scope and Purpose of the Role:	
1	To deliver a high standard of patient care as an Advanced Nurse Practitioner in general practice, using advanced autonomous clinical skills, and a broad and in-depth theoretical knowledge base
2	As a member of a varied clinical team manage a clinical caseload, dealing with presenting patient's needs in a primary care setting
3	To assist in the development and implementation of a triage policy for the practice
4	To deliver care in a range of settings, both in clinical environments, at patients' homes and via telephone consultations and other means of consultations as they develop
5	To enhance the Triage services offered by the practice
6	To provide clinical leadership within the practice
7	To manage own clinical workload in general practice responding effectively to patient need and ensuring patient choice and ease of access to services
8	To mentor and support staff in developing and maintaining clinical skills
Management and Clinical Supervision:	
9	Day to day supervision and first point of contact for line management support to the nursing and ANP team, handling queries and supporting staff in their role
10	Receiving notifications of sickness absence and taking steps to manage the day's workload for the nursing and ANP team
11	Planning and authorising annual leave and time management across the nursing and ANP team
12	Developing staff to realise their potential, seek opportunities to further the team's skills and supporting staff through their training needs
13	Identifying problems within the team and raising them with the Business Manager, taking steps where possible to resolve or seek advice
14	Act as a conduit for communication, sharing good practice, facilitate the team's ability to feedback from courses and workshops
15	Creating and managing the nurse and ANP rota
16	Chairing team Meetings, establishing the agenda and facilitating effective discussion
17	Facilitate and promote team working and relationships across the nursing team, encouraging collaborative working with the whole practice team
18	Monitor the work of the team, ensuring processes, policies and protocols are maintained and ensuring quality indicators are worked towards
19	Any other duties as requested or delegated by the Partners or Business Manager
Primary Clinical Duties and Areas of Responsibility:	
20	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
21	Provide assessment, treatment and diagnosis at point of first contact, by attending to patients in a variety of clinical or non-clinical settings according to patient's needs, undertaking home visits, in accordance with the relevant protocols
22	Make professionally autonomous decisions for which he/she is accountable
23	Refer patients to an alternative care setting or treat and discharge as appropriate. Instigate necessary invasive and non-invasive diagnostic tests or investigations and interpret findings/reports
24	Demonstrate sensitive communication styles to ensure patients are fully informed and consent to treatment



25	Ensure that professional standards are maintained and within the guidance by the Department of Health, the NMC, RGN and NICE guidance
26	Ensure that the robust system in place for maintaining clinical governance
27	Work with multi-disciplinary team within the Practice, and across the broader healthcare community, to promote integrated and seamless pathways of care
28	Contribute to the practice achieving its quality targets to sustain the high standards of patient care and service delivery
29	Participate in identification of community health needs and develop patient/family-centred strategies to address them
30	Help develop and set up new patient services and participate in initiatives to improve existing patient services
Teaching and Mentoring Role:	
31	Work collaboratively and supportively across the range of multi-disciplinary roles within the Practice
32	Promote a learning environment for patients, colleagues and other health professionals
33	Contribute to the planning and implementation of the teaching for existing staff, such as medical students, NP students, GP registrars, Health Care Assistants, student Paramedics, Specialist Paramedic students within the Practice
34	Take an active part in developing an Advanced Practitioner level of roles within the Practice
35	Establish and maintain links with higher education providers
Professional Role:	
36	Promote evidence-based practice through the use of the latest research-based guidelines and the development of practice-based research
37	Monitor the effectiveness of their own clinical practice through the quality assurance strategies such as the use of audit and peer review
38	Maintain all professional registrations and requirements in accordance to the role
39	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
40	Record accurate consultation data in patient's records, utilising read codes
41	Keep up to date with pertinent health-related policy and work with the practice team to consider the impact and strategies for implementation
42	Work collaboratively with colleagues within and external to the practice
43	Demonstrate leadership
44	Pro-actively promote the role of the Advanced Nurse Practitioner within the Practice, and externally to key stakeholders and agencies
45	Identify own learning needs in order to remain current and improve performance
46	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
47	Identify appropriate opportunities to delegate both clinical and administrative tasks to more junior staff
48	Help the practice operate in a cost-effective manner
49	Identify and manage care risks on a continuing basis
50	Participate in practice meetings and practice management meetings, reporting progress as required
51	Participate in audits and inspections as appropriate



52	Work closely with the doctors and administrative managers in the setting up and/or improving of practice systems for monitoring/measuring performance against Clinical Governance and Quality Indicator targets
53	Ensure that all Practice Policies are fully implemented
Risk Management:	
54	Manage and assess risk within the areas of responsibility, ensuring adequate measures are in place to protect staff and patients and public including ensuring they are safe and free from hazards and conform to health, safety and security policies, procedures and guidelines
55	Ensure safe storage, rotation and disposal of vaccines and drugs
56	Apply infection-control measures within the practice according to local and national guidelines
57	Understand and apply legal policy that supports the identification of vulnerable and abused children and adults, being aware of statutory child/vulnerable adult health procedure and local guidance
58	Work within policies regarding family violence, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate
59	Maintain confidentiality, data protection, access to records and information governance procedures, seeking advice from Caldicott and Information Governance Leads, and ensuring all training is up to date
60	The post-holder is required to travel independently between practice sites, patient homes (where applicable), and to attend meetings etc hosted by other agencies
61	The post-holder will have contact with body fluids ie, wound exudates; urine etc while in clinical practice.

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 applicant of a position to which the order applies.

The Job Description is not intended to be a fully-comprehensive description of the duties of the post-holder. Due to the Practice commitment to continuous improvement, and to external factors, it is likely that the post will develop over time. Therefore, these duties will be subject to regular review and may be amended from time to time in consultation with the post-holder.